

SCHOOL ATTENDANCE AREAS

FILE: JC

TITLE: Student Assignment

POLICY:

The School Board of Orange County, Florida ("Board") shall establish residential attendance zones for each school. All students, unless otherwise provided by the Board, shall attend the school serving such student's residential attendance zone. For purposes of this policy, a student's residence is defined as the residence/domicile of the parent(s), legal guardian(s), legal custodian(s), or other such person as defined as a legal guardian of the student by any order issued by a court of competent jurisdiction of the State of Florida (collectively, "Guardian"). Any student residing in the Orange County Public Schools ("OCPS") district shall be assigned to a school for attendance by the Superintendent or designee.

The following steps shall apply for student assignments hereunder:

- (1) The principal of an OCPS school shall be responsible for the verification and accurate recording of the places of residence of the students assigned to such school;
- (2) A student may be permitted to attend a school in another residential attendance zone pursuant to guidelines as set forth in the applicable Board policy in force and effect at the time of assignment. Nothing herein shall be construed to obligate the Board or OCPS to transport students granted said permission;
- (3) Any student whose legal residence is outside the boundaries of Orange County, Florida shall not be enrolled in any OCPS school except under the following provisions:
 - (a) In the instance where transportation of the student is impracticable in the opinion of the Board and an annual agreement exists between the Board and an adjoining school district;
 - (b) In the instance where a multi-district program for exceptional students has been established by the Board in cooperation with an adjoining school district, where the student resides;
 - (c) To the extent enrollment or admission is sought in an area vocational-technical center or vocational-technical school operated by OCPS;
 - (d) In the instance where a student's Guardian is employed full-time by OCPS, with an approved transfer pursuant to Board Policy JCA; or
 - (e) In the instance where the student's Guardian meets eligibility in compliance with the McKinney-Vento Homeless Education Assistance Act.

- (4) In the event of a conflict with any provision of this Board Policy JC and Board Policy JCA, Board Policy JCA shall control.

SPECIFIC AUTHORITY: Sections 1001.41; 1001.54; 1012.28, Florida Statutes

Article IX, Section 4 of the Florida Constitution

TITLE: **School Attendance Rezoning Process**

POLICY:

The following rezoning process supersedes any practice, procedure, or process previously adopted, approved, or followed by the Board, Student Enrollment, or other OCPS employees:

- (1) The Superintendent or designee commences the rezoning process for the affected schools.
- (2) Student Enrollment prepares a master calendar identifying provisional dates for the rezoning process, including a community information meeting, Rule Development Workshop, and Final Public Hearing with their corresponding public notice deadlines.
- (3) Student Enrollment distributes the rezoning master calendar to each Board Member, the Superintendent, the Area Superintendents, and the potentially affected school principals. The master calendar shall be posted at the potentially affected schools and electronically, as deemed appropriate by Student Enrollment.
- (4) Student Enrollment commences its school rezoning analysis for purposes of developing one or more proposed rezoning options. Student Enrollment may consult with each Board Member, individually, the Superintendent, the affected Area Superintendents and school principals, and the Transportation Department in order to acquire relevant information and technical assistance needed to formulate suitable attendance zone options. Student Enrollment may consider any of the following factors in developing each rezoning option:
 - (a) Anticipated growth and development within the attendance zone;
 - (b) Facility design capacities for each affected school;
 - (c) Distances and duration of student travel;
 - (d) School feeder patterns; and/or
 - (e) Adverse impacts to neighborhoods, residential subdivisions, or other discrete residential areas.
- (5) Community Meeting(s).

- (a) Student Enrollment will schedule, notice, and attend community meeting(s). At the community meeting(s), staff will explain the rezoning process, discuss factors considered for each proposed attendance zone, engage in discussion as to each proposal's attributes, and obtain community feedback.
- (b) Student Enrollment shall provide notice of each community meeting by advertisement in a newspaper of general circulation in Orange County, Florida, not less than fourteen (14) days prior to the date on which the meeting is scheduled to be held. The notice shall indicate the schools affected by the proposed rezoning options, provide a short, plain statement of the purpose and effect of the proposed rezoning options, cite the Board's legal authority to adopt or modify attendance zones, and contain a statement of how interested persons may obtain a copy of the proposed rezoning options.

(6) Rule Development Workshop.

- (a) School Board Services shall prepare a Notice of Public Rule Development Workshop ("Workshop Notice"), identifying each attendance zone proposal for the affected schools as required by the relevant Florida Statutes.
- (b) Rule Development Workshops should be scheduled and noticed to occur over two (2) consecutive days, but two (2) days may not be required to conduct the Workshop. The second day of the Rule Development Workshop shall be reserved in the event the Board Chairman determines that additional time is needed either for the public to address the Board or for Board discussion.
- (c) The Workshop Notice shall contain a statement advising the public that the Rule Development Workshop will commence no earlier than 4:30 p.m. and end at 10:00 p.m., or such earlier time when all interested persons have had the opportunity to share information with the Board and the Board has had an opportunity to discuss the options. If there is insufficient time for interested persons to address the Board, the Chairman may extend the Rule Development Workshop for a reasonable period of time, not to exceed thirty (30) minutes, or may adjourn the Rule Development Workshop and reconvene it the following day.
- (d) Members of the public will have an opportunity to speak at the Rule Development Workshop. Individuals will be allowed three (3) minutes to address the Board, unless they are appearing in a representative capacity on behalf of a group or organization in which event they will be allowed five (5) minutes. Persons interested in addressing the Board at the Rule Development Workshop must complete and submit an Appearance Request Form to the Board Clerk. Appearance Request Forms with

instructions regarding completion and submission may be requested in advance of the Rule Development Workshop from Student Enrollment at 445 W. Amelia St., Orlando, FL 32801. Copies of the proposed attendance zones will be available upon request made to Student Enrollment, between the hours of 7:30 a.m. and 4:30 p.m.

- (e) During the Workshop, the Board may make modifications to the proposed attendance zones recommended by Student Enrollment and any recommendations for implementation of those attendance zones. School Board Services shall then schedule a Public Hearing for the formal adoption of a proposed attendance zones.

(7) Public Hearing.

- (a) Notice of Public Hearing on Proposed Board Action concerning School Attendance Zone Changes (“Notice of Public Hearing”) will be prepared by Student Enrollment for advertisement in a newspaper of general circulation not less than twenty-eight (28) days prior to the date of the public hearing. The Notice of Public Hearing shall contain information required by the relevant Florida Statutes.
- (b) The Public Hearing should be scheduled and noticed to occur over two (2) consecutive days, but two (2) days may not be required to conduct the hearing. The second day of the Public Hearing shall be reserved in the event the Board Chairman determines that additional time is needed either for the public to address the Board or for Board discussion.
- (c) The Notice of Public Hearing shall contain a statement advising the public that the hearing will commence no earlier than 5:30 p.m. and end at 10:00 p.m., or at such earlier time when all interested persons have had the opportunity to share information with the Board and the Board has had the opportunity to discuss the options. If there is insufficient time for interested persons to address the Board, the Chairman may extend the Public Hearing for a reasonable period of time, not to exceed thirty (30) minutes, or may adjourn the Public Hearing and reconvene it the following day.
- (d) Members of the public will have an opportunity to speak at the Public Hearing. Individuals will be allowed three (3) minutes to address the Board, unless they are appearing in a representative capacity on behalf of a group or organization in which event they will be allowed five (5) minutes. Persons interested in addressing the Board at the Public Hearing must complete and submit an Appearance Request Form to the Board Clerk. Appearance Request Forms with instructions regarding completion and submission may be requested in advance of the Public Hearing from Student Enrollment at 445 W. Amelia St., Orlando, FL 32801. The Notice of Public Hearing shall also indicate that copies of the proposed attendance zones will be available upon request made to

the Student Enrollment between the hours of 7:30 a.m. and 4:30 p.m.

- (e) At the conclusion of the Public Hearing, the Board may take action to: (i) adopt one of the recommended options; (ii) direct staff to re-advertise for a Rule Development Workshop any substantive modification to a recommended option in accordance with Step 6 above, (iii) reject recommended options and direct that Student Enrollment undertake an additional review for the purpose of devising alternative attendance zone options, or (iv) withdraw the proposed rezoning.
- (8) Student Enrollment shall cause to be filed a certified copy of the proposed attendance zones, the rulemaking record, and other relevant materials in the office of Student Enrollment and make such material available for public inspection upon request. In addition, a rulemaking record shall be compiled which shall include those materials identified in the relevant Florida Statutes, in addition to the written comments and/or questionnaire responses received in connection with the community meeting(s).

SPECIFIC AUTHORITY:

Sections 120.52; 120.525; 120.54; 120.541; 120.55; 120.81; 1001.41; 1001.42, Florida Statutes

Article IX, Section 4 of the Florida Constitution

ADOPTED: 06/28/2011
REVISED: 12/13/16; 8/06/19