

SCHOOL ATTENDANCE AREAS

Out-of-Zone/Non-Resident Enrollment Requests

The Martinsville City School Board will set the school attendance areas for each of the schools. Students shall attend the school in the attendance area in which they reside and to which they are assigned, unless special permission is granted by the Superintendent or his/her designee.

Parents requesting to enroll their out-of-zone or non-resident student(s) in any Martinsville City school must complete an Out-of-Zone/Non-Resident Enrollment Request Form for each student annually. Forms are available at each school and at the School Board Central Administrative Offices. Completed enrollment request forms should be submitted to the school Principal and must be accompanied by the following documentation:

- Student report card or transcript from previous school year;
- Attendance record;
- Discipline record, if applicable;
- Documentation of any special programming for which the student is eligible, if applicable, such as an IEP or 504 plan, gifted program, or ESL plan;
- Proof of residence.

The following factors will be reviewed by the Principal and Superintendent when considering out-of-zone/non-resident enrollment requests:

- Class sizes in the requested school;
- Fiscal impact upon the school division;
- The parents' ability and agreement to provide the student timely transportation to the requested school;
- The student's attendance, discipline, and academic record.

Following the satisfactory consideration of these factors, the Superintendent's final approval of out-of-zone/non-resident enrollment requests will be prioritized as follows:

- A Priority Deadline for submitting out-of-zone/non-resident enrollment requests will be established annually for the school division. Enrollment requests submitted prior to the Priority Deadline will be considered in the following order:
 - Enrollment requests from currently enrolled out-of-zone/non-resident students;
 - Enrollment requests from siblings of currently enrolled out-of-zone/non-resident students
- A Second Priority Deadline for submitting out-of-zone/non-resident enrollment requests will be established annually for the school division. Enrollment requests submitted prior to the Second Priority Deadline will be considered in the following order:
 - Enrollment requests from currently enrolled out-of-zone/non-resident students;

- Enrollment requests from siblings of currently enrolled out-of-zone/non-resident students
- Enrollment requests from students seeking out-of-zone/non-resident enrollment for the first time.

IMPORTANT NOTE: Currently enrolled and siblings of currently enrolled out-of-zone/non-resident students submitting requests after the Second Priority Deadline may not receive approval for enrollment if available slots are filled.

- A Third Priority Deadline for submitting out-of-zone/non-resident enrollment requests will be established annually for the school division. Enrollment requests submitted prior to the Third Priority Deadline will be considered by the date received, and then in the following order:
 - Enrollment requests from currently enrolled out-of-zone/non-resident students;
 - Enrollment requests from siblings of currently enrolled out-of-zone/non-resident students
 - Enrollment requests from students seeking out-of-zone/non-resident enrollment for the first time.
- Out-of-zone/non-resident enrollment requests received after July 1 of each school year will be prioritized as space permits.

Exceptions to the above stated priority order of approval may be made at the discretion of the Superintendent based upon consideration of extenuating circumstances or other relevant factors. Such exceptions will be made on a case by case basis upon written appeal of the parent or guardian to the Superintendent.

Conditions to Be Met for Out-of-Zone/Non-Resident Enrollment

By applying for out-of-zone/non-resident enrollment, parents agree to the following:

- Martinsville City Public Schools personnel may contact the student's previous school(s) for additional academic, discipline, and attendance records;
- Final school placement for the student will be at the discretion of the Superintendent;
- Timely transportation to and from the requested school, if not provided by the school division, must be provided by the parents;
- Students and parents must comply with all Martinsville City School Board policies and regulations;
- Non-resident students who fail to follow School Board policies regarding attendance or discipline, as determined by the Superintendent, may be immediately removed from enrollment in Martinsville City Public Schools.
- Out-of-zone resident students who fail to follow School Board policies regarding attendance or discipline, as determined by the Superintendent, may be reassigned to the school located in their regular attendance zone.

Upon approval of an out-of-zone/non-resident enrollment request, parents must provide the school all admission records regularly required by law.

Admission to Special Programs

Out-of-zone/non-resident enrollment requests for students desiring admission to special programs, including, but not limited to the Governor's School, generally will not be considered unless the student has been enrolled in the Martinsville City Public Schools for at least one continuous school year prior to the beginning of the special program being requested. Parents of students who have not met this requirement may submit a written request to the Superintendent. Such requests will be reviewed on a case by case basis. In addition to the factors listed above, the Superintendent will consider the following additional factors:

- Available number of student slots in the program requested and whether there is a waiting list of eligible students;
- Whether or not the student and family are residents of the City of Martinsville, with preference given to students who are residents and who have been previously enrolled in Martinsville City Public Schools;
- Whether the student has siblings enrolled in Martinsville City Public Schools.

If approved for admission to a special program, the student must remain enrolled as a full time student in Martinsville City Public Schools for the duration of each school year of program participation. If the student ceases to be enrolled as a full time student in the school division, the student will no longer be eligible to participate in the special program through Martinsville City Public Schools, and the school division may seek reimbursement of any program fees or tuition paid in advance on behalf of the student.

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Legal Refs.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-79

Cross Refs: IGBI Advanced Placement Classes and Special Programs
JCA Transfers by Student Victims of Crime
JCB Transfers by Students in Persistently Dangerous Schools