



School District of Okeechobee County

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OFFICE OF STUDENT SERVICES

ZONE WAIVER PROCEDURES:

PROCEDURES FOR NEW ZONE WAIVERS

- Beginning Friday, May 1, 2020, schools will share on their website, social media page, and send a Skyward call or email informing guardians on how to submit a zone waiver at the school site, using the Google Form Link: <https://forms.gle/Hm4BnzpLYKt4V38AA>
 - Schools will need to make paper copies of the zone waiver letters and zone waiver forms for those parents needing paper copies. These can be sent home with paper packets.
- ***Students that are currently on a zone waiver at your school DO NOT NEED TO FILL OUT A NEW ZONE WAIVER.***
- Your DP maintains the list on the Zone Waiver Google Sheet for your school and updates that information in Skyward for students on zone waivers at your school. Please **only** approve new zone waivers.
- Make sure that you approve the zone waivers in the priority of approval. All zone waivers that are not priority must be placed in a lottery system.
- We need all approved/denied zone waivers returned to my office by Friday, May 22, 2020. I will sign the zone waivers and we will return them to you so that you can attach them to the child's report card.

PROCEDURES FOR DENYING CURRENT ZONE WAIVERS

- You can deny a student that is currently on a zone waiver for next year if the following procedures are followed:
 - A SIT meeting is held with the parent telling them that you are denying the zone waiver for the 2020-2021 school year. The SIT meeting form must include the reason for the denial.
 - You provide in writing to the Director of Student Services the request to deny the student a zone waiver for next year and include the reason. The reasons include: excessive tardiness, excessive absences, excessive discipline referrals.
 - See the attached school board policy.

PROCEDURES FOR DENYING NEW ZONE WAIVERS

- You must provide in writing to the Director of Student Services the reason that you are denying a new zone waiver with a sticky note and documentation.