

UNIFIED SCHOOL DISTRICT #409

POLICY: JBC

ENROLLMENT

(See IIBGB, JBCA, JBCB and JQKA)

Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, stepparents, and foster parents. For purposes of this policy, a “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment, and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any annual non-resident student application as specified in this policy, and students residing outside of the state of Kansas may be denied enrollment or continued enrollment based on out-of-state residency, and based on the following guidelines:

- Children of non-resident U.S.D. 409 employees may attend school in U.S.D. 409.
- Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.
- Non-resident students are not accepted in our Central School Program.
- A non-resident student who has been suspended or expelled from another district will not be admitted to the district.
- A non-resident student seeking admission to the district shall be evaluated using the following criteria: academic standing, attendance, and disciplinary record. Students may be denied admission to the district based on the results of these evaluations.
- Non-resident admission requests may be submitted to the superintendent's office anytime after January 1 for the subsequent school year.
- Applications must include the reasons for making the request.
- Requests for non-resident admission are considered on an individual basis.
- No application will be approved if such approval would increase or further increase a projected class size beyond the district's class size standard or beyond building capacity.
- Non-resident students who have been approved must be enrolled and attending no later than two school days prior to the state’s official count date which is normally September 20 of any given year.
- Emergency applications may be considered by the Superintendent.
- Non-resident students are required to reapply each year.

- Non-resident students approved for admission will be subject to the same fees as students residing within the district.
- Transportation for non-resident students shall be the responsibility of the parent. Students may be transported if picked up and dropped off at an existing USD 409 bus stop. Permission shall be obtained from the contracted transportation director in conjunction with the Superintendent before initiating transport of any non-resident student. No pickups or dropoffs will be provided outside the legal boundaries of USD 409.

Non-resident Students – Continued Enrollment

Non-resident students admitted to the district shall be evaluated each spring by district administration on the following criteria: whether the student made academic progress; residence in the state of Kansas, regularity and punctuality of attendance; and disciplinary record, specifically whether the student complied with the student conduct code and avoided 1) major disciplinary problems and/or 2) a large number of referrals for minor disciplinary problems.

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident applications.

Enrollment Restriction

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public.

Age of Admission

- While kindergarten is not mandatory in the state of Kansas, any child who will attain the age of five (5) years on or before August 31 of any school year shall be eligible to enter kindergarten.
- Any child who will attain the age of six (6) years on or before August 31 of any school year shall be eligible to enter first grade.
- Any child who shall have completed a kindergarten course maintained by an accredited school shall be eligible to enter first grade, regardless of age.
- Any child, regardless of age, may enter kindergarten or first grade, if the child previously resided in another state and had entered and was attending kindergarten or first grade in such other state prior to moving to Kansas. Any child who completes kindergarten in Kansas under the above provision is entitled to enter first grade regardless of age. (KSA 72-1107)

Part-Time Students

Individuals who are:

- Home-schooled,
- Are enrolled in a virtual school that is fully accredited by the Kansas State Department of Education,
- Are not enrolled in a private or parochial school,
- And live within the USD 409 district boundaries,

may make application to enroll as a part-time student. Students making application shall be evaluated using the following criteria: academic standing, attendance, and disciplinary record. Students may be denied admission to the district based on the results of these evaluations.

Part-time students may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than two school days prior to the state's official count. Emergency applications may be considered by the Superintendent.

The district is not required to admit part-time students. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available and the students follow the district's student conduct policies and rules. Refer to Policy JH, Student Activities, for eligibility to participate in activities.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in pre-kindergarten, kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation, which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript, similar pupil records or data, or other documentary evidence the board deems satisfactory.

The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The district shall work with the Department for Children and Families, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address, and telephone number of the lawful custodian. The records shall also provide proper proof of identity.

Assignment to a School Building, Grade Level or Classes

Unless otherwise provided herein, the superintendent, or designee, shall assign students to the appropriate building.

If required by law, students placed in foster care or students who are homeless may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. (For definition of "school of origin", see regulations for JBCA and JBCB.)

Assignment to a particular grade level or particular classes shall be determined by the building principal based on the educational abilities of the student. If the parents disagree, the principal's decision may be appealed to the superintendent.

Transferring Credit

In the middle school and in the high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. For online credit approval procedures after enrollment, see board Policy IIBGB.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed into a grade level by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.

Adopted: 10-04-1993

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