

Section 8000 – Students

8040-R School Admissions

8040-R

The Superintendent, in cooperation with the Principals, shall establish an advance enrollment date for all students. Enrollment procedures will be communicated to the news media, and every attempt will be made to enlist the cooperation of the media in informing the public of the enrollment procedures to be followed.

First Time Enrollments

The proof of identity for students enrolling for the first time in the District shall include a certified copy of the student's birth certificate. If the certified copy or birth certificate is not available, an affidavit must be presented stating why it is not available and another appropriate document such as, but not limited to, a copy of a court order placing the student in the custody of the Department of Human Services or a certified transcript of the student, or a baptismal certificate, or other reliable documentary evidence which lists the student's legal name, date of birth and parent(s)/guardian(s) name that the Board considers satisfactory.

If the identity of the student is not proven by documentary evidence within 30 days, the school staff shall notify CSS who shall notify the local law enforcement agency as required by law. If the school staff suspects the identity affidavits to be inaccurate or suspicious in nature, he/she shall contact the local law enforcement agency.

Resident Students

The Superintendent shall ascertain that all students who apply for admission to the schools are lawfully entitled to enroll.

New Resident Students

The Superintendent shall cause public announcements to be made from time to time, with greater frequency during the summer months, as to the procedures that new residents of the District are expected to follow in enrolling in the schools of the District.

Non-Resident Students

Application for a non-resident student who desires to be admitted to the schools of the District shall be submitted to the Superintendent.

In the event a non-resident student is denied admission to the schools of the District, the parent(s)/guardian(s) or student, if an emancipated minor, may appeal the decision, in writing, to the Board.

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The parent(s)/guardian(s) of a non-resident student who wishes to enroll a student because the parent(s)/guardian(s) is/are employed by the District may be required to provide proof of employment.

Tuition

The tuition for any student, that is to be paid by another District, shall be paid on the date provided in the agreement with that District. In the event tuition for a non-resident student is to be paid by the parent(s)/guardian(s), the tuition shall be paid in full at the time of enrollment in the amount determined by the Superintendent.

Assignment

The building Principal shall be initially responsible for specific classroom and grade level assignment of all students within the school. In the elementary schools, the Principal, in determining the grade level for any new student, may take into consideration the previous schooling of the student but may assign the student to a lower grade level or higher grade level, if in his/her judgment, and with the cooperation of the parent(s)/guardian(s), the best interests of the student would be served thereby.

In the middle school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the Principal shall determine that there is valid reason for not doing so.

To Schools

Any parent(s)/guardian(s) who wish to enroll a child as a student in a school outside of the attendance area in which the student would otherwise attend may make application to the Superintendent including in such application a justification for the variance from the assignment policy of the Board.

The Superintendent is authorized, in any case in which he/she feels that the better interest of the schools or the student involved will be served, to grant an exception from the attendance areas established by the Board.

To Classrooms

The building Principal shall be responsible for assigning students to specific classrooms within the school. In making classroom assignments, the Principal shall take into account available space, class sizes, and scheduling requirements.

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School Admissions - Non-Accredited Schools

Students attending or having attended a non-accredited school, who wish to attend school in the District, must be tested by an appropriate guidance counselor to determine grade level placement. At the high school level, the student must present documentation of progress to be evaluated by guidance counselor or curriculum staff. If the documentation is incomplete or found to be unacceptable, the student shall attempt to test out of classes. In lieu of testing out, students at the high school level shall be placed in ninth grade.

Transfers and Withdrawals

It shall be the responsibility of the Principal of the appropriate school to determine whether a student has transferred or withdrawn from school. Any student who is absent from school for more than ten consecutive days shall be presumed to have transferred or withdrawn, unless the Principal may determine by investigation that such is not the case.

Within 14 days after enrolling, school staff must request, in writing, the enrolling student's previous school record.

Resident Attendance in another District - Non-Schools of Choice

All requests to attend another school District that is not a "schools of choice" District shall be made to the Community and Student Services (CSS).

If the request is denied, the student and/or his/her parent(s)/guardian(s) shall be given the opportunity to make a presentation to the appeal board in support of the request. If the request is denied by the appeal board, the student and/or his/her parent(s)/guardian(s) may appeal to the Superintendent.

Rules Accepted: June 29, 2009