

ENROLLMENT

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, step-parents and foster parents. For purposes of this policy, 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. (See JQKA)

Non-resident Students

Non-resident students are those who do not meet the definition of a resident student. Non-resident students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

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. Any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory. Students enrolling in grades 2-12 shall provide a certified transcript or similar pupil records.

Recommended by KASB 10/98

Approved by BOE 2/8/99

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, tele-

phone number of the lawful custodian. The records shall also provide the identity of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. 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.

Assignment to a School Building, Grade Level or Classes

The superintendent shall assign students to the appropriate building. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the superintendent. 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. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In the middle (junior high) school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools, unless the principal determines there is valid reason for not doing so.

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed 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.

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PART-TIME ENROLLMENT

To ensure students stay on schedule to graduate with their class, students are expected to enroll in a full-time schedule each year in school.

Students with special needs may apply for part-time status. This might include students with verified medical conditions which prevent full-time attendance and home schooled students.

Part-time students may enroll with the administration's permission if they enroll, pay all applicable fees, and are in attendance no later than the first day of the school year or within five days of a change of residency. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available.

Part-time students are expected to meet all course requirements and follow all school rules as outlined in the student handbook. Only full-time students will be eligible for co-curricular and extra-curricular activities. Part-time students would not be eligible to participate in optional school activities such as dances, clubs, organizations, school competitions, spelling bees, geography bees, etc.

Students who attend part-time shall leave school property after their classes are completed each day. Students who have legitimate business with their teachers, the counselor, the principal, or other school officials may remain for scheduled meetings with these officials as appropriate.

Assignment to a particular grade level or particular classes shall be determined by the building principal or designee based on the educational abilities of the student.

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Approved by BOE 2/8/99
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