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POLICY E-2
ENROLLMENT

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, 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 or similar pupil records, or other documentation, which the Board determines to be satisfactory may be provided.

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 of 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 the 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, telephone number of the lawful custodian as required by Board Policy B13. The records shall also provide proper proof of identity.

ENROLLMENT PROCEDURES

The Superintendent shall establish orderly enrollment for all students. The procedure shall include pre-enrollment, changes in enrollment, normal enrollment time, and communication to parents and the public.

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.

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 that is a resident of the District. Homeless children 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 and 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 qualification of a resident student. Non-resident students will be admitted only to the extent that staff, facilities, equipment and supplies are available. Tuition may be charged to non-resident students at a rate established by the Board. 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 as expired.

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; 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 student applications no later than the

board meeting that occurs as soon as the non-resident student application is received prior to the first day of school for the following school year.

Any non-resident student that applies after the first day of school will be admitted on a probationary period or not admitted until the next board meeting where formal action will be taken to approve or not approve the out of district student application by the board. The building administrator through consultation with the superintendent may approve non-resident student attendance prior to the next board meeting. However, the school board has the final decision in approving or denying the non-resident student application.

ASSIGNMENT TO A SCHOOL OR CLASSES

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. However, the distance from the school of origin will be considered along with input from the Department of Children and Families or in the case of a homeless student, the student and any person acting as his/her legal guardian.

Assignment to a particular grade level or particular class 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 at the time the student enrolls in the district], unless the Principal shall determine that there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy B-26 Online Learning Opportunities.

TRANSFERS FROM NON-ACCREDITED SCHOOLS

Students, transferring from non-accredited schools shall be tested to determine grade level placement. Placement will be made by the Principal after consultation with the parents or guardians, and guidance personnel. Criteria for final placement shall be made by the principal based on the student’s documented]

past educational experience and performance on tests administered to determine grade level placement.

FULL-TIME

Each student enrolled in the West Elk USD #282 school system shall attend “full-time” unless authorized for part-time attendance by other Board Policy or special Board approval.

Full-time attendance shall be defined as from the daily opening until final dismissal. The high school schedule includes seven periods.

During the seven-period day, each high school student shall also be required to enroll in and maintain at least five (5) units of study-not including study hall, activity, and student aide assignments.

This policy is in accordance with regulations established by the Kansas State Department of Education which mandates that each senior shall attend class a minimum of 1086 hours per school year in order to be counted as a full-time student (other students at least 1116 hours).

This policy also is consistent with the National Commission on Excellence in Education Report (1983), which called for increased emphasis upon academic school work and increased “time-on-task”.

EXCEPTIONS

The secondary Principal may request special permission from the Superintendent and the School Board to allow a specific student(s) to attend less than full-time. The request shall indicate the “hardship” which causes the request to be made.

Personal “convenience” shall not be sufficient reason to approve part-time enrollment.

Any student enrolled in fewer than five (5) units of credit shall not be eligible for school activities.

Concurrent Enrollment

A student enrolled in grades 11 or 12, or a gifted child in grades 9 through 12 who has demonstrated the ability to benefit from participation in the regular curricula of eligible postsecondary education institutions, may apply to the Principal for permission to enroll at an eligible postsecondary education.

The district may enter into an agreement with the college for the purpose of allowing these students to receive dual credit.