ADMISSION AND ENROLLEMNT

All resident students are guaranteed an equal opportunity to apply for enrollment within the In District Open Enrollment policy. Non –resident students who meet the advertised Schools of Choice guidelines may apply.

If the number of In District Open Enrollment and Schools of Choice applications for a school exceeds the available classroom seats, the In District Open Enrollment form guidelines will determine which applications will be approved. HVS residents will be given priority over non-resident students.

The rights of students to attend their neighborhood schools as defined by the Board of Education approved attendance boundaries will take precedence over In District Open Enrollment/Schools of Choice applications. In District Open Enrollment/Schools of Choice applicants will not displace neighborhood school students.

Multiple enrollment policies impact student attendance both at the District level and in individual buildings. The policies listed below provide clarification for legal residents, children of employees, homeless students, kindergarten admissions, schools of choice students, open enrollment students, non-resident students and tuition students.

A. Legal Residence

Legal residence is a condition of enrollment for children to attend the Huron Valley Schools. The School Code states that a child who is a resident of Huron Valley Schools has the right to attend school in the district.

To qualify as a resident a student must meet at least one of the following criteria:

1. The student's parent(s) reside in a dwelling in the district. If the student's parents reside separately in different districts, either district may enroll the pupil as a resident, regardless of which parent has custody.

2. The student lives with a relative other than a parent in a dwelling within the district for the purposes of securing a suitable home and not solely for education purposes.

3. For residency purposes, a relative is defined as a parent, grandparent, brother, sister, stepparent, step-grandparent, stepsister, stepbrother, uncle, aunt, first cousin, great aunt, or great uncle by marriage, blood or adoption.

4. The student is 18 years of age or an emancipated minor and resides in the district.

5. The student lives with a guardian where court has granted a "Limited or Full Guardianship" within the district. No other document qualifies.

6. The student has been issued an F-1 Visa and resides in the district.

7. The student is a foreign exchange student living with a host family whose members are residents of the district.

8. The school district shall require reasonable documentation to verify the student meets the residency requirements for purposes of attendance without payment of tuition.

B. Children of Employees

A nonresident student who is an employee's child has the right to enroll in the District. The definition of a child includes an adopted child, stepchild or a legal ward.

C. Homeless Students

The School District will comply with applicable legal requirements concerning the enrollment of students defined as homeless under federal law. The Superintendent will appoint a central office administrator to

serve as the District's liaison with homeless students and their parents or guardians. The liaison will coordinate and collaborate with state and local officials, as necessary. Students duly enrolled as homeless students will, thereafter, be considered School District students for all curricular and extracurricular purposes.

D. Kindergarten Admissions

Kindergarten admission will be based on current state legislation.

E. Schools of Choice Students

Annually the Superintendent or designee recommends the level of participation in Schools of Choice for out of district students under the guidelines of section 105 and/or 105c for either limited or unlimited available seats. The District retains the right to assign students to specific buildings.

F. Open Enrollment (In District Schools of Choice)

1. Huron Valley Staff
   a. Information will be shared through internal communications and building-level meetings.

2. Incoming Kindergartners
   a. Administration will provide information on the In District Open Enrollment option to all elementary schools for the purpose of disbursement at Kindergarten Orientation meetings.

3. New Students to the District (Grades 1 through 12)
   The district representative who offers the incoming parent the enrollment form will offer In District Open Enrollment information. Upon notification, the District representative will check the box on the enrollment checklist verifying receipt of the In District Open Enrollment option.

G. Non Resident Students

Non-resident students are defined as those adult students or those whose parents or legal guardians reside outside the school district's geographical boundaries. For students enrolled under section 105 or105c, see board policy #5111.

Students from other school districts may be admitted to the district as non-resident tuition release students if they meet one of the criteria below:

1. A student whose parent(s) can provide evidence that they are constructing a home within the school district and plan to make it their permanent residency .

2. A student whose parent(s) or legal guardian(s) can provide evidence that they are in the process of purchasing a home within the school district.

3. A student whose parent(s) or legal guardian(s) moves to a residence outside the Huron Valley Schools geographical boundaries is no longer entitled to enrollment as a student effective on the date that such legal residency change is made, except where:

   a. The student is enrolled and in actual attendance as of the date of such move, after a count day, enrollment may continue through the end of the current school year upon the recommendation of the building principal and subject to the Superintendent's approval.

   b. The student may complete his/her senior year of high school education on a tuition basis upon the recommendation of the building principal and subject to the Superintendent's approval.

4. When the Superintendent deems it to be necessary because of the unique educational needs of the student, the Superintendent may give permission for release of tuition enrollment. Release of tuition enrollment for new and continued enrollment may also be granted by the Superintendent when it is in the best interests of the student.

5. When, in the opinion of the Superintendent, and upon the written request of another school district, such enrollment would be beneficial to the student.

6. Foreign exchange-visitor students entering the United States on a J-1 Non-Immigrant Student Visa and sponsored by a designated exchange-visitor program which has been approved by the United States Information Agency shall be considered legal residents and may enroll in Huron Valley Schools without tuition charge upon review and compliance with the regulations established by the United States Immigration and Naturalization Service and the regulations governing designated exchange-visitor programs.

Applications for release of tuition enrollment under the provisions of one of the foregoing categories shall be directed to the Superintendent or his/her designee for the appropriate action. No release of tuition student shall be enrolled or scheduled until written approval of enrollment has been issued by the Superintendent or his/her designee. The Superintendent or his/her designee shall be responsible for determining release of tuition status.

If seeking a tuition release from the resident district, approval from the student's district of residence is required in accordance with the provisions of the State Aid Act before Huron Valley Schools may grant release of tuition status.

Transportation of non-resident release of tuition students to and from school may be provided where space allows on existing routes and stops within transportation tier structures and geographical areas.

When parent(s) or legal guardian(s) of students enrolled on a release of tuition status are found to have knowingly provided incorrect or false information in their application, it will result in termination of the enrollment in Huron Valley Schools.

H. <u>Tuitions Students</u>

Students from other school districts may be admitted to the district as non-resident tuition students if they meet one of the criteria below:

1. When the Superintendent deems it to be necessary because of the unique educational needs of the student, the Superintendent may give permission for release of tuition enrollment. Tuition enrollment for new and continued enrollment may also be granted by the Superintendent when it is in the best interests of the student.

2. When, in the opinion of the Superintendent, and upon the written request of another school district, such enrollment would be beneficial to the student.

3. When tuition status is approved, the maximum tuition rate will be set on the basis of statutory requirements and State Department of Education administrative rules.

4. The Superintendent may reduce the established fee in cases of financial hardship or other exceptions that are deemed appropriate as permitted by State of Michigan law.

5. Tuition for the initial period of enrollment (less any applicable ad valorem credit) shall be paid in advance and prior to enrollment approval. Subsequent tuition for each semester shall be paid in advance as a precondition for continued enrollment.

6. Failure to pay tuition in the amount and at the time indicated will result in termination of the tuition student's enrollment in Huron Valley Schools.

7. Transportation of non-resident tuition students may be provided where space allows on existing routes and stops within transportation tier structures and geographical areas.

8. When parent(s) or legal guardian(s) of students enrolled on a tuition status are found to have knowingly provided incorrect or false information in their tuition application, it will result in termination of the enrollment in Huron Valley Schools.

9. The Superintendent shall inform the Board of Education of non-resident students granted tuition status and the reasons for it.

I. Pre-School and Other Grades

Admission of children to pre-school and other grades shall involve a consideration of chronological age, the readiness to do the work of the grade, records of previous school work including but not limited to academic grades, appropriate standardized assessments and appropriate social maturity. The principal shall make the determination of grade placement.

J. Proof of Identity and Age

Upon initial enrollment in Huron Valley Schools, the parent/legal guardian shall provide either a certified copy of the student's birth certificate or other reliable proof of student's identity and age coupled with an affidavit explaining the inability to provide a copy of the birth certificate (MCL380.1135).

In the event the documentation of identity and age is not presented at the time of enrollment, the principal or designee shall notify the person enrolling the student in writing that the information must be provided to the school district within thirty (30) days.

If the person enrolling the student fails to provide the documentation, the principal or designee shall notify, in writing, the person enrolling student that, unless he/she complies within thirty (30) days after notification, the case shall be referred to the appropriate law enforcement agency for investigation. In the event the person enrolling the student fails to comply within the thirty-day period, the principal shall notify the law enforcement agency.

The principal or designee shall immediately report any documentation received that appears inaccurate or suspicious in form or content to the law enforcement agency.

K. Immunization

All students enrolling in Huron Valley Schools for the first time shall submit a document to affirm they have been immunized according to minimum standards established by the State of Michigan, or a statement signed by the parent/guardian. Additionally, the immunization status of all 7th grade students will be re-evaluated. If their immunizations are found to be inadequate, the parent(s)/legal guardian(s) will be required to submit additional documentation indicating they meet the minimum immunization standards established by the State of Michigan.

The Board of Education recognizes the Oakland County Immunization Status Regulation and authorizes the Superintendent to establish administrative procedures to comply with this law and enforce exclusion of inadequately immunized students as indicated.

L. **Process and Services**

1. Neighborhood building principals are the primary contacts for information and In District Open Enrollment/Schools of Choice application forms.

2. The Director of Communication and Community Relations will provide general information on all schools.

3. The Pupil-Accounting Department will provide information on enrollment procedures.

4. The District Director of Recreation & Community Education will address tuition-based preschool, daycare and School Age Care concerns.

5. The District Director of State and Federal Programs will address questions about Title I, Head Start and the Great Start Readiness Program.

6. The District Director of Student Support Services will address concerns involving preschool Play and Learn Program (PAL), elementary and secondary special education programs.

M. <u>Application Process</u>

1. Application forms will be available at central administration and from all building principals.

2. Application process timeline will be determined yearly by Administration.

3. The timeline will include notification of application procedures and guidelines, deadline date, and date of approval notification.

N. <u>Special Considerations</u>

1. Building/Classroom Capacity
   a. Requests for Open Enrollment will not be considered for schools which the Superintendent has deemed "closed to transfer". Availability of classroom seats is determined by building capacity, class size and other considerations which may be necessary for instructional programming.

2. Athletics
   The Michigan High School Athletic Association governs the athletic eligibility for transfer students. The current handbook should be consulted to determine athletic eligibility.

3. Families
   a. Each family will be considered a single application. Exceptions may need to be made depending upon available classroom seats in specific grade levels.

   b. Once a family has been enrolled through the In District Open Enrollment/Schools of Choice process, all family members have priority over applicants through the lottery process based on the Open Enrollment guidelines.

   c. Families that move within the district but want their children to remain at the original school must apply under the In District Open Enrollment/Schools of Choice Policy. These students are given priority for a seat within that original school.

   d. In District Open Enrollment requests, once granted, will remain in effect for at least one school year and continue in effect following that period, unless the student, parent/guardian or the school rescind the Open Enrollment. Schools of Choice requests, once granted, will remain in effect through graduation and consistent with the law unless the student withdraws from HVS.

   e. With reasonable cause, the District reserves the right to assign students.

   f. The duration of the In District Open Enrollment option will continue only through the grade levels offered at the selected school. If the student wishes to attend a school outside his/her attendance boundary at the next level (e.g. elementary to middle school, middle school to high school), the student must reapply for In District Open Enrollment. Schools of Choice families will be notified by the Pupil Accounting Department of available middle and high school building options.

O. Special Education

Federal and state mandated special education programs are not affected by the district Open Enrollment policy. Special education program placement and location is a responsibility of the Individualized Educational Plan Committee (IEPC). Parent due process rights are afforded by law.

P. Appeals

Appeals will be processed by the Superintendent or designee. The decision of the Superintendent is final.

Q. Transportation

1. Parents assume responsibility for transporting their children to and from school or the nearest established school bus stop location within a safe walk path.

2. Transportation for Open Enrollment/Schools of Choice students may be provided where space allows, on existing routes and stops within transportation tier structures and geographical areas.

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