

Manhattan-Ogden USD 383
Manhattan, Kansas

OUT-OF-DISTRICT STUDENT APPLICATION 2016-2017 School Year

Dear Parents:

The Manhattan-Ogden USD 383 Board of Education policy allows students who reside outside of USD 383 boundaries to attend district schools. Below are guidelines for accepting Out-of-District students.

- Students will be accepted on a space available basis as determined by district guidelines and building principal approval. See the Non-Resident Student Transfer policy noted below.
- Tuition will not be charged. **Non-resident students will be charged full price for textbook rental and student fees.** Fees are payable at the time of enrollment. Payment plans are not allowed for Out-of-District students.
- An Out-of-District student who is under suspension or expulsion from another district or who has voluntarily withdrawn from school in another district for disciplinary reasons will not be accepted.
- A copy of the student's current IEP must accompany the application for a student requiring special services.
- A completed application with parent signature gives Manhattan-Ogden USD 383 permission to contact the previous school district.
- Out-of-District pre-school students may be accepted on a space available basis.
- Transportation may be provided to Out-of-District students boarding at existing stops within district boundaries if space is available on the bus.
- Out-of-District students will be accepted for one year at a time. Re-application must be made for each school year.

The Board of Education has approved the following Kindergarten – Grade 8 (K-8) transfer policy:

- The number of teachers per school will be based on the number of resident students assigned to each school.
- Schools with growth areas may reserve some capacity for expected incoming students after enrollment.
- The number of students per classroom would be smaller or no larger at the receiving school than at the sending school.
- Transfers would be based on the following criteria order for district resident and non-resident K-8 students:

Resident Student (In-District) Transfers

1. Children of district employees who are employed in the building.
2. Children who have unique individual needs, such as child care before and after school.
3. Children who have transferred in previous years with successful attendance etc.; the longer the attendance at the building, the higher the priority. (A student's attendance time at their assigned building prior to redistricting would not be considered as years in attendance at their former building under this provision; only students who previously transferred.)
4. All other in-district transfers, including students changing schools due to redistricting.

Non-Resident Student (Out-of-District) Transfers

5. Children of district employees.
6. Children who have transferred in previous years with successful attendance etc. The longer the attendance in USD 383, the higher the priority.
7. All other out-of-district transfers.

Parents of a middle school student who participates in athletics should check with the building principal to see if the transfer will result in loss of the student's athletic eligibility for 18 weeks.

To make application for your child to attend a USD 383 school, complete the application form (a separate form for each child) and send to:

**Superintendent's Office
Manhattan-Ogden USD 383
2031 Poyntz Avenue
Manhattan, KS 66502**

Out-of-District student applications will be accepted beginning April 15, 2016. After August enrollment has been completed in USD 383, you will be notified if your Out-of-District Student Application has been approved. School assignment will be made based upon space availability, the educational welfare of the child(ren), and consideration of keeping siblings together. After these considerations are applied, requests will be reviewed on a first-come basis. **Notification as to school assignment will not occur prior to August 12, 2016.**

Sincerely,



Dr. Robert Shannon
Superintendent

OUT-OF-DISTRICT STUDENT APPLICATION
2016-2017 School Year

Transfer requests are granted on a one-year basis. Applications must be resubmitted each year. Building placement and class assignment are dependent upon space availability and are made by the building principal and district administration. Contact will be made with previous school to verify information. Misrepresentation will result in request being denied. Please write legibly. Return completed form to: Superintendent's Office, 2031 Poyntz Avenue, Manhattan, KS 66502.

Student Name Last First MI Grade Level - 2016-17

List all other household members and age, who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Table with 4 columns: Name, Age, Name, Age. Includes three rows for household members.

Home School District USD # School Name Address City

Parent/Guardian Name:

Parent/Guardian Address:

street city zip code

Phone: Home# E-mail

Cell# Work#(s)

Did student attend USD 383 during the 2015-16 school year as an Out-of-District student? Yes No

If yes, school attended: Grade Level:

If a choice can be honored, which school would you like your child to attend?

I) Reason for requesting Out-of-District status:

II) During the last school year the student's records indicate the following:

- 1. Days absent: Excused Unexcused
2. Times tardy:
3. G.P.A. or grades:
4. Was the student suspended or expelled from school last year? Yes No
If yes, explain circumstances:

I understand the USD 383 administration will review this request. Performance on criteria noted above may be used to allow enrollment for 2016-17 in a USD 383 school or to deny the request.

III) Does the student require Special Education services? Yes No

If yes, and student is new to USD 383, 2015-16 out-of-district I.E.P. must accompany application.

IV) I have discussed this application for Out-of-District student status with the principal and/or counselor at the Home School District and USD 383. I understand that complete school records must be provided to USD 383 if the Out-of-District status is approved, prior to the student attending classes.

Signing this form affirms that all information provided above is correct and gives Manhattan-Ogden USD 383 staff permission to contact the student's previous school district.

Parent Signature Date

FOR OFFICE USE ONLY

DATE RECEIVED: Copies Sent To: Date: By:

Application Approved: Application Denied: School Assigned: Parent Contacted by:

Administrator of Receiving School Date

USD 320 Out of District Enrollment Policy Notice

As of April 13, 2015 USD 320 Board of Education decided they will not accept any new out of district students. Students currently attending and any upcoming siblings will continue to be allowed to attend as will children of staff.

All students new to the district for 2016-2017 school year will need to provide proof of address (acceptable forms of residency are either a gas or electric bill) at enrollment time.

Out of District Enrollment Procedures

Out of district students may enroll in USD 320 at the same time that other students enroll for the coming school year at Physical Enrollment. A copy of the procedure page shall be given to the parent as a part of the enrollment process.

- Step 1:** Parents complete the application for admittance to the school district. They take part in the enrollment process, but are not officially added to the school roster until formal approval is established. Any parent who refused to sign the release of information clause will not be allowed to send their child to USD 320.
- Step 2:** The building principal shall contact the home school and/or the school of last attendance of the student in order to check student records. This shall be completed within 3 days of the application being completed and submitted by the parent.
- Step 3:** Based on the information gathered by the principal and all considerations stipulated in policy JBC, the principal shall make a recommendation to accept or not accept the child for attendance in USD 320. The recommendation shall be made directly to the superintendent who shall then review the recommendation of the principal. The superintendent shall accept or reject the principal's recommendation. The principal shall give notification of acceptance or non-acceptance to the parent within two school days of the completion of the student records check.
- Step 4:** The application for attendance shall be kept on file by each respective school.
- Step 5:** Out of district students must re-apply each year they wish to attend in USD 320.

BOE 2

USD 320 Out-of-District Student Application

School Use ONLY
Application # _____ Date _____

School Year: _____

Request to Attend: _____

Student Name: _____ Age: _____ Grade: _____

Parent(s)/Guardian(s) Name: _____ Phone: _____

Street Address (street, city, state, zip): _____

Mailing Address (street, city, state, zip): _____

Do you own any land or buildings within the USD 320 school district? Yes No

If yes, explain: _____

Last School Attended: _____

Reason for Attendance in USD 320: _____

Do you have other child(ren) attending Wamego Schools? Yes No

If yes, which school(s)? _____

All non-resident students will have to apply for permission to attend school in USD 320 annually.
Any student who has been suspended or expelled in their home district will not be admitted into USD 320.

Release of Information: (required)

I, _____, do hereby authorize representatives from USD 320, Wamego Public Schools, to have access to all disciplinary files or notes for my child, _____, whose last attendance center was _____ (name of school and school district).

Signature _____ Date: _____

Administrative Recommendation:

Date Application Received: _____

Approved

Denied

Principal's Comments: _____

Principal's Signature _____ Date: _____

Approved

Denied

Superintendent's Signature _____ Date: _____

Approved

Denied

Board of Education President's _____ Date: _____



Seaman USD #345
901 NW Lyman Rd
Topeka KS 66608
785-575-8600

REQUEST FOR ATTENDANCE OF SCHOOL OUTSIDE
STUDENT'S RESIDENCE BOUNDARY

(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 of Schools. Please send completed form to: Office of the Superintendent, located at 901 NW Lyman Rd, Topeka KS 66608)

Date of Request: _____

Student's Name: _____ Grade level for yr requesting _____
Last First Middle Initial

School Currently Attending: _____ District: USD _____

Parent/Guardian Name: _____

Residence Address: _____

City & Zip: _____ Home Phone : _____ Work Phone: _____

Please list attendance center you are requesting: 1st choice _____

(Request cannot be considered without this information.) 2nd choice _____

Does this student have an IEP _____ 3rd choice _____

Please state the specific reasons for your request in the space provided.

For students entering grades 1-12, a copy of the student's most recent report card must be attached to this request for consideration.

Parent/Guardian Signature

Date

Requests are due by June 1st for the following school year except for special circumstances. You will be notified in writing of the decision.

BOE 3

[Seaman USD 345](#) [Parents](#) [Enrolling New Students](#) [Enrolling New Students](#)

At the current time, Seaman USD #345 is suspending enrollment of new out of district students due to school funding. The Legislature has voted to suspend school funding based on student headcount. Due to the financial ramifications of the Block Grant Funding, we will no longer be able to accept new out of district students. It is our hope that if school funding on a per student basis is restored, we will again be able to accept students who do not live in our district.

Thank you for considering registering your student(s) in one of our schools. We know that selecting a school for your child is an important decision, and we believe you will be extremely satisfied with the excellent education your student will receive in a Seaman school.

New to the district students include any family that has never had a student attend a USD 345 school, or students that attended but left before the end of the last school year. Progression to the next school not included.

Required Forms

1. [Statement of Understanding and Acceptance](#)
2. Your child's birth certificate [Kansas Statute #72-53.106 \(Proof of Identity\)](#)
3. Proof of Residency - Proof of residency will need to be sent or delivered to Brenda Burgett at the Seaman District Office located at 901 NW Lyman Rd, Topeka KS 66608.
4. Please fill out the Request for [Student Transfer Form](#). This form is to request transfer to any other school than your home school, or if you are transferring into a Seaman school from another district. This form will need to be submitted every school year.

Seaman USD 345 Statement of Understanding and Acceptance for Out of District Status

This form provides parents/guardians and students with the guidelines and policies for enrollment and attendance as a student in the Seaman School District under the designation of out of district students.

In order to be considered for attendance as an out of district student, the following requirements must be met:

1. Transportation to or from school for non-resident students will not be provided by the district, other than elementary students who attend a daycare at a regularly scheduled stop.
2. An approved and accepted, non-resident student, who violates the academic achievement (passing at least 5 classes or making significant progress toward objectives of an IEP), attendance (no absences beyond building/district policy, no unexcused absences and no truancy referrals), or conduct standards (absence of major disciplinary referrals or large accumulation of minor discipline referrals), under which they were approved will be denied further enrollment.
3. A parent or legal guardian of the student requesting enrollment in USD 345 as an out of district student must sign this statement of understanding and acceptance of Board policies, student handbook and administrative regulations pertaining thereto as a condition of enrollment.
4. Out of district students are subject to changes in Board policy, which affect their status as students attending a USD 345 school.
5. Application as an out of district student must be made each school year after April 1 of the current year and before September 20 of the year of attendance to the superintendent.
6. Elementary Students may request the attendance center in which they wish to enroll. Approval will be based on availability of space and current staffing, equipment requirements or any other relevant educational factors as determined by the superintendent.
7. **Non-resident students will not be admitted after the State determined official enrollment date of September 20th.**
8. Eligibility for extracurricular activities will be determined by current KSHSAA guidelines.

I have read, understand, and accept the above statement. Any falsification of required documentation may result in immediate removal from the school district.

Student _____ Grade Level _____

Resident School District _____

School Requesting _____

Parent/Legal Guardian _____

Date _____

USD 378, RILEY COUNTY, KANSAS

APPLICATION FOR ATTENDANCE AS "OUT OF DISTRICT" STUDENT

Request to attend in SY2012-13:

- Riley County Grade School
- Riley County High School

Student _____ Age _____ Grade _____ Gender _____

_____ Age _____ Grade _____ Gender _____

_____ Age _____ Grade _____ Gender _____

_____ Age _____ Grade _____ Gender _____

Parents/Guardian _____ Phone _____

Street Address _____

Mailing Address _____

City/ST/Zip _____

Student's Resident District _____

Last School(s) Attended _____

Referred by _____

Reason for Request to attend USD 378 _____

Signature of Parent/Guardian / Date

ADMINISTRATIVE RECOMMENDATION

Date Application Received _____

Approved

Denied _____
Principal / Date

Release of Information signed and attached: YES NO

Principal's Comments

Approved

Denied _____
Supt. of Schools / Date

JBC-R
2/1/10

JBC-R

School Admissions

JBC-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 may include, but may not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentary evidence the board considers satisfactory.

If the identity of the student is not proven by documentary evidence within 30 days, the enrolling officer shall notify the local law enforcement agency as required by law.

Investigations

School personnel shall provide law enforcement personnel with access to school premises when such persons are conducting an investigation in order to determine the identity of a student.

School personnel shall be present at all times during an investigation unless such school personnel agree that their continued presence is not in the best interest of the student. All school personnel shall observe strict confidentiality regarding the investigation.

Information acquired about a student during any investigation regarding the identity of that student cannot be used for any other purpose other than establishing the student's identity.

JBC-R

School Admissions

JBC-R-2

Resident Students

The superintendent shall ascertain that all students who apply for admission to the schools are residents of the district. In the event that there is a doubt about the legal residence of a student, the superintendent shall refer the question to the school attorney who shall prepare a written report to the board.

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 which new residents of the district are expected to follow in enrolling in the schools of the district.

Non-resident Students

Any nonresident student who desires to be admitted to the schools of the district will make application to the superintendent.

Admission of Out-of-District Students

Formal written application for admission shall be made to the superintendent of schools.

4. 1. Transportation will not be provided; however students may drive or be driven to the nearest in-district pick-up for loading, if sufficient space exists on the bus.

Cancellation of Transfer

Transfers between district schools or from out-of district may be canceled at any time by the USD 378 Board of Education-. The district may return students to their attendance center of residence if it is found that the students or their parents have falsified their place of residence.

Tuition

The tuition for any student, which is to be paid by another district, shall be paid on the date provided in the agreement with that district. In any event that tuition for a non-resident student is to be paid by the parent or guardian, such tuition shall be paid in full at the time of enrollment in the amount determined by the superintendent.

To Schools

Any parent who wishes to enroll his child as a student in a district 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 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 Classes

The building principal shall be responsible for assigning students to classes. 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 judgment the best interests of the student would be served thereby.

To the extent possible, middle school and high school class assignments will be made consistent with interests and abilities of the student.

Criteria allowing students to attend Manhattan Technical College or Kansas State University shall be outlined in the Riley County High School Handbook.

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. Grade placement will be made by the school officials after consultation with the parents or guardians, guidance personnel and the superintendent or designated representative. Criteria for final placement shall include past educational experience and successful performance and/or examination at the level of initial assignment.

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.

Approved:

Revised: July 17, 2000

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall be kept in the principal's office.

The superintendent shall include attendance data in the annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved: KASB 4/07 Approved October 5, 2009

~~It shall be the policy of the board to encourage regular attendance at school by all students. Regular attendance contributes not only to the probability of scholastic success but also to the development of attitudes of consistent performance will carry on into adult life.~~

~~————— Daily attendance records shall be maintained for each student in the schools. The primary responsibility for recording attendance shall be assigned to the homeroom teacher in the high school(s) and to the classroom teacher in the elementary school(s) under the supervision of the building principal and upon forms prescribed by the superintendent. The superintendent shall include an attendance report as a section of the annual report to the board and may report attendance problems to the board at other times, as is deemed necessary.~~

~~————— Compulsory Attendance~~

~~————— Any student, who has completed the eighth grade before reaching 16 years of age and who is a member of a recognized church or religious denomination that objects to a regular public high school education, may attend classes in regularly supervised nonpublic program of instruction approved by the State Board of Education. Attendance of such a student in a nonpublic education program shall conform to state law.~~

~~Approved:~~

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.

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. The only non-resident students allowed to attend Riley County Schools are:

1. Students whose parents are employees of USD 378.
2. Students who are "grandfathered in". Either as students when "out of district" enrollment was closed (2012) or if they have a sibling who is presently enrolled in Riley County schools.

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

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.

{Part-Time Student

Part-time students may enroll with the administration's permission if they complete all paperwork in a timely fashion. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, the students follow the district's student conduct policies and rules) and must be resident students.

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.

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. 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 the Kansas Department for Children and Families, 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 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 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.

USD 378 Approved: 1/14; KASB Recommendation – 6/01; 4/07; 6/13

3 more revisions since this time

JBCA Homeless Students

JBCA

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Coordinator

The board shall designate a homeless coordinator for the district.

Enrollment/Placement... (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that non-homeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

JBCA Homeless Students JBCA-2

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a

new school district. Copies of records

JBCA Homeless Students

JBCA-4

shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: Superintendent, 204 W. Kansas Ave, Riley, KS 785-485-4000 Fax 785-485-2860. The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.

9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Approved:

Revised: May 17, 2004; Sept. 15, 2014

Homeless Student Regulations Required by Federal and State Law

NOTE: This document **MUST** be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Adopted:

Revised: May 17, 2004; Approved October 5, 2009; Sept. 15, 2014

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS
(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at _____.

Explanation of decision: _____

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

Approved:

Revised: May 17, 2004; Sept. 15, 2014

JB Attendance Records (See JBC, JBD, and JBE)

JB

Daily attendance records shall be maintained for each student in each school. The primary responsibility for recording attendance shall be assigned to teachers using forms prescribed by the superintendent. A cumulative attendance record for each student shall also be maintained.

The superintendent shall include attendance data in an annual report to the board. Attendance problems shall be reported to the board as necessary.

Approved:

KASB Recommendation-7/96; 4/07; 12/15

NKU p.2 of 4

JBC Enrollment (See IIBGB, JBCA, and JQKA)

JBC

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.

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.

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.

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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 _____.

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.

Part-Time Students

Part-time students may enroll with the (board's/administration's) permission if they complete all paperwork in a timely fashion and are in attendance no later than _____. (Insert date) Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are

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available and the students follow the district's student conduct policies and rules.

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, similar pupil records or data, or other documentary evidence the board deems 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.

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

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 {middle school/junior high} and 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 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.

Approved:

KASB Recommendation – 6/01; 4/07; 6/13; 12/14; 6/15; 12/15

JBCA Homeless Students (See EDAA and JBC)

JBCA

The district, in accordance with state and federal law and the Kansas state plan will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Coordinator

The board shall designate a homeless coordinator for the district.

Approved:

KASB Recommendation – 7/03; 4/07

Note: The reader is encouraged to review regulations and forms for related information.

