

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 non-resident application. Such criteria may include student grades, attendance

and disciplinary records, and other factors as determined by the board.

#### 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 administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20th. Part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are 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 (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.

**Exceptions for attendance of Out of District Students**

The following exceptions for out-of-district attendance shall be in effect for Mulvane Public Schools:

1. Prospective seniors who have completed their entire junior year in the Mulvane school system and wish to complete their high school education in the Mulvane school system. Students wishing to utilize this exception should make written application to the Superintendent of Schools after the completion of their junior year, and prior to their enrollment for their senior year.
2. Employees of USD 263 who live outside the district boundaries and wish to enroll their child in the USD 263 schools. Employees who wish to utilize this exception should make written application to the Superintendent of Schools prior to the proposed enrollment. In addition, the following stipulations are applicable to students of employees:
  - Enrollment is contingent upon continued employment in USD #263
  - Approval must be given annually
  - Transportation is the responsibility of the employee
  - Student must remain in good standing under application guidelines
3. Students who have completed the prior year in one of the USD 263 schools may make application, after the completion of that year, to be allowed to attend USD 263 schools for succeeding years. Parents wishing to utilize this exception should make written application to the Superintendent of Schools prior to the proposed enrollment and must meet all eligibility requirements as stated in item #7. Parents with a signed construction contract or purchase/rental agreement for a residence within the district may enroll their children if the projected occupancy date is within 120 days of the first day of school.

4. Students moving out-of-district during the course of a school year who desire to remain as a student in USD 263 schools may make a request to do so. Parents wishing to utilize this exception should make written application to the Superintendent of Schools at the time of their proposed movement out-of-district. Attendance under this exception shall be contingent upon meeting the eligibility criteria outlined in item #7.
5. Students attending USD 263 under the terms of item #3 and #4 of this section shall be eligible to attend USD 263 for their senior year, as per the terms and conditions of item #1 of this section.
6. Out-of-district students attending USD 263 schools under any of the items listed in this policy, who desire to ride USD 263 school busses to any of the USD 263 schools shall be given consideration only under the following stipulations:
  - a. A written request shall be made to the Superintendent of Schools for bus riding privileges.
  - b. Any out-of-district students desiring to ride USD 263 busses would have to meet the appropriate bus at the existing route. No route changes will be made to accommodate out-of-district students. USD 263 busses will not leave the boundaries of USD 263 to transport students.
  - c. Out-of-district students would be allowed bus riding privileges on a "space available" basis only. In the event of a bus becoming over-crowded, any out-of-district students would be the first to be removed from bus riding privileges.
7. Out of district students will be considered under the following stipulations:
  - Applications for out-of-district students are due on/before June 15<sup>th</sup> of each year.Individual exceptions shall be referred to the Superintendent for advisement.

- Enrollment must be requested annually and approved prior to June 15th.
- Current and comprehensive student records must be available and indicate the student is in good standing. Good standing is defined as no disciplinary action (suspension or expulsion), no outstanding fees, and administrative review/approval of academic performance, discipline records, office referrals, and attendance concerns including getting to school on time.
- Student must reside in a school district whose boundaries adjoin any USD 263 residency boundary.
- Transportation is not available for any student living outside of the district boundaries. Pick-up at a designated bus route point may be available if space allows and good standing is maintained.
- A brief explanation must be submitted with the U.S.D. #263 Non-resident application. The current school of attendance and a contact person/phone number must be provided. Permission to contact the previous school will be granted through signature on the non-resident application form.
- In addition, as a result of an approved application, a student may lose eligibility with the KSHSAA for a period of time.
- Each out of district application will be reviewed in the spring and performance on the items listed above may be used to allow or deny enrollment for an additional year. Denial will require the student to enroll in their home school district and will terminate out of district status in U.S.D. #263.

The Board of Education may deny enrollment for an out of district student if it deems it is in the best interest of the district and/or to stay within existing financial constraints.

Any questionable requests for the attendance of out-of-district students shall be referred by the Superintendent to the Board of Education for further review and consideration (i.e., financial hardship).

Residency is defined in the beginning of this policy. Physical addresses (not post office boxes) are required for enrollment.

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

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