

To: Board of Education

From: David Cunningham, director, human resources & legal services, ext. 4937

Re: Board Policy Committee Recommendations – Final Action

Date: December 10, 2015

Background:

The board's policy committee met to discuss Board Policy JBC Enrollment and KBA District or School Websites. The board received the recommendations on November 23, 2015. No questions or suggested changes were communicated to the Board Policy Committee; therefore, the committee recommends the board take final action to amend the following board policies:

JBC Enrollment

The Board Policy Committee recommends amending the existing policy to clarify the language on enrolling students who have been suspended and/or expelled to make it clear the prohibition on enrollment without prior board approval applies during the term of the suspension or expulsion. The changes also clarify language about proof of identity and enrollment documents.

KBA District or School Websites

KBA was modified to remove unnecessary references to various rule pertaining to websites. The remaining language adequately charges and empowers building and district level administrators to manage websites.

Recommendation:

The Board Policy Committee recommends the board take final action to amend the referenced policies.

Motion:

"I move the Board of Education approve the recommended changes to the referenced policies effective December 14, 2015."

JBC Enrollment

JBC

1 Resident Students

2 A “resident student” is any child who has attained the age of eligibility for
3 school attendance and lives with a parent or a person acting as a parent who resides
4 within the boundaries of USD 497. Children who are “homeless” as defined by
5 Kansas Statute 72-1046 and who are located in the district will be admitted as resident
6 students. For purposes of this policy, “parent” means the natural parents, adoptive
7 parents, step-parents, and foster parents. For purposes of this policy, a “person acting
8 as a parent” means a guardian or conservator, a person liable by law to care for or
9 support the child, a person who has actual care and control of the child and provides a
10 major portion of support, or a person who has actual care and control of the child and
11 provides a major portion of support, or a person who has actual care and control of the
12 child with a sworn affidavit of residency on file in the office of the superintendent.

13 Students shall attend schools according to the boundaries set by the Board. A
14 student shall enroll in the school designated to serve the attendance area in which the
15 parent or legal guardian holds legal residence, and in which the student resides. In
16 cases where residence needs to be verified, the district may require submission of
17 documentation such as a house contract, lease, or utility bills.

18 Non-resident Students

19 Non-resident students are those who do not meet the definition of a resident
20 student. (See JQKA). Admission of non-resident students is based on the following
21 guidelines:

- 22 • Non-resident students may be admitted only to the extent that staff, facilities,
23 equipment and supplies are available.

JBC Enrollment

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- 1 • Non-resident admission requests may be submitted to the superintendent's
- 2 office anytime after January 1 for the subsequent school year.
- 3 • Applications must include the reasons for making the request.
- 4 • Requests for non-resident admission are considered on an individual basis.
- 5 • No application will be approved if such approval would increase or further
- 6 increase a projected class size beyond the district's class size standard or
- 7 beyond building capacity.
- 8 • Non-resident students who have been approved must be enrolled and attending
- 9 two days prior to the state's official count.
- 10 • Non-resident students will be assigned to schools by the superintendent or
- 11 designee.
- 12 • The senior high school 15th Street boundary division will be taken into
- 13 consideration when making attendance center decisions.
- 14 • Non-resident students are required to reapply each year.
- 15 • Non-resident students approved for admission will be subject to the same fees
- 16 as students residing within the district.
- 17 • Transportation for non-resident students shall be the responsibility of the
- 18 parent.
- 19 • Non-resident students admitted to the district shall be evaluated each spring
- 20 using the following criteria: academic standing (did the student make
- 21 progress); attendance (was the student's attendance regular and punctual); and
- 22 disciplinary record (did the student abide by the student conduct code and
- 23 avoid major disciplinary problems or a large number of referrals for minor
- 24 disciplinary problems). Students may be readmitted or denied admission for

1 the next school year based on the results of these evaluations. Parents shall
2 be informed of the administrative decision no later than June 15th.

3 Joint Custody

4 In matters of joint custody, the district will require the parents to identify one
5 parent's residential address as the primary address to be used for the purpose of
6 assigning a student to a school.

7 Enrollment Procedures

8 The superintendent shall establish orderly procedures for enrolling all students,
9 including pre-enrollment, changes in enrollment, normal enrollment times and
10 communication to parents and to the public. Unless approved in advance by the board
11 no student, regardless of residency, who has been suspended or expelled from another
12 school district will be admitted to Lawrence Public Schools until the period of such
13 suspension or expulsion has expired. (Kansas Statute 72-8907).

14 Age of Admission

15 Kindergarten is not mandatory in Kansas. To be eligible to enter kindergarten, a
16 child must attain the age of 5 years on or before August 31 of the school year; except
17 that if the child while a resident of another state had entered and was in attendance in
18 kindergarten in such state, the child is eligible to attend kindergarten in this District,
19 regardless of age.

20 To be eligible to enter first grade a child must attain the age of 6 years on or
21 before August 31 of the school year; except if the child:

- 22 • Completed kindergarten in Kansas after as a resident of another state having
23 entered and attended kindergarten in that state, the child is eligible to attend
24 first grade regardless of age; or

JBC Enrollment

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- 1 • Completed kindergarten in another state at a public school district or at an
2 accredited private, denominational or parochial school, the child is eligible to
3 attend first grade in this District regardless of age; or
- 4 • While a resident of another state entered and was in attendance in first grade
5 in such state in a public school district, or in an
6 • accredited private, denominational or parochial school, the child is eligible to
7 attend first grade in this District regardless of age.

8 Part-Time Enrollment

9 A part-time student is a student who is co-enrolled in USD #497 and a private
10 educational establishment or is home schooled. Part-time students, who have met
11 enrollment requirements, may enroll with the superintendent's permission if they
12 complete all prerequisites and are in attendance no later than two days prior to the
13 state's official count. Students applying for part-time enrollment must present
14 evidence of compliance with compulsory education law (Kansas Statutes 72-977; 72-
15 1111).

16 Students who are co-enrolled are assessed fees based on the schedule approved
17 by the board.

18 Part-time students may be admitted only to the extent that staff, facilities,
19 equipment and supplies are available. Enrollment takes place at the Enrollment
20 Center.

21 Identification of Students

22 All students enrolling in the district for the first time shall provide required
23 proof of identity. Students enrolling in kindergarten or first grade shall provide a
24 certified copy of their birth certificate or passport, a certified copy of the court order

1 placing the child in the custody of the Secretary of the Department for Children and
2 Families, or other documentation which the board determines to be satisfactory.
3 Students enrolling in grades 2-12 shall provide a certified transcript, ~~or~~ similar pupil
4 records or data, or other documentary evidence the board deems satisfactory.

5 If proper proof of identity is not provided within 30 days of enrolling, the
6 superintendent shall notify appropriate legal authorities as required by law and shall
7 not notify any person claiming custody of the child. (Kansas Statute 72-53, 106)

8 Enrollment Information

9 The enrollment documentation shall include a student's permanent record with
10 a student's legal name as it appears on the birth certificate, or as changed by a court
11 order and the name, address, and telephone number of the lawful custodian. The
12 records shall also provide proper proof of identity.

13 Transferring Credit

14 In middle and high schools, full faith and credit shall be given to units earned
15 in other accredited schools, unless the principal determines there is valid reason for
16 not doing so.

17 Transfers from Non-Accredited Schools

18 Students transferring from non-accredited schools will be placed into a grade
19 level by the principal in accordance with provisions required by KSA 72-1107. Initial
20 placement will be made by the principal after consultation with parents or guardians
21 and guidance personnel. Final placement shall be made by the principal based on the
22 student's documented past educational experiences and performance on tests
23 administered to determine grade level placement.

Race and Ethnicity Collection and Reporting

JBC Enrollment

JBC-6

- 1 The board will comply with Federal and state requirements and/or guidelines
- 2 regarding the collection and reporting of race and ethnicity.

Approved: July 1, 2001

Amended: October 8, 2001

Amended: October 21, 2002

Amended: April 28, 2003

Amended: July 14, 2003

Amended: October 13, 2003

Amended: April 26, 2004

Amended: September 13, 2004

Amended: September 12, 2005

Amended: October 9, 2006

Reviewed by Board Policy Committee: January 9, 2008

Amended: February 25, 2008

Amended: November 9, 2009

Amended: December 9, 2013

Amended: December 14, 2015

KBA District or School Websites (See IIBG and ECH)

KBA

1 The board may establish a district website and may allow creation
2 of websites for individual schools. A district website shall be under the
3 control of the superintendent and school websites shall be supervised by
4 the principal.

5 The school administration shall determine website content and
6 monitor use by employees and students subject to review by the board.

7 District and school websites are maintained to support the public
8 relations and educational programs of the district and/or the schools. Sites
9 will be kept as current and as informative as possible. Websites may be
10 modified or terminated at any time by board action.

Approved: July 1, 2001

Reviewed by Board Policy Committee: February 22, 2005

Amended: April 11, 2005

Reviewed by Board Policy Committee: October 3, 2007

Amended: November 26, 2007

Amended: December 14, 2015