

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## ADMISSION REQUIREMENTS

9005

*References: KRS 158.030, KRS 158.032, KRS 158.035, KRS 158.100, KRS 158.120, KRS 158.140, KRS 158.150; KRS 159.030*

*Relates to: 9005.03F; 9005.05AR; 9005.011F; 9005.012F; 9005.021F; 9005.022F; 9005.030F; 9005.031F; 9005.032F; 9005.033F; 9005.05F*

### 9005.01 AGE REQUIREMENTS

#### 1. Legal Requirements

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled, and who is three (3) or four (4) years of age, by August 1 of the current year, shall be eligible for a free and appropriate preschool education and related services. Children referred by First Steps Early Intervention Program who meet state disability guidelines, shall be eligible to enroll in the program on their 3<sup>rd</sup> birthday for a free appropriate preschool education and related services. Children who are eligible for the Head Start program may enroll as three-year old's if there are enrollment slots available and if the child's eligibility criteria score merits removing from waiting list. Children not otherwise eligible but who are at risk of educational failure and are four (4) by August 1 are eligible to enter preschool. All other four (4) year old children shall be served to the extent placements are available.

#### 2. Kindergarten

Any child who is five (5) years old by August 1 of the year may enroll in kindergarten. Parents of students who will become five (5) years of age between August 1 and October 31 may petition their resides school for Early Entrance if they believe their child is ready for kindergarten despite not meeting the age requirement (see paragraph 5).

#### 3. First Grade

Any child, who is six (6) years of age by August 1 and has successfully completed kindergarten shall attend public school or qualify for an exemption as provided by KRS 159.030.

#### 4. Maximum Age of Students

All students between the ages of 18 and 21 and who have not graduated may continue in school until graduation, unless they are removed pursuant to KRS 158.150.

#### 5. Early Entrance

Parents/guardians may petition their resides school to allow their child to enter school earlier than permitted under statutory age requirements. The school committee will review the petition and begin the evaluation process that determines the child's readiness for school. The school committee will make a determination on the student's readiness to engage in and benefit from early entry to school. Considerations may also include availability of space and funding. A decision denying early entrance due to the child's lack of readiness may be appealed to a committee consisting of the Director of Elementary Education, the Director of the Department of Pupil Personnel, and the Preschool Principal. The appeal must be submitted to the Director of Elementary Education within ten (10) days of the decision denying early admission. The appeal committee will review all of the documents submitted by parents and the school committee to determine a student's level of developmental, academic and social readiness.

### 9005.02 ENTRANCE REQUIREMENTS

#### 1. Upon initial enrollment, each student shall present a birth certificate, and valid certification of complete

immunizations by a registered physician or Health Department. Students must present a valid Kentucky immunization certificate to enroll. If the student is transferring from another district, see OCBE Policy 9020.03. Absences due to a failure to meet these requirements will be unexcused and subject to prosecution for truancy. Immunization and medical examination requirements for transfer and other students are as described in Board Policy 9020. Failure to present a certified birth certificate will result in the school's notification of same to the Missing Child Information Center. Initially enrolled students and sixth grade students must present a completed Kentucky physical conducted within a period of twelve (12) months prior to initial admission to school or they will not be allowed to attend school. Initial enrollees, who are 3 through 6 years of age, to public school must also present documentation of a vision examination by an optometrist or ophthalmologist by January 1 of the school year. Five or six-year old's entering school must present documentation of a dental screening or examination no later than January 1<sup>st</sup> following their enrollment.

Adopted

Oldham County Board of Education

April 18, 1977

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2. Upon initial enrollment, all students who are enrolling from unaccredited schools may be required to complete age-appropriate standardized testing or end-of-course testing for placement purposes. In addition, students shall present the following evidence of successful and appropriate previous school work:
  - a. Written progress report from the previous school indicating the level of work completed by the student,
  - b. A portfolio containing:
    - three samples of the students **best** written work each prepared for a different audience and purpose;
    - two items demonstrating the student's highest level of math work;
    - one item related to another content area of the student's choice.Placement in a grade level will be based on analysis of the above items.
3. If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in this or any other state, the district may review the details of the charges, suspension or expulsion and determine if the student will be admitted and if, so, what conditions may be imposed.

### 9005.03 RESIDENCY REQUIREMENT

Consistent with Kentucky Statutes and with rules and regulations of the State Board of Education, the following shall be the policy on admission to the Oldham County Schools.

#### A. Students Who Are Oldham County Residents:

School-age children residing full-time during the school year with a parent, or legal guardian, legal custodian having their primary residence in Oldham County are eligible to enroll in the Oldham County Schools. In a shared custody arrangement, children must reside with the parent or legal guardian living in Oldham County a minimum of fifty-percent of the time during the school year in order to enroll in the Oldham County Schools. A court order documenting custody shared arrangement may be required for enrollment. For purposes of this policy, "legal guardian" does not include an adult appointed solely as a "guardian for educational purposes". The district does not recognize education guardianships for purposes of establishing the required residency. A person 18 years of age or older may attend school in his own adult right if a bona fide resident of Oldham County. Proof of residency in the form of a rental agreement, deed, utility bill, Residency Affidavit, or other credible proof, the credibility of which shall be determined by the school district, may be required prior to enrollment.

#### B. Students Who Are Not Residents of Oldham County:

1. Child(ren) of a full-time employee of the Oldham County Board of Education, who resides outside of Oldham County, may attend the Oldham County Schools as a non-resident student(s) provided all of the following are met:
  - a. There is sufficient school space;
  - b. The Non-Resident Admission Procedure required by 9005.32F is strictly adhered to;
  - c. The parent/guardian pays full tuition for the upcoming school year, pursuant to the following conditions as determined by the OCBE budget for that school year: and
    - i. the tuition is paid through payroll deduction of the employee's OCBE pay;
    - ii. the employee submits to the DPP the Non-Resident Agreement (9005.032F); and,
    - iii. if the employee begins to physically reside in the county prior to or on the last student attendance day of the semester as noted on the district calendar, the employee's paid tuition for that semester is refunded; and
  - d. The following admission criteria are met:
    - i. the applicant must have a record of good attendance;
    - ii. the applicant must have a record of academic success in accordance with his/her academic potential; and,
    - iii. the applicant must not have a history of disciplinary problems.
  - e. The student must meet all requirements in order to be considered for acceptance in the Oldham County School District.
  - f. The student lives with the employee-parent at least fifty-percent (50%) of the time during the school year.

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- g. The employee parent is employed on a minimum of a .7 contract each school year of attendance.
  3. Continued attendance, as a child of an employee is dependent upon availability of school space as well as the student's continued compliance with the admission criteria. The parent must submit a new application each year and acceptance is required for each school year. All requirements outlined in 9005.03, subsection B., 1 must be satisfied each year. Attendance as a non-resident student in the Oldham County Schools is a privilege, not a right or entitlement, and non-compliance at any time may result in revocation of this privilege. Revocation, if necessary, will usually take place at the end of the semester; however, students who become truant, who experience disciplinary problems, or whose parent/guardian fails to fulfill tuition requirements in accordance with the Non-Resident Agreement, may be required to return to their home districts at any time upon receiving proper due process from the school district.
  4. Transportation shall be provided to the non-resident student by the student or parent.
- C. Students Who Are Non-Residents but Show Clear Intent to Establish Residence in Oldham County
1. Should a non-resident of Oldham County have a clear intent to reside in Oldham County, the following conditions will govern:
    - a) A contract with a builder or real estate contract to purchase an existing home must be presented to the Department of Pupil Personnel at the Board indicating expected occupancy at a time within the semester of enrollment.
    - b) Payment representing one full semester of tuition shall be submitted with the building contract. Should occupancy of a residence occur within the semester of enrollment, that semester's tuition payment will be refunded. Should occupancy be delayed beyond the first semester of enrollment, the next semester tuition payment must be submitted for continued enrollment.
    - c) Non-resident enrollment may be denied or revoked under the following circumstances:
      - i. There is insufficient space at the school at which enrollment is sought;
      - ii. The applicant does not have or fails to maintain a record of good attendance;
      - iii. The applicant does not have or fails to maintain a record of academic success corresponding to his or her academic ability;
      - iv. The applicant does not have or fails to maintain an exemplary behavior record.
    - d) A non-resident student will not be re-admitted a third semester unless a residence is occupied.
    - e) Where there is some doubt as to whether a building is ready for occupancy, or residence requirements, the Superintendent's designee will investigate each case and make a recommendation to the Superintendent regarding application of this policy
    - f) A parent/guardian who withdraws their child/ren without establishing residence as required above will not have the tuition payment refunded. This amount will represent payment for non-resident educational services provided. The Board will take steps to collect outstanding tuition.
  2. The Board reserves the right to rule on individual cases.
  3. No other non-residents will be permitted to attend.

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### 9005.04 CHANGE OF RESIDENCE DURING THE SCHOOL YEAR

Upon proper application, the Superintendent may permit students to complete the school year in the Oldham County Schools when a family changes residence during the school year and extraordinary circumstances can be shown. Twelfth grade students need not demonstrate extraordinary circumstances, but must still apply for continued attendance. Students approved for completion of the school year under provisions of this policy are subject to the following provisions:

1. Their school attendance must be regular and the parent/guardian will be required to phone the designated school administrator in the event of anticipated absence from school.
2. The student shall maintain a current 2.0 grade point average to be reviewed on a monthly basis.
3. The student's behavior shall be exemplary.
4. In the event the class in which such student is enrolled should exceed the maximum class size permitted by the Kentucky Department of Education as a result of subsequent new enrolls, approval granted in this section may be immediately withdrawn.

Parents must pay tuition for each student applying to stay in the district for the number of days remaining in the school year at the district's daily tuition rate. Tuition for twelfth-grade students applying to remain in attendance at a district school may be waived. No student will be removed without due process.

### 9005.05 INTRA-DISTRICT TRANSFERS

Upon proper application, the Superintendent may permit students who reside in one Oldham County School attendance district to attend another Oldham County school provided such approval does not result in employment of additional staff, an imbalance in class size, or overcrowding in the receiving school.

Approval will be granted for the current school year and a new application must be submitted for each subsequent year. A parent may appeal the denial of transfer request if the parent believes the denial will result in an undue hardship. The appeal must be made to the Hardship Committee using 9005.06F. Staff members seeking intra-district transfer(s) so that their own children may attend school at the staff member's assigned school or campus shall be given preference if transfers are granted in the district.

Students approved for intra-district transfers are subject to the following provisions:

1. Their school attendance must be regular and the parent/guardian will phone the designated school administrator in the event of an anticipated absence from school.
2. The student's behavior shall be exemplary.
3. The student must continue to attempt to do well academically.
4. The parent will be responsible for providing transportation to and from school.
5. If a student has behavior or academic problems, or is referred to the Board for truancy (6 or more unexcused absences or 6 or more unexcused tardies), the student's district transfer may be revoked by the Superintendent and return the student to his/her home school unless the principal of the receiving school requests a hardship exception from the Superintendent. Staff members whose children have district transfers must also meet these guidelines.

Any request for a permanent transfer from one Oldham County school attendance district to another Oldham County school attendance district shall be presented in writing to the Superintendent.

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### 9005.06 CHILDREN OF MILITARY FAMILIES

1. A child of a military family may pre-enroll or participate in pre-admission in a school district if the parent or guardian of the child is transferred to or is pending transfer to a military installation or reserve component within the state while on active military duty pursuant to an official military order, or who is returning to the State within one year of being honorably discharged.
2. A school district shall accept an application for enrollment and course registration by electronic means for a child who meets the requirements set forth in subsection (1) of this section, including enrollment in a specific school or program within the school district.
3. The parent or guardian of a child who meets the requirements set forth in subsection (1) of this section shall provide proof of residence to the school district within ten (10) days after the arrival date provided on official documentation. The parent or guardian may use, as proof of residence, the address of:
  - a. A temporary on-post billeting facility;
  - b. A purchased or leased home or apartment; or
  - c. Any federal government housing or off-post military housing, including off- post military housing that may be provided through a public-private venture.
  - d. A home to be built in Oldham County on which the parent has a contract.
4. A child who utilizes this section shall not, until actual attendance or enrollment in the school district:
  - a. Count for the purposes of average daily attendance as defined in KRS 157.320 or KRS 157.350;
  - b. Be included in the state assessment and system pursuant to KRS 158.6453 or 158.6455
  - c. The student may enroll for up to one year while residing in temporary housing outside of the district if the student has enrolled based on a contract for a home to be built in Oldham county. During this period of up to one year, the student will not be considered a resident of the county in which the temporary housing is located. The one-year period begins on the date of the parent's report to duty date, or separation date, not the date of enrollment

### 9005.07

The Superintendent or designee shall investigate any reported cases of non-residency that have not been approved under the conditions of this policy.

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