

503.1 STUDENT ADMISSION, ASSIGNMENTS, WITHDRAWAL

I. PURPOSE

The purpose of this policy is to implement guidelines for Admission of Resident Students, School Attendance Areas, School Assignments, and School Withdrawals.

503.1 STUDENT ADMISSION, ASSIGNMENTS, WITHDRAWAL**II. GENERAL STATEMENT OF POLICY**

A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.

B. It is the policy of the school board to effectively and efficiently use transportation routes and building space while maximizing instructional opportunities and learning, ensuring equitable program space, and maintaining appropriate operational costs.

C. Admission of Resident Students

1. The Board encourages the admission of all eligible students. Verification of eligibility shall be the duty of the Central Enrollment office.
2. The guides to eligibility for admission set forth in the statutes must be followed.
3. Children who are entering kindergarten for the first time must present birth certificates or other legal proof of age. At other levels, official transfer papers from other districts may serve as proof of age, if age is given.
4. The Central Enrollment office is responsible for verifying each applicant's eligibility for admission to school according to the following criteria and procedure:
 - a. Residence shall be established at time of admission by recording:
 1. Legal home address of parents who live together, or
 2. Legal home address of father, mother, surviving parent, or guardian, or
 3. Legal home address of divorced parent who has custody of child,(check court order or decree)
 4. Legal address in case of emancipated child. Confirm existence of valid evidence of emancipation claimed by any child residing in District whose (parent(s) reside elsewhere.
 - b. Prior to initial enrollment in any school in the District the parents/guardian of every kindergartener shall submit to the

503.1 STUDENT ADMISSION, ASSIGNMENTS, WITHDRAWAL

District, a record of each child's immunization records. The District shall request academic, special needs and health records for all students entering the District from another school.

D. School Attendance Areas

1. The School District promotes elementary school attendance areas. A plan which accommodates this policy, on a space available basis in the building and date of student registration at the central office, will be used for assigning students to elementary schools.
2. Exceptions to the attendance areas may be approved by the superintendent or his/her designee only if extenuating circumstances exist and if it is deemed in the best interest of the student and district. Criteria for such exceptions will be established by the superintendent and reviewed by the school board. Exceptions may include but are not limited to: student mental and physical health, educational program, space availability, and judgment of school administration. To request an exception, the Resident Intra District Transfer Application may be found on the district website at www.isd318.org.
3. It is the intent of the school board to review attendance boundaries every five years or sooner if enrollment shifts do not match the capacity of the schools. The superintendent will prepare necessary background information to assist the school board in reviewing the current attendance boundaries.
 - a. **Elementary** – All elementary students, grades kindergarten through five, will attend the designated school as defined by their residence address unless assigned to an alternative program or receiving an exception as noted in the policy.

Bigfork School
Cohasset Elementary
East Rapids Elementary
West Rapids Elementary

Designated attendance boundary lines are identified on the school website at www.isd318.org.

- b. **Middle Level** – All middle level students, grade six through eight, will attend Robert J. Elkington Middle School or Bigfork School.
 - c. **Secondary Students** – All enrolled secondary students, grade nine

503.1 STUDENT ADMISSION, ASSIGNMENTS, WITHDRAWAL

through twelve, will attend the Grand Rapids High School or Bigfork High School unless the student elects an alternative program or receives an exception as noted in the policy.

C. Assignment of Students to Classes

1. In order to assure a new student's assignment to the class level best suited to his/her needs, placement shall be at the direction of the principal with input from school staff and the student's parents or guardian.
2. Placements shall be based on the following considerations:
 1. Age, health, and maturity
 2. Quality and extent of his/her previous training
 3. Records in writing from his/her previous school
 4. Evaluation of standardized test results, as needed
3. Transfers from public schools shall be honored as to the student's grade placement until such time as there may be evidence that the student would be better placed in another grade.

D. Student Withdrawal From School

1. The Board of Education believes it is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. The Board expects that every step will be taken by appropriate school personnel to implement this philosophy.
2. A student may only be excused from attending school upon application of his/her parent, guardian, or other person having control of the student, by the Board upon being shown to the satisfaction of the Board that the provisions in law are met.