

Stanwood Camano School District #401

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INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

MEMORANDUM

To: Stanwood-Camano School Board of Directors

Fr: Lloy Schaaf, Ed.D.

Re: Approval of the First Reading of Amended Policy 3120

Date: September 15, 2020

Attached, please find the first reading of Amended Student Policy 3120 Enrollment.

District officials who are responsible for components of the policy have reviewed this document.

RECOMMENDATION: That the Board approves the First Reading of Amended Student Policy 3120 Enrollment.

ENROLLMENT

The superintendent shall develop procedures for enrolling students, recording attendance behavior and counseling and correcting students with attendance problems. When enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; any past, current or pending disciplinary actions; any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a drug offense, a liquor violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student's educational needs. If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff or students, the student's teachers and building security personnel shall be informed.

The school enrolling the student shall request the student's permanent record—including records of disciplinary action, history of violent behavior or behavior listed in RCW 12.04.155, attendance records immunization records, and academic performance—from the school the student previously attended.

If a school principal receives information about adjudications or convictions described in RCW 13.04.155, then he or she will follow the procedure described in Policy 3143—Notification and Dissemination of information about Student Offenses and Notification of Threats of Violence or Harm.

The Stanwood-Camano School District requires students and their parents or guardians to provide proof of residency within the district, such as copies of phone, water, Public Utilities bill, or a lease agreement.

The school district shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student does not have a legal residence. For students who meet the definition of homeless, the district will immediately enroll the student, including while any enrollment dispute is pending The request for enrollment may be made by the student, parent or guardian.

The district will not inquire into a student's citizenship or immigration status or that of his/her parents or guardians.

The district will conditionally accept applications, including electronic applications for enrollment and course registration for a student of a military family transferred to, or is pending transfer to, a military installation within the state.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

Cross Reference:	Board Policy 2255 <u>Board Policy 2100</u>	Alternative Learning Experience Programs <u>Educational Opportunities for Students with a Parent in the Military.</u>
	<u>Board Policy 3115</u>	<u>Students Experiencing Homelessness- Enrollment Rights and Services</u>
	<u>Board Policy 3143</u>	<u>District Notification of Juvenile Offenders</u>
Legal References:	RCW 28A.225.215 <u>RCW 28A.225.216</u> 28A.225.330	Enrollment of children without legal residences <u>Children of military families-Residency</u> Enrolling Students from other districts — Requests for information and permanent records
	WAC 392-121-108	Enrollment exclusions

392-121-122	Definitions — Enrolled and full-time equivalent students
392-121-182	Alternative learning experience requirements
392-169-022	Running start student — definition

Adoption Date: 05.20.03
Stanwood-Camano School District
Reviewed: 12-5-17
Revised: ~~05-07-1909~~ 15.20