

OFFICE OF THE SUPERINTENDENT

Millburn Public Schools

ACTION ITEM

November 23, 2009

To: Board of Education Members

From: Ellen E. Mauer, PhD

Subject: Second Reading and Approval-School Admissions and Student Transfers to and from Non-District Schools Policy 7:50

Proposed Action by the Board of Education

Approve the 2nd reading and adoption for School Admissions and Student Transfers to and from Non-District Schools Policy 7:50 as presented.

Background

These policies are being combined into one policy in the way that IASB recommends. Other updates include:

- #3 under admission procedure in which the medical, dental, and eye information are updated to comply with changes in state law
- new section regarding homeless children is added so that we are in compliance
- new section on student transfers from schools that designate that if a child is in the midst of serving a suspension or expulsion, that action follows to our school

We also added language indicating that we do not generally do early admittance to kindergarten with some exceptions listed.

Students

School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school term. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

District 24 does not permit early admittance. Exceptions to the policy are those students who have attended approved kindergarten programs in other states, or have attended a program approved by the Illinois State Board of Education. Millburn Community Consolidated School District 24 however, retains the right to place children in the class and grade level determined most appropriate by Millburn District personnel as permitted by the School Code.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any

suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

- LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
20 U.S.C. §1400 et seq.
42 U.S.C. §12101 et seq.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
5/27-8.1, and 10/8.1.
410 ILCS 315/2e.
325 ILCS 55/1 et seq. and 50/1 et seq.
20 Ill. Admin.Code §1290 et seq.
23 Ill.Admin.Code §375 et seq.
- CROSS REF.: 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:310 (Credit for Alternative Courses and Programs, and Course Substitutions), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)
- ADOPTED: NOVEMBER 23, 2009