

ENTRANCE AGE 09.121

PRESCHOOL

In accordance with appropriate state and federal legal requirements, any child who has been identified as disabled or as exceptional, and who is three (3) or four (4) years of age, or who may become five (5) years of age after October 1 of the current year, shall be eligible for a free and appropriate preschool education and related services.

Children at risk of educational failure who are four (4) by October 1 may enter preschool. All other four (4) year old children shall be served to the extent placements are available.

PRIMARY SCHOOL - KINDERGARTEN

A child who becomes five (5) by October 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.030. A child who becomes six (6) by October 1 shall attend public school unless s/he qualifies for an exemption as provided by law.

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.

PROOF OF AGE

UPON ENROLLMENT FOR THE FIRST TIME IN ANY ELEMENTARY OR SECONDARY SCHOOL, A STUDENT OR STUDENT'S PARENT SHALL PROVIDE:

- A certified copy of the student's birth certificate, or
- Other reliable proof of the student's identity and age with an affidavit explaining the inability to produce a copy of the birth certificate.

RELATED POLICIES: 08.22

09.126 (re requirements/exceptions for students from military families)

HEALTH CARE EXAMINATIONS 09.211

All pupils shall undergo preventative health care, dental, and vision examinations as required by Kentucky Administrative Regulation, which shall be reported on the state forms required by state regulation.

IMMUNIZATIONS

The immunization certificate form required by 704 KAR 4:020 shall be on file within two (2) weeks of a student's enrollment in school.

Forms relating to exemptions from immunization requirements shall be available at each school. Immunization certificates shall be kept current.

SCHOOL ENROLLMENT REQUIREMENTS IMMUNIZATION/BIRTH CERTIFICATES/ PHYSICALS

Updated Child Day Care and School Immunization Requirements beginning July 1, 2011

New requirements for Kentucky children entering day care, Head Start programs, public and private preschool programs and public and private elementary and secondary schools were approved in February 2011, and can be found online at <http://www.lrc.ky.gov/kar/902/002/060.htm>. The effective date for these regulatory changes is July 1, 2011. Any immunization certificate presented on or after July 1, 2011, for a child entering child day care, preschool, Head Start, kindergarten or sixth grade should comply with the new requirements. (Immunizations signed and dated by the health care provider before July 1, 2011 will not have to comply with the new requirements.)

State law requires students to have an up-to-date immunization certificate, preventative health care physical examination, eye exam and dental exam.

Parents will be issued written notice, if their child is not in compliance. The parent/guardian will then have 20 school days to present the required documentation (valid immunization certificate, birth certificate, eye exam or physical). **Failure to comply with enrollment/immunization requirements may result in legal action or student suspension.** Students will not be enrolled without a birth certificate.

OTHER ENROLLMENT REQUIREMENTS

Custody, if applicable, it is the parent-guardian responsibility to keep the school informed of custody stipulations by providing the school office with current and complete legal documents before the first day of school, and as changes occur each school year.

PRESCHOOL REQUIREMENTS

1. A **Certified Birth Certificate** is required as proof of age and legal name (a hospital certificate is not a valid birth certificate). Birth certificate applications are available on line at: <http://chfs.ky.gov/dph/vital/birthcert.htm>.
2. A **Social Security Card**
3. A current **Kentucky Immunization Certification** (Form EPID 230) is required showing all age appropriate vaccines as related to mandatory immunization and health related requirements according to state law **KRS 241.034/902 KAR 2:060**.

Immunization requirements for all children at least forty-eight (48) months and less than five (5) years of age:

- ❖ Four (4) doses of diphtheria and tetanus toxoids (DTaP) or diphtheria and tetanus toxoids DTaP or DTP or combinations of the two vaccines;
- ❖ Three (3) doses of Polio Virus Vaccine (IPV) or trivalent oral poliovirus vaccine (OPV) or combinations of the two vaccines;
- ❖ Four (4) doses of haemophilus influenzae type b conjugate vaccine (hib);
- ❖ Three (3) doses of hepatitis B vaccine (HepB);
- ❖ Four doses of pneumococcal conjugate vaccine (PCV) with one dose on or after twelve months of age; three doses of PCV if a child received the first dose of PCV between seven to eleven months of age, with at least one dose on or after twelve months of age; two doses of PCV if a child received the first dose of PCV between twelve to twenty-three months of age; or one dose of PCV if a child received the first dose of PCV at twenty-four months of age or older;
- ❖ Two (2) doses of measles, mumps and rubella vaccine (MMR); and
- ❖ Two (2) doses of varicella (chickenpox) vaccine or documented proof of the disease by a health care provider that the child has had a diagnosis of typical varicella disease or a history of herpes zoster disease.

The Kentucky immunization certificate form required by KRS 156.160/704 KAR 4:020 shall be on file within two (2) weeks of a student's enrollment in school per Board Policy 09.211.

Immunization requirements for all children at least nineteen (19) and less than forty-eight (48) months of age:

- ❖ Four (4) doses of diphtheria and tetanus toxoids (DTaP) or diphtheria and tetanus toxoids DTaP or DTP or combinations of the two vaccines;
- ❖ Three (3) doses of Polio Virus Vaccine (IPV) or trivalent oral poliovirus vaccine (OPV) or combinations of the two vaccines;
- ❖ Four (4) doses of haemophilus influenzae type b conjugate vaccine (hib);
- ❖ Three (3) doses of hepatitis B vaccine (HepB);
- ❖ Four doses of pneumococcal conjugate vaccine (PCV) with one dose on or after twelve months of age; three doses of PCV if a child received the first dose of PCV between seven to eleven months of age, with at least one dose on or after twelve months of age; two doses of PCV if a child received the first dose of PCV between twelve to fifteen months of age; or one dose of PCV if a child received the first dose of PCV at twenty-four months of age or older;
- ❖ One (1) dose of measles, mumps and rubella vaccine (MMR); and
- ❖ One (1) dose of varicella (chickenpox) vaccine or documented proof of the disease by a health care provider that the child has had a diagnosis of typical varicella disease or a history of herpes zoster disease.

The Kentucky immunization certificate form required by KRS 156.160/704 KAR 4:020 shall be on file within two (2) weeks of a student's enrollment in school per Board Policy 09.211.

4. A Preventative **Health Care Physical Examination** (KRS 156.160/704 KAR 4:020) is required within twelve months prior to or 20 days following initial enrollment to public school, public preschool or Head Start (exam to be completed by physician/ARNP/PA/EPST).
5. A **Vision Examination** (KRS 156.160/704 KAR 4:020) is required to be completed by a optometrist or ophthalmologist no later than January 1 of the first year of enrollment for all children 3, 4, 5, or 6 years of age entering a KY public school, public preschool or Head Start for the first time.
6. **Program eligibility** information to include one of the following:
 - ❖ A completed application for the National School Lunch Program (at-risk eligibility); or
 - ❖ Admission and Release Committee records documenting eligibility for special education through an identified disability

PRIMARY SCHOOL - KINDERGARTEN

A child who becomes five (5) on or before October 1 may enter primary school and may advance through the primary program without regard to age in accordance with KRS 158.030. A child who becomes six (6) by October 1 shall attend public school unless s/he qualifies for an exemption as provided by law.

The District shall establish guidelines to determine a student's level of academic and social skills when that student is being considered for advancement through the primary program. A student, who is at least five (5) years of age, but less than six (6) years of age on or before October 1, may be enrolled in the second level of the primary program in keeping with the process set out in Kentucky Administrative Regulation.

KINDERGARTEN REQUIREMENTS

1. A **Certified Birth Certificate** is required as proof of age and legal name (a hospital certificate is not a valid birth certificate). Birth certificate applications are available on line at: <http://chfs.ky.gov/dph/vital/birthcert.htm>.
2. A **Social Security Card**
3. A current **Kentucky Immunization Certification** (Form EPID 230) is required showing all age appropriate vaccines as related to mandatory immunization and health related requirements according to state law **KRS 241.034/902 KAR 2:060**.

Immunization requirements for all children at least five (5) years of age:

- ❖ Five (5) doses of diphtheria and tetanus toxoids (DTaP) or diphtheria and tetanus toxoids combined with pertussis vaccine (DTP) or combinations of the two vaccines;
- ❖ Four (4) doses of polio virus vaccine (IPV) or trivalent oral poliovirus vaccine (OPV) or combinations of the two vaccines;
- ❖ Three (3) doses of Hepatitis B (HepB);
- ❖ Two (2) doses of measles, mumps and rubella vaccine (MMR); and
- ❖ Two (2) doses of varicella (chickenpox) vaccine, or documented proof of the disease by a health care provider that the child has had a diagnosis of typical varicella disease or a history of herpes zoster disease.

The Kentucky immunization certificate form required by 704 KAR 4:020/KRS 156.160 shall be on file within two (2) weeks of a student's enrollment in school per Board Policy 09.211.

4. A **Preventative Health Care Physical Examination** (704 KAR 4:020) is required within twelve months prior to or 20 days following initial public school kindergarten enrollment (exam to be completed by physician/ARNP/PA/EPST). A physical completed for preschool/Head Start enrollment will suffice for the kindergarten physical exam.
5. A **Vision Examination** (KRS 156.160/704 KAR 4:020) is required to be completed by a optometrist or ophthalmologist no later than January 1 of the first year of enrollment for all children 3, 4, 5, or 6 years of age entering a KY public school, public preschool or Head Start for the first time.
6. A **Dental Screening/Examination** (KRS 156.160) is required no later than January 1 of the first year that a 5 or 6 year-old child is enrolled in a KY public school (KRS 156.160). This dental screening or examination can be completed by a *dentist, dental hygienist, physician, registered nurse, advance registered nurse practitioner, or physician assistant*. A child shall be referred to a licensed dentist if a dental screening or examination is performed by anyone other than a licensed dentist identifies the possibility of dental disease.

STUDENTS ENTERING 6TH GRADE

1. A current **Kentucky Immunization Certification** (Form EPID 230) is required showing all age appropriate vaccines as related to mandatory immunization and health related requirements according to state law **KRS 241.034/902 KAR 2:060**.

For sixth grade entry, age eleven (11) or twelve (12) years or older a child shall have received:

- ❖ One (1) dose of Tdap;
- ❖ Four (4) doses of polio virus vaccine (IPV) or trivalent oral poliovirus vaccine (OPV) or combinations of the two vaccines;
- ❖ Three (3) doses of Hepatitis B (HepB); or two doses of HepB approved by the FDA to be used for an alternative schedule for adolescents eleven through fifteen years of age;
- ❖ Two (2) doses of measles, mumps and rubella vaccine (MMR);
- ❖ Two (2) doses of varicella, unless a healthcare provider states that the child has had a diagnosis of typical varicella disease or verification of a history of varicella disease by a healthcare provider or a diagnosis of herpes zoster disease or verification of a history of herpes zoster disease by a healthcare provider; and
- ❖ One (1) dose of MCV or MPSV (meningococcal vaccine).

The physician should issue the student a new, complete Kentucky Immunization Certificate (updated version) with all vaccines recorded. The Kentucky immunization certificate form required by 704 KAR 4:020/KRS 156.160 shall be on file within two (2) weeks of a student's enrollment in school per Board

Policy 09.211.

2. A second **Preventative Health Care Physical Examination (704 KAR 4:020)** is required within twelve months prior to or 20 days following initial enrollment in 6th grade (exam to be completed by physician, ARNP/PA/EPST). The first examination was given upon initial enrollment in Kentucky Schools.

STUDENTS ENTERING 9TH GRADE

1. A third **Preventative Health Care Physical Examination (704 KAR 4:020)** is required within twelve months prior to or 20 days following initial enrollment in 9th grade (exam to be completed by physician, ARNP/PA/EPST). The first examination was given upon initial enrollment in Kentucky Schools and the second in 6th grade.

STUDENTS PARTICIPATING IN SPORTS

1. **The Kentucky High School Athletic Association Medical Examination is required to be completed and on file with the school annually before tryouts, practice or participation in a sport (Exam to be completed by a physician, physician's assistant, advanced registered nurse practitioner or chiropractor).**
2. Student must meet all other immunization/preventative health requirements.
The Kentucky immunization certificate form required by 704 KAR 4:020/KRS 156.160 shall be on file within two (2) weeks of a student's enrollment in school per Board Policy 09.211.

FIRST TIME ENROLLEES IN KENTUCKY SCHOOLS

1. A **Certified Birth Certificate** is required as proof of age and legal name (a hospital certificate is not a valid birth certificate). Birth certificate applications are available on line at: <http://chfs.ky.gov/dph/vital/birthcert.htm>.
2. A **Social Security Card**
3. A current **Kentucky Immunization Certification (Form EPID 230)** is required showing all age appropriate vaccines. **(The Kentucky immunization certificate form required by 704 KAR 4:020/KRS 156.160 shall be on file within two (2) weeks of a student's enrollment in school per Board Policy 09.211).**
4. A **Preventative Health Care Physical Examination (704 KAR 4:020)** is required dated within twelve months prior to or 20 days following initial enrollment in a Kentucky public school (exam to be completed by physician/ARNP/PA/EPST). Exam must be on the **KY Preventative Health Care Form**.
5. A **Vision Examination (KRS 156.160/704 KAR 4:020)** is required to be completed by a optometrist or ophthalmologist no later than January 1 of the first year of enrollment for all children 3, 4, 5, or 6 years of age entering a KY public school, public preschool or Head Start for the first time.
6. A **Dental Screening/Examination (KRS 156.160)** is required no later than January 1 of the first year that a 5 or 6 year-old child is enrolled in a KY public school (KRS 156.160). This dental screening or examination can be completed by a dentist, dental hygienist, physician, registered nurse, advance registered nurse practitioner, or physician assistant. A child shall be referred to a licensed dentist if a dental screening or examination is performed by anyone other than a licensed dentist identifies the possibility of dental disease.

All student examinations/screenings shall be reported on the Kentucky state forms. Unless otherwise stated, all enrollment/immunization documents are required at time of enrollment. Failure to comply with enrollment/immunization requirements may result in legal action or student suspension. Immunizations and other health requirements shall be kept current as required by Kentucky law and Board Policy 09.211.

The Health Care Preventative Exam Forms, Immunization Certificates, Dental Exams and Eye Exam Forms are found on the Kentucky Department of Education website online at:

<http://www.education.ky.gov/KDE/Administrative%2BResources/Coordinated%2BSchool%2BHealth/Health%2BServices/School%2BHealth%2BForms.htm>

ADMISSIONS AND ATTENDANCE (09.12)

RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools.

All other pupils shall be classified as nonresidents for school purposes.

HOMELESS CHILDREN AND YOUTH

The District shall provide educational and related services to homeless children and youth in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Have equal access to all educational programs and services, including transportation, that non-homeless students enjoy;
2. Continue attending their school of origin for the duration of homelessness;
3. Attend regular public school with non-homeless students; and
4. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, limited English proficient).

The District shall designate an appropriate staff person to serve as liaison to homeless children and youth. The District liaison must provide public notice of the educational rights of homeless children in places where they receive services

IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

Nonresidents

Nonresident pupils may be admitted to the District's schools in accordance with Board policy and upon approval of the Superintendent.

Written nonresident pupil contract information shall be kept on file at both the attending and resident districts.

TRANSFER OF ADA

Nonresident pupils may be admitted to the District schools upon payment of tuition and/or transfer of the pupil's average daily attendance as defined under Kentucky's public school fund.

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

ENROLLMENT

The Adair County Board of Education encourages and welcomes new prospective students who may desire to enroll in the Adair County School District. The legal guardian and/or custodian, or any agency or department acting on the behalf of a prospective student wishing to enroll in any Adair County School shall provide the following information prior to the prospective student being accepted for enrollment into the Adair County school district: List the names and addresses of all schools, public or private, attended within the three (3) preceding years and in addition list any other schools of enrollment that incidents of expulsions/suspensions/convictions or pending charges of school discipline and/or law violations specified in this policy occurred.

EXPELLED/CONVICTED STUDENTS OR STUDENTS FACING PENDING CHARGES

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn written statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted or has current pending charges of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn written statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.

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 Kentucky or any other state and then moves into the District and seeks to enroll, the District be provided all official school discipline and/or juvenile court records pertaining to violations listed in item two (2) above and shall 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 upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board.

The guardian, custodian, agency or department responsible for a prospective student has a duty to provide the requested information, and failure by the guardian, custodian, agency or department to provide this information on behalf of any prospective student, without good cause, may result, within the discretion of the Superintendent and school officials, in the prospective student being denied enrollment in the Adair County school district until such information is provided. Responsible parties that withhold or provide false student information may be held legally liable for repercussions occurring from withheld or false student information.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

The clarified definition of who is considered homeless is addressed in Section 725 (2) and (6) of the McKinney-Vento Homeless Education Assistance Act, which states:

- (1) The term “homeless children and youths”-
 - A. Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103 (a)(1);
 - B. Includes:
 - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
 - (ii) children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103 (a)(2)(C);
 - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

School selection by homeless students

LEAs must, to the extent feasible, keep students in homeless situations in their school of origin unless it is against the parent or guardian’s wishes. Some of the factors to consider in determining whether it is in the student’s best interest to keep the student in the student’s school of origin are:

- (i) The student's age;
- (ii) The student's academic needs;
- (iii) The student's emotional needs;
- (iv) The student's experiences at the school of origin;
- (v) Continuity of instruction;
- (vi) Any other special needs of the family;
- (vii) Length of stay in the shelter;
- (viii) The school that the student's siblings attend;
- (ix) The likely location of the family's future permanent housing;
- (x) Time remaining in the school year;
- (xi) Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors; and
- (xii) The safety of the child.

Under the new federal law, whenever a dispute arises about school selection or enrollment, the student must be immediately admitted to the school of choice while the dispute is being resolved.

Enrollment of homeless students

A school selected must immediately enroll students who are homeless, even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term “enroll” includes attending classes and participating fully in school.

Enrolling schools must immediately contact the previous schools to obtain records. **Students must be enrolled while records are being obtained.**

If the student does not have required medical records such as immunizations, the liaison must immediately assist in obtaining them. **The student must be enrolled in the interim.**

ATTENDANCE REQUIREMENTS 09.122

COMPULSORY ATTENDANCE

All children in the district who have entered kindergarten or who are between the ages of six (6), as of October 1, and sixteen (16), except those specifically exempted by statute, shall enroll and be in regular attendance in the schools to which they are assigned.

Before an unmarried student between the ages of sixteen (16) and eighteen (18) may withdraw from school and terminate education prior to graduation, s/he shall confer with the Principal or designee, and s/he shall secure written permission from her/his parents. (See Board Policy 09.111).

EXEMPTIONS FROM COMPULSORY ATTENDANCE

The Board shall exempt the following from compulsory attendance:

1. A graduate from an accredited or approved 4-year high school,
2. A pupil who is enrolled in a private or parochial school,
3. A pupil who is less than seven (7) years old and in regular attendance in a private kindergarten nursery school,
4. A pupil whose physical or mental condition prevents or renders inadvisable, attendance at school or application to study,
5. A pupil who is enrolled and in regular attendance in private, parochial, or church school programs for exceptional children, or
6. A pupil who is enrolled and in regular attendance in a state supported program for exceptional children.

PHYSICIAN'S STATEMENT REQUIRED

The Board, before granting an exemption, shall require a signed statement as required by law unless a student's individual education plan (IEP) specifies that placement of the child with a disability at home or in a hospital is the least restrictive environment for providing services.

EXCEPTIONS TO PRESENCE AT SCHOOL

Students must be physically present in school to be counted in attendance, except under the following conditions:

1. Students shall be counted in attendance when they are receiving home/hospital, institutional, or court-ordered instruction in another setting.
2. Participation of a pupil in 4-H activities that are regularly scheduled and under the supervision of a county extension agent or the designated 4-H club leader shall be considered school attendance.
3. Students may participate in cocurricular activities and be counted as being in attendance during the instructional school day, provided the Principal/designee has given prior approval to the scheduling of the activities. Approval shall be granted only when cocurricular activities and trips are instructional in nature, directly related to the instructional program, and scheduled to minimize absences from classroom instruction.
4. Students participating in an off-site virtual high school class or block may be counted in attendance in accordance with requirements set out in Kentucky Administration Regulation.
5. Students having an individual education plan (IEP) that requires less than full-time instructional services shall not be required to be present for a full school day.
6. Students who attend classes for moral instruction at the time specified and for the period fixed shall be credited with the time spent as if they had been in actual attendance in school, and the time shall be calculated as part of the actual school work required by law. Students shall not be penalized for any school work missed during the specified moral instruction time.
7. Students participating as part of a school-sponsored interscholastic athletic team, who compete in a regional or state tournament sanctioned by the Kentucky Board of Education or KHSAA, that occurs on a regularly scheduled school day shall be counted and recorded present at school on the date or dates of the competition, for a maximum of two (2) days per student per school year. Students shall be expected to complete any assignments missed on the date or dates of the competition.

PART-TIME STUDENTS 09.1221

The Board will consider a shortened school day only for preschool and kindergarten students and for students with an individual education plan or 504 plan that supports a shortened day.

PART-TIME STATUS

Only those students in their fifth year of high school may be eligible for part-time status, contingent upon approval by the Principal. Students may attend only those classes necessary to complete graduation requirements unless otherwise approved by the Principal.

A part-time student shall abide by all District/school behavioral and attendance requirements