

6201.1 **Admission Requirement**

The parent' or legal custodian' responsibilities when presenting a student, who was previously enrolled in a private or public school in North Carolina or any other state, for enrollment are to:

- A. Follow all rules and procedures with regard to immunizations which are located in the Human Services Handbook.
- B. Provide birth certificate that will be recorded at the time of registration into kindergarten. This will be a certified copy of the birth record, rather than an informal copy. The principal may accept other verification of date of birth such as a passport or baptismal record for children who were not born in the United States. If the student meets the qualifications of the McKinney-Vento Homeless Assistance Act, **the school shall enroll immediately and the school shall be responsible for assist the family with** obtaining this record ~~on behalf of the student.~~
- C. Provide a kindergarten health assessment in accordance with the rules and procedures which are located in the Human Services Handbook. **If the student meets the qualifications of the McKinney-Vento Homeless Assistance Act, the school shall enroll immediately and the school shall be responsible for assist the family with obtaining this information on behalf of the student documentation.**
- D. Complete and have notarized the Discipline Status Enrollment Form which can be obtained at any Wake County school.
  1. The principal of the school where the child is attempting to register will review the form and approve or deny enrollment based upon the information provided. If approved for enrollment, the form will be placed in the student' cumulative folder.
  2. Should the enrollment be denied, the principal or designee will sign the form and fax a copy directly to the Office of Student Due Process.
  3. The Student Due Process Officer will investigate all cases presented by the school as denied admissions. This information will be presented to the Discipline Review Committee to determine if the school decision to deny enrollment

should be upheld or overturned.

4. If the Discipline Review Committee decides to allow enrollment of the student, they may assign that student to his/her base school or another school, including an alternative school.
5. The Superintendent or designee will notify the parents, or legal custodian of the decision of the Discipline Review Committee within five (5) days of the meeting.
6. If the parent or legal custodian wants to appeal the decision of the Discipline Review Committee, they may appeal to the Board of Education.

### **Kindergarten**

- E. Admission to kindergarten follows guidelines set forth in Wake County Public School Policy 6011 and R&P ~~6004~~6011.
- F. Children who have reached their fourth birthday by April 16 may enter kindergarten if he or she demonstrates extraordinary level of academic ability or maturity. To determine if a child shall be approved for this early admission, the principal shall engage the following procedures:
  1. Convene a committee of educational professionals to assist him or her to make decisions about each individual child, taking into account aptitude, achievement, performance, observable student behavior, motivation to learn, and student interest.
  2. The child must attain a 98<sup>th</sup> percentile on both the achievement and aptitude test.
  3. The achievement test must be administered by an impartial professional educator who is trained in the use of the instrument as long as there is no potential conflict of interest in the outcome.
  4. The testing (aptitude and achievement) must be administered after April 16<sup>th</sup> of the year in which the child will enter school.
  5. Before a child may be exited from school during the first ninety (90) calendar days, the parent must be invited to assist in the development of intervention strategies.
  6. If a decision is made to remove a child within the first ninety (90) days, parents

must be given at least ten (10) days notice.

7. Before the end of the first ninety (90) calendar days of enrollment, the enrolled child shall be reviewed by the gifted identification team.

## 6201.2 **Entitlement to Admission**

- A. Any student entitled in policy 6201 to enroll in the Wake County Public Schools is to be presented for enrollment by the adult with whom the student is living at the school to which the student is assigned, unless the student meets the qualifications of the McKinney-Vento Homeless Assistance Act.
- B. To be identified as a student requiring special education, the adult with whom the child is living must present an IEP or other information indicating current special education services to the school in which they are seeking enrollment.
- C. If the school determines that the student is not entitled to enroll in the Wake County Public Schools, as outlined in Policy 6201, the adult with whom the prospective student is living may apply to the Wake County Public School Growth Management Office for consideration as a non-tuition student.

## 6201.3 **Homeless Students Appeal Process**

### **A. Definitions**

1. The terms "homeless," "homeless child," and "homeless student" shall mean the same as the term "homeless children and youth" as defined by 42 U.S.C. § 11434a (2). These terms shall also be deemed to include the term "unaccompanied youth". The term "unaccompanied youth" shall mean the same as defined by 42 U.S.C. § 11434a (6).
2. Enrollment shall be deemed to include attending classes and participating fully in school activities.

### **B. Liaison for Homeless Students**

1. The Superintendent shall appoint a Liaison for Homeless Students. The liaison shall be trained to carry out and mediate the dispute resolution process as expeditiously as possible and to ensure that each school meets the requirements of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. The liaison shall also ensure that each unaccompanied youth and any student who meets the

definition of "homeless children and youth" as defined by 42 U.S.C. § 11434a(2) is enrolled immediately in the school pending resolution of the dispute.

2. The Liaison for Homeless Students shall expeditiously carry out the dispute resolution process.

**C. Responsibilities of the School**

1. The burden shall be on the school to show that the student is not a homeless student or unaccompanied youth.
2. Faculty and staff of the school who know about the complaint must refer the child, youth, parent, or guardian to the Liaison for Homeless Students.
3. Pending resolution of any complaint between the school and the parent, guardian, or unaccompanied youth over school enrollment, the school shall enroll the child or youth immediately in the school in which the child or youth seeks enrollment.
4. The school shall provide the student with all the services for which the student is eligible and shall permit the student to participate fully in school activities while the dispute is being resolved.
5. The school shall provide the parent, guardian, or unaccompanied youth who makes a complaint to the Liaison for Homeless Students with a written statement of the rights and procedures, in language the parent, guardian, or unaccompanied youth can understand, that informs them of:
  - a. contact information including telephone number and address of the Liaison for Homeless Students and of the State coordinator for homeless education, with a brief description of their roles;
  - b. the right to initiate the dispute resolution process either orally or in writing;
  - c. a simple form that parents, guardians, or unaccompanied youth can complete and submit to the Liaison for Homeless Students to initiate the dispute resolution

process;

- d. a step-by-step description of how to dispute the school's decision;
  - e. notice of the right to enroll immediately in the school of choice or remain in the school of origin with transportation provided pending resolution of the dispute;
  - f. notice that immediate enrollment includes full participation in all school activities; and
  - g. notice of the right to obtain assistance of advocates or attorneys.
6. The school shall provide the parent, guardian, or unaccompanied youth with the name and contact information of the State coordinator for homeless education; and
  7. The school shall inform the parent, guardian, or unaccompanied youth about the right to appeal any decision regarding the student's enrollment to the State coordinator.

**D. Dispute Resolution Process Components**

1. The Board shall allow the parent, guardian, or unaccompanied youth to initiate the dispute resolution process at the school at which enrollment is sought or at the Liaison for Homeless Students? office.
2. The school shall inform the parent, guardian, or unaccompanied youth of the right to provide supporting written or oral documentation.
3. The school shall inform the parent, guardian, or unaccompanied youth of the right to seek the assistance of advocates or attorneys.
4. After reviewing the documentation provided by the school and the parent, guardian, or unaccompanied youth, the Liaison for Homeless Students shall make a final decision regarding the student' status as a homeless student and provide the parent, guardian, or unaccompanied youth with a written statement of that decision.
5. The Liaison for Homeless Students shall inform the parent, guardian, or unaccompanied youth of the right to appeal

the final decision to the State coordinator.

E. **Appeal to State Coordinator of Homeless Education**

1. **Responsibilities of the parent, guardian, or unaccompanied youth**

Any parent, guardian, or unaccompanied youth who is not satisfied with the school system's final decision regarding enrollment may appeal the decision to the State coordinator. In addition, any interested person who believes that grounds for an appeal exist may present an oral or written appeal to the State coordinator, including:

- a. the name, address, and telephone number of the person filing the appeal;
- b. the relationship or connection of the person to the child in question;
- c. the name of the school system and the specific school in question;
- d. the federal requirement alleged to have been violated;
- e. how the requirement has been violated;
- f. and the relief the person is seeking.

If the State coordinator receives an appeal that is not complete, the coordinator shall contact the person making the appeal, explain the deficiency, and offer the person the opportunity to complete the appeal.

2. **Responsibilities of the Liaison for Homeless Students**

- a. Upon request of the State coordinator, the Liaison for Homeless Students shall provide the State coordinator with the record of the complaint and the school system's actions. If the matter involves more than one school system, then the Liaison for Homeless Students from each of the respective school systems shall cooperate to provide the State coordinator with a complete record. In either event, the Liaison for Homeless Students or liaisons shall provide the complete record within five school days following the State coordinator's request.

- b. The Liaison for Homeless Students shall provide the State coordinator with any information that the State coordinator requests regarding the issues presented in the appeal.

6201.4

## **Discretionary Admission/Foreign Exchange Students**

### **A. Discretionary Admission/Tuition Students**

Parents of students seeking admission to Wake County Public Schools as a tuition student must apply to the Wake County Public School Growth Management Office for consideration as a tuition student.

### **B. Program Approval for Foreign Exchange Students**

All organizations operating foreign student exchange programs must receive approval of the program from the ~~Second~~ **World** Language Office prior to placing a student in the Wake County Public School System. Approval will be based on criteria established by the ~~Second~~ **World** Language Office and will include:

1. Documentation that the organization has met the standards established by the Council on Standards for International Educational Travel (CSIET) and appears in the current *Advisory List of International Educational Travel and Exchange Programs*.
2. Documentation that the organization has a representative based in Wake County.
3. Documentation that the program:
  - a. Has well-defined and executed administrative practices.
  - b. Has stated educational goals compatible with the generally recognized goals of secondary education in the Wake County Public School System.
  - c. Has demonstrated successful placement of foreign exchange students.
  - d. Is a nonprofit organization.
  - e. Is incorporated.
  - f. Makes a complete financial report available to the public.

The Wake County Public School System will only accept foreign exchange students through approved programs. The number of slots for Foreign Exchange Students is five (5) to nine (9) per school annually as determined by

the ~~Second~~ **World** Language Office in consultation with the school, based on projected student enrollment and adequate facilities.

**C. Program Responsibilities for Foreign Exchange Students**

The foreign exchange program shall be responsible for assuring that all matters associated with the exchange are facilitated. This includes but is not limited to:

1. Filing a current copy of program guidelines with the ~~Second~~ **World** Language Office.
2. Working with the appropriate governmental agencies to ensure that the prospective foreign exchange student has fulfilled all requirements for entry into the United States on a J-1 visa.
3. Assuming all financial and legal responsibility for the foreign exchange student.
4. Providing the ~~Second~~ **World** Language Office with a copy of the student application packet, which the foreign exchange student agency used to accept the student, by July 31 of the current school year.
5. Assuming responsibility for all matters associated with living arrangements for the foreign exchange student, such as selecting and orienting the host family involved in the foreign exchange program. (Host families shall not be recruited through the Wake County Public School System.)
6. Orienting the foreign exchange student to Wake County and to the Wake County Public School System. As with all students, foreign exchange students are subject to countywide and school standards of behavior and discipline.
7. Meeting with an administrator of the school to which the student is assigned to establish a liaison for the program, the host family, and the school.
8. Notifying, in writing, the principal of the assigned school of the need to award and transfer any academic credit back to the student's home country after completion of the foreign exchange year in the Wake County Public School System, and informing the principal of any unique features involved in the process. (Foreign



exchange student's will not be granted a diploma by the Wake County Public School System but may be recognized during graduation exercises.)

9. Informing the foreign exchange student of the policies of the Wake County Public School System at the time of the student's acceptance by the foreign exchange student agency.

**D. Acceptance of Foreign Exchange Students**

Foreign exchange students who are accepted in the Wake County Public School System must meet criteria established by the Second World Language Office. The requirements are that the student:

1. Be approved by the Second World Language Office.
2. Apply for admission to the Wake County Public School System by July 31 of the year in which the student wishes to enroll. (Application to the school system is formalized by the receipt of a copy of the foreign exchange student's application packet, including the name and address of the host family.)
3. Be eligible for enrollment in ~~grades 11 or 12~~ **grade 11**, and be between the ages of 16 and 19 years old **by the first day of school**, and not have graduated in their own country.
4. Present a valid J-1 visa to the principal of the school to which the student is assigned.
5. Have adequate command of the English language to function in a regular classroom. The foreign exchange agency must document the student's English ability as part of the application process. No special assistance will be given in English.
6. Present documentation of acceptable academic achievement.
7. Provide the school principal with:
  - a. Insurance documentation (accident and medical coverage).
  - b. Written permission of the foreign language program to take driver education and participate in interscholastic athletics, if applicable.
  - c. Results of a recent physical

examination and proof of required immunizations.

- d. A copy of any special rules and requirements contained in the foreign exchange agreement.
- e. Any other data required by the school or the Wake County Public School System.

Foreign exchange students will be accepted for a year-long course of study or a first semester course of study only. No second semester placements will be made.

#### **E. Placement of Foreign Exchange Students**

The assignment of foreign exchange students to a school within the Wake County Public School System will be made by the ~~Second~~ World Language Office. Considerations in making such an assignment are based on:

1. The number of foreign exchange student slots available within a school during the school year as determined by the Second Language Office.
2. The host family address.

The selection of courses and extracurricular activities will be made through agreement with the program representative, the host family, school personnel, and the students.

1. The school shall designate a faculty member to act as a Foreign Exchange Student Advisor who will serve as a liaison between the foreign exchange student and the school.
2. A member of the host family or the local program representative should contact school personnel to register the student and select courses and activities. All foreign exchange students must take ~~U.S. History and eleventh grade English~~ American History I or American History II and English III.
3. Students will be allowed to participate in all extracurricular activities and intramural athletics available to them at the assigned school except where prohibited by restrictions of the foreign exchange program.
4. Exchange students may participate in interscholastic athletics with written

they meet applicable eligibility requirements under the policy of the Wake County Public School System and the North Carolina High School Athletic Association and provide any other necessary documentation.

**G. Special Agreements for Foreign Exchange**

1. Tuition is waived for all foreign exchange students who enroll into the Wake County Public School System under these guidelines.
2. Foreign exchange students are subject to all rules and regulations governing other students in the Wake County Public School System.

6201.5

**Discretionary Releases to Attend School in Other Districts**

**A. Foreign Exchange Students**

In order for a student to take courses abroad and receive high school credit for them in the Wake County Public School System, careful planning based on outlined procedures is essential. The result should be clear expectations on the part of the student, his/her parents, and the school administration. In general, credit can be given for those courses which have substantial equivalency to a Wake County senior high school course in content and in hours. A syllabus from the school being attended will serve as documentation.

Grades earned in courses taken abroad will not be included in the calculation of the student's grade point average. A notation of "pass" or "fail" will be made on the permanent record. This procedure, while resolving the problem of incompatible grading systems, may affect a student's ability to be labeled a "North Carolina Scholar."

1. Responsibilities of the Student
  - a. File "Request for Credit for Study Aboard" by July 1 of the year preceding the proposed study; approval cannot be granted until the student submits a copy of the syllabus of the course(s) for which credit is requested. The hours of study and grading system in the course(s) must be included.
  - b. Notify his/her principal and receive approval of any course changes by December 31 of the year of his/her study abroad.
  - c. Mail to his/her Wake County high school a copy of first semester grade

report received on approved courses.

- d. Schedule and take required end-of-year tests and teacher examinations of the Wake County course(s) for which substitution is to be made. This requires the student to be available one week prior to graduation from high school (June or August graduation available).
- e. Notify the school of any changes in permanent address and telephone numbers.

2. Responsibilities of the School

- a. Approve or deny "Request for Credit for Study Abroad" no more than two weeks after the course syllabus is presented.
- b. Administer required end-of-course tests and teacher examinations to student.
- c. Enter seniors studying abroad on the principal monthly report as an E1 the last day of school.

**B. Other Districts in North Carolina**

Wake County students seeking release to attend public school in another public school system may apply to the board of education for a release. The request is to be submitted to the Wake County Public School Growth Management Office.

---

Legal References: G.S. 115C-366(a2); N.C. Constitution, Article IX, s. 5; 42 U.S.C. § 11432; and 16 NCAC 06H .0112.

Issued: October 1991

Revised: March 3, 1997

Revised: May 18, 1998

Revised: August 23, 2007

**Revised:**

