Regulation JBC-R(1): School Admissions Status: ADOPTED

Original Adopted Date: 09/17/2020 | Last Reviewed Date: 09/17/2020

To enroll in a Bibb County School District ("District") School, students and their parent/guardian will need to comply with the Regulation set forth below. Additional information regarding the enrollment of homeless students may be found in Policy JBC(1), Homeless Students.

A. Definitions

The terms used in this policy shall be defined as such terms are defined in State Board of Education Rule 160-5-1-.28 Student Enrollment and Withdrawal ("state enrollment rule") or applicable state or federal law or regulation.

B. Age Eligibility for Enrollment

Other than students specifically exempted by law or rule, the following individuals are eligible for enrollment in the school system:

1. All Georgia resident students who have attained the age of five on or before September 1, to enroll in the appropriate general education programs unless they attain the age of 21 by September 1 or they have received a high school diploma or the equivalent, provided they have not dropped out of school for one quarter or more as prescribed in O.C.G.A. § 20-2-150. Students who have dropped out of school for one quarter or more are eligible to enroll unless they attain the age of 20 by September 1.

2. Special education students with Individual Education Plans (IEPs) may enroll until they receive a regular high school diploma or until they reach the age of 21 .

3. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in an accredited public kindergarten or first grade may be enrolled if they will attain the age of five for kindergarten or six for first grade by December 31 and are otherwise eligible for enrollment under State Board Rule 170-5-1-.28. NOTE: All children enrolled for 20 school days or more prior to their seventh birthday will become subject to the provisions of the compulsory school attendance law (O.C.G.A. §§ 20-2-690 through 20-2-701) and cannot be withdrawn except as provided in Policy JBCD, Transfers and Withdrawals. (O.C.G.A. § 20-2-150).

4. Transferring students who are children in the household of a full-time duty status member of the active uniformed services of the United States, including members of the National Guard and Reserve on active duty orders will be allowed to enroll at the same grade level from an accredited school regardless of age.

5. Students who have been enrolled in and successfully completed first grade at a public school or a private school accredited by a state agency (i.e., SACS/AdvancEd) will be eligible for enrollment in second grade.

C. Authorization to Enroll Eligible Students

1. The student's parent, legal guardian, or other person enrolling the student under the provisions of O.C.G.A. § 20-2-690.1 (or the student in the case of an emancipated minor) must be a resident of the District.

2. A kinship caregiver with a properly executed kinship caregiver affidavit may enroll a child who is not in the custody of a state agency and may serve as the school's point of contact for the child

regarding activities for which parental consent is usually required, such as the receipt of educational services; the receipt of medical services directly related to enrollment; participation in extracurricular activities; and, matters related to educational progress, discipline, and truancy; for as long as such affidavit is valid. The affidavit shall not be valid for more than one school year after the date on which it is executed. The Superintendent or designee is authorized to require a new kinship caregiver affidavit at the beginning of each school year.

3. A non-custodial parent or registering person acting in loco parentis "place of a parent" under the authority of a power of attorney properly executed by a parent or guardian serving in the military shall be allowed to enroll a transitioning military child and perform all other actions requiring parental participation and consent. Children of transitioning military families shall be enrolled and placed in accordance with the requirements specified in the state enrollment rule.

4. A grandparent who resides in the school district and who presents a properly executed power of attorney for a minor child may enroll such grandchild, without court approval, if the specific conditions set forth in state law.

5. An adult who resides in the District, and to whom the parent has delegated caregiving authority, and who is the child's grandparent, great-grandparent, step-grandparent, stepparent, former stepparent, aunt or great aunt, uncle or great uncle, cousin or sibling, or a non-relative who is approved as an agent by a child-placing agency or a nonprofit entity or faith based organization, may enroll such child and have the rights, duties, and responsibilities that would otherwise be exercised by the parent under state law, except that the delegating parent shall continue to have the right to receive the child's educational records. The enrolling adult must present a properly executed Form for Power of Attorney to Delegate the Power and Authority for the Care of a Child signed under oath before a notary public by the parent and the agent accepting such delegation and filed in the probate court of the county in which the child resides. Such powers of attorney may be granted for a period not to exceed one year, except that those granted to grandparents may have unlimited duration and those granted by military parents may not exceed the period of deployment plus thirty days.

6. Homeless children and unaccompanied youth, as defined in the state enrollment rule and the McKinney-Vento Homeless Act, shall be enrolled immediately with the assistance of the District's homeless liaison, as needed, and placed in accordance with the requirements specified in the state enrollment rule. See Policy JBC(1), Homeless Students.

7. Students in the physical or legal custody of the Department of Human Services (DHS), the Department of Juvenile Justice (DJJ), or the Department of Behavioral Health and Developmental Disabilities (DBHDD) and students placed by DHS, DJJ, or DBHDD in a residential facility within the school system shall be enrolled immediately in accordance with provisions specified in the state enrollment rule.

8. Foster Care:

Any minor housed pursuant to court order in a foster care home which is located within the District. If placed by DJJ, the student will be enrolled in his/her home school, as opposed to an alternative educational setting, unless the Case Management Consultation Team concludes that the best placement for the child would be the alternative setting (see section ~~(C)(8)~~ D.9, below). Any placement made pursuant to an Individualized Education Program (IEP) team will take precedence.

9. Emancipated Minors: Any minor under the age of eighteen who resides in the District and who is no longer under the control or authority of his/her parents/guardians by operation of law (validly married or as otherwise prescribed by law) or as granted by a juvenile court judge.

10. Military Dependents:

a. Special power of attorney relative to the guardianship of a child of an active-duty military family and executed under applicable law will be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. (This will affect students whose parents are deployed and

the military child care plan places the child with someone other than the natural parent.)

b. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled while residing with the custodial parent. (The person in charge of the child is responsible for transportation to and from school if the school is out of district or the attendance zone.)

c. In an effort to support our nation's military, students whose parent(s) or guardian(s) are on active duty in the military, but live outside of the District, may enroll in a District school without paying tuition. (See policies JBCB "Non-Resident Students" and JBCBA "Tuition").

~~10.~~11. Any minor whose parent or court-appointed guardian is an employee, other than temporary or substitute employees, of the District. See Policy JBCB, Non-Residential Students.

12. Other students determined to be eligible for enrollment by the Assistant Superintendent of Student Affairs or Assistant Superintendent of Teaching and Learning.

~~ENROLLMENT ELIGIBILITY:~~

~~The District will admit into its schools students who reside primarily within the District with a parent, guardian, or other person having control or charge of a student (see section D below) and who meet all other qualifications of this Regulation (enrolling adult). These eligible students may include:~~

~~0. Department of Human Services (DHS), Department of Behavioral Health and Development Disabilities (DBHDD), or Department of Juvenile Justice (DJJ):~~

~~Any minor who is in the physical or legal custody of the DHS, DBHDD, or DJJ or any of their divisions and is physically present within the geographical boundaries of the District. The District will immediately enroll a student in the physical or legal custody of DHS, DJJ, or a student placed by the DHS, DBHDD, or DJJ in a residential facility located within the District's jurisdiction, pursuant to O.C.G.A. § 20-2-133(b).~~

~~1. Foster Care:~~

~~Any minor housed pursuant to court order in a foster care home which is located within the District. If placed by DJJ, the student will be enrolled in his/her home school, as opposed to an alternative educational setting, unless the Case Management Consultation Team concludes that the best placement for the child would be the alternative setting (see section (G)(8), below). Any placement made pursuant to an Individualized Education Program (IEP) team will take precedence.~~

~~1. Homeless Students:~~

~~Any minor who is a homeless child or youth, including homeless unaccompanied youth. See Policy JBC(1), Homeless Students.~~

~~1. Any minor whose parent or court-appointed guardian is an employee, other than temporary or substitute employees, of the District. See Policy JBCB, Non-Residential Students.~~

~~1. Emancipated Minors: Any minor under the age of eighteen who resides in the District and who is no longer under the control or authority of his/her parents/guardians by operation of law (validly married or as otherwise prescribed by law) or as granted by a juvenile court judge.~~

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~~a. Special power of attorney relative to the guardianship of a child of an active-duty military family and executed under applicable law will be sufficient for the purposes of enrollment and all other actions requiring~~

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~~1. Other students determined to be eligible for enrollment by the Assistant Superintendent of Student Affairs or Assistant Superintendent of Teaching and Learning.~~

~~A. ENTRANCE AGE:~~

~~1. All Georgia resident students shall have attained the age of five (5) on or before September 1 in order to be eligible for admission into the kindergarten program.~~

~~1. All Georgia resident students shall have attained the age of six (6) on or before September 1 in order to be eligible for admission into first grade.~~

~~1. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, or the equivalent thereof, will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise eligible for enrollment under State Board Rule 160-5-1-.28, Student Enrollment and Withdrawal, and this Regulation will be eligible for admission. NOTE: All children enrolled for 20 school days or more prior to their seventh birthday will become subject to the provisions of the compulsory school attendance law (O.C.G.A. §§ 20-2-690 through 20-2-701) and cannot be withdrawn except as provided in Policy JBCD, Transfers and Withdrawals. (O.C.G.A. § 20-2-150).~~

~~1. Transferring students who are children in the household of a full-time duty status member of the active uniformed services of the United States, including members of the National Guard and Reserve on active duty orders will be allowed to enroll at the same grade level from an accredited school regardless of age.~~

~~1. Students who have been enrolled in and successfully completed first grade at a public school or a private school accredited by a state agency (i.e., SACS/AdvancEd) will be eligible for enrollment in second grade.~~

~~1. All youth who have not attained the age of 21 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent. Students that have dropped out of school for one quarter or more are eligible to re-enroll unless they attain the age of 20 by September 1.~~

~~1. All youth who are classified as a student with disabilities are eligible for enrollment in appropriate education programs from age three (3) until age 22 unless they have received a regular high school diploma, provided they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed.~~

D. ENROLLMENT REQUIREMENTS AND PROCEDURES:

All students enrolling for the first time in Bibb County School District will receive full status as students when the following requirements are fulfilled:

1. Health Certifications

~~b.~~a. Georgia Department of Public Health Form 3231 "Certificate of Immunization" is on file, unless an exception as provided by law applies. The principal or designee will grant the enrolling person a thirty (30) calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for thirty (30) calendar days

from the date the waiver is granted for a justified reason. Upon expiration of the waiver, the student will not be permitted to attend the school unless the student submits a certificate of immunization. The waiver may be extended from the date of first admittance or of first attendance, whichever is earlier, for up to ninety (90) calendar days provided documentation is on file from the local health department or a physician specifying that an immunization sequence has been started and that this immunization time schedule can be completed within the ninety (90) day waiver period, provided confirmation is received during the waiver period from the health department or physician that immunizations are being received as scheduled, and provided the student under waiver is a transfer student, who is defined as a student who moves from an out-of-state school system to a Georgia school system, or a student entering kindergarten or first grade from out of state. The waiver may not be extended beyond 90 calendar days. It is the responsibility of the enrolling adult to have the required form in to the school within the thirty (30) day period. See Exhibit JBC-E(1), Public Health Form 3231 Certificate of Immunization.

~~c.~~b. Georgia Department of Public Health Form 3300 "Certificate of Ear, Eye and Dental Examinations" for kindergarten and first year students, (first year students include any students new to Georgia public schools, including students coming from private schools) is on file. The principal or designee will grant the enrolling person a thirty (30) calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for thirty (30) calendar days from the date the waiver is granted for a justified reason. This waiver may be extended to a total of ninety (90) days pursuant to Georgia Department of Public Health Rule 511-5-6-.02. Upon expiration of the waiver, the student will not be permitted to attend the school unless the student submits F~~f~~orm 3300. It is the responsibility of the enrolling adult to have the required form in to the school within the waiver period. See Exhibit JBC-E(2), Public Health Form 3300 Certificate of Ear, Eye and Dental Examinations.

~~d.~~c. During an epidemic or a threatened epidemic of any disease preventable by an immunization required by the Department of Public Health, students who have not been immunized may be excluded from the school or facility until: (1) they are immunized against the disease, unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant public health danger. (O.C.G.A. § 20-2-771).

~~e.~~d. Questions concerning religious or medical waivers for immunizations and screenings for dental, hearing and vision should be referred to the Student Support Services Department. Even if a parent or guardian has executed a religious waiver or submitted a medical waiver for general immunization requirements, ~~immunization may be required in cases~~a student may be excluded from school when such disease is in epidemic stages as provided in O.C.G.A. § 20-2-771(e).

2. Proof of Birth Date:

Unless exempted by law or State Board of Education rules, before admitting any individual to a state-funded Georgia school or program, the principal or designee will require evidence of the individual's date of birth. Evidence will be accepted in the order set forth below.

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Kindergarten, first grade, and students new to Georgia must present proof of birth date prior to entry into the District. This will also apply to students transferring into the District during the year. Once a student has been enrolled in any publicly-funded Georgia school, provided one of the following evidences of date of birth has been provided and recorded in a Georgia Department of Education database, further proof of age is unnecessary.

a. Acceptable Evidence:

The school will accept evidence in the order set forth below that shows the student's date of birth:

(1) A copy of a birth certificate, a certified hospital-issued birth record or birth certificate; NOTE: For legal identification and diploma/graduation/scholarship requirements, a copy of a birth certification is preferred.

(2) A military ID;

(3) A valid driver's license;

(4) A passport;

(5) An adoption record;

(6) A religious record signed by an authorized religious official;

(7) An official school transcript; or

(8) If none of these items can be produced, an affidavit of age sworn to by the enrolling adult accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

b. Record Retention:

Upon presentation of one of the above evidences, a copy of the document will be placed in the student's record and the original returned to the parent/guardian/person having control or charge of a student.

3. Proof of Residency:

Residency, as defined by the State Board of Education Rule 160-5-1-.28, will mean the place where the student lives with the enrolling adult, unless the student is an emancipated minor. The student must be an occupant of a dwelling located within the school system boundaries, and proof of residence in the attendance zone in which the school is located will be required when a student enrolls in a school and whenever a change of residence occurs unless the student is homeless. (See Policy JBC(1)).

In order for a student to be admitted in the District, the person enrolling the student must~~will~~ provide proof of residency within the District.

a. Proof of residency will be provided to the principal or designee when the student seeks initial enrollment in the District.

b. In order to verify residency within the District, two of the following items (no more than one from each category) will be presented to the principal or designee:

(1) Home ownership documentation. Acceptable documentation may include home ownership title, closing documents, tax statement, mortgage agreement, or monthly mortgage statement, in the name of the enrolling adult or spouse living at the same residence for the location of the legal residence;

(2) Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement will be the name, address, and/or telephone number of the lessor;

(3) Current utility (gas, power, or water) monthly statement which evidences the location of the legal residence; or

(4) Any other document(s) that will provide evidence of an intent to remain at the location of legal residence within the geographic boundaries of the District.

c. In the event that the enrolling adult or eligible student does not have any of the above documentation, or the documentation submitted is insufficient to verify a legal residence within the District, the principal or designee will require the enrolling adult or eligible student who lives in another person's household to complete and Affidavit or Residence. See Exhibit JBC-E(3), Procedures for Completing an Affidavit of Residence and Exhibit JBC-E(4), Affidavit of Residence Form. The principal or designee will also require the certification of the residence owner/lessor/legal occupant of the property where the student is residing. The principal will also require two proofs of residency (see 3.b. above) from the owner/lessor/legal occupant. The statement must be notarized and signed by the enrolling adult or eligible student and signed by the owner/lessor/legal occupant.

d. At the discretion of the principal or designee, if evidence of an enrolling adult's residence within the District is still insufficient, the principal or designee will refer the matter to the Student Support Services Department. The Student Support Services Department will take whatever legal steps are necessary to verify the enrolling adult's residence within the District. Such steps may include, but are not limited to, investigation by a District social worker, completion of additional residency certifications by the owner/lessor/legal occupant, submission of additional documentation by the owner/lessor/legal occupant and a status report on the investigation to the referring school for proper action. Students whose residency cannot be verified may be withdrawn from the school until such time as

the parent can provide the required documentation.

e. Any student whose enrolling adult is not residing within the District at the time the student applies for enrollment will nonetheless be considered a resident for purposes of enrollment if:

(1) The enrolling adult provides to the principal or designee documents evidencing that he/she will be a resident of the District within thirty (30) calendar days from the date of enrollment.

(2) The parent or guardian is on active duty in the United State armed forces and has received official military orders to transfer into or within Georgia. Students will be eligible for enrollment, in the same manner and time as for students residing within the District, in the school of the attendance zone with which he/she will be residing, or in a District school authorized pursuant to O.C.G.A. § 20-2-295, prior to physically establishing residency within the District, upon presentation of a copy of the official military order to the District.

(3) Any student enrolled in a high school pursuant to item 3.e.(1) above will not receive performance eligibility until the high school principal or designee is provided proof (see item 3.b. above) that the student is living within the geographic boundaries of the District.

f. Loss/Change of Residency:

(1) The enrolling adult will notify the school immediately if any change in residence occurs. Schools will update the information in the student information system.

(2) Students who cease to be a resident of the District or move to another school attendance zone within the District may be eligible to remain with their home school for a limited time as provided in Policy JBCD, Transfers and withdrawals.

4. Social Security Number:

a. No student will be denied enrollment in the District for failing to provide his/her Social Security number or for declining to apply for a Social Security number. Providing a Social Security number is voluntary.

b. The enrolling adult will be asked to provide an official copy of the student's Social Security number. An enrolling adult who objects to the incorporation of the Social Security number into the school records of a child may waive the requirement by signing a notarized statement objecting to the requirement. Exhibit JBC-E(5), Statement of Objection to the Use of Social Security Number Form. This statement will be retained in the student's permanent folder. Additionally:

(1) The communication of this information will be in a language appropriate for the enrolling adult and student.

(2) The school will:

(a) If needed, provide forms for making application for a Social Security number or for waiving the request; and

(b) Ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the Family Educational Rights and Privacy Act (FERPA) which includes withholding student Social Security numbers from the U.S. Citizenship and Immigration Services.

(c) Assign a temporary identification number to a student who is applying for a Social Security number, or a permanent student identification number if a Social Security number will not be provided.

5. Transfer Records:

a. Students transferring from another school system:

Students enrolling from other school systems will be admitted upon presentation of a withdrawal form from the previous school and/or verification of academic status and eligibility for enrollment. They will receive full enrollment status as students when:

(1) A valid transcript of work completed is received directly from the previous school attended. A parent, guardian or eligible student may be asked to execute a release of records at the time of enrollment. This release will allow the District to receive the student's records from the previous school system.

(2) Tests deemed necessary by school officials for proper grade placement have been completed.

(3) Clearance of the transfer records of the previous school is completed, to include the disciplinary records set out in Sections 6 and 7 below, and the student is deemed eligible for enrollment.

b. Students transferring from another Bibb County School District school:

Students transferring from one school to another within the District must obtain an official withdrawal form from the previous school if the enrolling adult seeking to enroll the student is different from the enrolling adult from the previous school. However, other records (i.e. health certifications, proof of birth, disciplinary records, etc.) are not required as this data is accessible in the District's database. Students who do not return books/materials issued from the previous school will be charged for those items until returned in good condition.

6. Discipline Records/Status:

a. Any student desiring to enter the District must be eligible for attendance at the school system where last attended, and not be subject to a current disciplinary order that would prevent enrollment.

7. Transfer Students in a Grade Higher Than Third Grade:

a. A parent or legal custodian of a student seeking permanent enrollment in a grade higher than the third grade:

(1) shall disclose and certify in writing: a) whether the student has been adjudicated of Class A or B felonies and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made and the sentence imposed; b) whether the student is serving a suspension or expulsion from another school; c) whether the student is currently the subject of a disciplinary hearing; and, d) whether the student is or ever has ever been the subject of any notice of report of criminal action, notice of chronic disciplinary problem, disciplinary and behavioral correction plan, or report of the commission of a prohibited act; and,

(2) shall present a certified copy of such student's critical records from each sending school he or she attended during the previous 24 months; or receive written confirmation from the District that it has received the student's critical records.

b. "Critical records" means the following education records of a student, which shall be current and complete for a period of at least the most recent 12 months of such student's enrollment or the entirety of such student's enrollment if less than 12 months:
(1) Academic transcript;
(2) Attendance records;
(3) Student discipline records, including, but not limited to, all records of any:
(i) Disciplinary order of short-term suspension, long-term suspension, or expulsion made pursuant to O.C.G.A. § 20-2-751.2;
(ii) Notice of a report of criminal action made pursuant to O.C.G.A. § 20-2-756;
(iii) Notice of chronic disciplinary problem made pursuant to O.C.G.A. § 20-2-765;
(iv) Disciplinary and behavioral correction plan pursuant to O.C.G.A. § 20-2-766; or
(v) Report of the commission of a prohibited act made pursuant to O.C.G.A. § 20-2-1184;
(4) Records of the student having ever been adjudicated delinquent of the commission of a class A designated felony act or class B designated felony act, and, if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed;
(5) An Individualized Education Program (IEP) pursuant to the federal Individuals with Disabilities Education Act or a plan under Section 504 of the federal Rehabilitation Act of 1973, if any; and
(6) Psychological evaluations, if any.

c. A transfer student may be provisionally enrolled in the District for not more than ten (10) school days on a conditional basis;

d. If the District does not receive a transfer student's critical records within the period of provisional enrollment, the school may either assign the student to temporary remote learning until the records are received or have a school social worker, school counselor, or designated school administrator conduct a case management consultation with the parent(s) and the student to determine whether any services are necessary and facilitate the continuation of services the student received at a previous school.

e. If a student provisionally enrolled in a receiving school is found to be ineligible for enrollment due to a disciplinary order from a prior school, he or she shall be dismissed from enrollment in the District until such time as he or she becomes so eligible.

See also Policy JRB and Regulation JRB-R(1) addressing transfer student records.

~~. The District may request the discipline record of any student entering the District.~~

~~. Any student who is enrolling in the District for the first time in grades seven or higher must provide a certified copy of his/her scholastic and discipline record from the school previously attended. In lieu of providing a copy of a discipline record and transcript, the student may be admitted on a conditional basis by submitting a properly executed release authorizing the District to obtain such information from the school previously attended.~~

~~. Students who have been assigned to an alternative school by a public school system or suspended/expelled from another public school in this or any other state, a private school from this state or an alternative school within any public school system may be assessed for acceptance into the District only after their records have been cleared through the Student Support Services Department. Documentation of the assignment to alternative school or suspension/expulsion from the previous school must be provided to the Student Support Services Department.~~

~~11.~~8. Custodial Documents:

The District may request proof of custody in situations involving multiple adults claiming control of the same student.

~~12.~~9. Case Management Consultation:

A Case Management Consultation (CMC) is a consultation by a school social worker and/or school administrator(s) in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the DHS or DJJ.

a. The CMC process will be utilized each time a DHS or DJJ-placed child enrolls in a new school.

~~13.~~10. End-of-Year Enrollment:

Students may enroll at any time during the school year except the last ten (10) days of school. Students who seek to enroll during the last ten (10) days of school may be asked to schedule a later appointment to enroll for the following school year. Students may also complete the online registration in preparation for the upcoming school year.

~~A. PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT:~~

~~1. In order to enroll a child, a person other than the parent or guardian must be an adult of at least 18 years of age or an emancipated minor at least 16 years of age residing within the boundaries of the District. The enrolling person must stand in loco parentis (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care).~~

~~1. Pursuant to the Supporting and Strengthening Families Act (the "Act"), O.C.G.A. § 19-9-120, et seq., a parent of a child may delegate caregiving authority regarding such child to an individual who is an adult, who resides in Georgia,~~

and who is the grandparent, great-grandparent, stepparent, former stepparent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child or is a nonrelative who is approved as an agent by a child-placing agency or a nonprofit entity or faith based organization for a period not to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a power of attorney in substantial compliance with the Act.

1. Under the Caregiver Educational Act, O.C.G.A. § 20-1-14 et seq., a kinship caregiver is authorized to enroll a child residing with the kinship caregiver.

e. The student must live with the enrolling person full-time due to one of the following reasons applying to the parent or legal guardian:

(4) Loss or abdication of the ability to care for such child;

(4) Being unable to provide care due to the death of the other parent;

(4) Serious illness or terminal illness;

(4) Physical or mental condition such that proper care and supervision of the child cannot be provided;

(4) Incarceration;

(4) Loss or inhabitability of the student's home as the result of a natural disaster;

(4) Period of active military duty exceeding 24 months; or

(4) Cannot be located.

e. The enrolling party must have control and charge of the child, 24 hours per day and 7 days per week. The request to enroll the student cannot be primarily related to the desire to attend a particular school in the District, nor may the request be for the purpose of participating in athletics at a particular school, or for any other similar purpose.

e. If the person presenting the student for enrollment is not that student's parent/guardian, the school will require the enrolling person to fully complete a Kinship Caregiver Affidavit as part of the enrollment process. See JBC-E(6), Kinship Caregiver's Affidavit Form. In accordance with State law, the affidavit must be renewed annually (at the beginning of each school year).

e. Upon submission of a Kinship Caregiver Affidavit, the kinship caregiver will serve as the school's point of contact. The kinship caregiver will be responsible for making educational decisions for the student.

E ~~D~~.. TEMPORARY ADMISSION:

Students with inadequate proof of birth date or residence, but who have submitted the required documents set out in Sections D.5 through D.7 above and are otherwise eligible for enrollment, will be considered for temporary admission awaiting necessary documentation. Temporary admission may be granted by the principal per the following guidelines:

1. If granted, the temporary admission will be for thirty (30) calendar days from the date granted;

2. Prior to granting the temporary admission, the adult enrolling the student will provide the principal or designee a copy of their letter to the appropriate agency requesting a birth certificate or other documentation of the student's date of birth. Parents/guardians who need information concerning local birth certificates should call the local health department's Department of Vital Records.

3. If acceptable documentation is not submitted to the school within the thirty (30) calendar day temporary admission period, the student will be subject to withdrawal. The person who enrolled the student will be notified at least ten (10) calendar days prior to withdrawal of the student.

4. Students pre-registering are not eligible for Temporary Enrollment until the beginning of the attendance period of

the school term for which the student is enrolling.

5. Provisions regarding transferal of discipline actions or felony convictions for students in grade 7 and above will take precedence over any Temporary Enrollment.

F. ~~D.~~ ADMISSION OF STUDENTS FROM HOME STUDY, NON-ACCREDITED SCHOOLS OR NON-TRADITIONAL EDUCATIONAL CENTERS

1. Definitions

   a. Home Study, as defined by State Board of Education Rule 160-5-1- .15, means an educational choice option conducted in Georgia in accordance with O.C.G.A. § 20-2-690(c) or conducted in another state in accordance with the laws applicable to that state.

   b. Non-Accredited School means ~~credits and/or grades earned in any school that is not fully or provisionally~~any elementary, middle, or secondary school not fully or provisionally accredited by the Southern Association of Colleges and Schools, the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Southern Association of Independent Schools and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council and/or a regional accrediting agency or their successor as identified in O.C.G.A. § 20-3- 519(6)(B).

   c. Non-Traditional Educational Center, as defined by State Board of Education Rule 160-5-1-.15, means an educational institution that supports home study programs or other independent learning initiatives. This term does not include alternative/non-traditional education programs operated by local boards of education.

2. Elementary/Middle School (Grades K-8)

   a. All students entering a District elementary or middle school from a home study program, non-accredited school or non-traditional educational center will be admitted and initially assessed by the District's Psychological Services Department for placement based on the following criteria:

      (1) State Board of Education rules and District requirements relating to entrance into kindergarten or first grade.

      (2) Chronological age based on a certifiable document.

      (3) Performance on standardized tests and/or instructional (diagnostic) tests. The District may initiate such tests to establish appropriate placement.

      (4) Age, physical size, social and emotional maturity levels of the student.

   b. After reviewing the above criteria, school administration will place the student in the appropriate grade level. An additional review of the placement may be conducted up to six (6) weeks after the placement to determine if placement changes are needed.

3. High School Students (Grades 9-12):

   a. All students entering a District high school from a home study program, non-accredited school or non-traditional educational center will be admitted and initially assessed for placement by the District's Psychological Services Department.

   b. To facilitate this process, the student/parent/guardian, should present a transcript of work done in the home study program, non-accredited school or non-traditional educational center to the school at the time of registration. The transcript should include the specific names, numeric grades earned, and the number of clock hours of instruction for each course.

   c. Students from a home study program, non-accredited school or nontraditional educational center will be awarded credit only for courses that include concepts and skills based on the state-adopted curriculum for grades 9-12 approved by the State Board of Education (SBOE) in accordance with the provisions for each program or course

described in the State Board Rule(s) and State Department Guidelines.

d. The District will not substitute courses and exempt students from the required secondary minimum core curriculum unless the student transferred from an accredited secondary school or the courses presented for credit include concepts and skills based on the state adopted curriculum for grades 9-12 approved by the SBOE.

e. A student may earn course credit by "testing-out," for courses requiring Georgia Milestones End of Course (EOC) assessment prior to taking the course.

1. To receive credit for courses requiring an EOC assessment, students must earn a minimum of a 70 grade conversion score on the assessment. A student's numerical grade for a course in which the student tests out will be determined by converting the student's EOC scale score to a prorated numerical score using the state EOC conversion scale for that subject.

2. A student enrolling from a home study program, nonaccredited school or non-traditional educational center will receive one "testing out" opportunity to demonstrate proficiency in order to earn credit for a course that requires an EOC assessment. If the student does not pass the EOC assessment on that administration, the District will not grant credit for that course. If the course is required to be eligible to receive a high school diploma, the student will enroll in the course and take the EOC assessment at the completion of the course.

f. For areas not subject to an EOC assessment, transfer credit will be validated using a District defined course exam for courses taken at non-accredited schools, home study programs, and non-traditional educational centers. Such an exam can be taken within two (2) weeks of the student's enrollment date. To receive credit for courses that do not require an EOC assessment, students must earn a minimum of 70 on the course exam. The student will receive one testing opportunity for these subject areas.

g. Students who have been enrolled in a home study program, nonaccredited school or non-traditional educational center must meet all state assessment criteria, as well as meet State of Georgia and District graduation requirements, before a diploma will be issued.

h. The requirements of this Regulation will apply to all students regardless of the date they first entered the ninth grade.

G. IMMIGRANT STUDENTS:

The District is not responsible for making determinations regarding visa and immigration status. Schools will enroll immigrants/non-visa-holders who meet age and residency requirements and will not inquire about their legal status.

H. HOMELESS STUDENTS:

The District follows the admission and withdrawal requirements for homeless students under the McKinney-Vento Homeless Assistance Act. See Policy JBC(1), Homeless Students