

Public School Enrollment

The Board shall operate the LEA for the benefit of students residing in Lancaster County who are eligible to attend. The Board shall enroll school age students who are eligible to attend the LEA, in accordance with Board policy, laws and regulations. The entitlements and requirements to secure enrollment shall apply equally to resident students residing with their parents/legal guardians; emancipated minors; students living with a county resident who is supporting the student gratis, including students residing in the county as the result of military deployment of a parent/guardian; children living in a facility or institution within the county; and students living in a foster home.

Definition:

School Age shall be defined as the period from the earliest admission age for a kindergarten program until graduation for high school or the end of the school term which the student reaches the age of twenty-one (21) years, whichever comes first.

District of Residence shall be defined as the school district in which a student's parent/legal guardian resides.

An **emancipated minor** shall be defined as a student under the age of twenty one (21) who has established a domicile apart from the continued control and support of a parent or guardian. Emancipation of a minor is a question of fact, which is not presumed and is not solely dependent upon the employment status of the minor. The burden of establishing emancipation is on the student seeking emancipation status.

Individual Education Program is a written document memorializing essential components of an eligible student's educational program, developed, reviewed and revised in accordance with applicable state and federal laws and regulations.

Parent/Guardians the term as defined in 34 CFR 300.30 (relating to parent) and also includes individuals appointed as foster parents under 55 PA Code &3700.4.

Unaccompanied homeless youth shall be defined as any child who is not in the physical custody of a parent or guardian, including students who have run away from home, been thrown out of their home or abandoned or separated from their parent or guardian.

In accordance with the provisions of this policy and applicable law and regulations, **homeless children** are those who lack a fixed, regular and adequate nighttime residence and include children who are sharing housing of other individuals due to a loss of housing, economic hardship or other significant reason. Included within the definition of homeless children are youth awaiting foster care placement and "unaccompanied homeless youth."

Enrollment and Admission Requirements:

A school aged child, entering grade six through grade twelve, shall be entitled to attend the LEA. Following the completion of the items in the enrollment process listed below, the LEA shall enroll the child the next business day, but no later than 5 business days.

The board shall establish age requirements of the admission of students which are consistent with law and regulations.

All admission of students will be processed by the Chief Academic Officer, Dean of Students, and any other designated LEA officials.

The LEA shall not enroll a student until the parent/guardian has supplied:

1. Proof of the child's age
2. Acceptable documentation of immunizations as required by law
3. Proof of residency (the LEA may require more than one form of residency confirmation).

In verifying residency, the LEA shall require only such information as is deemed reasonable in light of family's circumstances. The LEA shall immediately enroll identified homeless students, even if the student or guardian is unable to produce the required documents, in accordance with Board policy and applicable law.

The LEA shall not inquire as to the immigration status of a student as part of the enrollment process.

In addition, the following requirements for registration are set forth above; the parent/guardian must provide the following:

1. Parent contact information and emergency contact information
2. Demographic information
3. Home language survey
4. Discipline record survey
5. Search and seizure policy waiver form
6. Field trip waiver form

The student will undergo an interview with the Dean of Students. After the interview process and student acceptance, all information is entered into the school database and the application is placed in the student's cumulative file.

Upon enrollment the LEA shall contact the student's former school and request a certified copy of the student's educational records. The LEA shall enroll eligible students regardless of receipt of records from previous districts.

The LEA shall not deny a student's enrollment based upon information contained in the student's certified disciplinary record or parent registration statements, but may provide alternative education services to students who have committed weapons offenses in accordance with applicable law.

If the individual enrolling a child is relying on a court order or custody agreement as the basis for enrolling the child, the LEA may require submission of the court order or custody agreement. The LEA shall not require submission of a custody order or agreement as a condition of enrollment under any other circumstances.

Transportation to and from school shall be provided by the student's district of residence if so requested by the parent/guardian.

Re-admission

Students withdrawing from school for appropriate reasons may be readmitted on the same basis as a new student enrolling for the first time and will be subject to the same conditions as a new student.

Students expelled from school may be readmitted to classes only if the terms and conditions set forth at the time of the expulsion have been fulfilled.

Admission of Transfer Students

Students transferring from other public schools will generally be admitted to the same grade level and status as the previous school. The Chief Academic Officer has the right to place the student in a different grade or level if the available information suggests the need to do so. Students transferring from private schools or home school programs will be placed according to the best estimate of their progress as it relates to the sequence of grades in the LEA.

When it is known that a transfer student was expelled or threatened with expulsion in another school, admission to the LEA will be permitted only after a review of facts by the Dean of Students.

Students entering the LEA from correctional facilities will be placed in the LEA after review by the Chief Academic Officer or designee.

The Chief Academic Officer or designee shall require the parent/guardian of each student who registers for entrance to school shall submit proof of age, residency, and required immunizations.

Special Education Program

Each student with a disability shall be provided quality education programs and services that meets the students needs for educational, instructional, transitional, and relate services. Students requiring special education shall receive programs and services in accordance with an individual education program (IEP) reasonably calculated to provide meaningful educational benefits. The LEA shall offer a continuum of placements and options.

Each student's IEP shall provide access to the LEA's curriculum and and participation in state and local assessments, including necessary supplemental aides and services that enable the student to be educated with non-disabled peers to the maximum extent appropriate. The special education program shall be designed to comply with applicable state and federal regulations; LEA goals: and integrate programs of special education with the regular instructional program of the schools, consistent with the interest of the student with a disability and other students.

Students with disabilities who are provided special education programs by the LEA shall include all children who meet eligibility by law.

The Board directs that all students with disabilities shall be identified, evaluated, and provided with appropriate educational services. The Lea shall establish and implement a system of procedural safeguards and parental notifications as part of it's Special Education Program.

The Board shall determine the facilities, programs, services, and staff that shall be provided by the LEA for instruction of students with disabilities, based upon the identification of needs of the LEA's special education population. IN order to maintain an effective Special Education Program, the Board may participate in Special Education Supports and Services from Lancaster-Lebanon Unit No. 13.

The Chief Operating Officer or designee is directed to annually recommend to the Board the employment and retention of necessary staff and provisions of required facilities, programs and services to provide for the needs of students with disabilities.

The Chief Operating Officer or designee shall develop procedures for evaluating the effectiveness of the LEA's special education program and shall periodically report to the Board the criteria and results of such evaluation.

The Board direct that all procedures for implementing IEP's be designed to guard the privacy of the student and family.

No student with a disability shall be denied participation in activities, programs or services offered, or recognitions rendered, on the basis of a disability.

The District's Special Education Program shall comply with the requirements of state and federal law and regulations. The District shall establish procedures to ensure the plan is updated and implemented as necessary. The Special Education Program shall address:[\[5\]\[38\]](#)

1. Educational plans.
2. Child find.
3. Identification of special education programs that operate in the District, those operated in the District by the Intermediate Unit, vocational schools and other agencies.
4. Staff and parent/guardian training.
5. Assessments.
6. Screening.
7. Criteria the District will use to identify specific learning disabilities.
8. Evaluation.[\[28\]](#)
9. Re-evaluation.
10. Individualized Education Programs (IEPs), including examples of supplementary aids and services provided by the District.

11. Extended School Year services (ESY).
12. Behavior support.[29]
13. Disciplinary placements.[30]
14. Facilities.
15. Procedural safeguards.
16. Confidentiality of information
17. Maintenance of information concerning students with disabilities, services provided, performance and discipline data, and report information as required by the Secretary of the Department of Education.

If the District is identified with significant disproportionality, the Special Education Program shall include prevention measures for inappropriate over identification and disproportionate representation by race or ethnicity of children with disabilities.[5]

Legal

1. 24 P.S. 1372
2. 22 PA Code 4.28
3. 22 PA Code 12.1
4. 22 PA Code 12.4
5. 22 PA Code 14.102
6. 22 PA Code 14.104
7. 34 CFR 300.1
8. 22 PA Code 14.101
9. 20 U.S.C. 1401
10. 34 CFR 300.8
11. Pol. 100
12. Pol. 103.1
13. 22 PA Code 14.131
14. 34 CFR 300.320-300.324
15. 34 CFR 300.30
16. 22 PA Code 12.41
17. 22 PA Code 14.101 et seq
18. 20 U.S.C. 1400 et seq
19. 29 U.S.C. 794
20. 42 U.S.C. 12101 et seq
21. 34 CFR Part 300
22. 20 U.S.C. 1412
23. 34 CFR 300.130-300.144
24. 34 CFR 300.201 et seq
25. 34 CFR 300.519
26. 22 PA Code 14.145

27. 20 U.S.C. 1414
28. 34 CFR 300.320-300.327
29. Pol. 701
30. 22 PA Code 14.121
31. 34 CFR 300.37
32. Pol. 103
33. 34 CFR 300.111
34. Pol. 209
35. 22 PA Code 14.122
36. 22 PA Code 15.9
37. Pol. 113.4
38. 34 CFR 300.611-300.627
24 P.S. 1371
24 P.S. 5711-5713
24 P.S. 922.1-A
24 P.S. 923.2-A
55 PA Code 3270.17
Pennsylvania Training and Technical Assistance Network (PaTTAN)
Pol. 113.1
Pol. 113.2
Pol. 113.3
Pol. 216