



Washington County School District
121 West Tabernacle Street
Saint George, Utah 84770
435-673-3553

District Policy 2920

Student Enrollment

Enrollment-Washington County School District-Adopted 11-9-99; Revised 4-8-01; Revised 6-10-03; Revised 2-8-05; Revised 3-21-06; approved 9-12-06; Revised 1-15-08; Revised 2-28-08; Approved 3-18-08; Revised 12-9-08; Approved 1-14-14, Revised 2-9-16

1. Purpose:

1.1. The Board of Education desires to provide enrollment options that meet the diverse needs and interests of students throughout the District. The Board provides enrollment options through:

1.1.1. Non-Open Enrollment out-of boundary variances which may be granted when there is a compelling need.

1.1.2. Open Enrollment as per Utah State Code.

1.1.3. Title I schools that are required to offer school choice as a result of failure to make adequate yearly progress in two consecutive years. Parents may choose to transfer their student to another school designated by the District.

1.2. This policy also establishes kindergarten/elementary enrollment procedures and registration procedures for out-of-district students, including foreign students.

2. Policy:

Each student shall attend the school designated according to his or her primary residence. Choice is available to District and Utah State, out-of-district students within the procedures established by the Utah Code and State Board of Education. Kindergarten enrollment will follow rules established by the Utah Code. Out-of-state residents, including foreign students other than exchange students, shall pay tuition as established the by WCSD Board of Education.

3. Procedure:

3.1. General Student Enrollment

3.1.1. Definitions

3.1.1.1. Resident Student:

3.1.1.1.1. A minor child is considered a resident of the WCSD when: the parent or legal guardian is domiciled within the School District boundaries; or

3.1.1.1.2. the child resides in WCSD while in the custody or under the supervision of a Utah state agency, or other public or private agency authorized by the State of Utah as legal custodian; or

3.1.1.1.3. while living with a responsible adult resident of the District, and the Board of Education has determined, in accordance with policies of the State Board of Education, that the child's physical, mental, moral, or emotional health is best served by considering the child to be a resident for school purposes; or

3.1.1.1.4. if the child is an emancipated minor domiciled with the School District boundaries; or

3.1.1.1.5. if a student has attended a high school in Washington County, and the student's parent or guardian moves outside that school's attendance boundary, but still within the District, the student may complete high school at the previous school, subject to the conditions stated in 3.1.6.3.; or

3.1.1.1.6. if a student changes his or her place of residence within the District during the school year, the student shall have the option of remaining in the school where he/she was originally registered for the remainder of that school year or of moving to the school assigned to the new attendance area, without the need to comply with the application requirements of this policy, subject to the provisions outlined in 3.1.6.3.

3.1.1.2. Responsible Adult: An adult resident of Washington County designated by parent(s) or a guardian who is not a resident of the District, but is a resident of the State of Utah, to act in behalf of the parent. Such designation is required before non-resident students are permitted to enroll. The procedures for designating a Responsible Adult are set by the Washington County School District.

3.1.1.3. Legal guardianship: If guardianship of a minor child is awarded to a resident of the District by action of a court, the child becomes a resident of the District.

3.1.2. Registration Procedures

3.1.2.1. The District requires the following documents and information be provided to the school during registration:

3.1.2.1.1. Social security number: students are encouraged to provide for purposes of identification.

3.1.2.1.2. Students shall provide an accurate and complete immunization record or immunization exemption. Some latitude is provided if shot sequence is begun (see WCSD policy 2330 and Utah Code 53A-11-301 to 306). Students not in compliance shall be provided written five-day notice of intent to exclude. Exclusion shall occur if student is not in compliance. (53A-11-306)

3.1.2.1.3. Birth Certificate: A birth certificate, or other reliable proof of the student's identity and age together with an affidavit (a statement made under oath and notarized) explaining why the birth certificate cannot be provided must be provided. Parents have until thirty days after enrollment to produce the certificate. A copy of the birth certificate will be placed in the student's cum file.

3.1.2.1.4. Transcript Authorization Request. Provide a signed authorization to request official transcripts and other records from a previous school. Provide a class schedule and/or achievement record (report card) from previous school.

3.1.2.1.5. Unless required as part of an IEP, twelfth grade students who do not graduate with their class shall not be allowed to enroll again the following year in a regular high school. These students must consider other alternatives to complete their high school education such as: adult education diploma, GED testing, college credit, independent study, and so forth.

3.1.2.1.6. Youth-in-custody or similarly designated students: Prior to registration, the responsible agency shall provide current assessment information, social history, academic records, medical history, indicators or danger to self or others, gang or other criminal involvement, etc. Such students and an official representative of the custodial agency, if one is involved, shall make an appointment and meet personally with local school administration prior to the registration process to determine his/her best educational placement. The request for admission shall be approved providing the student has not been expelled from his/her previous school.

3.1.3. Kindergarten/elementary enrollment.

3.1.3.1. In each school district, the public schools shall be free to children between the ages of six and eighteen years who are residents of said District and, also, to persons over 18 who are domiciled in the State of Utah and have not completed high school and are taking courses directly related to earning a diploma. (53A-12-101)

3.1.3.2. Entry into Washington County District schools shall be determined by chronological age. Children who are five (5) years of age before September 2nd of a given school year, will be enrolled in kindergarten.

3.1.3.3. In unusual circumstances where deemed justified by the involved teachers, principal, parents, and School District office, an advanced placement of a child may be made to exclude further kindergarten involvement. Such action may be taken, however, only after the school has had adequate time (as determined by the principal) to assess the student's social, emotional and physical well-being and academic performance levels.

3.1.3.4. Children who have not completed an accredited kindergarten program may enroll in first grade provided they have reached the age of six (6) before the 2nd day of September. (01/13/87)

3.1.3.5. Students entering kindergarten must show a certified copy (see 3.2.1.3) of a birth certificate, or other reliable proof of the student's identity and age together with an affidavit (a statement made under oath and notarized) explaining why the birth certificate cannot be provided. Parents have until thirty days after enrollment to produce the certificate. A copy of the birth certificate will be placed in the student's cum file.

3.1.3.6. It is highly recommended that prior to entering kindergarten, students have a physical examination to include vision screening. Compliance with immunizations in accordance with the State Department of Health is required. (See policy 2330 Immunizations and Utah Code 53A-11-301 to 306.)

3.1.4. Enrollment of non-resident students whose parent(s) are not residents of the State of Utah:

3.1.4.1. A student seeking enrollment in the District while living with an adult (not their parent or legal guardian) whose parents are not residents of the State of Utah must be assigned a legal guardian by a court with appropriate jurisdiction prior to enrollment. The proposed legal guardian must be a resident of the District.

3.1.4.2. The student must attend the school in the attendance area of the appointed legal guardian.

3.1.5. Enrollment of non-resident students whose parent(s) are residents of the State of Utah:

3.1.5.1. A student seeking enrollment in the District while living with an adult (not their parent or legal guardian) whose parents, either of which, are residents of the State of Utah must obtain a Washington County School District Certificate of Designation of Responsible Adult prior to enrollment. The proposed designated responsible adult must be a resident of the District.

3.1.5.2. The student must attend the school in the attendance area of the designated responsible adult.

3.1.6. Attending School out of Boundary (Non-open Enrollment Variance):

3.1.6.1. Variances under this section are generally considered only when the health, safety, and welfare of the student are at issue.

3.1.6.2. To promote stability and predictability of attendance numbers, it is preferred that each student in the District attend the school designated by his or her place of residence. Notwithstanding that preference, students who reside within the District may attend any another school within the District other than their designated school of residence subject to the following conditions:

3.1.6.2.1. The capacity of the program, class, grade level, or school building

3.1.6.2.2. Maintenance of heterogeneous student populations if necessary to avoid violation of constitutional or statutory rights of students

3.1.6.2.3. School of residence not offering a program the student requires for graduation; and

3.1.6.2.4. Willingness of student to comply with District/school policies.

3.1.6.2.5. Transfer application for a current school year (i.e., changing schools after the year

has begun) are considered based on factors such as: program availability, space, effect on the sending and receiving school/classroom, and the level of disruption the transfer presents to the student, classroom, and teachers involved.

3.1.6.2.6. In cases where a transfer application is made based on the intent to move into a new attendance area in the future, the school Principal may ask the applicant to produce evidence that such a move is imminent.

3.1.6.2.7. Any frequent movement of students among schools is discouraged.

3.1.6.3. If a transfer is granted the following conditions apply:

3.1.6.3.1. A student attending a school outside of the school of residence must remain in good standing. Every effort should be made on the student's part to have acceptable citizenship, attendance, and grades. If not, the student will return to the school of residence.

3.1.6.3.2. Transportation to the school is the responsibility of the parent/guardian.

3.1.6.3.3. Transfer approval is granted on an individual student basis. There is no enrollment guarantee for siblings, neighbors, or friends.

3.1.6.3.4. In secondary schools the approved variance application is for all grades in the feeder system.

3.1.6.3.5. In the elementary schools, the approved application is for the current grade (school year) only. The parent/legal guardian must re-apply for subsequent years. The application fee is waived for continuing application.

3.1.6.3.6. A transfer may adversely affect the student's eligibility to participate in activities sanctioned by the Utah High School Activities Association. It is the responsibility of the parent and the student to ensure that the student is eligible under UHSAA rules before trying-out, participating in a practice, or participating in a UHSAA sanctioned activity.

3.1.6.4. Non-Open Enrollment Boundary Variance Procedures:

3.1.6.4.1. Variance applications are obtained at the school where the student desires to attend. The completed application is reviewed by the school principal. The principal of the requested school shall consult with the principal of the school of residence to assist in evaluating the application. The principal(s) may request a meeting with the parent and student to gather more information relative to the request for transfer.

3.1.6.4.2. The principal may deny applications from students who have committed serious infractions of the law or school rules, or have been guilty of chronic misbehavior. Requests may also be denied if the transfer could cause disruptions in the school, or place unreasonable burdens on school staff. The principal may allow for provisional enrollment of the student, establishing conditions under which enrollment would be permitted or continued.

3.1.6.4.3. In an effort to maintain the established teacher-pupil ratio the principal may deny applications that would adversely affect the suggested pupil-teacher ratio in the requested grade, class, program, and/or track.

3.1.6.5. No recruiting of students from one school to another shall be permitted under any

circumstances. Enrollment must be in compliance with of policies established by the Utah State Board of Education in consultation with the Utah High School Activities Association.

3.1.6.6. A student whose parent(s) is at least a half-time employee of the District shall have the option to attend either the school located in his or her attendance area or any school, within the same cone site where his or her parent(s) is assigned, provided that the parent(s) resides within the District boundaries. (Subject to the provision of 3.1.6.4.3.).

3.1.6.7. The Board may limit the use of this employee option. This option may, also, be limited by the 90% rule, unless the student has already enrolled at the school.

3.2. Open Enrollment

3.2.1. Open Enrollment Definitions and Procedures:

3.2.1.1. Early Enrollment: means application prior to the third Friday in February for admission for the next school year to a school that is not a student's school of residence.

3.2.1.2. Early Enrollment School Capacity or Maximum Capacity: means the total number of students who could be served in a school building if each of the building's instructional stations were to have the enrollment specified as follows:

3.2.1.2.1. For an elementary school, an instructional station shall have an enrollment at least equal to the school District's average class size for the corresponding grade; and

3.2.1.2.2. For a middle, junior, or senior high school, an instructional station shall have an enrollment at least equal to the District's average class size for similar classes.

3.2.1.2.3. The Superintendent shall determine the instructional station capacity for laboratories, physical education facilities, shops, study halls, self-contained special education classrooms, facilities jointly financed by the School District and another community agency for joint use, and similar rooms.

3.2.1.2.4. Capacity for self-contained special education classrooms shall be based upon students per class as defined by the State Board of Education and federal special education standards.

3.2.1.3. Instructional Station: means a classroom, laboratory, shop, study hall, or physical education facility to which the local Board of Education could reasonably assign a class, teacher, or program during a given class period. More than one instructional station may be assigned to a classroom, laboratory, shop, study hall, or physical education facility during a class period.

3.2.1.4. Late Enrollment: means application after the third Friday in February for admission for the next school year to a school that is not the student's school of residence; or for admission for the current year to a school that is not the student's school of residence.

3.2.1.5. Late Enrollment School Capacity or Adjusted Capacity: means the total number of students who could be served in a school if each teacher were to have the class size specified as follows:

3.2.1.5.1. An elementary school teacher shall have a class size at least equal to the District's average class size for the corresponding grade.

3.2.1.5.2. A middle, junior, or senior high school teacher shall have a class size at least equal to the District's average class size for similar classes.

3.2.1.6. Non-Resident Student: means a student who lives outside the boundaries of the school attendance area.

3.2.1.7. Non-District Student: means a student who lives outside the Washington County School District.

3.2.1.8. Open Enrollment Threshold means:

3.2.1.8.1. For early enrollment, a projected school enrollment level that is the greater of 90% of the maximum capacity; or maximum capacity minus 40 students.

3.2.1.8.2. For late enrollment, actual school enrollment that is the greater of 90% of adjusted capacity; or adjusted capacity minus 40 students.

3.2.1.9. Projected School Enrollment; means the current year enrollment of a school as of October 1, adjusted for projected growth for the next school year.

3.2.1.10. School Attendance Area: means an area established by the local School Board from which students are assigned to attend a certain school.

3.2.1.11. School of Residence: means the school to which a student is assigned to attend based on the student's place of residence.

3.2.1.12. Health, Safety and Welfare of a Student: means a situation in which enrollment in a specific school is necessary as determined by documented evidence such as a medical recommendation from a medical doctor, recommendation from a therapist or psychologist who is tracking the student, or documentation provided from the previous school.

3.2.2. Early Open Enrollment Designations

3.2.2.1. Prior to December 1st the District administration will determine the early open enrollment threshold for each school for the next school year.

3.2.2.2. A school that would be designated as "open" based on formula may be declared "closed" if the enrollment in that school could negatively affect the future enrollment of subsequent schools within the feeder system.

3.2.2.3. The number of early open enrollment slots for each available school will be calculated.

3.2.2.4. Schools will notify interested parties of the availability of open enrollment slots at their school. Applications are made to the school where the student requests to attend.

3.2.2.5. Notwithstanding the dates established the Board of Education may delay the designation of schools for early or late open enrollment if circumstances make it unable to reasonably project enrollment capacities due to:

3.2.2.5.1. School construction or remodeling;

3.2.2.5.2. Drawing or revision of school boundaries; or

3.2.2.5.3. Other circumstances beyond the control of the Board.

3.2.2.5.4. The delay may extend no later than four weeks beyond the date the Board is able to make a reasonably accurate projection of the early enrollment or late enrollment school capacity.

3.2.2.6. Early Open Enrollment Application Procedures

3.2.2.6.1. The student's parent, shall submit an application to the school they desire to attend between December 1 and the third Friday in February for the following school year.

3.2.2.6.2. A one-time, non-refundable five dollar (\$5) processing fee payable to the school will be charged at the time of application. (Fee is waived upon verification of current fee waiver)

3.2.2.6.3. Upon receiving the application the principal or designee shall assign the application a number to be used in a lottery in the event that the number of applications exceed the available slots.

3.2.2.6.4. Early open enrollment applications are not considered on a first come, first served basis. All applications are considered at the close of the early open enrollment period.

3.2.2.6.5. If at the close of the early open enrollment period the number of applications is equal to or less than the available slots the principal shall review the applications (see section) and notify the parent of the acceptance or rejection of the request no later than March 31.

3.2.2.6.6. If the number of requests exceeds the number of available slots, student applications shall be selected on a random basis except that a school may exclude requests that would exceed the capacity of a particular grade level or class. The school may give preference to siblings of students presently enrolled in the school. Preference is given to District residents over non-district residents.

3.2.2.6.7. The lottery and notification to parents must be accomplished before March 31.

3.2.2.6.8. The applications of eligible students that were not selected during the early open enrollment lottery will automatically be given priority selection during the late open enrollment process without submitting an additional application.

3.2.2.6.9. Once approved, a student and their parent (guardian) must indicate their acceptance of the open enrollment slot by submitting a signed letter of commitment to the school. The letter of commitment shall reiterate the conditions for continued enrollment (section 3.2.5.). The letter of commitment shall also indicate that by accepting the open enrollment slot, the student is committed to attending that school for the next school year. The student may not

attend any other school in the Washington County School District for that school year.

3.2.3. Late Open Enrollment Designation

3.2.3.1. On or before April 1 the District administration will determine the late enrollment threshold for each school for the next school year.

3.2.3.2. The number of late open enrollment slots for each available school will be calculated.

3.2.3.3. Schools will notify interested parties of the availability of late open enrollment slots at their school. Application is made to the school the student requests to attend.

3.2.3.4. Late Open Enrollment Application Procedures

3.2.3.4.1. The student's parent, shall submit an application to the school they desire to attend between the close of the early open enrollment period (the third Friday in February) and the Friday before school begins.

3.2.3.4.2. A one-time, non-refundable five-dollar (\$5) processing fee payable to the school will be charged at the time of application. (Fee is waived upon verification of current fee waiver)

3.2.3.4.3. If slots are available after the Friday before school begins, they are allocated using a first come, first served process.

3.2.3.4.4. The school may give preference to siblings of students presently enrolled in the school. Preference is given to District residents over non-district residents.

3.2.3.4.5. Notification to parents must be accomplished prior to the first day of school.

3.2.3.4.6. Once approved, a student and their parent (guardian) must indicate their acceptance of the open enrollment slot by submitting a signed letter of commitment to the school. The letter of commitment shall reiterate the conditions for continued enrollment (section 3.2.5.). The letter of commitment shall also indicate that by accepting the open enrollment slot, the student is committed to attending that school for that school year. The student may not attend any other school in the Washington County School District for that school year.

3.2.4. Standards for Consideration of Applications

3.2.4.1. Standards for accepting or rejecting an application include:

3.2.4.1.1. For an elementary school, the capacity of the grade level requested;

3.2.4.1.2. Maintenance of heterogeneous student populations if necessary to avoid violation of constitutional or statutory rights of students;

3.2.4.1.3. Not offering or having capacity in, an elementary or secondary special education or other special program the student requires;

3.2.4.1.4. Maintenance of reduced class sizes;

3.2.4.1.4.1. In a Title I school that uses federal, state, and local monies to reduce class

sizes for the purpose of improving student achievement; or

3.2.4.1.4.2. In a school that uses school trust monies to reduce class size;

3.2.4.1.5. Willingness of prospective student to comply with District policies;

3.2.4.1.6. Giving priority to intradistrict transfers over interdistrict transfers.

3.2.4.2. Standards for accepting or rejecting applications may not include:

3.2.4.2.1. Previous academic achievement;

3.2.4.2.2. Athletic or other extracurricular ability;

3.2.4.2.3. The fact that the student requires special education services for which space is available;

3.2.4.2.4. Proficiency in the English language; or

3.2.4.2.5. Previous disciplinary proceedings, except:

3.2.4.2.5.1. The principal may deny the application from students who have committed serious infractions of the law or school rules, or have been guilty of chronic misbehavior which would, if it were to continue after the student was admitted, endanger persons, or property; cause serious disruptions in the school; or place unreasonable burdens on school staff.

3.2.4.2.5.2. The principal may provide for provisional enrollment of students with prior behavior problems, establishing conditions under which enrollment of a non-resident student would be permitted or continued.

3.2.5. Continued Enrollment Under Open Enrollment Provisions

3.2.5.1. Enrolled non-resident students shall be permitted to remain enrolled in a school, subject to the same rules and standards as resident students, without renewed applications in subsequent years unless one of the following occurs:

3.2.5.1.1. The student graduates;

3.2.5.1.2. The student is no longer a Utah resident;

3.2.5.1.3. The student is suspended or expelled from school; or

3.2.5.1.4. The District determines that enrollment within the school will exceed the school's open enrollment threshold.

3.2.5.2. Determination of which non-resident students will be excluded from continued enrollment during a subsequent year under subsection 3.2.5. is based upon time in the school, with those most recently enrolled being excluded first and the use of a lottery system when multiple non-resident students have the same number of school days in the school.

3.2.5.3. Non-resident students who will not be permitted to continue their enrollment shall be

notified no later than March 15 of the current school year.

3.2.6. Status of Student Attending Under Open Enrollment

3.2.6.1. A student attending school under open enrollment provisions shall be permitted to remain in that feeder system (one-site), unless revoked by the principal in accordance with section 3.2.4.

3.2.6.2. Falsification or intentional misrepresentation of information by the parent or student on the application will result in the student being un-enrolled from the Washington County School District.

3.2.6.3. Granting enrollment under the open enrollment policy does not assure eligibility for participation in extracurricular activities. Eligibility for extracurricular activities is determined by the Utah High School Activities Association (UHSAA). It is the responsibility of the student and their parent to make sure the student is eligible prior to trying-out for a team, practicing with a team, or participating in a UHSAA sanctioned event.

3.2.6.4. Transportation to the receiving school is the responsibility of the student's parent or guardian. A student may be permitted to ride a bus to the school if the student's presence does not preclude a resident student's opportunity to ride the bus or increase the cost of the bus run.

3.2.7. Posting of Information. For each school in the District, the District office shall post on the School District's website the following information:

3.2.7.1. The school's maximum capacity;

3.2.7.2. The school's adjusted capacity;

3.2.7.3. The school's projected enrollment used in the calculation of the open enrollment threshold;

3.2.7.4. Actual enrollment on October 1, January 2, and April 1;

3.2.7.5. The number of non-resident student enrollment requests;

3.2.7.6. The number of non-resident student enrollment requests accepted;

3.2.7.7. The number of resident students transferring to another school;

3.2.7.8. The early and late open enrollment timelines; and

3.2.7.9. Procedures for obtaining and submitting an application.

3.3. Title I School Choice Options

3.3.1. In the case of a Title I school identified under No Child Left Behind (NCLB) for school improvement and parental choice is mandated, students enrolled in the school shall be provided the option to transfer to another school (or schools) in the District that are not identified for school improvement, as designated by the District.

3.3.2. Title I schools which are required to provide school choice will notify parents of the availability to transfer to another school. The notice will indicate that the District will provide, or pay for, transportation to the new school.

3.3.3. If a student exercises the option to transfer to another school, the student shall be permitted to remain in that school until the student has completed the highest grade in the school. However, the District is no longer obligated to provide or pay for transportation after the end of the school year in which the original resident school is no longer identified by NCLB as being in school improvement status.

3.4. Foreign Exchange and Privately Placed Foreign Students (6-10-03), Updated 01-09-16

3.4.1. The primary purpose of the enrollment of foreign students is to improve the students' knowledge of American culture through participation in school, family and community. All students benefit by enhancing their social, ethnic and global awareness.

3.4.2. Policy: Federal immigration laws do not authorize foreign students in the United States on short-term tourist visas to enroll in public school. All foreign students must be approved for enrollment through the Washington County School District Office. The District will determine annually how many foreign exchange students may be accepted in grades 10-12, based upon the availability of space and district resources. Students *may not* be placed at a high school which has reached its enrollment capacity. Any student with a criminal history or previous expulsion will not be accepted.

3.4.2.1. Completed applications for either F-1 or J-1 exchange students may be submitted beginning April 1st to the Washington County School District (WCSD) Department of Student Services. Incomplete applications will be discarded. Foreign exchange students cannot be placed after the June 15th deadline.

3.4.2.2. The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 limits foreign student's attendance to a cumulative total of 12 months in public secondary schools (grades 10-12). Foreign students may attend only one year studying in high schools within the United States, and not less than one full semester in WCSD. Students should be 17 years or younger as of September 1 of the year they intend to enroll in WCSD.

3.4.2.3. In order to facilitate proper grade placement, records must include an official transcript, including all courses completed and grades earned. Students who have graduated from secondary school in their home country, or whose class has graduated, will not be placed, regardless of age. In addition, recommendation letters from previous teachers and/or principal are required.

3.4.2.4. The Federal Government, State Board of Education and Washington County School District expect all foreign students to be proficient and fluent in the English language. A reliable record of English language proficiency, such as: English oral, reading and writing proficiency on a standardized English test; grades from an English class on an official transcript; or a letter of recommendation from an English teacher or private English instructor **MUST** be provided prior to approval.

3.4.2.5. When the student arrives in the United States, additional documentation must be provided to the Office of Student Service, including: the provision of a passport, health/immunization records; a tuberculin (TB) skin test (which must be taken in the United States); and proof of major medical insurance coverage.

3.4.2.6. Specific School Enrollment Information:

- Students shall be responsible for appropriate school fees and participation charges and are not eligible for fee waivers.
- Students are not eligible for English as a Second Language (ESL), special education programs, or remedial programs.
- Students are expected to carry a full load of grade level CORE courses in a brick and mortar high school (no online courses), and are expected to maintain at least a 2.0 GPA. If tutoring is required to help a student succeed, any costs are the responsibility of the host family or agency. Those not meeting these expectations will be referred back to the sponsoring agency or individual to return home.
- Foreign exchange students may earn a certificate of completion indicating courses taken.
- Students shall not be allowed to enroll in Driver Education.
- Foreign exchange students involved in Utah High School Activities Association sanctioned events must meet all UHSAA eligibility requirements.

3.4.2.7. **Foreign Students F-1 Visa (I-20):** In the United States, the F-1 Visas are a type of non-immigrant student visa that allows foreign students to pursue education in the United States. Typically these students live with a relative or host family. It is an *optional program*; Washington County School District (WCSD) may decline F-1 students and/or limit the number of students accepted for enrollment.

3.4.2.8. An I-20 form must be obtained in order to apply for an F-1 Visa (a student may apply for a visa up to 120 days prior to the date listed on the I-20 form). Form I-20 is a document issued by Student and Exchange Visitor Information System (SEVIS): a system used to track and monitor schools and programs, students, and exchange visitors while approved to participate in the U.S. Education System. SEVIS authorizes schools to provide supporting information as included on the application which may be obtained through WCSD Student Services Department for the issuance of a student F-1 Visa. The WCSD Office of Student Services must issue the I-20 form prior to the student receiving permission to leave his/her home country. The completed I-20 is sent to the student and may or may not be approved in his/her home country. All application requirements must be met, otherwise the application will be denied. (FORM: F-1 Application Request & Agreement for I-20)

3.4.2.9. F-1 Students must:

- 1) Pay tuition at the time the I-20 is given (at the full unsubsidized per capita cost of their student's education for the year (Utah Code 53A-2-206; Public Law 104-208 (625)). In the event that the student not be approved, the tuition, excluding the application fee, may be refunded.
- 2) Submit completed Power of Attorney.

3.4.2.10. A letter from the high school the student will be attending must be submitted to the school district Department of Student Services, indicating they will be able to take an F-1 student.

3.4.2.11. **Foreign Exchange Students J-1 status:** The Exchange Visitor (J) non-immigrant visa category is for individuals approved to participate in work- and study-based exchange visitor programs. State funding for J-1 foreign exchange students is limited. The quota or allocation of J-1 students per district is set by the Utah State Office of Education (USOE) by April 1. WCSD may transfer "slots" to other public school districts/charters for any reason.

3.4.2.12. Foreign exchange students will be considered for enrollment in the Washington County School District (WCSD) only if the student can be included in the appropriate reporting for regular funding from the state (9-12-06; 07-01-14 Utah Code 53A-2-206(2)). Washington County School District reserves the right to deny enrollment of foreign exchange students that do not qualify for state money (53A-2-206(3)).

3.4.2.13. An exchange student organization/agency must be approved by the Council on Standards for International Educational Travel (CSIET), and the local Washington County Board of Education. The agency must provide:

1) Sworn affidavit of compliance prior to the beginning of each school year to the WCSD Office of Student Services;

2) Documentation that all the assurances per Utah Code 53A-2-206(6) and subsection 76-5-406(10) are in compliance. Complete and submit form: J-1 Foreign Student Exchange Agency Assurance.

3.4.2.14. Submission of an application does not guarantee school placement. Each student's placement will be determined through the WCSD Office of Student Services. No more than two students per agency will be placed at any one individual high school. One agency may not occupy more than one-half of the allocated openings; however, consideration may be given if the openings are not filled by June 1st.

3.5. Homeless Students (3-21-06)

3.5.1. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

3.5.1.1. Children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement; or
- Unaccompanied youth.

3.5.1.2. Children and youth 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.

3.5.1.3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

3.5.1.4. Migratory children who qualify as homeless because they are living in circumstances described above.

3.5.2. A school selected on the basis of a "best interest determination" must immediately enroll the homeless child or youth, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, medical records, proof of residency, birth certificates, or other documentation). The enrolling school must immediately contact the school last attended by the child or youth to obtain relevant academic or other records.

3.5.3. In determining what is a child or youth's best interest, an LEA must, to the extent feasible, keep a homeless child or youth in the school of origin, unless doing so is contrary to the wishes of the child or youth's parent or guardian. If a state receives funds under the McKinney-Vento program, every district in that state-whether or not it receives a McKinney-Vento subgrant from its SEA-is prohibited from segregating homeless students in separate schools or in separate programs within schools, based on the child's or youth's status as homeless.

3.5.4. Students who meet the requirement of homeless under the McKinney-Vento Homeless Act will have 30 days to meet the immunization requirements. (3-21-06)

3.5.5. If a child or youth needs to obtain immunizations, or medical or immunization records, the enrolling school must immediately refer the parent or guardian to the LEA homeless liaison, who must assist in obtaining the immunizations or records. The records must be maintained so that they are available in a timely fashion when the child enters a new school or school district. To facilitate immediate enrollment, timely transfer of records from school-to-school should also take into account procedures for state-to-state record transfers.

3.5.6. If a dispute regarding a homeless child's education rights occurs, every effort will be made to resolve the complaint or dispute at the local level before it is brought to the Utah State Office of Education. It is the responsibility of the personnel in the school or District of residence to inform the complainant of Complaint Resolution Procedures.

3.5.6.1. If a question concerning the education of homeless child/youth arises, the first person to be contacted in the School District is the Child Services Coordinator (Homeless Liaison).

3.5.6.2. The Child Services Coordinator (Homeless Liaison) will inform the family that they may seek legal or advocacy service if they deem it necessary. The parent/guardian may bring an advocate to the meeting.

3.5.6.3. The complaint will be discussed with the Child Services Coordinator (Homeless Liaison). If the Child Services Coordinator believes the complaint is justified, the complainant shall present it in writing and discuss it again with the Child Services Coordinator (Homeless Liaison). Included in the complaint should be:

- a description of the complaint

- the name(s) and age(s) of the children involved
- the name(s) of involved School District personnel and the district they represent
- a description of attempts that were made to solve the issue at the local level

3.5.6.4. The Child Services Coordinator (Homeless Liaison) will present the proposed resolution or plan of action to the complainant and the District Superintendent within five working days from the date of the written complaint.

3.5.6.5. If the complaint is not resolved at this level within five working days, it may again be presented to the District Superintendent. Within ten days the Superintendent shall provide the complainant with a written decision.

3.5.6.6. If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be brought to the State Office of Education. Complaints made under this process must be made in writing and signed by the complainant. The local Child Services Coordinator (Homeless Liaison) shall assist the complainant in compiling necessary documentation. Include all written correspondence and address the complain to:

State Homeless Coordinator
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

3.5.6.7. The State Homeless Coordinator will inform the School District of the complaint. The coordinator will gather needed information from statements of the parties involved and may conduct an independent investigation through an on-site visit if necessary.

3.5.6.8. Within 30 days after receiving a complaint, the coordinator with the Director of Education Equity and Director of the Section for School Law will resolve the complaint and inform interest parties, in writing, of the decision. All efforts will be made to resolve the complaint in the shortest time possible.

3.5.6.9. If the complainant disagrees with the decision, the complainant shall be advised of this/her option to file a complaint with the Office for Civil Rights.

3.5.7. Homeless Student Appeal process. Students who feel that there are extenuating circumstances which should be considered are invited to request, in writing, a review of those extenuating circumstances. Requests explaining the circumstances should be signed by the student, the parent or guardian, and delivered to the School District office. All written appeals will be considered by the School District Superintendent as designee of the Board, and her/his decision will be final.

Form Links:

F-1 Application Request & Agreement for I-20

Power of Attorney (only required on F-1)

J-1 Foreign Student Application for Admission & Agency Assurance