

SCHOOL ADMISSIONS Procedures and Regulations

Assignment to Classes

Platte County School District #1 is sometimes asked to enroll students from schools not accredited by a state department of education or a nationally accepted accrediting agency, or from districts that admit students at an age not in conformance with Wyoming law. Therefore, it will be the policy of the Board that the superintendent will establish procedures for screening students entering the District schools. Such procedures will ensure that the District acts in good faith and will ensure due process for students.

All students who enter the District schools from non accredited schools or from districts that permit kindergarten or grade one entrance at an age younger than allowed by Wyoming law will be evaluated for placement.

Definitions. Any school that does not meet standards of its State Department of Education and is not accredited by the agency will be considered non-accredited. Schools accredited by the North Central Association of Schools and Colleges or comparable, nationally recognized regional agencies will be considered accredited.

Procedures. Platte County School District Number One will use these procedures for student placement:

Kindergarten through Eighth Grade

1. A student will be tentatively placed in the specified grade level as determined by school records, except in cases of students not meeting age requirements. These students will be placed in the grade level appropriate to their ages in conformity with state law. Special consideration will be given students requiring individualized education programs.
2. A building-level committee will evaluate the student's social, emotional, and academic progress and make a recommendation for permanent placement.
3. A kindergarten or first grade student from a non accredited school will be denied enrollment in a grade for which the student does not meet Wyoming age requirements.
4. Parents will have the right to appeal the placement.

In addition to the basic procedures, other information must be provided and other requirements met as specified for secondary schools, below.

Junior High Schools

- ~~1. The following information must be provided by the non accredited sending school:

 - a. An official transcript of grades and verification of the frequency of class sessions
 - b. The student's attendance record, including attendance requirements of the school
 - c. A description of courses taken
 - d. Course content information, including grade level of materials and comparison of materials to those used in this district
 - e. Types of teaching and learning methods employed by the sending school~~
- ~~2. The school administration will interview the parent and student.~~
- ~~3. An achievement test may be given, if deemed necessary by the building committee.~~

High School

1. The following information must be provided by the non accredited sending school:

- a. An official transcript of grades and credit
 - b. An official verification that credit is based upon approved equivalency as set by the Wyoming State Board of Education
 - ~~c. Verification that laboratory or shop classes are conducted in a laboratory or shop with necessary supplies and equipment so that 40 percent or more of the time is in actual, meaningful laboratory or shop experiences~~
 - d. An outline of course content including reading levels of materials **to be compared to and a comparison of materials to those** used in this district's high schools
 - e. Verification that activity courses, such as physical education and music, contain necessary activities or units to meet standards established by the department in the district's high schools
 - f. A record of the student's attendance
2. An achievement or proficiency test **as identified by the district** will be administered if deemed necessary by the building committee.
 3. The school administration may request a conference with the parents and student.
 4. Parents or guardians **retain the right to appeal placement to the Superintendent of Schools. Additional appeals will be addressed to the Board of Education of Platte County School District #1.**

Pupil Evaluation

Each principal will establish a pupil screening committee for **each attendance center** ~~the administrative unit~~. The committee may consist of any combination of educators available to the District and may be formed and structured as needed.

Evaluation.

1. Students who enter from non accredited schools or from districts allowing kindergarten or grade on entrance at an age not in conformance with Wyoming law will be automatically evaluated. Initial placement will be at the specified grade level unless age requirements are violated. In case of age requirement violations, the initial placement will be congruent with the student's chronological age.
2. Students with ~~special problems~~ **needs** may be covered specifically by state or federal law **and each evaluation process must be done in accordance to applicable state and federal laws.** ~~established to comply fully these laws.~~ Parental involvement may be more extensive in such cases. The building committee may involve other district personnel or non-district personnel as deemed necessary.
3. Unless special circumstances become apparent, students from accredited schools will be placed as recommended by the school previously attended.

Time Elements

1. The building committee will complete its evaluation within 30 days after receipt of a request for student placement. The committee will make the decision after the appropriate records have been obtained, if possible, from the child's previous school. The committee's decision will be given no later than five days after receipt of the current records.
2. Any appeal must be received within five days of notification of decision and placement **and filed with the Superintendent of Schools.**
3. An appeal meeting **with the Superintendent of Schools** will be held within 10 days after receipt of appeal.
4. A decision **by the Superintendent of Schools** based upon an appeal hearing will be given within three school days.

5. If an additional appeal is requested, the process will be directed to the Board of Education and follow the established timeline as above.

6. A request for an appearance before the Board of Trustees must comply with Board policy on inclusion on the agenda.

All action will comply with established state and federal laws and with Board policy.

First Reading: ~~June 15, 1998~~ April 8, 2019

Second Reading: ~~July 15, 1998~~ TBD

LEGAL REF.: W.S. 21-4-301, W.S. 21-4-302, WS. 21-4-307, 21-4-309, W.S. 21-4-501 through 21-4-505

CROSS REFS.: JB, Equal Educational Opportunities

JEB, Entrance Age

~~JECB, Admission of Nonresident Students~~ JEC, School Admissions

JECD, Assignment of Students to Classes

JEG, Exclusions and Exemptions from School Attendance

JHCB, Inoculations of Students