

**Cedar Hill Independent School District
BOARD OF TRUSTEES**

Meeting Date: March 19, 2012
Presented by: Mr. Horace Williams, Superintendent of Schools
Subject: Consider Policy FD (Local) on First Reading

Information Item

BOARD GOAL:

Become a world-class district by 2015.

BACKGROUND INFORMATION:

The CHISD Curriculum & Instruction and Technology Departments are preparing to offer on-line registration to returning students for the first time beginning this summer. Current Policy requires that returning students provide proof of residence *annually* at the time of registration. That provision is counterproductive to the on-line registration process. Staff has requested that the annual requirement be removed from Local Policy in order to streamline the process for previously enrolled, returning students.

RECOMMENDATION:

Review Policy FD (Local) as presented.
This will constitute the first reading of the Policy.

BOARD ACTION REQUIRED:

Review only. No action required on this first reading.

POLICY AUTHORIZATION:

BF (Local) – Board Policies

CONTACT PERSON:

Dr. Homer Carter, Chief Academic Officer
Kyle Berger, Executive Director of Technology
Rachel Jones, Director of Curriculum and Instruction
L. Kim Lewis, Chief Operating Officer

FUNDING SOURCE:

NA

ENCLOSURES:

FD (Local). Verbiage proposed for elimination is in bold face type.

ADMISSIONS

FD
(LOCAL)

PERSONS AGE 21
AND OVER

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

REGISTRATION
FORMS

The student's parent, legal guardian, or other person having lawful control shall annually complete and sign registration forms. A student who has reached age 18 shall be permitted to complete and sign these forms.

PROOF OF
RESIDENCY

An applicant for admission to a District school shall be required to present at least one of the following documentary items as evidence of residency within the District:

1. A household utility bill (i.e., gas, electric, or water) in the name of the parent or guardian showing an address within District boundaries.
2. A recently paid rent receipt.
3. A lease or rental agreement.

Delete { **As part of the registration process, the District shall require annual submission of a household utility bill, as listed above, to verify the residency of a currently enrolled student.**

If proof of residence is not provided, the student will not be allowed to attend or enroll.

MULTI-FAMILY
RESIDENCE

For parents completing a multi-family residence application, the following shall apply:

1. A current driver's license with current address shall be required.
2. The parent and resident must be in attendance when all forms are completed.
3. The name of the parent living with another family residing in the District must appear on at least one utility bill.
4. If the resident is leasing property, the name of the parent residing with the resident of the District must appear on the lease.
5. A Texas identification card shall be required.

MINOR LIVING APART
PERSON STANDING
IN PARENTAL
RELATION

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

ADMISSIONS

FD
(LOCAL)

POWER OF ATTORNEY	<p>As part of the power of attorney application, the following shall be required:</p> <ol style="list-style-type: none">1. Discipline information and excessive absences must be verified before the legal guardian completes the enrollment process under power of attorney.2. History of child's residence(s).3. Reasons alleged for power of attorney.
MISCONDUCT	<p>A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.</p>
EXCEPTIONS	<p>Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.</p>
EXTRACURRICULAR ACTIVITIES	<p>The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.</p>
NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE	<p>The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.</p> <p>The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.</p>
STUDENTS NOT ENROLLED	<p>Students enrolled in private school, including homeschools, shall not be eligible for concurrent enrollment in District schools nor for participation in curricular or extracurricular activities, except as required by law in the following circumstances:</p> <ol style="list-style-type: none">1. Special education students participating in extracurricular activities.2. Special education students and students identified under Title I, Part A, NCLBA participating in academic programs.
PLACEMENT ACCREDITED SCHOOLS	<p>The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis</p>

of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner.

NONACCREDITED
SCHOOLS

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

TRANSFER
CREDIT

Before granting credit, the District shall validate, by testing or other evidence, that any course taken by a student at a nonaccredited public, private, or parochial school meets State Board requirements. [See EHDB]

WITHDRAWAL

A parent or guardian wishing to withdraw a minor student shall present a signed request stating the reason for the withdrawal. A student who is 18 or older may request withdrawal without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL)]