

ADMISSION OF RESIDENT STUDENTS

JFAA-R

A. New Student Enrollment Procedures

1. The student must be accompanied by a custodial parent, legal guardian, or Seaford School District approved Relative Caregiver - unless over the age of eighteen, in which case the student may enroll himself/herself.
2. The student must be living with parents, legal guardians, or Seaford School District approved Relative Caregiver. If a legal petition has been filed, the student may be enrolled temporarily pending court action.
3. The student must be a resident of the Seaford School District. (This is to be verified to the satisfaction of the principal and may include a recent canceled envelope, a utilities bill, a rental or lease agreement, among others.) Addresses of child care providers are not acceptable.
If there are any doubts, the principal will ask the visiting teacher to verify the residency. Post Office box numbers **are not** accepted as residency. Neither is living with an older sister/brother or aunt/uncle/grandparent sufficient without guardianship papers unless they qualify as a "Relative Care Giver".
4. Student birth dates must be verified from the birth certificate, or from a hospital record, or from a baptismal/christening record, or from a previous school's records.
5. There must be some documented evidence of the fact that immunizations have been completed and that the child has had a recent (within one year) physical examination. The Delaware Division of Public Health immunization record should be completed. If the student has a verified appointment for a physical and/or immunizations then the student may be enrolled temporarily. It may be necessary to await the previous school's records (14 days) to verify a physical; nurses shall call the previous school if records have not arrived in two weeks.
6. The "Delaware Emergency Treatment Data Card" must be completed and signed.
7. The Seaford School District "Enrollment Blank" must be completed and signed.
8. Academic records must be secured as soon as possible to facilitate proper placement. Unofficial copies may be accepted from parents, but the "Request for Student Records" form should be signed so that official transcripts and folders may be released from the previous school.
9. During the school year, or just before the opening of school, phone contact is to be made with the transportation office to avoid any delay in the assignment of the student to a bus. During the summer, the yellow copy of the "Enrollment Blank" will suffice.
10. A student who is enrolling in the Seaford School District for the first time shall not begin to attend classes or to utilize transportation services provided by the District for one full school day subsequent to registration. Such period will be employed by appropriate District personnel to plan for the student's class assignments and other educational services and, if appropriate, to assign the student to school transportation. Waiting periods in excess of one school day may be necessary in certain instances. If a more extensive period is appropriate, District personnel will discuss the circumstances with the student's parent or guardian.

B. Kindergarten Enrollment Procedures

1. **Compulsory Attendance Requirements**
A child who celebrates his/her fifth birthday on or before August 31 shall be registered for and attend kindergarten the coming school year. Children who reside in the Seaford School District (except those completing school choice requirements for another district) or have completed the school choice requirements for the Seaford School District must be registered and attend kindergarten according to the Seaford School District calendar. Dates for the purpose of registering children will be advertised in advance.
If a child is a resident of the state at the time of his/her eligibility for admission to the kindergarten at age 5, the parents, guardian, or legal custodian of that child may request a

delay of one year in that attendance. However, admission to first grade will be authorized only after school authorities evaluate the child's readiness for attendance.

2. **Early Admission Requirements**
Children identified as gifted or talented through district assessments and interviews by the professional staff and who have become five years of age on or before 31 October may be admitted for educational placement at the beginning of the school year at the discretion of the district. Application for early entry should be made to the school principal before April 1 whereupon arrangements will be made for testing of the child applicant. To be considered as gifted or talented, the determination is to be made by professionally qualified individuals based upon results from one or more standardized assessment instruments and other factors that support a child's outstanding abilities. The determination for early admission will be made by the Director of Elementary Education whose decision is final.
3. **Transfers from Other States**
Students transferring from schools in other states after the beginning of the school year shall meet the same age requirements for entry as students beginning in September. Students not meeting the age requirement may be considered under the Early Entry Requirements explained above.

C. Enrollment Procedures for Students Reentering the Seaford School District

When a student is seeking **reentry** to the Seaford School District (after a time of non-attendance in school), all prior outstanding bills must be paid, or appropriate books, materials, etc. returned in lieu of the payment of bills. Further, these students are to be admitted to the school at the discretion of the principal or only at logical times during the school year; that is, at the beginning of a semester. Attempts will be made to work with the student using options such as correspondence courses and/or independent study.

D. School Choice

1. **Eligible Participants**
Any student (grades K-5) whose custodial parent or legal guardian is a resident of the Seaford School District who wants to attend a school or kindergarten program that is located outside the designated attendance zone where the student's parent or legal guardian resides may choose to apply by following the procedures in "2." below and by obtaining the approval of the Director of Elementary Education.
2. **Application Procedures**
 - a. The application form provided by the State Board of Education must be fully completed and submitted by mail or in person to Dr. Earl Cannon, Director of Elementary Education, Seaford School District, 390 North Market Street Extended, Seaford, DE 19973.
 - b. Applications must be submitted by the second Wednesday in January for enrollment in grades 1-5 during the following school year, or by the first day of the school year for kindergarten enrollment during the following school year. School choice applications received by the second Wednesday in January will be considered as a group. School choice applications received after the second Wednesday in January will be considered on a first come, first considered basis.
 - c. Applications shall be accepted after such deadlines if the deadline was missed due to "good cause". Capacity and space limitations will also be considered when "good cause" is considered.
"Good cause" means (a) a change in the location of family residence; (b) a change in the student's parent's marital status; (c) a change in legal guardianship; (d) placement in foster care; (e) adoption; (f) meeting child care needs of parents/guardians; (g) participation in a foreign exchange program; (h) student's participation in a substance abuse or mental health treatment program; (i) a similar set of circumstances consistent with this definition of "good cause"; (j) the student attends a school that has failed to meet the state's definition of

adequate yearly progress for two or more consecutive years and has been designated as “in school improvement” (Parents will be notified by mail of schools “in school improvement”) or the student has been the victim of a violent felony (The parents of the student will be notified by the school principal that the student is eligible for school choice.).

- d. A separate application must be submitted for each student.
- e. Only one application may be submitted for each student, and must be limited to one choice school.
- f. An application must be submitted for the sibling of a student already enrolled in a district school. A sibling is not granted automatic approval to attend a choice school.
- g. Applications of Special Education Students
The student’s Individualized Education Plan (IEP) must be submitted with the application if it is to receive consideration.
- h. The approval of a choice application for a school or kindergarten program does not entitle the student to move to the school housing the next grade configuration (i.e., K-5, 6-8, 9-12). A timely choice application must be submitted in order for a student to be considered for enrollment in the school housing the next grade configuration.
- i. Applications for Central Elementary (the balanced calendar school)
 - (1) Applications from the parents or legal guardians of students who are expected to be in grades 1-5 are to be received no later than the second Wednesday of January. They will be considered for enrollment for the following school year.
 - (2) Applications from the parents or legal guardians of students who are expected to be in a kindergarten program are to be received no later than the beginning of the school year.
 - (3) Applications shall be accepted after the deadline for “good cause” (see b. above) or if the application is for kindergarten and is submitted prior to the beginning of the school year. Applications not approved and applications received after the second Wednesday in January (for 1-5 students) or after the start of the school year (for kindergarten students) will be kept on file by the principal of Central Elementary who may recommend to the Director of Elementary Education that the applications be approved when openings occur in the school’s enrollment.
 - (4) Internal procedures leading to recommendations will be used for the consideration of applications.
- j. If a school is identified as being “in school improvement”, notice will be posted on the Seaford School District Website and a letter will be mailed to parents notifying them that they are eligible to apply for school choice because the school where their child attends is “in school improvement”. Parents must follow the timeline in the letter for submitting the choice application. Late applications will not be considered except for students who are new to the District and register prior to the first day of school. The letter will also include the names of at least two schools selected by the district that are not “in school improvement” which parents may request for school choice. Parents may designate a first choice and a second choice on the application. Since the designation of schools “in school improvement” may be during the summer months, parents will have approximately two weeks to submit School Choice Applications from the date of the mailing of the letters notifying them that their school is “in school improvement” and that they may submit a school choice application to the Director of Elementary Education. Parents are not required to request school choice to stay in the home school.

- k. The application may be withdrawn if written notification is received prior to action being taken on the application. (Refer to page 6, “Administrative Action 7.” for approximate dates when action will take place on an application.)
- 3. Internal Procedures Leading to Recommendations
 - a. Upon receipt of an application, the Director of Elementary Education or his/her designee shall complete that portion of “Admission of Resident Students” (JECA-E), which includes “Student’s Name”, “Current School”, and “Current Grade” and then forward it to the appropriate principal and, as necessary, the Director of Special Programs and Services.
 - b. The principal or his/her designee will collect information about the student’s academic, attendance, and behavior records, completing JECA-E, and forward the application and collected information to the principal of the choice school.
 - c. The principal of the choice school will utilize that information to recommend to the Director of Elementary Education that the application be approved or denied. He/She is also to return JECA-E to the Director of Elementary Education.
 - d. The principal is to complete JECA-E and return the completed JECA-E and application to the Director of Elementary Education.
- 4. Order in Which Applications Will Be Considered
 - a. Applications received by the applicable deadline:
 - (1) Children of Seaford School District employees who wish to attend a school outside the designated feeder pattern;
 - (2) Students who were in attendance in Seaford School District schools or programs during the previous school year and who continue to meet the requirements of that school;
 - (3) Siblings of students already enrolled in the school, provided that such siblings meet the requirements for the school;
 - (4) Students who reside in the district who attend a district school or program, but wish to attend a school or program outside the designated feeder pattern; and
 - (5) Students who reside in the district but do not attend a district school.
 - b. Applications received after the applicable deadline due to “good cause” shall be considered after those received by the deadline in the order set forth in this section above.
- 5. Criteria for Recommendations to Deny Applicants
 - a. Student’s Academic Record
 - (1) Kindergarten – Not applicable
 - (2) Grade 1
 - (a) Homework is not consistently completed and/or returned
 - (b) School materials are not returned promptly and in good condition
 - (c) Parents are inconsistent in responding to teacher contacts about academic performance
 - (3) Grades 2-5
 - (a) Level I (“Well Below Standards”) in the reading, or the writing, or the mathematics portion of the Delaware Student Testing Program (if applicant has taken the DSTP) and/or
 - (b) A failing grade in English/language arts (for previous and/or current year-to-date) and/or
 - (c) Failing grades in fifty percent or more of the major subjects (English/language arts, mathematics, science, and social studies) (for previous and/or current year-to-date)
 - (4) It is at the principal’s discretion whether to recommend acceptance or denial when a student has scored at Level II (“Below Standards”) on any part of the DSTP.

- b. Student's Attendance Record
 - (1) Kindergarten – Not applicable
 - (2) Grades 1-5: Principal's judgment using Seaford School District attendance rubric as a guide. (Principal should consider previous year plus current year-to-date.)
 - c. Student's Behavior Record
 - (1) Kindergarten – Not applicable
 - (2) Grades 1-5
 - (a) Overall "Unsatisfactory" on report card or the equivalent (for previous and/or current year-to-date)
 - (b) Three or more in-school suspensions and/or (for previous and/or current year-to-date)
 - (c) Two out-of-school suspensions (for previous and/or current year-to-date) or
 - (d) Expulsion from another school district during the previous school year or during the school year in which the application is being made.
 - d. School and/or Classroom Capacity Would Be Exceeded

"Capacity" for each school or program may change from year-to-year based on the number of classrooms needed for special programs and class size regulations. "Capacity" also refers to class size, the upper limits of which will be determined by the Director of Elementary Education after reviewing the comparative class size at each school and relative instructional needs of the students in those classrooms

 - (1) The diversity of the school or program population will also be considered. A healthy mix of students with different backgrounds in each classroom provides both academic and social benefits and promotes equal educational opportunity.
 - (2) Capacity and space limitations in receiving schools, including class size limits, cannot be used as a reason to deny students transferring from a school designated "in school improvement".
 - e. Submission of an application that contains false or incomplete information.
 - f. Special Education Students

If the school or program does not have the appropriate program and/or is unable to provide the services as required by the Individualized Education Plan (IEP) without incurring additional costs, the application will be denied.
6. Lottery
- If the capacity of the school or program cannot accommodate all of the students in one of the listed categories, a lottery will be conducted to determine which applications in such a category will be recommended for approval.
7. Administrative Action
- a. Approval or denial of the application will take place by the last day of February for grades 1-5 or within 45 days of receipt of application, whichever is later. The Director of Elementary Education's decision is final.
 - b. Approval or denial of applications for kindergarten will take place no later than 15 June of the school year preceding enrollment or within 45 days of receipt of the application for kindergarten if submitted after 15 June and on or before the first day of the school year for enrollment in a kindergarten program during that school year.
 - c. Approval or denial of school choice applications for the purpose of a student transferring from a school "in school improvement" will be within 15 days of the deadline for submitting the choice applications. Parents will be notified by mail.
 - d. Within 5 working days of the Director's decision, notice shall be sent to the applicant.

8. Duration of Choice School Enrollment
 - a. A student will be enrolled in the choice school for a minimum of two years or until completion of the grade level configuration of the school or program unless the parent applies in writing to terminate as in #10 below or unless the school or the school district is faced with capacity-related issues. The kindergarten program is a one-year program.
 - b. A student who fails to meet the academic (except for students from schools designated as “in school improvement”), attendance, or behavior requirements of a choice school will not be permitted to return the next school year. (1) Meeting the academic requirements is defined as meeting the district standards for promotion to the next grade level. (2) Meeting the attendance requirements is defined as the principal’s judgment using the Seaford School District attendance rubric as a guide plus relevant grade and school appropriate standards. (3) Meeting behavior requirements shall include both school bus and in-school behavior and shall be based on the principal’s professional judgment and the Seaford School District grade appropriate disciplinary guidelines.
 - c. The student’s parent(s) cease to be residents of the student’s school attendance area.
 - d. A student may remain enrolled in the choice school unless daycare was indicated on the relevant choice application as the reason for seeking enrollment or daycare was the reason for granting enrollment and the combination of daycare and choice is no longer valid.
9. Transportation
 - a. The parent of any child enrolled in a school within the district of residence other than the school in which he/she would normally be enrolled based upon the residence of his/her parent(s) shall be responsible for transporting the child without reimbursement to and from a point on a regular bus route of the district. (The district will transport students enrolled in a school with a year-round calendar.)
 - b. The Seaford School District will reserve an amount equal to 20% of its combined Title I allocations to pay for transportation costs associated with the public school choice requirements and for supplemental education services. Of this set-aside, 5% is earmarked for transportation for public school choice and 5% for costs related to providing supplemental education services; the remaining 10% can be used for either of these purposes. Transportation Services will determine the most cost effective way to handle transportation while complying with the law and regulations. The Seaford School District is not required to pay the transportation costs for choice after the end of the year in which the school of origin is no longer in school improvement.
10. Termination of Enrollment in Choice School
 - a. Enrollment in a choice school will be automatically terminated upon the completion of the last grade level contained in the choice school or program.
 - b. A parent may apply to terminate enrollment in a choice school at the end of a school year by sending a letter requesting to withdraw to the appropriate principal by 1 December.
 - c. A letter requesting to withdraw may be accepted after 1 December if the deadline was missed due to “good cause”. Good cause is as defined in paragraph c. of the application procedures.
 - d. The Director of Elementary Education will send the parent notice that the letter requesting to withdraw has been received and a copy will be sent to the principal of the school the student should normally be attending.
 - e. Approval or disapproval of the letter requesting to withdraw will take place by 15 December, or within 15 days of receipt of the letter requesting to withdraw, whichever is later.

11. Miscellaneous Provisions
 - a. If the choice application is the result of a school being “in school improvement” and the district cannot afford to transport all of the students who apply, low-income, low-achieving students will have priority. Then low-income, not low achieving, then low achieving, not low income and finally, not low-achieving and not low-income will have priority.
 - b. A student attending a persistently dangerous school shall be allowed to choice to a safe school in the same school district, including a charter school; provided such an option exists within the district, the student should be permitted to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring.
 - c. A student who is the victim of a violent felony while in or on the grounds of a school in which the student is enrolled shall be allowed to choice to a safe school in the same school district, including a charter school; provided such an option exists within the district, the student should be permitted to transfer to a school that is making adequate yearly progress and has not been identified as being in school improvement, corrective action or restructuring.
12. These regulations may be changed/updated as additional guidance is available for the implementation of the choice provision of No Child Left Behind.

EFFECTIVE DATE: 7/1/89

REVISED: 11/6/95, 10/15/96, 7/1/98, 5/31/01, 12/17/01, 11/6/02, 11/05/03, 3/18/05, 12/22/05

SEAFORD SCHOOL DISTRICT
Seaford, Delaware