

District Enrollment and Effects

It is both the aim and responsibility of the Yakima School District to ensure that educational and related needs of district students are met as fully as possible within the district's mission and programs. Furthermore, all programs and practices of the district are to avoid racial, ethnic, gender, disability, and other such forms of bias and isolation as may be specified in law, board policy, operational procedures or district adopted plans. Any discretionary practices, such as admission of students, shall not exacerbate bias or isolation contrary to law or board adopted policies, operational procedures, resolutions, or all similar such actions as may apply.

In addition, the district has determined that class size in the district's elementary schools is to be limited to an educationally sound number, consistent with best educational practices, staff and space availability, financial resources, and current negotiated agreement(s). The superintendent recognizes the educational value of elementary students remaining in the same school throughout the year, except when a change is necessitated by special program placements or to enable a student to attend the school in his/her neighborhood if he/she was prevented from doing so earlier in the school year because space was not available.

Therefore, superintendent and/or designee(s) have developed, communicated, implemented, and evaluated such operational procedures and practices as are necessary to effectively and efficiently achieve the desired specified ends of effective and equitable enrollment of all students.

Furthermore, the superintendent and/or designee(s) shall inform the board about effects and effectiveness of such enrollment programs and practices. This is to include written and/or oral reports on enrollment, racial/ethnic balance, program distribution and class size, student achievement data, patterns, and relevant implications there from. Such reporting shall be presented at least once annually at a public board meeting and before the start of the succeeding school year.

1. District Rights

The district establishes its right and responsibility to enroll students and/or to determine enrollment options in classrooms, buildings, and programs in order to preserve the educational interest of a particular student and/or of all students generally. The district makes placement decisions based on such factors as student academic interest and ability, student social development, special education, geographic location, enrollment balance among schools, and student disciplinary or safety circumstances.

At the time of enrollment school officials may request proof that the family lives within the boundaries of the school district. The school district will accept a variety of documents such as copies of water bills, lease agreements, or affidavits. Parent(s)/guardian(s) may provide documentation to show that a student falls within the school district's minimum and maximum age requirements. The district will accept a variety of documents such as a religious, hospital, or physician's certificate showing date of birth, entry in a family bible, adoption record, an affidavit from a parent, a birth certificate or previously verified school records. The district will not prevent or discourage a student from enrolling in or attending school because he or she lacks a birth certificate or has records that indicate a foreign place of birth, such as a foreign birth certificate.

2. Enrollment and Boundary Regulations for Resident, In-district Students

2.1. Enrollment of Transfer Students

When enrolling a student who has attended school in another district, the parent and student will be required to complete a questionnaire to provide information on whether or not the student has any history of placement in a special education program; any past, current or pending disciplinary actions; any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, a sex offense, inhaling toxic fumes, a substance offense, a liquor violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student's educational needs. If fraudulent information has been supplied, then the questionnaire may be used as evidence to terminate the student's enrollment.

If the enrolling student has current or outstanding disciplinary actions from the former district of residence, such as suspensions or expulsions, that outstanding discipline shall be honored and shall be dealt with by the Yakima School District as it would be done for any other resident or non-resident student; see operational procedure (OP) 3200. If the district receives information that a student has a history of disciplinary actions or criminal or violent behavior that indicates the student could be a threat to the safety of students, the student's principal, teachers and building security personnel shall be informed.

Since accurate enrollment and attendance records are essential both to obtain state financial reimbursement and to fulfill the district's responsibilities under the attendance laws, staff shall be diligent in maintaining such records.

2.2. Enrollment of Juvenile Offenders

A court will notify the common school in which a student is enrolled if the student has been convicted, adjudicated, or entered into a diversion agreement for any of the following offenses: a violent offense, a sex offense, inhaling toxic fumes, an alcohol, tobacco and other controlled substance drug, assault, kidnapping, harassment, stalking or arson. The principal must inform any teacher of the student and any other personnel who should be aware of the information. The information may not be further disseminated.

A student convicted, adjudicated, or entering into a diversion agreement for an assault, kidnapping, harassment, stalking, or arson against a teacher shall not be assigned to the teacher's classroom during the duration or the student's attendance at that school or any school to which the teacher is assigned. Neither shall the student be assigned to a classroom where another student is enrolled who was his or her victim for the offense.

The state Department of Social and Health Services (DSHS) will notify the district in writing at least thirty (30) days before a juvenile convicted of a violent offense, a sex offense or stalking is discharged, paroled, given authorized leave, or otherwise released to reside in the district. The department will also notify the district if any adjudicated victims of a juvenile sex offender are registered with the department and on record as attending a school within the district which the juvenile sex offender might otherwise attend.

A community residential facility to which an adjudicated juvenile is transferred shall provide written notice of the offender's criminal history to the district if the juvenile is attending school in the district while residing at the community residential facility.

Convicted juvenile sex offenders shall not attend a school attended by their adjudicated victims or a victim's sibling. The offender and his or her parent(s)/guardian(s) shall be responsible for providing transportation or covering other costs related to the offender's attendance at another school.

2.3. Placement Exceptions for Juvenile Offender Students Residing Within the Yakima School District

See sections 2.1 and 2.2 for a description of boundary regulations. The following are additional placement exceptions not covered in section 2, which may permit or require Yakima School District resident students to attend a school outside an assigned school area of attendance.

- 2.3.1.** A student who has committed an offense directed toward another student may be removed from the classroom of the victim for the duration of the student's attendance at that school or any other school where the victim is enrolled, provision for which may necessitate enrollment change to another building.
- 2.3.2.** Juvenile sex offenders attending a different Yakima school from their victim or the victim's siblings must have transportation provided to any new school by their parent(s)/guardian(s).
 - 2.3.2.1.** When a juvenile sex offender is released from a state juvenile institution on parole, the sex offender may not attend a school that is attended by the victim or the victim's siblings.
 - 2.3.2.2.** Juvenile sex offenders who are not committed to a state institution, but who will be given a community-based treatment disposition, also may not attend the same school as the victim or the victim's siblings.
 - 2.3.2.3.** Juvenile sex offenders, not committed to a state institution or a community based treatment disposition, but rather treated in the community and placed under community supervision, are not prohibited from attending the same school as the victim or the victim's siblings.
 - 2.3.2.4.** The school district will request the court to notify the district at the earliest possible date, but not later than ten (10) calendar days after the disposition of charges against a juvenile sex offender.

2.4. Enrollment of Homeless Students

The Director of Admissions and Enrollment and McKinney-Vento Liaison serves as the liaison for students in homeless situations and shall be responsible for ensuring the identification, school enrollment, attendance, and eligible services and opportunities for academic success of students in homeless situations. The liaison shall inform parent(s) and/or guardian(s) of educational and related opportunities and shall mediate enrollment issues, transportation needs and services as provided in the [McKinney-Vento Act of 2001](#); see OP 3115, Section 5.

The school district shall not require proof of residency or any other information regarding an address for any student who is eligible by reason of age for the services of the district if the student is homeless and does not have legal residence. The request for enrollment may be made by the student or parent(s)/guardian(s).

2.5. Enrollment of Elementary School Level Students

Whenever possible, elementary students are expected to attend schools in their neighborhood of residence with respect to established boundary areas, as set forth by the district. Exceptions to this general rule may include unique program placements, such as special education offerings; or restrictions that reduce minority group isolation; or district-identified student disciplinary or safety circumstances; or, maintaining continuity in established placement; or lack of space.

During the months of June through the end of October, student movement may occur due to a change of residence only. After the last school day in October, movement during the school year of elementary students, including students from a boundary school, is limited to cases of school district identified need. A change in residence is not sufficient reason for a change of schools during the school year except for a lack of reasonable transportation. The school district may also require movement to a new elementary school for placement in special or unique programs, or to address student attendance, disciplinary or safety circumstances.

All movement after the last school day of October must be approved by the Director of Admissions and Enrollment and only approved if space is available. Exceptions may be sought through an appeal process by parent(s)/ guardian(s), the district, or both; see section 5.4. All such appeals will be reviewed by the Director of Admissions and Enrollment.

However, operational procedures establish that new students or continuing students prior to the start of the school year may apply for attendance at an elementary school out of their residence boundary area, providing there is adequate space, if one (1) or more of the following conditions exist for a given student:

- 2.5.1.** The student will be continuing to attend the school she/he is currently attending or enrolled in through fifth (5th) grade, provided there is space;
- 2.5.2.** The student is or will be enrolled in program options (such as special education and language proficiency programs) which are not available in his/her residence boundary school; or
- 2.5.3.** The student has an older brother or sister attending that same out-of-boundary area elementary school and will continue to attend that school the following year. Sibling transfers can only be approved if there is capacity at the particular building and grade level. Capacity is determined by whether projections that establish the building's maximum student population level, composed of that school's boundary area students, provides opportunity for non-boundary students to register in the building without displacing boundary area students. Prior attendance at a particular school by brothers or sisters is not sufficient reason for application of the sibling rule.

Following an annual review, movements to out-of-boundary schools may be further restricted because of unbalanced enrollments or if maximum enrollment as per negotiated agreement or district operational procedure has been reached at a particular grade level or school. The Director of Admissions and Enrollment will place students in out-of-boundary schools when space is not available in the boundary school. When enrollment at a particular grade level in a school reaches maximum, all placement of students into out-of-boundary schools shall occur through the Office of Admissions and Enrollment. The Director of Admissions and Enrollment will place students, considering factors such as transportation, special program needs, and enrollment balancing. Maintenance of adequate space [approximately ten percent (10%)] for neighborhood students will be maintained whenever possible, as determined by the Director of Admissions and Enrollment before out-of-boundary students are allowed to enroll into that school; see OP 3141, section 2.2.1.

2.6. Enrollment of Middle School Level Students

Middle school students are expected to attend schools in their neighborhood of residence within established boundary areas set forth by the district. Exceptions to this general rule for placement may include unique program placements, such as special education offerings; district-determined placement options to balance enrollment among the four (4) middle schools; or student disciplinary or safety circumstances.

Appeals are reviewed by the Director of Admissions and Enrollment. However, new students, or continuing students prior to the start of the school year, may apply for attendance at a middle school out of their residence boundary area, providing there is adequate space, if one (1) or more of the following conditions exist for a given student:

- 2.6.1. The student will be continuing to attend the school she/he is currently attending as a seventh (7th) or eighth (8th) grader, provided there is space;
- 2.6.2. The student is or will be enrolled in program options (such as special education and language proficiency programs) which are not available in his/her residence boundary school;
- 2.6.3. The student has an older brother or sister currently attending that same out-of-boundary area middle school and will continue to attend that school the following year. Siblings must attend the school concurrently. The sibling rule cannot be applied if space is not available, see section 2.5.3. Enrollment projections will determine space availability for the following school year. All sibling requests must be approved by the Director of Admissions and Enrollment. Prior attendance at a particular school by brothers or sisters is not sufficient reason for application of the sibling rule.

Following an annual review, movement to out-of-boundary schools may be further restricted because of unbalanced enrollments or if maximum enrollment as per negotiated agreement and district procedure has been reached at a particular grade level or school. Adequate space for neighborhood students, as determined by the Director of Admissions and Enrollment must be maintained before out-of-boundary students are allowed into that school.

2.7. Enrollment of High School Level Students

2.7.1. Students transitioning from eighth (8th) grade to the ninth (9th) grade in the normal spring registration procedure, or in the summer as a transfer student, will be given the opportunity to request their high school of choice. That request will be placed into a lottery, where requests will be drawn lottery-style and placed based on that request at Davis and Eisenhower high schools until the predetermined freshman class enrollment sizes are reached at either school. At that point, those students who requested to attend the school where the 9th grade class size has been filled will be placed at the other high school, to remain there through 12th grade.

The placement for incoming 9th grade students will occur in the following order:

- **First:** The following groups of YSD resident students will receive their school of choice:
 - Students with disabilities in self-contained special education classrooms
 - Students receiving specialized multilingual services (ex. Newcomers program)
 - Students identified as McKinney-Vento or currently in foster care.
 - Students with a *sibling who will be attending a high school in the fall, if requested.
**The operational definition of “sibling” is: a biological sibling identified in Skyward; another YSD student living in the same household as identified in Skyward. A parent/guardian may be required to provide proof of address and/or educational guardianship.*
- **Second:** In-district students, and out-of-district students of full-time YSD employees who work at that high school, will be placed in their high school of choice through random computerized selection until a freshman class at Davis or Eisenhower is full. Once full, the remaining students will be enrolled in their second high school choice.
 - Students who do not complete a high school choice form in 8th grade by the established deadline will be placed at the high school with the lowest number of requests
- ****Third:** Non-YSD students of full-time YSD certificated or classified employees until one grade level is full
- ****Last:** Non-YSD students until one grade level is full
 **Students will be drawn randomly

2.7.2. Students who transfer from another district’s regular high school program (non-alternative) during the same school year may return to their prior high school, Davis or Eisenhower High School, Stanton Academy, or Yakima Online, unless extenuating circumstances require a different placement.

2.8. Enrollment of Resident Children of School Employees

Resident children of Yakima School District full-time certified and classified school employees shall be permitted to enroll in an out-of-boundary school, as follows:

2.8.1. Once a child is admitted under this section, that child shall be permitted to remain

enrolled at that school, or in the district's pre-kindergarten through twelfth (P-12) grade continuum, until he or she has completed his or her schooling.

- 2.8.2** Once a child is admitted under this section, that child shall be permitted to remain enrolled at that school, or in the district's pre-kindergarten through twelfth (P-12) grade continuum, until he or she has completed his or her schooling.

3. Classroom Sizes and Student Placement

3.1. Elementary and Middle School Level

3.1.1 Traditional Classroom Size and Student Placement:

Classes shall be limited to an average class size maximum as follows:

- 3.1.1.1.** Kindergarten, twenty-four (24) students;
- 3.1.1.2.** Grades 1-3, twenty-six (26) students;
- 3.1.1.3.** Grades 4-5, twenty-nine (29) students; and
- 3.1.1.4.** Grades 6-8, twenty-nine (29) students.

Average class size at the elementary level shall be computed by adding the total of each class at a particular grade level and dividing the total by the number of classes instructed. Average class size in a middle school building shall be computed by adding the total of each class, excluding music and physical education, and dividing the total by the number of classes instructed, excluding music and physical education. The middle school calculation shall be made on the seventh (7th) school day of October for the first quarter of the school year, and the seventh (7th) day of each quarter or semester thereafter. The effect of maximum and general class size data will be reviewed annually with the board.

Each fall, on the first count day in September, an assessment will be made of all classroom and school enrollments. Schools, as determined at each grade level, that reach these set maximum class size levels shall not be allowed to accept any new students until such time as the number of students falls below the set maximum. If any school has exceeded the set maximum class size levels, Admissions and Enrollment will re-assign students to other district schools where space is available. The transfer process will be organized so that the last to enroll will be the first to move. Students entering a school's boundary area after this date, wherein all classes at the appropriate grade or program level for that student are at or above capacity, shall be placed in another school by the Director of Admissions and Enrollment in consultation with any affected schools and parent(s)/guardian(s).

Efforts will be made to ensure that any student placement is appropriate and responsive to such factors as program, distance from residence, transportation, enrollment balance and other such circumstances and conditions as may apply. However, after the last school day in October, all movement is restricted.

- 3.1.2. Special Needs Classroom Size and Student Placement:** Special needs classes are limited by site, type, or student qualifications or other such relevant factors; students shall receive placement consideration in accordance with any governing laws, regulations, procedures, and practices as may apply. It is the direct responsibility of the Director of Admissions and Enrollment to work cooperatively with district special education services and other external agencies and organizations as are needed to coordinate data and services for most appropriate student placement and to ensure that maximum class sizes are not exceeded.

3.2. High School Level Programs

3.2.1. Class Size

Employees teaching high school grades 9-12 have class sizes not exceeding twenty-nine (29); this excludes music, health and fitness, advisory classes, education support classes and drill team. If a single class exceeds twenty-nine (29) students, the affected employee receives an amount equal to one hundred eighty dollars (\$180) per overload student, per semester up to a maximum of three hundred sixty dollars (\$360) per overload student, per year.

Health and Fitness: If a single class exceeds thirty-five (35) students, the affected high school employee will receive an amount equal to one hundred eighty dollars (\$180) per overload student, per class, per semester, up to a maximum of three hundred and sixty dollars (\$360) per overload student, per year.

Class size is calculated on the tenth (10th) school day for the first (1st) semester of the school year and the seventh (7th) day of each semester thereafter.

3.2.2. Choice Programs: High schools have programs of choice which may provide options for student enrollment, such as International Baccalaureate, Advanced Placement, vocational and the like. Enrollment shall be conducted in such a manner as to not discriminate in admissions against students due to any non-program relevant characteristics. Programs of recruitment, orientation, or promotion of options shall be responsive to this greater district effort in both intent and design. The Director of Admissions and Enrollment will be expected to be knowledgeable about and actively involved in any high school programs which impact on student enrollments or otherwise result in enrollment changes.

4. Residence Regulations

The student residential address used by the student and parent(s) and/or guardian(s) to qualify for enrollment in the Yakima School District must be the address for the student's actual residence, defined by the district as the primary dwelling where the student lives with the parent(s) and/or guardian(s), not visits; eats regular, daily meals; stores and maintains clothes and personal items; sleeps at least five (5) nights per week; and from which the student sets out for school each morning and to which the student returns each school day evening. Daycare, baby-sitter, parent(s)/guardian(s) employment, and relative's addresses will not qualify.

4.1. Fraudulent Addresses

A student, whose residence information has been changed to a false address which is not the actual residence by above definition, in order to specifically and purposefully create eligibility for the purpose of entrance into the Yakima School District, will be denied entrance and, if found to have established residence by this means, will be immediately withdrawn from the district.

Misrepresentation or fraudulent addresses negate any responsibility of the district to maintain a nonresident student in the district and/or at/in a particular building or program. Proof of residence may be required in situations where the claimed Yakima School District residence is

in question. If satisfactory proof of residence in the district is not provided, the student will be considered an out-of-district student, and operational procedures pertaining to out-of-district enrollment will apply.

4.2. Enrollment of Students Residing Outside the Yakima School District Boundaries

4.2.1. General Rules on Attendance: Due to enrollment and cost to the district, Yakima School District boundaries are closed to out-of-district students from early childhood preschool programs to grade eight (P-8). Yakima School District boundaries are open to out-of-district students in grades nine through twelve (9-12). Enrollment must meet standards of OP 3141.

4.2.2. Admission of Grade 9-12 Non-resident Students: Any student who resides outside the district may apply for enrollment only during the months of mid-June to mid-July (dates set yearly by Director of Admissions and Enrollment) prior to the next academic school year. Request to attend a school in the district in grades nine through twelve (9–12) that has space available in the grade level requested will only be considered. A parental declaration of the intent to provide home-based instruction and enroll for part-time attendance and/or ancillary services may be filed with the district. All applications for nonresident attendance or part-time instruction will be considered on an equal basis.

The district shall provide information on interdistrict enrollment procedures to nonresidents on request and have copies of the Office of the Superintendent of Public Instruction's (OSPI) annual information booklet on enrollment options in the state available for public inspection at each school building, the central office, and local public libraries.

4.2.3. Admission of Non-resident Children of YSD employees: Upon application for admission and release from the resident district, children of full-time Yakima School District certificated and classified employees, except for students who reside out of state, may enroll in the Yakima School District. For the purpose of this section, a full-time employee is one who is employed for the full number of hours and days for their job.

4.2.4. Employee's children may be permitted to enroll, as follows:

4.2.4.1. They may enroll in the school to which the employee is assigned, except as explained in 2.8.1; failing that, they will be placed through Admissions and Enrollment at a school which forms the district's pre-kindergarten through twelfth (P-12) grade continuum of feeder schools within which that employee is assigned.

4.2.4.2. The district may refuse to enroll an employee's child under this section if enrollment of the child would displace a child who is a resident of the district. Once a child is admitted under this section, and dependent on the annual release and acceptancy as detailed in section 4.2.3.3, that child shall be permitted to remain enrolled at that school, or in that district's pre-kindergarten through twelfth (P-12) grade continuum.

4.2.4.3. The district may take into account its standards established for rejection of

non-resident applications as detailed in sections 4.2.3 and 4.2.5, such as disciplinary history attendance, failure to pursue a course of studies (lack of academic progress), suspensions or expulsions, history of convictions for offenses or crimes, gang membership, and financial hardship to the district.

- 4.2.4.4. The district will accept applications from non-resident or home-based instruction students of full-time employees equally with all applications received.
- 4.2.4.5. If a non-resident employee chooses to resign from YSD, is terminated as an employee of the District, or contract is not renewed, their non-resident Pre-8th grade student(s) will be withdrawn at the end of the academic school year. Their non-resident 9-12 grade students may reapply during the open window per YSD OP 4.2.4. If a non-resident YSD employee retires, their 9-12th grader will be allowed to remain at their YSD high school through graduation.

- 4.2.5. **Application Process for Non-Resident Students:** Parent(s)/guardian(s) of non-resident students in grades nine through twelve (9-12) must annually apply for admission on behalf of his/her child by completing the appropriate district application. The superintendent/designee shall develop an application form which contains information including, but not limited to, the current legal residence of the child and the basis for requesting release from the resident district, as well as the specific building and grade level or secondary course offerings in which the student desires to be enrolled, if accepted by the district.

The superintendent/designee will accept or reject the written application for non-resident admission and release from the resident district based upon the following standards:

- 4.2.5.1. whether space is available in the grade level or classes at the building in which the student desires to be enrolled, and whether the decision creates a financial hardship for the district;
- 4.2.5.2. whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
- 4.2.5.3. whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;
- 4.2.5.4. whether the student has failed to pursue a course of studies (lack of academic progress);
- 4.2.5.5. whether the student's disciplinary records indicate a history of convictions for offenses or crimes, violent or disruptive behavior or gang membership (a gang means a group of three (3) or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes); see OP 3200;
- 4.2.5.6. whether the student has been expelled or suspended from a public school for more than ten (10) consecutive days, in which case the student may apply for admission under the district's procedure for readmission of expelled students; see OP 3202; and
- 4.2.5.7. whether the parent(s)/guardian(s) agree that they shall take full responsibility for transporting the student to and from the school building to which he/she is assigned and according to the requirements of 2.7.

A student who resides in a non-high school district that does not operate a secondary program shall be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility to the district.

- 4.2.6. Notification of Enrollment Status:** The superintendent or designee shall provide all applicants with written notification of the approval or denial of the application in a timely manner. If the student is to be admitted, the resident district shall be notified, and arrangements shall be made for the transfer of student records.

If the application is denied, an appeal may be made under sections 5.3 and 5.4 to the superintendent's designee within three (3) school days of the receipt of the letter. A written decision will be rendered within five (5) days of the appeal. For further appeal, see section 5.4. A petition to the board requires a prior notice of five (5) school business days for review of the decision and a hearing before the board at its next regular meeting.

Following the hearing by the board, a final decision shall be promptly communicated to the parent in writing.

The final decision of the district to deny the admission of a nonresident student may be appealed to OSPI.

Students from outside of the Yakima School District in grades 9-12, who are accepted into Yakima schools for the first time, shall be subject to the same restrictions previously mentioned in sections 1, 2, 3 and this section 4 above except as stated below:

- 4.2.6.1.** Resident student placement shall take priority.
- 4.2.6.2.** There must be space in the school for out-of-district students to be considered.
- 4.2.6.3.** Course and program options shall be honored with the same requirements as apply to present and resident students.
- 4.2.6.4.** Out-of-district students must annually renew their application to attend the Yakima School District and renew their resident district release to enroll before the start of the school year. Upon review, a non-resident application for admission may be denied as specified in OP 3141.

4.2.7. Transitional Schooling Levels (Elementary to Middle School):

Out-of-district fifth (5th) grade students legally enrolled in the Yakima School District and at transition from elementary to middle school may enroll in the middle school within which the majority of that elementary school's boundary area students would normally attend unless sufficient space is not available; see section 4.2.4. Out-of-district eighth (8th) grade students will be allowed to enroll in any district high school as long as high schools have open enrollment. Students must annually adhere to Yakima School District application and residence district release operational procedures.

5. Jurisdiction of Enrollment Decisions and Appeals Thereof

5.1. Student Attendance Effect

Non-resident students with poor attendance, whether excused or unexcused, may be denied continued enrollment in the district in following years. In any case, except in the case of extended illness requiring home or hospital care, students absent twenty (20) consecutive school days, or two (2) report periods will be withdrawn from school enrollment.

5.2. Central Services Jurisdiction

Planning, implementation, evaluation, and other such operations related to student assignment, such as enrollment monitoring, attendance and placement decisions, resolving student concerns beyond the level of the school, relevant disciplinary actions, and other such student personnel matters, are the responsibility of the Director of Admissions and Enrollment.

5.3. Due Process

In cases where a student and parent(s) feel that the process or the criteria are inappropriate, and therefore that they feel wronged in a decision about enrollment or participation in a Yakima School District program, their first recourse is to discuss their concerns with the Director of Admissions and Enrollment, consistent with sections 4.2 and 4.5 of OP 3131. In cases of compelling enrollment interest to the benefit of Yakima School District students, a waiver may be possible.

5.4. Appeals**5.4.1 Appeals**

Appeals of enrollment/placement decisions shall be delivered in writing to the Director of Admissions and Enrollment within ten (10) school days of the enrollment/placement decision. A written request should include the following information: Students complete legal name, date of birth, grade level, reason(s) you are asking to appeal the enrollment/placement decision, and a detailed statement on how the District may not have complied with any part of Operational Procedure 3131.

The appeal must be hand delivered to the office of Admissions and Enrollment, 105 N. 4th Ave. The Director of Admissions and Enrollment will consult with the Assistant Superintendent of Operations and/or designee(s) and/or with the Director of Student Services when deemed necessary. A written decision will be mailed to the parent/guardian within ten (10) school days from when the notice of appeal was received. This decision will be final.

Cross References:

(cf.: 2012 – Equity in Education)
(cf.: 2160 – Education of Special Education Students) (cf.: 2255 – Alternative Learning Experience Programs) (cf.: 3140 – Release of Resident Students)
(cf.: 3141 – Non-resident District Boundary Exceptions)

2000 District Affirmative Action Plan of
1999-2004

Legal References:

- RCW [9A.36](#); [.40](#); [.46](#); or [.48](#) Assault—physical harm
- RCW 13.04.155 Notification to school principal of conviction, adjudication, or diversion agreement—
provision of information to teachers and other personnel –Confidentiality
- RCW 28A.155.065-070 Early intervention services.
- RCW 28A.225.060-090 Custody and disposition of child absent from school without excuse.
- RCW 28A.225.215 Enrollment of children without legal residences
- RCW 28A.225.220 Adults, children from other district, agreements for attending school Tuition
- RCW 28A.225.225 Applications from nonresidents students or students receiving home-based instruction to attend district
school—School employees’ children—Acceptance and rejection standards—Notification
- RCW 28A.225.240 Apportionment of credit
- RCW 28A.225.270 Intradistrict enrollment options policies.
- RCW 28A.225.290 Enrollment options information booklet.
- RCW 28A.225.300 Enrollment options information to parents.
- RCW 28A.225.310 Attendance in school district of choice—Impact on existing cooperative arrangements.
- RCW 28A.225.330 Enrolling Students from other districts—Requests for information and permanent records.
- RCW 49.60 Discrimination –Human Rights.
- RCW 28A.600.460 Classroom discipline—Policies—Classroom placement of student offenders—Data on disciplinary actions.
- WAC 13.40.215 Juveniles found to have committed violent or sex offense stalking—Notification of discharge, parole,
leave release, transfer, or escape—To whom given—Definitions
- WAC 180-400-215 Student Rights
- WAC 392-121-106 Definitions—enrolled student
- WAC 392-121-108 Definition –Enrollment exclusions
- WAC 392-121-122 Definitions –Enrolled and full-time equivalent students
- WAC 392-121-182 Alternative learning experience requirements
- WAC 392 137-et seq. Finance—Nonresident attendance
- WAC 392-137-040 District policies—Procedures and criteria for release of students and admission of nonresident students
- WAC 392-137-055 Appeal notice
- WAC 392-169 Running start program
- WAC 392-172A Rules for the provision of special
education
- WAC 392-330 State magnet school program
- WAC 392-342-025 Racial imbalance prohibition –Definition and acceptance criteria

Management Resources: PNA 9708.03 – Legislature addresses discipline
Title VI of the Civil Rights Act of 1964
McKinney – Vento Act of 2002

Adoption

Dates:

920619
951003
960827
961022
970729
970819
980421
000418
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010322
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