



Capital School District

Board of Education Policy

Section: Student
Title: Entrance and Withdrawal Policy
Policy #: 700-01
Date Approved: 4/20/16
Date Revised: 3/16/16

PURPOSE:

To provide information to schools and parents for the purpose of enrolling and withdrawing students from schools in Capital School District.

The Delaware Code regarding compulsory school attendance is found in Title 14, Section 2702. “Every person in this State who has legal custody, guardianship of the person, or legal control of a child between 5 and 16 years of age, including any person acting as a caregiver pursuant to the provisions of §202(f) of this title, shall enroll the child in a public school in the school district of the person’s residence” or follow choice procedures for an alternative school. “Every person who has legal custody, guardianship of the person, or legal control of a student, including any person acting as a caregiver pursuant to the provisions of §202(f) of this title, who is enrolled in a public school of this State shall send the student to the school each day of the minimum school term and to any academic improvement activities required by §153 of this title.”

All families who have children in the Capital School District shall make application on the regularly adopted registration forms located in each school. At the time of registration, the parent or guardian will complete several pieces of information including a registration form, a transportation request form (if applicable), an emergency card, Home Language Survey, and (if applicable) a form for Free and Reduced Lunch. Parents will also sign the acknowledgment page of the Student Success Guide typically distributed at the beginning of the school year or when they enter a school which includes required policies such as: the Student Success Guide; Attendance Policy, Acceptable Use Policy; Gun Free Schools Policy; and Cell Phone Use Policy.

DOCUMENTATION REQUIRED FOR ENTRY INTO CAPITAL SCHOOLS

All children entering a school for the first time are required to submit the following (unless they are the children of undocumented individuals or the *McKinney Vento* act requires otherwise.):

- Proof of residency (ex.: deed, lease, or bill in the parent’s name)
- Birth certificate and, if applicable, custody or guardianship papers
- Current Physical (within 2 years)
- Immunization records, results of a Tuberculosis screening
- Lead Blood Test for students entering Pre-K and Kindergarten

PRE-KINDERGARTEN

In coordination with a state-wide early childhood provider, the District offers classes at several schools to serve primarily low income 3 year old students with special needs who can benefit from a preschool experience. In addition, students aged 3-5 with special needs, may also be identified and served in preschool special education classes.

KINDERGARTEN

Regular Entry to Kindergarten: All children who become five years of age on or before August 31 of any school year will be admitted to Kindergarten at the beginning of the school year. If a child is a resident of the State at the time of that child's eligibility for admission to the kindergarten at age 5, the parents, guardian or legal custodian of that child may request that school authorities evaluate the child's readiness for attendance and may request a delay of 1 year in that attendance. However, admission to first grade will be authorized only after school authorities evaluate the child's readiness for attendance.

If a child was not a resident of the State at the time of that child's eligibility for admission to the kindergarten at age 5, the parents, guardian or legal custodian of that child may request that school authorities evaluate the child's readiness for attendance and on the basis of that evaluation authorize admission to grade 1.

Early Admission/Gifted: Children of the chronological age of four may apply for early admission as a gifted student. The student will complete a screening measure and if the results merit, be referred to a school psychologist for more in-depth testing. Students will be accepted if space is available.

Students transferring into the District during the school year who have been attending kindergarten in another state due to age attendance differences will be allowed to resume attendance in the District.

GRADES 1-12

Ordinarily, children who become six years of age on or before August 31st of any school year may be admitted to Grade 1 at the beginning of the school year. The District reserves the right to assess students who are new to the District in order to ensure correct grade placement.

Students transferring from other states or school districts are expected to provide transcripts or report cards from prior schools they have attended. Once registration materials are completed, the schools will request student records from the last school the student attended.

Unless a diploma is received previously, the State allows school attendance through age 20 years for regular students. Students with an Individualized Educational Plan may be allowed to attend school until the end of the school year in which the student attains the age of 21.

LEGAL WITHDRAWAL BEFORE AGE 18

No student under eighteen (18) years of age may withdraw from school unless the parent or guardian signs the proper form, formally withdrawing the student. Until this is done (signed form by parent or guardian) the child is expected to attend school regularly. Any student not attending school regularly will be considered truant and referred to the Visiting Teacher.

CHARTER SCHOOL REQUIREMENTS

If a parent/guardian/caregiver attempts to enroll a student in the Capital School District and it is determined that the student is under a first year charter agreement pursuant to 14 Delaware Code §506, the following guidelines will apply:

1. The school administrator shall contact the charter school that holds the student's valid first year agreement and notify the charter school of the parent's intent to enroll the student in Capital School District.

2. The school administrator shall also notify the Department of Education of the parent's intent.
3. The student shall remain enrolled in the charter school unless "good cause" as defined in 14 Del. C. §506(d) exists.

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4. The school administrator shall contact the charter school that holds the student's valid first year agreement and notify the charter school of the parent's intent to enroll the student in Capital School District.
5. The school administrator shall also notify the Department of Education of the parent's intent.
6. The student shall remain enrolled in the charter school unless "good cause" as defined in 14 Del.C. §506(d) exists.