

SCHOOL ADMISSION

The Livingston Parish School Board shall admit students to the schools of the school district once the student has been registered for school by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to school to any person who meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to statutory provisions
3. Is nineteen (19) years of age or younger on September 30th of the calendar year in which the school year begins or is twenty (20) years of age on September 30th of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school pursuant to state law and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30th of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an exceptionality shall be subject to federal and state law governing the age of eligibility for services for students with exceptionalities.

No child shall be admitted to school for the first time until his/her parents do the following:

1. Present to school officials an official birth certificate. A short-form birth certification card shall be acceptable. Only records from the local or state registrar of vital statistics shall be accepted for children born in Louisiana, except as otherwise provided herein. Children born in Louisiana shall be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of Louisiana shall be given thirty (30) days grace in which to produce a copy of their birth record. In cases where birth certificates and/or birth verification forms cannot be obtained, the school principal may accept whatever positive proof of age, race and parentage is available. It shall be left to the discretion of the Superintendent or designee as to whether or not a child shall continue in school upon failure to comply herewith.
2. Present to school officials satisfactory evidence of immunity to or immunization against vaccine-preventable diseases according to the age appropriate schedule approved by the Office of Public Health, Department of Health and Hospitals.
3. Present to school officials all official school records of school previously attended or information needed to access such records when transferring from another school to one inside the School District, including necessary authorization to obtain and/or access any and all records of the enrolling student.
4. Present to school officials as a prerequisite to enrolling in the first grade, evidence of having attended at least a full-day public or private kindergarten for a full school year; or satisfactorily passed academic readiness screening administered by the school system prior to the time of enrollment in first grade.
5. Present to school officials evidence of being bona fide residents of the school district, with limited exception. However, children temporarily residing within the jurisdiction of the School Board who have no permanent address, who have been abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any

nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

ADMISSION OF TRANSFER STUDENTS

Records of students transferring to or within the Livingston Parish School System shall be evaluated by the receiving school in accordance with the guidelines below.

1. Students with records available.
 - A. Official records are not required for registration.
 - B. Records carried by students shall not be official until verification is received from the school previously attended.
 - C. Records shall be requested from the previous school immediately upon registration.
 - D. Students shall be placed in an appropriate setting after evaluation by the principal or counselor.
 - E. Credit may be given for any course or grade previously passed in a state approved school except a home study program.
 - F. Incomplete records or those from a state unapproved school or home study program shall be evaluated by the School Building Level Committee before any course credit is given.
2. Students without records available.
 - A. Students shall be appropriately placed by the School Building Level Committee according to the following criteria:
 - (1) Anecdotal records
 - (2) Placement tests if available
 - B. If records are not received, the School Building Level Committee shall review the placement to determine if course credits are due or if promotion or retention is recommended based upon the following:
 - (1) Length of time within the programs
 - (2) Teacher recommendations
 - (3) Test data available
3. Students with special placement.

- A. Records of exceptional students who are in specially designed regular instructional programs or alternative to regular placement must include a current Individual Education Plan (IEP) and a Multi-Disciplinary Evaluation Report. An interim IEP may be accepted on a temporary basis.
- B. Records of students receiving remediation and/or compensatory programs must include pertinent information relative to the particular program.

4. Grades 1-8

Students entering a Livingston Parish public school at the elementary level (1-8) from an unapproved school or from a home study situation shall be placed in the grade he/she would have been in had he/she attended and complied with requirements of the Livingston Parish School System or of the system from which he/she transferred. The student may not be placed at a lower or higher grade level than he/she would have attained in the Livingston Parish School System. The student shall be required to pass tests showing he/she has attained minimum requirements for placement in his/her particular grade as stated in the *Pupil Progression Plan*. A written record of attendance must be presented and the required number of days in attendance must be fulfilled.

The subject matter level placement shall be determined by the School Building Level Committee according to the following available criteria:

- A. Available records
- B. Test data
 - (1) Previously administered achievement or criterion-referenced test
 - (2) Locally administered criterion referenced tests

Grades 9-12

Students transferring to Livingston Parish public schools shall fulfill such screening and evaluation requirements as the Louisiana Board of Elementary and Secondary Education (BESE) and/or the School Board may establish.

No units of credit to be used to satisfy requirement for graduation from a Livingston Parish school shall be accepted from an unapproved school or home study situation until evaluation of academic performance by the School Building Level Committee. Credit may be given by the principal upon recommendation of acceptance of credits by the School Building Level Committee based on the following criteria:

- A. Evaluation and recommendation by a teacher from the school in which the

- student seeks to enroll, such teacher must be certified to teach the course in question.
- B. Available standardized achievement test data.
 - C. Special teacher-made achievement tests developed using curriculum guides and minimum standards outlined by the Louisiana Department of Education.
 - D. Record of attendance.

ADMISSION OF STUDENTS WHO COMMIT A FELONY

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in Louisiana or any other state or country, which had it been committed by an adult would have constituted a felony in Louisiana, may be sufficient cause for the Superintendent to refuse admission of the student to any school in the school district, except upon review and approval of a *majority of the elected members of the School Board* when a request for admission has been made to the School Board.

ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students who have been expelled, no provision in this or any other Livingston Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless youth, as addressed in policy *JBCBB, Homeless Students*.

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Ref: 42 USC 11431; La. Rev. Stat. Ann. §§17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:235.1, 17:238, 17:416, 17:3913; Singleton v. Jackson Municipal Separate School District, 419 F. 2d 1211 (5th Cir., 1970); Louisiana Handbook for School Administrators, Bulletin 741, Louisiana Department of Education; Board minutes, 8-21-75, 12-18-80, 6-4-81, 5-6-82, 8-28-84, 8-21-75, 12-92, 1-96, 10-7-10.