



Department of Human Resources

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M. Jon Dean, Ed.D., Deputy Superintendent of Educational Services

To: GPPSS Board of Education
From: Dan Roeske, Policy Committee Chair
Jon Dean, Deputy Superintendent
Date: May 4, 2016
Re: Board Polices for Additional First Read on May 9, 2016

At the BOE Policy Committee Meeting on May 3rd the committee conducted an additional review of BOE Policy 8330 Student Records and BOE Policy 5111 Enrollment.

Both of these proposed polices have additional changes since our last public BOE meeting on April 25th. Both 5111 and 8330 will be publically discussed at the BOE Meeting on May 9th as an information item. They will be voted on by the entire BOE at the May 23rd meeting.

We have summarized the recommended changes to these policies below.

Board Policy 8330 Student Records:

The committee recommended changes to this policy presented on April 25th concerning the identification of Directory Information has not changed. .

At the Policy Committee meeting this week, administration and legal counsel brought forward an inconsistency in the policy regarding the sharing of certain types of student information with armed forces recruiters. To comply with the current law, the committee has recommended changes to that relevant portion of Policy 8330.

Board Policy 5111 Enrollment:

Following the conversation at the BOE meeting on April 25th the committee crafted a revision to the originally proposed revised Policy 5111. This revision clarifies the process for placing students of staff members in specific schools. The process that would be used to place students continues to mirror the In-District Student Transfer process already identified in Policy 5111. This specific revision was made in section E #6.

For the two policies above both a red line and a clean copy is included in your packet.

Please contact Dan if you have any questions.

Revised

5111 - ENROLLMENT ELIGIBILITY OF STUDENTS

Administrative procedures governing residency and the admission of students shall be designed in such a fashion that enrollment is handled expeditiously and with the least possible inconvenience to both parents and students.

Residency

Except as provided below, enrollment in the District shall be limited to students who are residents of the District, or who are otherwise entitled by State or Federal law to attend school in the District. Administration shall enact regulations to enforce this policy.

Non-resident students will be permitted to attend school in the District only under the following circumstances:

- A. If the family of a student who is a senior in high school and who has attended school in the District as an eligible student as a junior has moved out of the District (or the student is otherwise no longer eligible to attend school in the District), but the student wishes to complete his/her senior year in the District. In that case, the student shall be charged tuition, as established below, from the date s/he no longer is a resident or otherwise eligible student until graduation. If the student's family has moved out of the District between the end of the student's junior year and the initial student membership count day in the student's senior year, a waiver from the student's new residency district is also required.
- B. If the family of a student has purchased a home within the District but has not yet relocated at the start of the semester; upon request of the family, the student will be permitted to attend school upon payment of tuition until establishing that the family has become a resident of the District. A waiver from the student's current residency district may also be required.
- C. If the family of a student has moved out of the District within thirty (30) days of the end of a semester, for high school or middle school students, or a marking period, for elementary school students, upon request of the family, the student will be permitted to complete the respective semester or marking period upon payment of tuition. A waiver from the student's current residency district may also be required.
- D. The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign exchange students as members of the student body of the District. The Board will permit the admission of foreign exchange students from recognized and approved foreign exchange programs and living with a host family on a tuition-free basis.

E. Pursuant to MCL §388.1606(6)(j), a child of an employee of the District will be permitted to attend school in the District on a tuition-free basis, under the following conditions:

1. This provision permits the enrollment of a child of a District employee who is a non-resident of the District and is currently employed on a half-time (.5) or greater basis. The term "child" includes step-children, adopted children and wards.
2. Enrollment under this provision must occur prior to the fall student count date (except that a child of an employee hired by the District after the fall student count date may enroll within 14 days of the commencement of the parent's employment).
3. If the parent's employment with the District terminates or if the parent's employment falls below the half-time threshold during the school year but after the fall student count date, the employee's child will be permitted to complete the school year, subject to payment of the per diem tuition rate based on the District's hold harmless millage, as described under "Tuition," below. If the parent's employment terminates or falls below the half-time threshold prior to the fall student count date, the child's enrollment will terminate at the same time.
4. Enrollment of a child of an employee may be denied on the basis that the child has been suspended for more than 5 school days or expelled by a previous school or district; has failed to maintain a grade point average of at least 2.0 in a previous school or district, or, if coming from a school where grade point averages are not available, has failed to perform acceptably academically; or whose attendance at a previous school or district does not meet the attendance standards or requirements of this District.
5. A child of an employee will be assigned to a particular school by the District in its discretion. Placement decisions will be made using staffing levels as the primary consideration. When determining the availability of staffing capacity in a building, administration shall use the currently operative Board of Education direction regarding staffing levels while being careful to provide staffing capacity for future enrollees that live in the schools' attendance area. Upon enrollment at a school in the District, the child will be permitted to remain at that school for subsequent school years unless it is necessary to make adjustments due to such factors as District staffing, student groupings, discipline infractions, or other contingencies. A change in placement will not take place during a school year.

6. Upon completing the highest grade level at the school in which the child is initially placed, the child will be assigned to a school at the next level by the District using the same process and considerations as for the initial placement. If no school is deemed at the time to have sufficient capacity for in-District transfers, the District shall assign the child to the school with the lowest anticipated class size.
7. A child will not be permitted to enroll in the District under this provision if his or her enrollment would require the District to incur additional staffing costs.

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Tuition

The Board shall establish a per diem tuition rate for non-resident students permitted to attend under the above provisions, which shall be based upon the funding obtained from the "hold harmless" millage collected only within the District, and not on State aid, and may include a factor to cover administrative overhead. The Office of Support Services may require tuition for such students to be paid in advance, based on an estimate of the total tuition charge to be incurred.

The Board may establish a higher tuition rate for those who are found to have enrolled or remained students in the District without any right to do so. In addition, legal and investigative costs associated with each such student's situation may be recouped from the student's family. The District reserves the right to prosecute persons who make false statements regarding their residence during the enrollment process for perjury, fraud, or related offense, and/or to bring a legal action for payment of tuition against a person who enrolls a child or children in the schools of GPPSS without a legal right to do so.

Tuition rates for extended-day kindergarten shall be established annually by the Board.

First Time Enrollments

The parents and/or guardians of any student enrolling in the District for the first time shall furnish proof of residency pursuant to regulations to be approved through the Office of Support Services and, within thirty (30) days, evidence regarding that student's age and identity to the enrolling officer, proof of required immunizations and, for incoming kindergarten students, a hearing test.

Immunization

All kindergarten students and other students entering school for the first time shall submit evidence of immunization in accordance with Board policy and State law.

Registration

A child who is a resident or otherwise entitled to attend school in the District may enroll in the District if s/he is less than twenty (20) years on September 1st of the school year of enrollment. A child who is a resident or otherwise entitled to attend school in the District may enroll in kindergarten if the child is at least five (5) years of age on December 1st of the school year of enrollment. Extended age eligibility may apply to certain students qualifying for special education services. The school will require presentation of a birth certificate or other legal documentation of the student's age at the time of registration.

Resident Attendance In Another District

The Superintendent may approve resident students attending another school district when the needs of the student dictate attendance in another school district as determined by the school's counselor, teachers, administrators, and the student's parents.

To Schools

Attendance areas may be established for each attendance center in the District.

To Classes

Students enrolled in the District will be assigned to counselors, classes and instructors by the building principal. In all cases, that determination will be made in the best interests of the student and the school in question. Factors to be considered may include, but are not limited to, the following:

- A. previous student experiences
- B. academic record
- C. family history
- D. health problems
- E. test data
- F. enrollment size

Transfers (In District)

The school system maintains an open enrollment policy. Although students will normally attend the school in their own attendance area, transfers will be granted if class size, staffing, student groupings, or total enrollment in a particular building are not adversely affected. It may be necessary, due to any of the above-mentioned circumstances, to limit or eliminate transfers to a particular building. If enrollment must be limited, permission will first be granted to siblings of students currently at that school.

Transfer requests at the high school level will ordinarily only be considered for the beginning of the 9th grade and with the understanding that the student will stay at that high school throughout the high school years.

Upon approval of a transfer, the student will remain at the newly approved school unless it is necessary to make adjustments due to discipline infractions or other contingencies.

Transportation to and from the new school will be the responsibility of the parent or guardian.

The Superintendent shall establish procedures for processing transfer requests. The procedures shall include an appeal process.

Withdrawal

The Board believes that a student withdrawal from school constitutes a voluntary separation from the District. Further, a formal request form for withdrawal should be submitted in writing to the building principal.

Peer District Staff Enrollment Follow Up Information

5/6/2016

District	Amount of employee FTE employee be assigned to enroll child via this program?	Does district allow schools of choice?	What year did your district begin to allow staff to enroll their children in the district?	How many students have you enrolled via this program in recent years?	Approximately how many staff use this program annually?	Once a student is enrolled do you typically allow that student to continue through that feeder pattern as they progress in your school district?	Does your district charge the staff member the differential between the foundation allowance you receive from their district and the actual typical foundation allowance you receive for a resident student in your district?
Bloomfield Hills	Any regularly scheduled and continuous employee	No	Still waiting on information				No
Birmingham	.4 FTE	No	Unknown. At least since 2005	11/12 - 77 students 12/13 - 80 students 13/14 - 91 students 14/15 - 81 students 15/16 - 92 students	65 - 75 per year	Yes	No
Northville	Any regularly scheduled and continuous employee	No	Unknown. At least prior to 2006	12/13 - 42 students 13/14 - 38 students 14/15 - 48 students 15/16 - 57 students	35 - 40 per year	Students are allowed to stay in feeder pattern, but may be moved at level change due to space considerations.	No
Novi	Any regularly scheduled and continuous employee	No	Still waiting on information				No
Rochester	Any employee	No	2009	Approximately 100 - 125 annually	80 - 100	Yes	No
Troy	Any employee	Yes* International Academy and Kindergarten Only	At least since 2004	99 for the 15/16 school year	87 for the 15/16 school year	Students are allowed to stay in feeder pattern, but may be moved at level change due to space considerations.	No