

District Enrollment and Effects Operational Procedures

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, handicapping condition, 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 or magnet program selection, 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, consistent with board policy, 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). Consistent with board policy, 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 therefrom. 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 and magnet offerings, geographic location, enrollment balance among schools, and student disciplinary or safety circumstances.

At the time of enrollment, the student's legal name will be used on all official school district documents, such as the official student record, cumulative file information, supplementary records, and confidential health records. At kindergarten enrollment, parent(s)/guardian(s) must supply documentation of age and legal name of the student through birth certificates, hospital certificates, or court documents indicating a legal name change or adoption. At enrollment later in the school life of the student, such as when the student might transfer into the district from another school district, the parent(s)/guardian(s) will be expected to verify the student's legal name and date of birth through birth certificates, passport, court documents indicating a legal name change or adoption, or the student's passport.

2. Magnet Programs

Magnet programs were instituted in the district in 1990 for the purpose of increasing academic achievement, to create student and parent interest in unique school programs which meet state and district learning requirements and in order to offer themes and activities that stimulate learning, and providing balance in the district's schools. Magnets continue to stimulate student and parent interest, foster higher academic achievement, and assist with the research-validated value of encouraging student socio-economic, geographic, and cultural diversity.

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

3.1 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 drug 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 procedures 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 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.

3.2 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, a drug offense, 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 who was his or her victim for the offense is enrolled.

The state [Department of Social and Health Services \(DSHS\)](#) will notify the Board of Directors 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.

3.3 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.

3.3.1 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.

3.3.2 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).

3.3.2.1 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.

3.3.2.2 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.

3.3.2.3 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.

3.3.2.4 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.

3.4 Enrollment of Homeless Students

The Director of Central Registration 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](#).

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).

3.5 Enrollment of Elementary School Level Students

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 or magnet offerings; voluntary movement or restrictions that reduce minority group isolation; or district-identified student disciplinary or safety circumstances; or lack of space.

During the months of September and October, student movement may occur due to a change of residence or if space becomes available for a student on a waiting list at the boundary school of residence. After the last school day in October, movement of elementary students, including students from a boundary school waiting list, during the school year 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 departing and receiving school principals and director of central registration 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 6.4. All such appeals will be first reviewed by the director of central registration and/or an ad hoc elementary principal placement committee and then the superintendent or designee.

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:

- 3.5.1** 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;
- 3.5.2** The student is or will be enrolled in program options (such as special education, language proficiency and magnet programs) which are not available in his/her residence boundary school; or
- 3.5.3** 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. Siblings must attend the school concurrently. The sibling rule cannot be applied if space is not available. 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 of these types to out of boundary schools may be further restricted because of unbalanced enrollments or if maximum enrollment as per negotiated agreement or district policy has been reached at a particular grade level or school. The director of central registration 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 central registration. The director of central registration 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 central registration, before out-of-boundary students are allowed to enroll into that school; see 3141, section 3.2.1.

3.6 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 or magnet offerings; district-determined placement options to balance enrollment among the four (4) middle schools; or student disciplinary or safety circumstances. During the school year, appropriate student placement and transfer shall be determined by the middle school placement committee at a weekly meeting. Exceptions may be sought by parent(s)/guardian(s), the district, or both.

Appeals are first reviewed by the director of central registration and then by the superintendent or his/her designee. 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:

- 3.6.1** 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;
- 3.6.2** The student is or will be enrolled in program options (such as special education, language proficiency and magnet programs) which are not available in his/her residence boundary school;
- 3.6.3** 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. Prior attendance at a particular school by brothers or sisters is not sufficient reason for application of the sibling rule.

Requests for transfer based on special needs or circumstances will be reviewed by the middle school placement committee prior to the start of the school year.

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 policy has been reached at a particular grade level or school. Adequate space for neighborhood students, as determined by the director of central registration, must be maintained before out-of-boundary students are allowed into that school.

3.7 Enrollment of High School Level Students

3.7.1 Students enrolling from eighth (8th) grade to the ninth (9th) grade in the normal spring enrollment procedure, or in the summer as a transfer student, may choose to enroll at any of the school district's high schools, except that students who do not meet the entry standards for the traditional high schools will enroll in one of the alternative high schools. An exception to this provision is for non-resident students; see operational procedure 3141.

3.7.2 Davis and Eisenhower high school students in good standing in academics, behavior, and attendance may change schools at the end of the school year. These changes are limited to the first three (3) days of the new school year. If this time frame is not met, the student must wait until the beginning of the next school year to change schools. Alternative program students, who are passing at least five (5) of six (6) classes and who have no attendance or discipline problems for a period of six (6) or more weeks, may transfer to Davis or Eisenhower high schools at the beginning of a trimester.

Any request to transfer within the school year is dealt with on an individual basis by the high school ad hoc committee.

3.7.3 Students who transfer from another district's regular high school program (non alternative) during the trimester may enroll in either Davis or Eisenhower high school. Students who transfer from another district's alternative program may be required to establish a successful grading period, good attendance and positive behavior at one of Yakima's alternative schools prior to enrollment in Eisenhower or Davis high schools, if so determined by the ad hoc committee.

3.7.4 The ad hoc committee will review and decide on alternative school placement requests which originate from high schools (and from students and parents). The committee is comprised of the directors of central registration, secondary education, and student retrieval.

Alternative program changes are made to coincide with the mini-mester registration processes and the alternative's mini-mester breaks.

3.8 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:

3.8.1 They may enroll in the school to which the employee is assigned if space is available, and, for entering ninth (9th) graders, the requirements of 3.7.1 are met. Failing that, they may request to be placed through the central registration department at a school which forms the district's pre-kindergarten through twelfth (P-12th) grade continuum of schools within which that employee is assigned.

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

4. Classroom Sizes and Student Placement

4.1. Elementary and Middle School Level

4.1.1 Traditional Classroom Size and Student Placement:

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

- 4.1.1.1 Kindergarten, twenty-four (24) students;
- 4.1.1.2 Grades 1-3, twenty-six (26) students;
- 4.1.1.3 Grades 4-5, twenty-nine (29) students; and
- 4.1.1.4 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 or trimester of the school year, and the seventh (7th) day of each quarter or trimester thereafter. The effects 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, central registration 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 central registration in consultation with any affected schools and parent(s)/guardian(s). Parent(s)/guardian(s) may request to have their child placed on a waiting list at the boundary school for placement as space becomes available.

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. Except for magnet or other such enrollment-controlled programs, if the number of students in the residence boundary school falls below the maximum, displaced students from a waiting list shall be considered in reverse order of their off-placement, to offer them the opportunity to attend their residence boundary school. However, after the last school day in October, all movement is restricted. Students applying to enter magnet or other such controlled programs shall meet the criteria in effect for that program. These areas of placement and operational responsibility fall upon the office of the director of central registration.

4.1.2 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, policies, and practices as may apply. It is the direct responsibility of the director of central registration 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.

4.1.3 Magnet Program Class Size and Placement: Magnet classrooms are maintained at the same size as traditional classrooms; see section 4.1.1. Efforts will be made to

ensure that magnet programs reflect the diversity of the district with balance in areas of socio-economic factors, geographic and cultural diversity.

Each year, an enrollment period will commence during which applicants for all magnet programs will be sought. On or about March 3 of each year, a lottery drawing will be held to set the priority sequence in which each applicant shall be considered for program invitation and/or placement. Applicants must be teacher recommended, must conform to the expectancies for the particular program for which placement is sought regarding age, level of schooling, average ability in magnet theme areas, and other requirements as may apply.

Students who apply during the school year, or those who have earlier applied yet cannot be enrolled due to limitations on classroom size and who are therefore placed in waiting pools, will be accepted into the magnet program classrooms on a space-available basis, being taken into the program from a pool of potential magnet candidates.

Students not enrolled in the magnet program by the time of the next year's lottery must reapply.

4.2 High School Level Programs

4.2.1 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 twenty dollars (\$120) per overload student, per trimester 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 twenty dollars (\$120) per overload student, per class, per trimester, 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) trimester of the school year and the seventh (7th) day of each trimester thereafter.

4.2.1 Choice Programs: High schools do not have formal magnet programs such as those at middle and elementary schools. However, programs of choice which may exist and have options for student enrollment similar to magnets, such as International Baccalaureate, Advanced Placement, vocational, and the like, 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 central registration 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.

5. 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, and relative's addresses will not qualify.

5.1 Fraudulent Addresses

A student, whose residence information has been changed to a false address which is not the actual residence by above definition specifically and purposefully to 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 policies pertaining to out of district enrollment will apply.

5.2 Enrollment of Students Residing Outside the Yakima School District Boundaries

5.2.1 General Rules on Attendance: Due to enrollment and cost to the district, Yakima School District boundaries are closed to new 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 9-12. Enrollment must meet standards of operational [policy 3141](#).

5.2.2 Admission of Grade 9-12 Non-resident Students: Any student who resides outside the district may apply to attend a school in the district in grades 9–12 or file the parental declaration of the intent to provide home-based instruction and enroll for part-time attendance and/or ancillary services. All applications for nonresident attendance or part-time instruction will be considered on an equal basis.

The district shall provide information on interdistrict enrollment policies 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.

5.2.3 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.

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

- 5.2.3.1 They may enroll in the school to which the employee is assigned, except as explained in 3.8.1; failing that, they will be placed through the central registration department 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.
- 5.2.3.2 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 5.2.3.3, that child shall be permitted to remain enrolled at that school, or in that district's kindergarten through twelfth (P-12) grade continuum.
- 5.2.3.3 The district may take into account its standards established for rejection of non-resident applications as detailed in sections 5.2.3 and 5.2.5, 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.
- 5.2.3.4 The district will accept applications from non-resident or home-based instruction students of full-time employees equally with all applications received.

5.2.4 Application Process for Non-Resident Students: Parent(s)/guardian(s) of non-resident students in grades 9-12 must annually apply for admission on behalf of his/her child by completing the appropriate district application. The superintendent 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 and 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 will accept or reject the written application for non-resident admission and release from the resident district based upon the following standards:

- 5.2.4.1 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;
- 5.2.4.2 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;
- 5.2.4.3 whether the student's attendance in the district is likely to create a risk to the health or safety of other students or staff;
- 5.2.4.4 whether the student has failed to pursue a course of studies (lack of academic progress);
- 5.2.4.5 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);
- 5.2.4.6 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 policy for readmission of expelled students; see operational procedure 3202; and

- 5.2.4.7 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 3.7.

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.

- 5.2.5 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 6.3 and 6.4 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 6.4. A petition to the board, requires a prior notice of five (5) school business days for review of the decision and to have 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 the Office of the Superintendent of Public Instruction ([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 2, 3, 4 and this section 5 above except as stated below:

- 5.2.5.1 Resident student placement shall take priority.
5.2.5.2 There must be space in the school for out of district students to be considered.
5.2.5.3 Course and program options shall be honored with the same requirements as apply to present and resident students.
5.2.5.4 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 operational procedure 3141.

- 5.2.6 Non-transitional Grade Levels:** Students legally enrolled in a traditional or magnet program from out-of-district who are currently attending a Yakima school in grades K-5 and 6-8 may be renewed for acceptance at that school in a subsequent grade unless sufficient space is no longer available to accommodate in-district students or the program is no longer offered. The schools in which out of district students in elementary or middle schools are presently enrolled (whichever may apply) are considered their home schools of residence through and including the last grade level served at that school site as long as they remain in the magnet program and meet other attendance criteria, such as listed in sections 5.2.3 and 5.2.4. Out-of-district students

must annually renew their application to attend Yakima School District and renew their residence district release to enroll before the start of the school year.

5.2.7 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 5.2.4. 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.

6. Jurisdiction of Enrollment Decisions and Appeals Thereof

6.1 Student Attendance Effect

Students who have poor attendance, whether excused or unexcused, may be reassigned to another room, program, or building. 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.

6.2 Central Services Jurisdiction

Planning, implementation, evaluation, and other such operations related to areas, 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 central registration.

6.3 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 the Yakima School District or in the magnet school program, their first recourse is to discuss their concerns with the director of central registration, consistent with sections 5.2 and 5.5 of operational procedure 3131. In cases of compelling enrollment interest to the benefit of Yakima School District students, a waiver may be possible. Waivers will be consistent with [Equity in Education operational procedure 2012](#). The director of central registration is assisted and advised by committees at the elementary and middle school levels, called the elementary school placement committee (ad hoc) or the middle school placement committee (standing). High school principals acting with the director of central registration create an ad hoc committee.

6.4 Appeals

Appeals of decisions by the director of central registration shall be made in writing to the superintendent's designee within ten (10) school days of the initial placement decision. Within five (5) school days of the receipt of the appeal, the appeal shall be heard and decided with written response rendered within five (5) school days after the hearing.

Appeals may be made to the Board of Directors within ten (10) school days of the designee's decision. Appeals will be heard by the board within fifteen (15) school days of receipt of the appeal, and a decision will be rendered within ten (10) school days of the appeals hearing.

Cross References:

- (cf.: 2012 – Equity in Education)
- (cf.: 2160 – Education of Special Education Students)
- (cf.: 2162 – Magnet Programs)
- (cf.: 2255 – Alternative Learning Experience Programs)
- (cf.: 3140 – Release of Resident Students)
- (cf.: 3141 – Non-resident District Boundary Exceptions)

Resolution 12.00.01 Desegregation Plan of 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

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