

POLICY 8-2.2 ADMISSIONS

Age of Student

A person of school age is eligible for admission on a non-tuition a basis if residing in the Richmond Public Schools division, or if eligible as a homeless child or youth pursuant to Policy 8-2.3. For the purpose of this policy, “a person of school age” is defined as a person who will have reached his or her fifth (5th) birthday on or before September 30 of the school year and who has not reached twenty (20) years of age on or before August 1 of the school year.

A student who has passed their twentieth (20th) birthday shall be permitted to attend the public day schools only with special permission of the division superintendent. The School Board of the City of Richmond, in its discretion, may charge tuition fees to such student.

Pursuant to § 22.1-199 of the Code of Virginia, 1950 as amended, the division superintendent is authorized to enroll a child into kindergarten whose fifth (5th) birthday occurs between October 1 and December 31 of the school year after an appropriate readiness program has demonstrated that attendance in the kindergarten program will educationally benefit such child. The division superintendent is directed to develop procedures, to include appropriate admission criteria, with respect to this provision.

Residency

For the purposes of this policy a “resident” is defined as one who lives permanently in the City of Richmond. Proof of residence shall include, but not be limited to, two or more of the following, which reflect the physical address of the resident: a U.S. or Virginia income tax return from the previous year, a U.S. Internal Revenue Service tax reporting W-2 form from the current year, a deed or lease agreement to the residence, a voter registration card, a receipt for personal property taxes paid within the last year, a payroll check or payroll check stub issued by an employer within the last three months, or a telephone bill issued within the last three months. Final decisions regarding residence for school attendance purposes shall be made by the Richmond Public Schools division superintendent or his/her designee.

Unless otherwise disqualified by these policies, children who meet the residency requirements as provided in § 22.1-3 of the Code of Virginia, or who are children placed in foster care, as provided in § 63.2-100 of the Code of Virginia, shall be admitted free of charge to the school to which they are assigned. It is a Class 4 misdemeanor to knowingly make a false statement concerning the residency of a child within the school division or within a particular attendance zone within the school division to: (1) avoid tuition charges, or (2) enroll a child in a school outside the attendance zone in which the student resides. Any person making such a false statement shall be liable to the School Board for tuition charges for the time the student was enrolled in the school division.

Birth Certificate

Either a certified copy of the student's birth records or other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a certified copy of the birth record must be presented prior to admission of the student. The principal or the principal's designee shall record the official state birth number from the student's birth record into the student's permanent school record and may retain a copy in the student's permanent school record. The principal shall immediately notify the Richmond Police Department when a certified copy of a birth record is not presented for a student. The

division superintendent shall develop an arrangement, in cooperation with the Richmond Police Department, to receive reports on disappearances of any children living within the school division.

If the student seeking enrollment is a homeless child or youth as defined in §22.1-3 of the Code of Virginia, the school shall immediately enroll the student, even if the student is unable to produce the records required for enrollment, shall immediately contact the school last attended to obtain relevant academic and other records and shall comply with the provisions of the federal McKinney-Vento Homeless Education Assistance Improvement Act of 2001, including immediately referring the parent of the student or youth to the school division's Homeless Education Liaison who shall assist in obtaining necessary records for enrollment.

If the child is a child placed in foster care as defined in §22.1-3.4 of the Code of Virginia, the child shall be enrolled immediately. If documentation of the child's birth records or other reliable proof of the student's identity and age is not immediately available at the time of enrollment, the person enrolling the child shall provide a written statement, that to the best of his knowledge, confirms the student's age. The placing social services agency shall obtain and produce the child's birth records or other reliable proof of the student's identity and age or otherwise ensure compliance with these requirements within 30 days after enrollment.

Student Identification Numbers

The School Board will assign a unique student identification number, determined in accordance with a system developed by the Department of Education, to each student enrolled in the school division. No student identification number will include or will be derived from a student's social security number. Each student will retain the assigned student identification number for as long as the student is enrolled in a public elementary or secondary school in Virginia.

Special Health Requirements

a. Physical Examinations

Prior to admission to any elementary school, a student or his parent or guardian must furnish (1) a report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination, as prescribed by the State Health Commissioner, performed within the twelve months prior to the date of entrance, or (2) records including a physical examination from another school division in the Commonwealth of Virginia.

If a report of a medical examination or a record of such an examination from another school or school division cannot be furnished because the student is a homeless child or youth, and the person seeking to enroll the student furnishes to the school division an affidavit so stating and also indicating that, to the best of his knowledge, the student is in good health and free from any communicable or contagious disease, the school division shall immediately refer the student to the school division's Homeless Education Liaison who shall, as soon as practicable, assist in obtaining the necessary physical examination by the City of Richmond Health Department or other clinic or physician's office and shall immediately admit the student to school pending receipt of the report from such physical examination.

A physical examination is not required for any child whose parents or guardian object on religious grounds provided the child shows no visual evidence of illness. The parent or guardian shall

state in writing that the child, to the best of his or her knowledge, is in good health and free of any communicable or contagious disease.

Parents of students entering school shall complete a health information form required by state law which shall be distributed by Richmond Public Schools. The forms must be returned to the student's school within fifteen (15) days of receiving the form unless a reasonable extension has been granted by the division superintendent or his/her designee. Upon failure of the parent to complete such form within the extended time, or if an extension to return the form has not been requested and/or granted, the division superintendent may send to the parent(s) a written notice of the date the child will be excluded from school if the form is not returned. No student who is classified as a homeless child or youth shall be excluded from school for such failure to complete such form.

Physical examination reports shall be placed in the student's health record at the school and shall be made available for review by any employee or official of the State Department of Health or any local health department at the request of such employee or official.

b. Immunization Requirements

Unless otherwise exempted, prior to admission to any grade level in any Richmond public school, a student or his parent or guardian must submit documentary proof of immunizations to the admitting official. If the student does not have the required documentation, the school shall notify the student and his parent or guardian (1) that it has no documentary proof of immunization for the student, (2) that the student may not be admitted to school with proof unless the student falls into a category that is exempt from exclusion by law, and (3) how and from whom to obtain services to comply with the regulation.

No certificate of immunization shall be required for school admission if (1) the student, parent or guardian submits a notarized statement that the administration of immunizations conflict with religious beliefs, (2) the school has written certification from a licensed physician, licensed nurse practitioner or local health department that one or more of the required immunizations may be detrimental to the student's health, or (3) the student is a homeless child or youth. If a homeless child or youth does not have documentary proof of immunizations or has incomplete immunizations, and is not otherwise exempted from immunizations pursuant to (1) or (2) above, the school division's Homeless Education Liaison shall assist in obtaining proof of or completing immunizations as required.

Any student whose immunizations are incomplete may be admitted conditionally if the student provides documentation at the time of enrollment of having received at least one dose of the required immunizations accompanied by a schedule for completion of the required doses within ninety (90) days. Any student failing to comply with this schedule shall be excluded from school until his immunizations are resumed.

Immunization records shall be maintained in the student's health folder. Documentary proof of immunization shall be provided to the student, parent, or guardian upon written request.

Street Address

Documents submitted for admission of a child to Richmond Public Schools (except birth certificates and physical examination reports) shall include the street address or route number of the child's residence. If no street address or route number exists for such residence, a post office box number shall be required. If a street address, route number or post office box number cannot be provided because the student is a homeless child or youth, and the person seeking to enroll the student furnishes to the

school division an affidavit so stating, the school division may accept an address in an alternate form it deems appropriate.

Criminal Convictions and Delinquency

The parent, guardian, or other person having control or charge of a child of school age must provide, upon registration:

(1) A sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense of the following offenses as defined by the Code of Virginia:

- (a) A firearm offense pursuant to Article 4 (§ 18.2-279 et seq.), 5 (§ 18.2-288 et seq.), 6 (§ 18.2-299 et seq.), or 7 (§ 18.2-308 et seq.) of Chapter 7 of Title 18.2;
 - (b) Homicide, pursuant to Article 1 (§ 18.2-30 et seq.) of Chapter 4 of Title 18.2;
 - (c) Felonious assault and bodily wounding, pursuant to Article 4 (§ 18.2-51 et seq.) of Chapter 4 of Title 18.2;
 - (d) Criminal sexual assault, pursuant to Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2;
 - (e) Manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances, pursuant to Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2;
 - (f) Manufacture, sale or distribution of marijuana pursuant to Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2;
 - (g) Arson and related crimes, pursuant to Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2;
 - (h) Burglary and related offenses, pursuant to §§ 18.2-89 through 18.2-93;
 - (i) Robbery pursuant to § 18.2-58;
 - (j) Prohibited street gang participation pursuant to § 18.2-46.2;
 - (k) Recruitment of other juveniles for a criminal street gang activity pursuant to §18.2-46.3; and
- (1) An act of violence by a mob pursuant to § 18.2-42.1.

The parent or guardian must also report any offense which is a substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories.

The sworn statement shall be maintained as provided in the Code of Virginia § 22.1-288.2 and will not become a part of the student's permanent record unless the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the

adjudication of delinquency or conviction for an offense. If disciplinary action is taken for the offense, the information shall become a part of the student's disciplinary record.

(2) A sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or in another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. This document shall be maintained as a part of the student's scholastic record.

When the child is registered as a result of a foster care placement information regarding criminal convictions and delinquency in this sub-section shall be furnished by the local social services agency or licensed child-placing agency that made the foster care placement.

Any person making a materially false statement or affirmation shall be guilty upon conviction of a Class 3 misdemeanor.

Nonresidents

a. Generally

The enrollment of nonresident students shall be subject to the availability of space and to the approval of the division superintendent, upon the advice of the appropriate principal, and contingent upon the payment of the tuition established by the School Board in accordance with Policy 3-3.16. Nonresident high school students taking less than a full schedule shall pay tuition on a prorated basis. Students whose parents or legal guardians move from the City of Richmond after February 1 may continue in school without charge for the remainder of the school year.

b. Exceptions

In the interest of providing educational continuity to certain students shall be permitted to attend Richmond Public Schools free of charge under the following circumstances:

- (1) Children of active duty military personnel attending a school free of charge in accordance with this section shall not be charged tuition upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to orders received by such child's parent to relocate to base housing and forfeit his military housing allowance. Such children shall be allowed to continue attending school in Richmond Public Schools, provided that it was the school division they attended immediately prior to the relocation and shall not be charged tuition for attending school. Such children shall be counted in the Richmond Public Schools' average daily membership. Richmond Public Schools shall not, however, be responsible for providing for their transportation to and from school;
- (2) Certain students who have become homeless during the school year in accordance with the McKinney-Vento Homeless Assistance Act; and
- (3) Students who are placed in foster care within another school division or in who are placed in foster care in another zone within the school division when school staff and the social services agency have determined, in writing, that it is in the student's best interest to remain enrolled in the school the student attended prior to foster care placement.

LEGAL REFERENCE: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-4.1, 22.1-5, 22.1-199, 22.1-255, 22.1-260, 22.1-270, and 22.1-271.2.

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