

General Eligibility

1. The Picayune School District shall admit into its free public school all eligible resident and legally transferred minor children who are over five (5) and not over twenty (20) years of age on September 1 of the school year.
2. Each minor child shall attend school in the school district of his/her residence unless legally transferred to another school district by the Board of Trustees pursuant to MS Code Section §37-15-29 (1992)
3. Except for those students who have been legally transferred, each minor child seeking to enroll in the Picayune School District shall be a resident of the Picayune School District. All students shall register at the school they are assigned to attend.
4. All new students enrolling in the Picayune School District or any continuing student whose residence has changed shall be accompanied to enrollment by a parent, guardian, adult custodian, or adult agent of a social service agency of the Picayune School District who shall register the minor child for admission, except students who have been legally transferred. The accompanying adult shall be required to verify his/her residence as herein provided as part of the registration process.
5. The person in charge of each school shall require any child enrolling in Kindergarten or Grade 1 to present a certified birth certificate and valid immunization certificate upon enrollment. If the first prescribed evidence is not available (certified birth certificate), the next evidence obtainable in the order set forth below shall be accepted:
 - (a) A certified birth certificate;
 - (b) A duly attested transcript of a certificate of baptism showing the date of birth and place of baptism of the child, accompanied by an affidavit sworn to by a parent, grandparent, or custodian;
 - (c) An insurance policy on the child's life which has been in force for at least two (2) years;
 - (d) A bona fide contemporary Bible record of the child's birth accompanied by an affidavit sworn to by the parent, grandparent, or custodian;
 - (e) A passport or certificate of arrival in the United States showing the age of the child;

- (f) A transcript of record of age shown in the child's school record of at least four (4) years prior to application, stating date of birth; or
- (g) If none of these evidences can be produced, an affidavit of age sworn to by a parent, grandparent, or custodian may be used. Any child in enrolling Kindergarten or Grade 1 shall present the required evidence of age upon enrollment. Any child in Grades 2 through 12 not in compliance at the end of sixty (60) days from enrollment shall be suspended until in compliance. Section §37-15-1 Mississippi Code of 1972 as Amended, (Senate Bill #2225)

Except as provided in paragraph six (6) below no child shall be admitted to any school in this school district during any school year unless such child will reach his fifth birthday on or before September 1 of said school year for Kindergarten enrollment; or unless such child will reach his sixth birthday on or before September 1 of said school year for first grade enrolment. No child will be allowed to enroll in or attend any school without a certified birth certificate or valid immunization certificate.

- 6. Subject to the provisions of paragraph seven (7) below, any child who transfers from an out-of-state public or private school in which that State's law provides for a first grade or Kindergarten enrollment date subsequent to September 1 shall be allowed to enroll in the Picayune School District at the same grade level as his/her prior out-of-state enrollment, if:
 - (a) The parent, legal guardian, or custodian of such child was a legal resident of the State from which the child is transferring;
 - (b) The out-of-state school from which the child is transferring is duly accredited by that State's appropriate accrediting authority;
 - (c) Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous State; and
 - (d) The Superintendent of the Picayune School District has determined that the child was making satisfactory educational progress in the previous State.
- 7. When any child applies for admission or enrollment in any public school in the State, the parent, guardian, or child, in the absence of an accompanying parent/legal guardian, shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined from the child's cumulative record or application for admission or enrollment that the child has been expelled, the Picayune School District may deny the student admission and enrollment until the Superintendent of the Picayune School District or his/her designee has reviewed the child's cumulative record and determined that the child has participated in successful rehabilitative efforts including, but not limited to, progress

in an alternative school or similar program. If the child is a party to an expulsion proceeding, the child may be admitted to a public school pending final disposition of the expulsion proceeding. If the expulsion proceeding results in the expulsion of the child, the public school may revoke such admission to school. If the child was expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, the Picayune School District shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion.

8. No child in Grades 2 through 12 shall be allowed to enroll in or attend any school without a valid immunization certificate. Valid certificates include:
 1. Form 121 – Certificate of Compliance
 2. Form 121-A – Medical Exemption Certificate
 3. Form 121-T – Temporary Compliance Certificate

The Temporary Compliance Certificate, Form 121-T, is not valid after the date shown. After that date, the principal shall deny school attendance by such child unless or until the principal is furnished another Temporary Compliance Certificate, Form 121-T, or a Certificate of Compliance, Form 121, or a Medical Exemption Certificate, Form 121-A.

10. Residence Verification Procedure

DEFINITION OF RESIDENCE FOR SCHOOL ATTENDANCE PURPOSES: The student physically resides full time week days/nights and weekends, at a place of abode located within the limits of the Picayune School District.

1. Except for those students who have been legally transferred, each student identified in paragraph four (4) above must establish his or her residency in the following manner:

- a. STUDENTS LIVING WITH PARENT(S) OR GUARDIAN(S)

The parent(s) or legal guardian(s) of a student seeking to enroll must provide the Picayune School District with at least two (2) of the items numbered (1) through (10) below as verification of their address, except that a document with a post office box as an address will not be accepted.

- (1) Filed Homestead Exemption Application form
- (2) Mortgage documents for property deed
- (3) Apartment or home lease
- (4) Utility bills
- (5) Driver's license
- (6) Voter precinct identification
- (7) Automobile registration

- (8) Affidavit and/or personal visit by a designated Picayune School District official
- (9) Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the Picayune School District.
- (10) Certified copy of filed petition for guardianship if pending and final decree when granted.

b. HOMELESS CHILDREN

When a child is determined to be homeless as defined under Title VII-B, of the McKinney-Vento Homeless Assistance Act (42 USC 11431 et.seq.), (McKinney-Vento Act) as authorized by the No Child Left Behind Act of 2001, the Picayune School District shall consider and take enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e) (3).

See Board Policy JQP – EDUCATION OF HOMELESS CHILDREN

- c. The requirements of Section II.1 (a) above are minimum requirements and the Picayune School District may require additional documentation and verification at any time.
 - d. At the minimum, the Picayune School District shall maintain in a file a written instrument identifying the types of documents used to verify each student's residency and copies of any relevant guardianship petition or decree.
 - e. The provisions of this policy do not apply to students who reside outside the Picayune School District, but who have legally transferred into the Picayune School District.
3. Any court ordered procedure shall take precedent over any procedure contained herein.

Also see Board Policy JQP – EDUCATION OF HOMELESS CHILDREN.

3. Transferring Students (See also Policy JBCE – TRANSFERS AND WITHDRAWALS OF STUDENTS, and Board Policy II – TESTING PROGRAMS.)
 1. No student is to be enrolled in the Picayune School District until any and all questions regarding residence or immunizations have been resolved.
 2. Students suspended or expelled from another school or school district may not be allowed to enroll.

3. No pupil shall be permanently enrolled in a school in the Picayune School District who formerly was enrolled in another school within the State or outside the State until the cumulative record of said pupil shall have been received from the school from which he/she transferred. Should such record have become lost or destroyed, then it shall be the duty of the Superintendent or principal of the school where the pupil last attended school to initiate a new record.
4. Unless a transfer student is tested in the manner provided in paragraph five (5) below, the student will be permanently enrolled and placed in a grade or class on the basis of an official transcript of credits from the last school attended.
5. All students seeking to transfer from any school, public or private, within or outside of the boundaries of the State of Mississippi, to the Picayune School District shall be required to take a standardized test to determine the grade and class to which the pupil shall be assigned at the time of pupil transfer.

The administrative head of the school shall administer the test or tests to such pupil or pupils as shall apply for transfer to such public school. Such test or tests shall be administered within thirty (30) days after the filing of each such application for transfer. Notice of the giving of such test shall be given the applicant not less than five (5) days prior to the date of the administration of such test.

No transfer of a pupil shall be effected until the test has been given and the pupil is assigned to the grade and class for which the test shows he/she is best suited. No pupil shall be assigned to a grade and class more than three (3) grades above or below the grade or class that the pupil would have been assigned to had the pupil remained in the school from which the transfer is being made. Pending the administration of the test herein provided for and its grading and an assignment based thereon the Superintendent of the Picayune School District or the attendance center principal to which the pupil seeks admission may assign the pupil temporarily or to a grade and class comparable to that in which the pupil would have been had the pupil continued in the school from which the transfer was being made.

If any student is transferred or reassigned within the Picayune School District by an order of the Board of Trustees of the Picayune School District as designated by law of the State of Mississippi and not at his/her own request, the requirement of that pupil's taking the standardized test shall be waived. Likewise, if a pupil shall transfer from one school district to another school district in the manner provided and required by the laws of the State of Mississippi, the requirement of such pupil taking the standardized test shall be waived.

