

## **Applicant and Re-Enrollment Information**

Académie Lafayette public charter school welcomes applicants and provides the following information to answer questions related to the application and re-enrollment process.

Please check your school attendance area if you are new to Kansas City. Although your residence may be located in the City of Kansas City, it may not fall within the boundaries of the Kansas City Public School District. For a map of the school district boundaries, go to: <http://www.kcpublicschools.org/Page/1066>. If you have questions about your address, please call Académie Lafayette.

### **Residency Requirements**

Missouri state law requires that all students attending Missouri public schools must be permanently domiciled and living within the boundaries of the school district (RSMO 160.410(1)). Students must reside with their parent(s) or legal guardian(s).

All families will provide TWO forms of proof of residence at the time of re-enrollment each spring (or at time of application), and will sign and return an affidavit verifying their residency. This annual requirement helps ensure that we are serving students who are residents within our boundaries. This residency policy also applies to all children of staff members working at Académie Lafayette.

Tuition will not be accepted in place of residence (RSMO 160.415 (8)).

### **Guardianship**

Any student wishing to apply who is domiciled with a legal guardian residing in the school district must submit legal documentation showing court appointed guardianship pursuant to RS Mo Chapter 475. Certain exceptions will be made in adherence with DESE rules regarding residency and any applicable federal and state regulations. Students not domiciled with a resident parent or legal guardian will only be permitted to enroll if they are a “homeless child” within the meaning of state law and have sought and received a waiver from the school.

### **Parental Rights**

The custody of a child is presumed to be held by the child’s parents unless a court order states otherwise. Even in divorce situations, it is presumed that both parents will have joint legal custody of the child. That is, they will share equally in medical and educational decisions. If one parent informs the school that the other parent has been denied custody or visitation, that parent must provide a copy of the court document as proof.

### **Submission of Residency Forms**

In cases that require affidavits to certify that a child’s parent(s) and child are domiciled with a resident within the boundaries of the Kansas City Public School District, current

residency forms must be submitted each year, even when no changes have occurred from the previous year.

### **Application Procedures**

The dates for the Kindergarten application period are decided each fall, and are then posted on the school website. To apply for Kindergarten, a child must be five years of age before September 1st. Such date is subject to change in accordance with the Department of Elementary and Secondary Education (DESE) rules and regulations. Proof of age (ex. birth certificate), immunization records, residency affidavit, and two forms of proof of residence are required for children entering school for the first time. (See acceptable forms below.)

### **Annual Re-Enrollment**

Académie Lafayette requires the following documentation at the time of application or re-enrolling for students domiciled with a parent, legal guardian or military guardian. Questions regarding procedures can be directed to the Director of Admissions at: 816-888-7400.

### **Residency Requirements For All Students:**

All students re-enrolling or applying must show two Proofs of Residency to be eligible to attend Académie Lafayette (which, by law, uses the boundaries of the Kansas City Public School District).

I. Residency must be proven by submitting TWO of the documents described below (one from each list):

List A (choose one)

- Residential rental/lease contract, signed by all parties, including dates of agreement, and including name, address, phone and signatures of the lessee and lessor
- Purchase agreement/real estate contract or deed for home residing in currently, signed by all parties
- Mortgage statement

List B (choose one)

- Current, original utility bill in the resident's name (only electricity, gas, water or water statement of account). Bills must be within the last 30 days, and the address must be printed in the "service at" line and cannot read "final bill".
- Paycheck stub, listing resident address

II. If a student's residency is in question at any time, (including but not limited to: during the application process, during re-enrollment, during the school year, when mail is returned to the school) additional proof of residency will be required, and the school may verify residency by the following methods including, but not limited to:

- visiting the home address
- contacting the real estate company
- contacting the rental office or lease holder
- contacting the utility company

### **Appeal Process**

For Kansas City residents for whom admission preference to Académie Lafayette is denied, the parent or guardian shall have the right of appeal to an Appeals Board. The Appeals Board will be composed of three voting members of the board of directors and two school administrators. The Appeals Board shall be chaired by the Head of School's designee who shall have no vote. A challenge of a student admission may be made on the grounds that there are extreme or extenuating circumstances that warrant admissions preference under AL admissions policies or to appeal the denial of an enrollment preference.

The following procedure shall be followed:

- Each request for appeal must be in writing.
- Appeals will be heard only at scheduled times.
- Additional information presented at an appeal hearing by the Head of School's designee may require the hearing being temporarily recessed for reconsideration pending completion of the hearing process.
- An affirmative decision to recommend the appeal (reverse the denial) of admission shall require a simple majority of the Appeals Board. If a member determines that he or she cannot cast an objective vote for any reason, that member must abstain from voting.

Any recommendation of the Appeals Board that is adverse to the student may be appealed to the School Board. However, no appeal will be heard or considered by the School Board until the final recommendation of the Appeals Board is rendered. The Admissions Director will notify the parent/guardian or student of the recommendation of the Appeals Board in writing within ten days. When the recommendation is a denial of the admission, the parent/guardian or student shall be notified of their right to appeal to the School Board. Each request for appeal to the School Board must be in writing and must be received by the Admissions Director within five working days after notification of the denial.

### **Lottery and Procedure**

Académie Lafayette's Lottery procedures are in accordance with State and Federal charter school lottery laws.

If the number of children applying to Académie Lafayette exceeds the number of available spaces, students will be selected for admission by random lottery. Parents/guardians will complete an application form for each child they wish to be considered for the lottery. The lottery will take place after the Open Application period has ended. All names of applicants (excluding siblings or staff members' children) will be

put into the lottery. All names will be drawn until there are none left. Spaces will be offered to families in the order of names drawn.

Applications received after the Open Application period has ended will be added to the bottom of the wait list.

The children of current, full time employees shall be exempted from any lottery, but must adhere to the residency and application policies.

**ANYONE WHO KNOWINGLY FALSIFIES A STATEMENT OF RESIDENCE IS GUILTY OF A CLASS A MISDEMEANOR. THE SCHOOL MAY FILE A CIVIL ACTION FOR THE PURPOSES OF RECOVERING THE COSTS OF SCHOOL ATTENDANCE. SEE SUBSECTIONS 4 AND 5 IN SECTION 167.020, RSMO.**

*NONDISCRIMINATION STATEMENT: Académie Lafayette does not and will not discriminate, or in any way prefer any student over another student based on race, religion, gender, ethnicity, national origin, disability, income level, proficiency in English or athletic ability. (RSMO 160.410 (3))*