Kenton County School District | *It's about ALL kids.*

ISSUE PAPER

DATE:
October 6, 2026

AGENDA ITEM (ACTION ITEM):
Consider/Approve the revision draft on policies Admissions and Attendance 09.12, School Attendance Areas 09.11, and Preschool Education 08.1114 upon the second reading.

APPLICABLE BOARD POLICY:
01.5 – School Board Policies

HISTORY/BACKGROUND:
The District is recommending amendments to applicable Board policies related to open enrollment and tuition enrollment to provide greater flexibility in transportation services for students attending a school outside of their designated attendance area. The proposed amendments would allow students attending through open enrollment or tuition enrollment access to district transportation when space is available on an existing bus route. Transportation would be provided only when there is available capacity and would not require the district to add or modify bus routes, stops, or schedules or incur additional transportation costs. These amendments would provide families with additional transportation options while allowing the district to maximize existing transportation resources without creating an obligation to provide transportation for all open enrollment or tuition enrollment students

FISCAL/BUDGETARY IMPACT:
None

RECOMMENDATION:
Consider/Approve the revision draft on policies Admissions and Attendance 09.12, School Attendance Areas 09.11, and Preschool Education 08.1114 upon the second reading.

CONTACT PERSON:
Todd Dupin, Director of Pupil Personnel

Principal/Administrator	*District Administrator*	*Superintendent*

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

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Admissions and Attendance

ENROLLMENT

Parents or guardians of all new students to the district will complete the Online Registration application to provide relevant student and household information. Schools will establish a process for reviewing all student records to determine appropriate supports, plans, interventions, and placement decisions that best meet each student's individual needs.

RESIDENCE DEFINED

Pupils whose parent or guardian resides in the District and has custody of the student, or pupils who are legal residents of the school District, or as otherwise provided by state or federal law, shall be considered residents and entitled to the privileges of the District's schools. All other pupils shall be classified as nonresidents for school purposes.[1]

Upon request, parents shall be required to furnish school officials with proof of legal residency. Legal guardianship must be documented by an order from the County Circuit Court.

HOMELESS CHILDREN AND UNACCOMPANIED YOUTH

The District shall provide educational and related services to homeless children and youth, including preschool-aged homeless children, and homeless children or youth not in the physical custody of a parent or guardian (unaccompanied youth) in a manner that does not segregate or stigmatize students on the basis of their homeless status.

The District shall provide its schools with guidelines that detail the rights of homeless students and the responsibilities that schools have to meet their needs and eliminate barriers to school attendance. These guidelines shall emphasize the right of homeless students to:

1. Be immediately enrolled in the District;
2. Have equal access to all educational programs and services, including transportation, that non-homeless children enjoy;
3. Have access to preschool programs as provided to other children in the District;
4. Continue attending their school of origin, when deemed in the best interest of the child, for the duration of homelessness;
5. Attend regular public school with non-homeless students; and
6. Continue to receive all services for which they are eligible (i.e., special education, gifted and talented, English learner).

The District shall provide transportation to the school of origin for homeless children at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) if the child continues to live within the area served by the District in which the school of origin is located. If the child locates to a District other than that of his/her school of origin, the districts shall work together to apportion transportation to and from the school of origin and associated costs. If the districts are unable to reach agreement, responsibility and costs for transportation shall be shared equally.

Admissions and Attendance

HOMELESS CHILDREN AND UNACCOMPANIED YOUTH (CONTINUED)

The District shall designate an appropriate staff person to serve as liaison to homeless children and unaccompanied youth. In addition to coordination of McKinney-Vento implementation in the District, the liaison is responsible for:

- "Outreach" to other entities and agencies so that homeless students are identified;
- Providing public notice of the educational rights of homeless children in locations frequented by parents/guardians and unaccompanied youths. This notice is to be in a manner and form that is understandable;[2]
- Seeing that school personnel who provide McKinney-Vento Services receive professional development and other support; and
- Ensuring that unaccompanied youths are enrolled in school and receive support to accrue credits and access to higher education.

The District shall inform school personnel, service providers, advocates working with homeless families, parents, guardians and homeless children and unaccompanied youths of the duties of the liaison.

All concerns regarding the education of homeless children and unaccompanied youth shall be referred to the District liaison. If a complaint arises regarding services or placement of homeless children and unaccompanied youth, the dispute resolution procedures as set forth in 704 KAR 007:090 shall apply.

Disputes over eligibility, school selection, or enrollment are to be appealed to the Kentucky Department of Education using the Dispute Resolution for Homeless form located at the link below:

https://education.ky.gov/federal/progs/txc/Documents/Homeless%20Dispute%20Resolution%20Form.pdf

The liaison shall provide a copy of the referenced form to the complainant.

The District shall provide services for homeless children and unaccompanied youths with disabilities as required by law.

CHILDREN IN FOSTER CARE

Students in foster care shall have equal access to all educational programs and services, including transportation, which all other students enjoy.

Foster children are to be immediately enrolled in a new school. The District shall collaborate with the Cabinet to ensure immediate and appropriate enrollment of the child and immediately contact the student's previous school for relevant records. The previous school shall provide the new school records within the student information system maintained by the Kentucky Department of Education by the end of the working day on the day of receipt of a request. If a record provided to the new school is incomplete, the previous school shall provide the completed record within three (3) working days of the original request. Remaining records shall be provided within ten (10) working days of the request.

Admissions and Attendance

CHILDREN IN FOSTER CARE (CONTINUED)

The Superintendent shall appoint a Foster Care Liaison to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services, when the District is notified by the Cabinet for Health and Family Services in writing that the Cabinet has designated its foster care point of contact for the District. The Superintendent may appoint the District Foster Care Liaison prior to such notice from the Cabinet.

Children in foster care, including preschool aged children if the District offers a preschool program, shall be eligible to attend their "school of origin" unless a determination is made that it is not in the child's best interest. Such determination will be made in collaboration with the child welfare agency. Dispute resolutions shall be handled by all agencies involved in the determination of the foster child's placement.

When possible, a child exiting the foster care program during the school year shall be allowed to complete the school year in the school of origin.

BEST INTEREST OF THE CHILD

Determining the best interest of the child takes into consideration the following factors, including but not limited to:

- The benefits to the child of maintaining educational stability;
- The appropriateness of the current educational setting;
- The child's attachment and meaningful relationships with staff and peers at the current educational setting;
- The influence of the school's climate on the child;
- The safety of the child; and
- The proximity of the placement to the school of origin, and how the length of a commute would impact the child.

Upon the determination that changing a child's school of enrollment is in the best interest of the child, the Cabinet, any applicable child-caring facility, child-placing agency, school, districts, and the child's state agency caseworker shall collaborate to ensure the immediate and appropriate enrollment of the child;

1. The child's state agency caseworker shall immediately contact the receiving district to inform the district of the pending enrollment changes.
2. The child's state agency caseworker or child-caring facility or child placing agency case manager shall either accompany the child and the foster parent to the new school to enroll the child or contact applicable staff at the new school via telephone during the day of enrollment, to assist with the enrollment, to share information relating to the child's unique needs and prior experiences that may impact their education, and to identify and prevent disruptions in any instructional or support services that the child may have been receiving prior to that time, including but not limited to medical and behavioral health history and individual service plans.

Admissions and Attendance

IMMIGRANTS

No student shall be denied enrollment based on his/her immigration status, and documentation of immigration status shall not be required as a condition of enrollment.

NONRESIDENTS

Nonresident pupils may be admitted to the District's schools if capacity is available at the school in accordance with Board policies 09.1222, 09.124, and upon approval of the Non-Resident Pupil Admission application (09.124 AP.21) by the Superintendent/designee. Adequate capacity is defined as adequate space per recommended State Cap existing in the grade level/classes in the school and there is no undue impact on the programmatic needs of the school/District. Parents/guardians are responsible for all transportation to/from school if accepted. Upon request from a parent/guardian, nonresident students may be provided transportation service if:

- The request is made in writing to the building principal (including the location/address of the requested pick-up/drop-off location and the name of an adult receiving the student as applicable)
- The requested pick-up/drop-off location is on an existing route within the school's boundaries (no additional time or distance added to the route)
- The bus servicing the requested pick-up/drop-off location has sufficient space (if space becomes an issue, the nonresident family may be required to resume transportation responsibilities)
- The parent/guardian or other adult approved to receive the student is present daily (if this supervision is inconsistent, the nonresident family may be required to resume transportation responsibilities)
- The student abides by the transportation rules and behavioral expectations (if behavioral issues arise, the nonresident family may be required to resume transportation responsibilities)

The district transportation department will review the request and determine if transportation can be provided per the terms of this policy.

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Once a nonresident student is enrolled for the academic year, the student may not be dismissed during that academic year without applicable due process.[3]

Assuming space is available, cases will be considered for acceptance based on students abiding by the following four (4) criteria:

- Satisfactory academic progress and effort as determined by the Principal.
- District attendance policies including matching the District's average attendance and not exceeding six (6) unexcused absences.
- Behave in accordance with the Code of Expected Behavior and Conduct.
- Parent(s)/guardian(s) are cooperative and supportive in their working relationship with the school.

Nonresident students designated as homeless or foster children may be required to be enrolled consistent with the "best interest of the child" or "school of origin" requirements under the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA.

Out-of-state residents are responsible for payment of an amount equal to the SEEK allocation.

EXPELLED/CONVICTED STUDENTS

The parent, guardian, Principal, or other person or agency responsible for the student shall provide to the school prior to admission, a sworn statement or affirmation concerning any of the following that have occurred in or outside Kentucky:

1. If a student has been expelled from school; or
2. If a student has been adjudicated guilty/convicted of, homicide, assault, or an offense in violation of state law or school regulations relating to weapons, alcohol, or drugs.

Assault shall mean any physical assault, including sexual assault.

The sworn statement or affirmation shall be on a form provided by the appropriate state agency and shall be sent to the receiving school within five (5) working days of official notification that a student has requested enrollment in the new school.[4]

Admissions and Attendance

EXPELLED/CONVICTED STUDENTS (CONTINUED)

If a student is suspended or expelled for any reason, or faces charges that may lead to suspension or expulsion, but withdraws prior to a hearing from any public or private school in Kentucky or any other state and then moves into the District and seeks to enroll, the District shall review the details of the charges, suspension, or expulsion and determine if the student will be admitted, and if so, what conditions may be imposed upon the admission. Prior to a decision to deny admission, the District shall offer the student, parent/guardian, or other persons having legal custody or control of the student a hearing before the Board for expulsion cases and before the Superintendent or designee for suspension cases.

NON-IMMIGRANT FOREIGN STUDENTS

Non-immigrant foreign students qualifying for F-1 immigration status or who obtain an F-1 student visa may be admitted to the District based on the following guidelines:

1. These students shall not be permitted to attend any publicly funded adult education program.
2. These students may be permitted to attend in grades nine through twelve (9-12), but not at earlier grade levels.
3. As required by law, these students shall pay a tuition fee equal to the full, unsubsidized per capita cost to the District for providing education to the student for the period of attendance.
4. The period of attendance shall not exceed twelve (12) months.

These requirements do not apply to immigrant students residing in the District or foreign students in any other immigration status, including exchange students.

EXCHANGE STUDENTS

The District shall regulate the admission and participation of exchange students in the District's educational programs. Only exchange students who participate in programs officially recognized by the Board shall be accepted. The District retains the right to maintain an equitable distribution of exchange students among the high schools.

OTHER

For further information concerning students who move out of the District during the school year, refer to Policy 09.124

For further information concerning students attending a school outside their residential attendance zone, refer to Policy 09.11.

Admissions and Attendance

REFERENCES:

[1]KRS 159.010; OAG 78-64
[2]42 U.S.C. 11431 et seq. (McKinney-Vento Act)
[3]KRS 158.120; OAG 80-47; OAG 79-327; OAG 75-602; G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir., 2013)
[4]KRS 158.155; KRS 157.330; KRS 158.150
KRS 157.320; KRS 157.350; KRS 157.360; KRS 158.100; KRS 199.802
702 KAR 007:125; 704 KAR 007:090; OAG 91-171
P. L. 104-208
P. L. 114-95 (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.
8 U.S.C. Sections 1101 and 1184: 8 C.F.R. Section 214
Plyler v. *Doe*, 457 U.S. 202 (1982)
Equal Educational Opportunities Act of 1974 (EEOA)

RELATED POLICIES:

06.32; 08.1114; 09.11; 09.121; 09.1222; 09.1223; 09.123; 09.124
09.126 (re requirements/exceptions for students from military families)
09.14; 09.211

Adopted/Amended: 8/3/2026
Order #: 2026-92

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School Attendance Areas

ASSIGNED ZONES

All pupils shall be assigned by geographic attendance zones and will attend the school designated to serve their area of residence. Specific areas served by each attendance zone will be marked on a map in the central administration office. The Board may revise attendance zones from time to time to attain maximum utilization of school facilities.[1]

No student may be assigned to or required to attend a charter school by the District.

IF FAMILIES MOVE

If a family moves from one attendance zone to another within the school system, the pupil may be permitted to finish the grade period (or the mid-term grading period for semester school only) in the school in which s/he was last enrolled (at no cost or service by the Board). The pupil must enroll the following grade period in the school in the attendance zone of his/her legal residence. A student moving out of the District during a school grade period (or the mid-term grading period for semester school only) may be allowed to finish the grade period with an approved tuition application without payment of tuition. A student moving out of the District prior to the beginning of the final grading period of the school year will be charged the full tuition fee (in accordance with Policy 09.124) with an approved tuition application.

ELIGIBLE STUDENTS AND TRANSPORTATION

Per KRS 158.072, "eligible student" is defined as a student enrolled in kindergarten or grade one (1), two (2), or three (3) who qualifies for free or reduced-price school meals or attends a school that participates in the community eligibility provision of the National School Lunch Program.

If the eligible student changes residence and the change in residence results in the student being assigned to a different school within the District, the parent or guardian of the eligible student shall have the option to request the student, and any of the student's siblings enrolled in the same school in any grade, remain enrolled in the original school regardless of the transportation decision made by the Superintendent.

The District shall provide transportation to the original school from the eligible student's new residence unless the Superintendent denies the transportation request if s/he determines the distance and travel time that the student would spend in transport is impracticable. The District shall report the transportation denial and supporting rationale to the Kentucky Department of Education.

REQUESTS FOR TRANSFER

Requests for transfer to another District school must be based on physical, psychological, or educational reasons. Family hardship may also be considered in changing school assignment. The Superintendent/designee shall be authorized to change school assignments for the above reasons.

In compliance with and as set forth by federal requirements, the District shall allow students to transfer to another school within the District if:

School Attendance Zones

REQUESTS FOR TRANSFER

1. The assigned school is designated by the state as being "persistently dangerous"; or
2. The student becomes a victim of a violent criminal offense, as determined by state law, while attending school.[2]

REQUESTS FOR OPEN ENROLLMENT

Requests for open enroll to another District school must be made during the publicized yearly District open enrollment window. Details of open enrollment guidelines can be found in 09.11 AP.22. Following the Principal review of the open enrollment application, the Superintendent/designee shall conduct a review of the application. The Principal/designee will notify parent of application approval/denial. Requests for open enrollment may be considered at other times of the year in cases of extenuating circumstances as determined by Superintendent/designee.

Parents/guardians are responsible for all transportation to/from school if accepted. Upon request from a parent/guardian, nonresident students may be provided transportation service if:

- The request is made in writing to the building principal (including the location/address of the requested pick-up/drop-off location and the name of an adult receiving the student as applicable)
- The requested pick-up/drop-off location is on an existing route within the school's boundaries (no additional time or distance added to the route)
- The bus servicing the requested pick-up/drop-off location has sufficient space (if space becomes an issue, the nonresident family may be required to resume transportation responsibilities)
- The parent/guardian or other adult approved to receive the student is present daily (if this supervision is inconsistent, the nonresident family may be required to resume transportation responsibilities)
- The student abides by the transportation rules and behavioral expectations (if behavioral issues arise, the nonresident family may be required to resume transportation responsibilities)

The district transportation department will review the request and determine if transportation can be provided per the terms of this policy.

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REFERENCES:

[1]KRS 159.070; OAG 80-394
[2]P. L. 114-95, (Every Student Succeeds Act of 2015); 20 U.S.C. § 6301 et seq.
KRS 158.072; KRS 160.1592
McKinney-Vento Act, 42 U.S.C. 11431 et seq.; 20 U.S.C. § 7912(a)

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Preschool Education

The Board shall provide a developmentally appropriate preschool education program in compliance with applicable statutes and administrative regulations. This program is designed to serve the intellectual, social-emotional, physical, and communication needs of young children through an active, child-oriented curriculum that emphasizes language development and social interactions.

ELIGIBILITY AND RECRUITMENT

Enrollment is prioritized for children residing within the District who meet specific state-defined criteria:

- At-Risk Four-Year-Olds: Children who are four (4) years of age on or before August 1 and whose household income qualifies based on the state Household Income Verification guidelines.
- Children with Disabilities: Children aged three (3) and four (4) who meet state eligibility criteria for a disability or developmental delay in areas such as communication, cognition, motor skills, or social-emotional development

Additional consideration will be given to:

Tuition-Based Enrollment: When classroom space remains, the District may enroll children of District employees, on a fee-based basis. Applications, submitted annually, shall be submitted to the District Preschool Office for review by the principal and district staff.

Determinations will be made by the principal and District Preschool Office based on established criteria, including consideration of classroom capacity for currently eligible students and those undergoing eligibility determination.

The District maintains an active, written recruitment process to ensure all eligible children, regardless of race, sex, or national origin, are identified and notified of their right to participate.

SCREENING FOR NON-INCOME QUALIFIED CHILDREN

For children who do not meet the household income criteria for the at-risk program and/or parents have a developmental concern, the District provides a free, multi-step screening process to determine potential eligibility based on a significant developmental delay. These screenings are a systematic process designed to identify children from the general population who may require further evaluation.

The eligibility screening process typically occurs during District-Wide events held across the year. This assessment evaluates a child's development in five core areas:

- Communication (language and articulation);
- Cognition (thinking and problem-solving skills);
- Self-Help and Adaptive Behavior;

Preschool Education

SCREENING FOR NON-INCOME QUALIFIED CHILDREN (CONTINUED)

- Social-Emotional Skills; and
- Motor Development (both gross and fine motor skills).

If the screening results indicate that a child is developing appropriately for their age, they will not be eligible for preschool services under the disability/delay criteria. Conversely, if the results suggest possible delays, the District will notify the parents and initiate a Multi-Tiered System of Supports (MTSS) to provide intervention assessing the child's development in the identified area. Analysis of data will determine next steps based on the child's progress.

PROGRAM OPERATIONS AND STAFFING

To ensure high-quality instruction and safety, the program adheres to strict operational standards:

- The maximum group size is limited to twenty (20) children. The staff-to-child ratio is maintained at one (1) adult for every ten (10) children.
- No adult shall be left alone with more than ten (10) preschool children. The Principal or a designee must ensure another adult is available for back-up assistance when a single employee is responsible for a group.
- All children are provided a meal.
- The Kenton County School District offers a full day of instruction.

CURRICULUM AND INSTRUCTIONAL ENVIRONMENT

The District's preschool curriculum is grounded in developmentally appropriate practices that accommodate individual learning needs and developmental stages through personalized instructional approaches. The curriculum addresses five key domains—intellectual, social-emotional, physical, communication, and self-care development—using evidence-based methodologies including active exploration, child-centered instruction, intentional language development, and collaborative learning. Instruction prioritizes hands-on engagement, student interests, and oral communication as primary vehicles for discovery and growth. Family engagement is actively supported as an essential partnership to promote student success and continuity between home and school.

The program shall prioritize family engagement as a core component of student success. To ensure a cohesive transition from home to school, parental involvement is strongly encouraged and staff shall conduct a minimum of two (2) home visits per student annually. The first home visit shall occur within 60 school days of enrollment.

Screenings for health and developmental status must be completed within thirty (30) school days of enrollment. Ongoing assessment is used for planning instruction and sharing progress with parents; it is never used to restrict entry to the program, and no child shall be retained in preschool.

Preschool Education

CURRICULUM AND INSTRUCTIONAL ENVIRONMENT (CONTINUED)

The district shall provide the following related services to eligible children with disabilities: Occupational Therapy, Physical Therapy, Speech Therapy, Nursing Services, Psychological Services, Orientation and Mobility Services, and Interpreter Services. These services are designed to enable students with disabilities to benefit from special education and are provided in accordance with each student's Individualized Education Program (IEP) and applicable federal and state regulations. All related services shall be delivered by qualified personnel and documented in the student's individual education plan.

TRANSPORTATION

While not mandated by law, the District provides bus transportation for all eligible preschool students. Every school bus transporting three and four-year-old children must be staffed with a minimum of one (1) driver assistant qualified to assist with these students. ~~Per the application, children enrolled under tuition status are not eligible for district transportation. Families are responsible for providing transportation to and from school.~~Parents/guardians are responsible for all transportation to/from school if accepted. Upon request from a parent/guardian, nonresident students may be provided transportation service if:

- The request is made in writing to the building principal (including the location/address of the requested pick-up/drop-off location and the name of an adult receiving the student as applicable)
- The requested pick-up/drop-off location is on an existing route within the school's boundaries (no additional time or distance added to the route)
- The bus servicing the requested pick-up/drop-off location has sufficient space (if space becomes an issue, the nonresident family may be required to resume transportation responsibilities)
- The parent/guardian or other adult approved to receive the student is present daily (if this supervision is inconsistent, the nonresident family may be required to resume transportation responsibilities)
- The student abides by the transportation rules and behavioral expectations (if behavioral issues arise, the nonresident family may be required to resume transportation responsibilities)

The district transportation department will review the request and determine if transportation can be provided per the terms of this policy.

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PROGRAM EVALUATION

On an annual basis, the District involves parents and staff in evaluating the program's effectiveness. This evaluation reviews parental satisfaction, student progress, and adherence to state administrative regulations.

REFERENCES:

KRS 157.3175
702 KAR 003:250; 702 KAR 005:150

704 KAR 003:410; 704 KAR 003:420
707 KAR 001:002 et seq.
20 U.S.C. Section 1400 et seq.
P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.
McKinney-Vento Act, 42 U.S.C. 11431 et seq.

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