



SECTION III: STUDENT POLICIES 3160

Residency

For purposes of enrollment at Insight School of Oklahoma (ISOK), residency is defined as living within the boundaries of the state of Oklahoma.

The residence of any child for school purposes can be: (a) the legal residence in which a parent, legal custodian, or guardian resides, (b) the child's foster home as defined in O.S. 10 § 402, (c) an orphanage or eleemosynary childcare facility that has full-time care and custody of a child, (d) a state operated institution with guardianship rights, (e) the residence of a student who is self-supporting, or (f) a state licensed emergency shelter. (O.S. § 1-113)

Residency is established through documented evidence provided by a parent or legal guardian. Such documentation may include proof of provisions of utilities (i.e. gas, elective or water/sewer billing), proof of internet service, payment of ad valorem taxes, local agreements or contract for purchasing/leasing housing, or mortgage statements. The Board delegates the Head of School to accept other documents as reasonable proof of residence for special circumstances. Proof of residency is required prior to enrollment, when a student moves or when an request is made to update the student's mailing or shipping address.

Parent/legal guardian/students who cannot provide the necessary information to verify their address because they are residing with a resident on a temporary or permanent basis shall be required to submit a signed statement attesting to the living arrangement. The homeowner and a parent/legal guardian will both be required sign the statement. The homeowner/resident will be required to submit proof of residence.

Disputes:

The Operations Manager shall serve as the residency officer for ISOK. If a student is denied admission to the Insight School of Oklahoma on the basis of residency, a parent or legal guardian may request the Operations Manager review the decision within three (3) school days from denial of admittance. The request must be made in writing and additional pertinent information regarding residency must be submitted with the request for review. In addition, if during the course of the school year a dispute arises as to the residence of a student who is enrolled and attending school, the Operations Manager will request in writing that a parent/legal guardian furnish evidence regarding the student's permanent residence.

ISOK will review all evidence and notify a parent of the decision and reasoning in writing within three (3) school days of the receipt of the request for review.

A parent may appeal the decision by notifying the Operations Manager within three (3) school days. The findings and all documents reviewed will be submitted to the ISOK Board of Directors. The Board will review the decision and the documents and render a decision at the next board meeting. The Board's decision shall be final.

If a student involved in a residency dispute is already enrolled and attending ISOK, he/she may remain in school until available appeals are exhausted if the appeal has been filed in a manner that complies with District policy and applicable regulations.

Homeless Students:

ISOK shall provide educational services for homeless children to the extent required by Public Law. The McKinney Act of 1987, or P.L. 100-77, ensures that each child of a homeless individual, and each homeless youth shall have equal access to the same free, appropriate public education as provided to other children and youth. Under the Act, schools are prohibited from delaying a homeless child's entry into school due to delays in obtaining school records. Rules regarding guardianship must be waived for homeless students living with foster parents or relatives other than their legal guardians. According to the Act, homeless children and youth: (a) do not need a permanent address to enroll in school; (b) have a choice of school placement. (c) cannot be denied school enrollment because school records or other enrollment documentation are not immediately available; (d) have the right to participate in all federal, state, or local programs and activities for which they are eligible; (e) cannot be isolated or separated from the mainstream school environment; (f) have the right to receive prompt resolution of any dispute regarding educational placement.