DISCRETIONARY ADMISSION OR RELEASE *Policy Code* 4130R

I. Purpose

This regulation outlines the procedures for implementing Board Policy 4130, Discretionary Admission or Release. It defines the steps for submitting, reviewing, approving, or denying requests for discretionary admission or release, and provides operational guidance for school and district administrators.

II. Annual Application Process

A. Application Form

1. A Discretionary Admission/Release (DAR) Application must be submitted each year for any student requesting enrollment in a school other than the one serving the parent or legal guardian's domicile. The window for submitting DAR Applications opens on February 15th.

2. Applications are available on the Buncombe County Schools (BCS) website and at each school's front office.

3. Applications should be submitted no later than June 15th preceding the school year for which admission is requested. An application fee of $25 should be paid upon submitting the application.

4. Applications received after the June 15th deadline will incur a late fee of $35 bringing the total for a DAR application to $60.

5. Decisions regarding DARs should be made by July 15th.

III. Criteria for Consideration

Admission to a school outside of a student's assigned attendance zone is discretionary and not guaranteed. A DAR request may be approved when it meets the conditions outlined in Policy 4130, including:

- The request does not cite athletics or athletic participation as a reason.
- The student is in good academic standing, maintains satisfactory conduct, and has good attendance.
- The family acknowledges that school transportation is not provided.
- The student complies with NCHSAA eligibility standards, when applicable.
- The school can accommodate the request within available classroom and building capacity.

A. Incoming Kindergarten Students

All incoming kindergarten students must enroll in their designated base school. The sole exception applies to children of Buncombe County Schools' employees who are requesting enrollment in the school or district where the parent is employed.

Students of eligible employees may attend registration and orientation at the requested school, provided the school is within the parent's assigned building or district. Employee DAR requests may be reviewed and approved upon receipt. Buncombe County Schools employees must follow the same application and selection processes for Dual Language programs as all other families; employment does not guarantee placement.

If DAR is requested for a rising kindergartener, the student may attend orientation at either the home school or the requested school. Participation in orientation does not guarantee approval or admission to the requested school.

Decisions regarding acceptance of DARs for incoming kindergarten students should not be made prior to May 15.

B. Dual Language

Students who wish to apply to a dual language program but do not live in the attendance district of the dual language school must complete both a DAR application and a Dual Language application.

Releasing School Principals should sign DARs for Dual Language as soon as they are received.

DAR fees for Dual Language students are not collected until after the Dual Language lottery.

Families of rising kindergartners applying to Dual Language programs must also complete the enrollment process for kindergarten at their child's home assigned school.

Families will be notified of acceptance status after May 15th and before Memorial Day.

IV. Capacity Guidelines

A. Classroom and School Capacity Limits

- DAR requests may be denied or delayed based on school or classroom capacity.
- A request may be denied if accepting the student would exceed the maximum class size permitted by law or Board policy.
- Principals may delay approval when a grade level or classroom is approaching maximum size.
- Consideration may be delayed or denied when a school reaches 90% or more of recommended building capacity.

B. Continuing Students

- Students seeking to continue placement under a DAR for the subsequent school year must submit a new DAR application annually.
- Students currently attending a school under a previously approved DAR are not guaranteed continued placement, however, they will receive priority consideration, provided all DAR requirements and timelines are met.

C. Prioritization When Capacity Is Limited

If space is limited, due to classroom or school capacity guidelines, DAR requests will be prioritized as follows:

1. Continued placement of students with previously approved DARs who are children of BCS employees
2. Continued placement of students with previously approved DARs
3. New DAR requests for children of BCS employees
4. Siblings of currently enrolled students
5. All other applicants meeting valid reason codes

*** The date on which the DAR application is submitted will be taken into consideration and DARs will be processed in the order in which they are received within each of the above categories.

V. Tuition Requirements

- Non-resident students approved for discretionary admission must pay tuition per Board Policy 4135.
- Tuition payment and contract completion must occur at submission and no later than June 15th.
- Students with unpaid tuition after the deadline may be denied continued admission.
- Full-time BCS employees are exempt from tuition.
- Tuition waivers for children of non-BCS employees who serve BCS students in a full-time capacity (e.g., school nurses, School Resource Officers) may be requested through Student Services

***All other tuition waivers may only be waived as allowed under Board Policy 4135

Tuition should be paid to the Student Services Department located in the central services building located at 175 Bingham Rd. Asheville, NC 28806. Please contact Student Services at 828-255-5913 to make an appointment for payment.

VI. Appeals

Parents/guardians may appeal a denied DAR request to the Board of Education per Policy 1740/4010.

VII. Renewal Requirements

A new DAR application must be submitted annually by June 15, with approval contingent upon:

- Continued good standing
- Payment of tuition (if applicable)
- Available school and grade-level capacity

VIII. False or Misleading Information

DAR approvals based on false or misleading information will be voided immediately, and the student must return to their base school.