

## ADMINISTRATIVE GUIDELINE

### Application for Admission of a Student Who Does Not Reside Within the HJISD but Whose Grandparent Resides in the District and Provides Substantial After-School Care for a Student

*[H.B. 283, 79<sup>th</sup> Legislature]*

A parent or guardian may apply to the Superintendent or designee for the admission of a child who does not reside in the HJISD if:

- 1) The student's grandparent resides in HJISD; and
- 2) That grandparent provides substantial after-school care.

For the purposes of this guideline:

**“Grandparent”** refers to either the paternal or maternal grandparent of the child. In order to establish “Grandparent” status, a certified birth certificate or certified copy of adoption papers of the child's parent must be submitted with the application. If the “Grandparent's” name has changed since the parent's birth or adoption, certified documents establishing such name change must be provided (marriage certificates, divorce documents, name-change documents, etc.). Grandparent and parent must submit proof of identification at the time the application is submitted.

**“Substantial Amount of After-School Care”** for children in the fifth grade and younger means that the Grandparent provides a minimum of three hours of after-school care each and every school day. The “Grandparent,” and not some other adult, must be in the child's presence when the after-school care is being provided. The child will be automatically withdrawn from school upon completion of the fifth grade.

**“Substantial Amount of After-School Care”** for children in the sixth grade and older means that the child has a mental or physical disability that requires after-school care. The School assumes, until established by the parent or Grandparent otherwise, that children in the sixth grade and higher grades do not receive after-school care. The School's determination of whether a child receives substantial after-school care because the child is disabled will be based on the child's school records and pertinent medical records. The parent or Grandparent must provide these records along with the application for admission. Further, the Grandparent must provide a minimum of three hours of after-school care each and every school day. The “Grandparent,” and not some other adult, must be in the child's presence when the after-school care is being provided.

**Application Forms.** Applications under this guideline will be available from the campus principal's office, HJ web site or the receptionist at the HJISD Administration Building at 520 W Herring, Sour Lake, Texas between the hours of 8:00 a.m. and 4:00 p.m. daily. Completed forms, including the notarized signatures of both the parent and grandparent and all required documentation, should be returned to the Superintendent's office for processing. Incomplete application forms will be denied. On the application form, the parent will designate a primary contact for the school as well as an emergency contact. The Superintendent or designee will evaluate the application and approve or deny the request.

**UIL Activities.** Admission to the District does not guarantee eligibility for participation in UIL activities.

**Camp Assignment.** If the application is approved, the student will usually be assigned to the campus nearest the Grandparent's home. Overcrowding at a campus or grade level may necessitate the student being assigned to another District campus of the same grade.

**Bus Service.** If the Grandparent lives in a bus-eligible zone for the campus to which the student has been assigned, the student will be eligible for bus services.

**Verification After Admission.** The District reserves the right to verify that the Grandparent is providing the after-school care. Verification may include, but is not limited to, telephone calls to the Grandparent's house, the hiring of a private investigator, or home visits by HJISD administrative or contract personnel or the appropriate law enforcement authorities.

**Notification of Termination of After-school Care.** It is the joint and several responsibility of the parent and Grandparent to notify HJISD within seventy-two (72) hours, in writing, via certified mail return receipt, or hand delivery including a signed receipt for same, that the Grandparent is no longer providing "substantial after-school care" for the child. Any failure of the parent or Grandparent to notify HJISD shall not operate as a bar to criminal or civil liability.

**Revocation of Admission.** Admission shall be revoked if it is determined that the Grandparent is not providing substantial after-school care as set forth above or false information was provided to obtain admission.

**Crime of Providing False Information.** It is a crime If the parent or Grandparent provides false information in order to obtain admission of the child to a HJISD school. **Prosecution under Texas Penal Code 37.10 and Texas Education Code 25.001 (h)(1)(2) will be actively sought by HJISD of all persons who provide false information to the school to obtain admission of a child to HJISD.**

**Appointment of Resident Adult.** Parent appoints the Grandparent , and Grandparent accepts, the responsibility for the student in all school-related matters.

*Effective Date: August 18, 2005*

**Application for Admission of a Student Who Does Not Reside Within the HJISD but Whose Grandparent Resides in the District and Provides Substantial After-School Care for a Student**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_

Last School: \_\_\_\_\_

Former School District: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Grandparent: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone(Home) \_\_\_\_\_

Telephone:(H) \_\_\_\_\_

(Work) \_\_\_\_\_

(W) \_\_\_\_\_

(Cell) \_\_\_\_\_

(C) \_\_\_\_\_

Parent Name: \_\_\_\_\_

Grandparent: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone(Home) \_\_\_\_\_

Telephone:(H) \_\_\_\_\_

(Work) \_\_\_\_\_

(W) \_\_\_\_\_

(Cell) \_\_\_\_\_

(C) \_\_\_\_\_

Grandparent is parent of student's \_\_\_Mother \_\_\_Father.

After-school care provided by grandparent: \_\_\_\_\_

Hours that grandparent will be providing care (subject to verification by District staff) \_\_\_\_\_ p.m. until \_\_\_\_\_ p.m.

How will student be transported to and from school? \_\_\_\_\_

Has the student been assigned to either a District Alternative Education Placement or Juvenile Justice Alternative Education Placement? \_\_\_\_\_

**AFFIDAVIT FOR ADMISSION**

“I, “parent” or “grandparent” identified above” and noted hereinafter, do solemnly swear or affirm that all information provide to HJISD in order to obtain admission of “student,” identified above and noted hereinafter, to HJISD’s schools is within my personal knowledge and true and correct. I make this oath with no reservations.

**“I understand that if the information that I am providing is in anyway false or not accurate, I am committing a crime.**

“I understand that by signing my name below, I am jointly and severally liable with the other signators of this document to HJISD for all tuition and fees, as determined as being appropriate by HJISD, that relate in anyway to the matters addressed herein if any information provided to HJISD is found to be in anyway false or untrue even if I believed the information was true at the time I signed this document.

“I have read and understood the Temporary Administrative Guidelines. I agree that the Temporary Administrative Guidelines are incorporated by reference as if set forth fully at length herein.

“I understand it is my nondelegable duty to notify HJISD within seventy-two (72) hours if grandparent is no longer providing substantial after-school care for the student. The notice shall be in writing and delivered by certified mail, return receipt, or by hand delivery with a signed receipt verifying delivery. Without written proof of the notice called for herein, I waive any claim or argument that notice was given and agree that I shall be barred from contesting same in a court of law. Further, I waive any defense that I may have because delivery was not made by the other signators to this document as they indicated they would do.

“This document may be executed in multiple originals.

“I agree that interpretation of this document shall be construed against me to the same extent as if I had drafted this document. Conversely, this document shall be construed as though HJISD had no role in its drafting.

“I agree that jurisdiction and venue for all disputes regarding any aspect of this application, the admission of the student to HJISD or my payment of tuition and fees is the District Courts of Hardin County, Texas and none other.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Grandparent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Grandparent

SUBSCRIBED AND SWORN TO on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ (Parent) to certify which witness my hand and seal of office.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

SUBSCRIBED AND SWORN TO on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ (Parent) to certify which witness my hand and seal of office.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

SUBSCRIBED AND SWORN TO on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ (Resident Adult) to certify which witness my hand and seal of office.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

SUBSCRIBED AND SWORN TO on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ (Resident Adult) to certify which witness my hand and seal of office.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

School Use Only

\_\_\_ Approved                      Campus Assigned: \_\_\_\_\_

\_\_\_ Denied                         Reason: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_