

JBC Enrollment

Resident Students

A “resident student” is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of the district. Children who are “homeless” as defined by Kansas law and who are located in the district will be admitted as resident students. For purposes of this policy, “parent” means the natural parents, adoptive parents, step-parents and foster parents. For purposes of this policy, “person acting as a parent” means a guardian or conservator, a person liable by law to care for or support the child, a person who has actual care and control of the child and provides a major portion of support, or a person who has actual care and control of the child with written consent of a person who has legal custody of the child.

Non-Resident Students

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit non-resident students, non-resident students may be admitted to the extent that staff, facilities, equipment and supplies are available. Other criteria regarding students seeking non-resident student admittance may be considered prior to acting on any non-resident application. Such criteria may include student grades, attendance and disciplinary records, and other factors as determined by the board.

Out-Of-District Students

The board will accept any out-of-district students wishing to enroll in USD 267, from any Kansas school district.

Out-of-district students will not be accepted when it causes the district to hire additional staff, open additional facilities, appropriate significantly more equipment or material or any other way that significantly increases the district’s financial burden to educate students. Out-of-district students will be reviewed annually by the building principal with the board retaining full authority to revoke the privilege of any student to attend Renwick USD #267. The board reserves the right to accept or reject any student.

Out-of-district students who wish to attend school in Renwick USD #267 shall submit a letter of application to the board prior to July 1 of each year, indicating their reasons for making such application and must be accepted by the BOE so that the out-of-district student can be counted on the official State Enrollment date.

JBC Enrollment (Continued)

All out-of-district students applying for admission after the official enrollment date must have BOE approval before the out-of-district student can attend a Renwick school. Each request will be considered under the guidelines listed above.

Enrollment Restriction

~~In accordance with state law, any student who has been suspended or expelled from another district will not be admitted to the district unless approved by the board.~~

Unless approved in advance by the board, no student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

Enrollment Procedures

The superintendent shall establish orderly procedures for enrolling all students, including pre-enrollment, changes in enrollment, normal enrollment times and communication to parents and to the public.

Part-Time Students

Part-time students may enroll with the board's/administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 1. Part-time students may be admitted only to the extent that staff, facilities, equipment and supplies are available and the students follow the district's student conduct policies and rules.

Identification of Students

All students enrolling in the district for the first time shall provide required proof of identity. Students enrolling in kindergarten or first grade shall provide a certified copy of their birth certificate, a certified copy of the court order placing the child in the custody of the Secretary of the Department for Children and Families, or other documentation which the board determines to be satisfactory. Students enrolling grades 2-12 shall provide a certified transcript, or similar pupil records or data, or other documentary evidence the board deems satisfactory.

If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.

Enrollment Information

The enrollment documentation shall include a student's permanent record card with a student's legal name as it appears on the birth certificate, or as changed by a court order and the name, address and telephone number of the lawful custodian. The records shall also provide the proper proof of identity. ~~of the student as evidenced by a certified birth certificate, copy of a court order placing the student in the custody of the Kansas Department of Children and Families, a certified transcript of the student, a baptismal certificate or other documentation the board considers satisfactory. If proper proof of identity is not provided within 30 days of enrolling, the superintendent shall notify local law enforcement officials as required by law and shall not notify any person claiming custody of the child.~~

Assignment to a School Building, Grade Level or Classes

The superintendent shall assign building principals the responsibility of determining what students attend their building on an individual basis, and will base the decision on information from both the parents and the previous school. The building administrator will make their recommendation based upon the following criteria: size and make-up of the current class; the discipline, attendance and academic success of the incoming student. Any student desiring to attend a school outside the attendance area in which the student resides may do so only with the prior written permission of the principal. Parents of students attending outside their attendance center are responsible for their student's transportation. Assignment to a particular grade level or particular classes will be determined by the building principal based on the educational abilities of the student. If the parents disagree with the principal's decision on building assignment, grade level or class placement, the parents may appeal to the superintendent. If the parents are still dissatisfied with the assignment, they may appeal in writing to the board.

Transferring Credit

In the middle (junior high) school and in the senior high school, full faith and credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal determines there is valid reason for not doing so. **For online credit approval procedures after enrollment, see board policy IIBGB.**

Transfers from Non-Accredited Schools

Students transferring from non-accredited schools will be placed by the principal. Initial placement will be made by the principal after consultation with parents or guardians and guidance personnel. Final placement shall be made by the principal

based on the student's documented past educational experiences and performance on tests administered to determine grade level placement.