

## **JBC SCHOOL ADMISSIONS**

**JBC**

The board's procedures for admission of students will be given to the news media well in advance of each school term so that all parents will have complete information about the requirements for enrollment.

The board expects that the administrative procedures for the admission of students will be designed in such a fashion that enrollment is handled expeditiously and with the least possible inconvenience to both parents and students. The enrolling school administrator shall enter on the student's permanent record card the student's legal name and the name, address and telephone number of his/her lawful custodian(s) as required in board policy JBH - Release of a Student During the School Day. Any unusual custody circumstances shall be explained and updated insofar as possible.

### **RESIDENT STUDENTS**

In order to obtain an estimate of the number of students who are expected to be enrolled in school during the following year, a pre-enrollment period will be scheduled during the spring months annually. A reporting date for resident students who were pre-enrolled during the previous spring will be scheduled by the superintendent in August of each year.

### **NEW RESIDENT STUDENTS**

New resident students are urged to contact the superintendent's office as soon as possible after establishing residence in the district.

### **NONRESIDENT STUDENTS**

Since schools are maintained for the primary benefit of the residents of the district, nonresident students will be admitted only to the extent that staff, facilities, equipment and supplies are available.

The parent(s)/guardian(s) of a nonresident student must request admission in writing, addressed to the superintendent.

### **PART-TIME ENROLLMENT**

Part-time students may enroll with the administration's permission if they complete all paperwork in a timely fashion and are in attendance no later than September 20<sup>th</sup>. Part-time

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students may be admitted only to the extent that staff, facilities, equipment and supplies are available.

Except with the prior approval of the board, a student will not be admitted to the district who is under suspension or expulsion from another district or who has voluntarily withdrawn from school in another district due to poor academic performance or for disciplinary reasons. The superintendent may approve admission of all other students.

### **TUITION**

Tuition may be charged to nonresident students at a rate established by the board.

### **ASSIGNMENT**

The board shall review school attendance areas each year and make such changes therein as the situation warrants.

### **TO CLASSES**

To the extent possible, class assignments will be made in such a way as to give each student the greatest freedom of choice consistent with the student's interests and abilities.

### **TRANSFERS AND WITHDRAWALS**

Transfers will not be permitted between elementary schools during the school year unless great personal hardship is shown.

All students who plan to transfer to another district or who intend to withdraw entirely from the school are encouraged to give advance notice, insofar as this is possible, in order that the school rolls may accurately reflect the present student enrollment of the district.

**APPROVED: August 6, 1973**  
**AMENDED: February 10, 1992**  
**AMENDED: January 14, 2002**  
**AMENDED: July 9, 2007**  
**REVIEWED: April 10, 2012**  
**APPROVED: January 14, 2013**

## **JBC-R SCHOOL ADMISSIONS**

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The superintendent, in cooperation with the principals, shall establish an advance enrollment date for all students. Enrollment procedures will be communicated to the news media, and every attempt will be made to enlist the cooperation of the media in informing the public of the enrollment procedures to be followed.

### **RESIDENT STUDENTS**

The superintendent shall ascertain that all students who apply for admission to the schools are residents of the district or meet the requirements for attending as non-residents. In the event that there is a doubt about the legal residence of a student, the superintendent shall refer the question to the school attorney who shall prepare a written report to the board.

Minor children residing in the district with a person other than a parent or guardian must verify that person(s) has actual care and control of the child with written consent of a person who has legal custody of the child. (KSA 72-1046)

Exceptional students requiring an Individual Educational Plan must reside with a lawful custodian and/or educational advocate as defined in statute. (KSA 72-9632)

### **NEW RESIDENT STUDENTS**

When school is in session, new residents will report to the building principal for the purpose of registration. Each building principal will be in charge of registration of new resident students in his/her building during the summer months, and will seek to obtain the cooperation of the news media in informing new residents of school enrollment procedures.

Grade placement will be made by the principal, taking into consideration the past school records and experience of the student, and such other factors as he/she may deem appropriate, such as the mental, physical, emotional and social maturity of the child. Although in most instances children with previous school experience will be accorded full faith and credit for such experience, the board recognizes that in some instances it may be desirable for the principal to place a student at some level other than that determined solely from the record. Any departure

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from the recognition at face value of prior educational experience should be accompanied by counseling with the parent or guardian.

### **NONRESIDENT STUDENTS**

Nonresident students who wish to attend school in the district must make application no later than August 1 of any year. In no event will a nonresident student be admitted after September 15 of any year, except with the approval of the superintendent.

The district shall assume no responsibility for transportation of incoming students from out of the district.

### **FIRST TIME ENROLLMENTS**

The proof of identity for students enrolling for the first time in the district may include, but may not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Kansas Social and Rehabilitation Services, a certified transcript of the student, a baptismal certificate, or other documentary evidence that the board considers satisfactory.

If the identity of the student is not proven by documentary evidence within 30 days, the enrolling officer shall notify the local law enforcement agency as required by law.

### **INVESTIGATIONS**

School personnel shall provide law enforcement personnel with access to school premises when such persons are conducting an investigation in order to determine the identity of a student.

School personnel shall be present at all times during an investigation unless such school personnel agree that their continued presence is not in the best interest of the student. All school personnel shall observe strict confidentiality regarding the investigation.

Information acquired about a student during any investigation regarding the identity of that student cannot be used for any other purpose other than establishing the student's identity.

**TUITION**

The tuition for any student which is to be paid by another district shall be paid on the date provided in the agreement with that district. In any event that tuition for a nonresident student is to be paid by the parent or guardian, such tuition shall be paid in full at the time of enrollment at the rate established by the board. Parents may make special arrangements to pre-pay tuition on a monthly or quarterly basis.

**ASSIGNMENT**

The building principal shall be initially responsible for assignment of all students within the school. In the event that a parent or guardian is dissatisfied with a student assignment, he/she shall confer with the principal, and if he/she is not satisfied with the principal's explanation of the basis for the assignment, he/she may confer with the superintendent. In the event that the parent is still dissatisfied, the assignment may be appealed in writing to the board.

**TO CLASSES**

The building principal shall be responsible for assigning students to classes. In the elementary schools the principal, in determining the grade level for any new student, may take into consideration the previous schooling of the student but may assign the student to a lower grade level or higher grade level, if in his/her judgment the best interests of the student would be served thereby. 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, unless the principal shall determine that there is valid reason for not doing so.

Students, attending or having attended a nonaccredited school, who wish to attend school in the district must be tested by an appropriate guidance counselor or educational psychologist to determine grade level placement. Grade placement will be made by the school officials after consultation with the parents or guardians, guidance personnel, educational psychologist and the superintendent or designated representative.

**TRANSFERS AND WITHDRAWALS**

All student transfers within the district must be approved by the superintendent. In the event that a student is transferred out of district, the principal will send the records of the student promptly upon request to the appropriate official of the new school, removing from such records any material which is obsolete or which does not relate substantially to the student's achievement or attendance in this district.

Students living within the boundaries of the district may attend a school outside of the district, providing a written request is made to the board 30 days prior to any desired change of attendance to another district. Reasons must be given for the requested change.

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**AMENDED: March 11, 1996**

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