

**WARREN COUNTY R-III SCHOOL DISTRICT
INSTRUCTIONS REGARDING ENROLLMENT OF STUDENTS**

In the 1996 legislative session, the Missouri legislature passed the "[Safe Schools Act](#)" which is applicable to all public schools in Missouri. This act applies to many different topics and has a significant impact on how public school students are enrolled.

Eligibility: Residence/Domicile

The "Safe Schools Act" provides for three categories of persons who may apply for enrollment of a student: (1) a parent, (2) a court-appointed guardian, or (3) the student him or herself. A parent or court-appointed guardian may enroll the student providing certain information concerning the student and proof of residence. The student must both physically reside within the District and be legally domiciled with the District.

As proof by the Act, the domicile of a student is determined by the location of a parent or guardian's residence. Therefore, if the student is living with a resident who is not a parent and has not been awarded guardianship by a court, the person applying to enroll a student must make an appointment with the Registrar at the Central Registration Office to discuss the eligibility for enrollment. Additional forms will be required to apply to alternative residency situations. This is known as the "Residency Waiver" process and also includes the review of the student's school attendance, grades, and discipline. If there is uncertainty about student status, the Registrar can assist with determination of eligibility for enrollment.

Discipline Certification and Records

Because the Safe Schools Act requires the Warren County R-III School District to screen prospective students regarding prior discipline or legal problems, all applicants (parents and non-parents) are required to certify that the student has not been involved in certain disciplinary or criminal conduct prior to enrollment. Also, the District is required to request discipline records from all schools previously attended by the student within the last twelve months.

Student Enrollment Forms

All entering students will be required to complete the Family and Student Enrollment Forms and other documents as applicable.

All Safe Schools Act forms must be notarized. Alternative residency forms must also be notarized. The Warren County R-III School District provides a notary at the Central Registration Office, and unless the applicant has documents notarized elsewhere, the forms must be signed in the presence of the school Notary.

As required by law, it is the policy of the Warren County R-III School District to not discriminate on the basis of race, color, religion, national origin, age, sex, or disability b1 the admission or access to, or treatment or employment in, its programs and activities. Inquiries concerning application or compliance with this policy may be referred to the District's compliance coordinator, the Superintendent, at 385 West Veterans Memorial Pkwy., Warrenton, Missouri, 63383, (636) 456-6901.

WARREN COUNTY R-III SCHOOL DISTRICT
THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE ENROLLMENT FORMS

1. At least one of the following documents is required to establish the residence and domicile of the parent(s) or guardian with whom the student resides within the District:
 - a. Closing Document for new home purchase (settlement statement)
 - b. Signed Lease agreement
 - c. Utility bill (current)
 - d. Voter registration card (current for Warren County)
 - e. Mortgage statement (current for house)
 - f. Occupancy permit (with name and address)
 - g. If your family is residing with someone else, additional residency requirements
Include: Statement of Residency form and their proof of residence (from above items)
2. If the student is residing with a court-appointed legal guardian who resides within the Warren County R-III School District, a certified copy of the court order granting legal guardianship to such person.
3. If the student is living in the District and wished to register, but the student does not live with a parent, military guardian or court-appointed guardian in the district, a Waiver of Proof of Residency and the Warren County R-III Affidavit of Residency must be completed.
4. A copy of the student's birth certificate or proof of birth.
5. A copy of the student's health information and immunizations record as required by the State of Missouri.
6. In the event that the parents of the student are divorced, and either (a) the parents share physical custody of the student, or (b) the parental rights of one of the parents has been terminated, a copy of the parents' Decree of Dissolution of Marriage or the other Court Order terminating parental rights. (custody paperwork)
7. Photo ID of parent/guardian.

Parents are asked to complete the Quick Registration form and then complete Online Registration to enroll your child in the District.

To access enrollment documents, you may complete the Quick Registration form and turn in needed documents at the Central Registration office at 302 Kuhl Avenue in Warrenton, MO OR you may print from the District's website at <http://www.warrencor3.org/>.

WARREN COUNTY R-III SCHOOL DISTRICT
SAFE SCHOOLS ACT

In 1996, the Missouri Legislature approved a "Safe Schools Act" applying to all school districts in the state and having a far-reaching impact on District operations. The Act affects multiple areas including discipline policies and enrollment procedures.

For instance, it requires districts to determine whether children seeking to enroll have been charged with or convicted of certain specific crimes (this requirement does not apply to children enrolling for kindergarten). Asking parents whether their children have committed a serious crime seems extreme and is not how we would prefer to welcome new families to this District. However, we are now required to obtain this information and this school system must abide by the law's requirements. This procedure affects only those individuals enrolling children in the District since the law went into effect in 1996.

In addition, the police reporting requirements of the Safe Schools Act go beyond past school policies. Certainly any time an incident as serious as possession of a weapon occurred, that would be reported to the police without delay. However, a fight on the playground can be construed in some cases as third-degree assault, which by law today means the police must be notified. The District may inform the police about any incident serious enough to merit calling the parents of those involved.

Under the law, schools must report any incidents involving weapons, controlled substances or the exertion of physical force with intent to do serious physical injury that occur while on school property or a school bus or while involved in school activities. Serious physical injury is defined as that which creates substantial risk of death or causes serious disfigurement or protracted loss or impairment of the function of any part of the body.

The District's discipline policy, which has been revised to conform with the Safe Schools Act, is available online at [this link](#).

**WARREN COUNTY R-III SCHOOL DISTRICT
WAIVER OF PROOF OF RESIDENCY**

In cases where a student living in the district wishes to register, but the student does not live with a parent, military guardian or court-appointed guardian in the district and is not otherwise allowed by law or contractual relationship with another district to attend, the student, parent, military guardian, legal guardian or person acting as a parent must request a waiver of proof of residency and complete the Warren County R-III Affidavit of Residency. Waiver of proof of residency will only be granted on the basis of hardship or good cause. Good cause shall include situations where the student is living in the district for reasons other than attending school in the district. Under no circumstances shall athletic ability be a valid basis of hardship or good cause for the issuance of a waiver.

The Board delegates to the superintendent or designee the responsibility of bringing to the Board's attention any application for a waiver in which the student is not clearly entitled to attend school in the district. All other applications will be accepted and granted by the superintendent or designee on behalf of the Board. Once an application for a waiver has been identified for Board review, the Board shall convene a hearing to consider the request as soon as possible, but no later than 45 days after the receipt of the waiver request, or else the waiver shall be granted. The Board president may appoint a committee of the Board to act in lieu of the Board to consider waiver requests.

Once a waiver of proof of residency has been requested and the superintendent or designee has determined that attendance is in the best interest of the student, the student may be permitted to register and attend school until such time as the Board decides to grant or deny the waiver request. If the Board grants the waiver request, the student will be allowed to continue attending school in the district. If the Board denies the waiver request, the student shall not be allowed to continue attending school in the district.

In instances where there is reason to suspect that admission of the student will create an immediate danger to the safety of other students and employees of the district, the superintendent or designee may convene a hearing within five working days of the registration request to determine whether the student may register.

Other waiver requirements:

1. Student's attendance should be 90% or higher from the previous school.
2. Student should have an average grade of C or above.
3. Student should have no more than four minor discipline referrals per semester or the waiver may be revoked.