

STUDENT ADMISSIONS

Procedure

A child entering kindergarten must be five (5) years old on or before September 1st. Students who turn (five) 5 after September 1st and before December 1st may request early admission to kindergarten. All requests must be submitted in writing to administration for consideration on a case-by-case basis.

A child entering 4K must be four (4) years old on or before September 1st. Students who turn (four) 4 after September 1st and December 1st may request early admission to the Family And Child Education Program (FACE) 4K. All requests must be submitted in writing to administration for consideration on a case-by-case basis.

Tribal Enrollment Qualification

Students must have on file the required documentation of tribal membership (certificate of Indian blood-CIB) or tribal enrollment card of a federally recognized tribe. If a student is not enrolled with one tribe, but is a descendent of more than one tribe, the student may establish $\frac{1}{4}$ blood degree of Indian descent through documentation provided by the Menominee Tribal Enrollment Department. If a student is not enrolled with one tribe, the parent(s) CIB must be provided and must have at least $\frac{1}{2}$ blood degree quantum, identified by a Tribal Enrollment Department to be considered for school enrollment.

A completed application packet must be submitted to be considered for admission within 3 days of the new school year. The packet must include the following:

1. Tribal enrollment form (non-enrolled may pay tuition)
2. Birth certificate - Or, Proof of Legal Guardianship, if not living with biological parent(s)
3. Immunization Record
4. Most recent report card and attendance records
5. Records release if transferring from another school
6. Registration form
7. Emergency form
8. Transportation form
9. Bilingual form
10. Photograph release form
11. Research activity form
12. Permission of services release form
13. Computer/Internet contract
14. Field trip permission form
15. Parental involvement agreement

Each completed application packet will be received with appropriate time and date stamped on the packet. Students will be admitted in the following order:

- A. Students enrolled during prior semester

- B. New applicants may be considered in the order they are received pending review by the Admission Committee

The Admission Committee is composed of at least three (3) staff members: Administrator, Special Education Director, Finance Manager and/or teacher leaders from K-2, 3-5, 6-8 grade units. This committee will meet to review new applications and respond by telephone, followed with a letter. If questions rise concerning an application, a meeting may be scheduled between the admission committee and the parent/guardian prior to admission determination.

Openings will be filled based on:

- Available classroom space
- Date completed application was received with all necessary documentation
- Review student records
- Completion of required student/parent orientation
- The Admission Committee will notify parents of a decision in writing for admission to Menominee Tribal School.
- Submission and review of an application does not guarantee admission to the school system.

The Admission Committee may admit a student on a probationary basis, or deny admission.

Acceptance

Child has completed all application requirements and has met Tribal Enrollment requirements, the child will be placed on a class roster.

Acceptance of Non-Enrolled Student

If a child meets all application requirements except the certified enrollment status in a federally recognized tribe, this child may be accepted. However, they will be charged tuition.

Tuition Amount for Non-Enrolled Student

The Menominee Tribal Board of Education will review The Tuition Rate yearly. Non-ISEP students will make up no more than 2% of the total school population. Tuition is set at \$2000 per year and is paid per parent-school tuition payment contract. Tuition needs to be prepaid quarterly or an acceptable wage assignment agreed upon that equals quarterly monetary amounts. If payment is not received, the child will not be readmitted the following quarter. Records will not be released until payment is received.

Alternate payment plans may be arranged with school board approval. NOTE: A limit is placed on the amount of children not enrolled in a federally recognized tribe because NO funds are received for their educational expenses.

Probationary Acceptance for Reapplying Students

A child who is reapplying and has all application requirements met may be accepted on probation based on one or more of the following conditions:

- High absenteeism.
- Low grades.
- Excessive behavioral concerns.
- Defamation of MTS reputation.

A meeting will be set up between the Admission Committee, student and parent to set up a plan which will be reviewed minimally in 30 days. At that time the probationary admission may be accepted, extended or denied as decided by the Admission Committee.

Probationary Acceptance for Transferring Students

A child who transfers from another school and meets all application requirements will be accepted on probation. A meeting will be set up between the Admission Committee, student, and parent to set up a plan which will be reviewed minimally in 30 days. At that time the probationary admission may be accepted, extended, or denied as decided by the Admission Committee.

Denied Admission

A student may be denied admission for reasons including, but not limited to:

- The student is expelled from any school district within the last two semesters or the student has a criminal action pending or adjudication.
- The student's appropriate grade size is met. Class size is determined by individual class needs.
- Parents refuse to sign behavioral discipline agreements, emergency cards, or probationary agreements.
- Parents refuse to pay tuition
- Parents do not attend parent orientation
- Lack of school resources to meet students' needs
- Attendance or behavioral concerns
- Kindergarten readiness
- Defamation of MTS reputation

Re-Admission or Transfer Acceptance

If a student withdraws during the school year he/she may not be considered for re-enrollment. If a student enrolls after the first 30 days of school the extenuating circumstances need to be presented in writing to the Admission Committee before an admission review is granted. The complete Menominee Tribal School Admission Policy is available per request as well as on the MTS website.