

Homedale Joint School District No. 370

STUDENTS

3010P

Open Enrollment Procedures

Open Enrollment Application forms are available at any Homedale School District school. Students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment request to stay in their school. The application, together with the student's cumulative record (including disciplinary records), special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 1 for enrollment during the following school year. The Board will not admit any student prior to viewing that student's records from the student's previous school districts.

The District has the option of accepting a student who does not meet the criteria set forth herein, if the student agrees to special conditions of admission, as set forth by the District.

No tuition shall be charged when a student attends a non-resident school under the State's Enrollment Options Program.

Application for Out-of-District Students

For students who reside outside the Homedale School District boundary, the parent/guardian completes the Open Enrollment Application form and submits it to the district office (receiving school). The parent/guardian must give notice to the home school.

Decision Regarding Application

Once the receiving school principal receives the application from an out-of-District parent/guardian, the principal makes a recommendation to approve or not approve the transfer by completing the appropriate section of the Open Enrollment Application form.

The principal sends the form to the Superintendent, who shall designate an administrator to evaluate data, if any, and/or the placement options. The designee has discretion to review and accept or deny the Open Enrollment applications on a case by case basis, utilizing and applying the factors noted above. The administrator, if possible, should be knowledgeable and/or review the applicable records concerning:

1. The student;
2. The student's academic history;
3. The student's disability evaluation data, if any; and/or
4. The placement options.

Applications will normally be considered on a "first-come first-serve" basis. However, in situations where openings are limited, the Superintendent may give priority if a student:

1. Has a parent employed by the District as a regular, non-temporary employee and are residents of the State of Idaho;
2. Was previously enrolled in the requested school district in the prior year;

3. Has a sibling enrolled in the requested school district; or
4. Has a unique situation or extraordinary circumstances; or
5. A first-year enrolling transfer student.

Any non-resident student placed by court order under the Idaho Youth Rehabilitation Act or the Child Protection Act and residing in a licensed home, agency, or institution located within the District shall be enrolled and shall not be charged tuition.

Homeless children as defined by the Steward B. McKinney Homeless Assistance Act (P.L. 100-77), may attend any school district or school within a district without payment of tuition when it is determined to be in the best interest of such homeless child.

The Superintendent will notify the parent/guardian of his or her decision when enrollment numbers are solidified.

If the request for open enrollment is denied, the denial will include a written explanation. If the application is denied because classroom capacity has been reached at the school of choice, the denial may include information about other schools in the District that are below capacity.

If the request for open enrollment is approved, the notification will inform the parents of the following:

1. Parents must provide transportation or get student to the nearest District bus stop, if space is available;
2. State law requires reapplication on an annual basis;
3. Inappropriate behavior in violation of District policies may be grounds for removing the student during the school year; and
4. Special education, English Language Learners (ELL), or alternative school students must meet the requirements and the procedures established for those programs.

Grounds for Denial of Application

Factors which may cause an Open Enrollment Application to be denied include:

1. A school, grade, or program(s) has lack of available classroom space and/or staff, such as when the current enrollment is at or above the following:

Grade	Class Size
K-2	23
3-4	27
5-6	28
7-8	120 students per grade level

These numbers are from current Policy 8.02

Special Education Classrooms & Self-Contained	Student to Certified Instructor Ratio
Resource Room	10:1
Special Day Program	5:1
Extended Resource Room	5:1

English Language Learners (ELL)	Student to Certified Instructor Ratio
K-4	75:1
5-8	50:1
9-12	30:1

Exceeding such levels shall constitute a hardship to the District. The enrollment of a student from another District or attendance zone shall also be deemed to constitute a hardship if it would:

- A. Require the hiring of additional staff, the provision of educational services not currently provided in the school, or the crowding of existing classes;
- B. Cause an excessive number of students in a particular building (i.e., when the total number of students exceeds the following numbers:

Elementary School -- 675 Students
Middle School -- 480 Students
High School -- 480 Students

From current Policy 8.02
Increased Ele. from 600 to 675
because of new 4 classroom
addition.

- 2. The student has been suspended or expelled or has committed a disciplinary violation for which he or she could be suspended or expelled;
- 3. The student has a history of other documented disciplinary infractions or would cause a disruption of the education process. Factors to be included in making this determination may include:
 - A. Whether the student in good standing with the most recently attended school in terms of conduct and attendance;
 - B. Whether the student demonstrate a record free of truancy;
 - C. Whether the student demonstrate a clean behavior record in the school last attended for a period of at least one year;
 - D. Whether the student's presence poses a detriment to the health and safety of other students and/or staff;
- 4. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

Revocation of a Transfer

As long as a transfer student applies for re-enrollment, the Superintendent shall treat that student as if he or she resides in that school's attendance area. However, the District reserves the right to remove a transfer student at any time because of unacceptable behavior in violation of District policies or because of false or misleading information on the open enrollment application.

If a student's transfer is revoked, the parent/guardian may request an administrative review by the Superintendent of the transfer school. The parent/guardian must request the review within five school days of receiving notice that their child's transfer has been revoked.

The Superintendent of the transfer school must render a decision to the parent/guardian request for review within five school days. The decision of the Superintendent may be appealed to the Board.

If a student, who is a resident of another district, applies to this District and is accepted under the terms of this policy and fails to attend, he or she shall be ineligible to apply again for open enrollment in this District.

Students with Disabilities

Out-of-district students with disabilities are not treated differently from non-disabled students with respect to consideration for placement in the school of their choice, unless the District has made an individual determination that disability-related needs of a particular student with a disability cannot be reasonably met at the school of their choice due to appropriate consideration of teacher and staff resources, program availability, hardship to the District, Declaration of Hardship, and/or other factors.

Definition

School Days: Include only those days when school is in session.

Procedure History:

Adopted on: 04-08-91 (*Policy 8.02*)
Revised on: 02-14-94
04-14-97
07-16-97
01-10-00
01-13-03
02-13-06
06-09-08
09-08-14
[00-00-21](#) (*Policy 3010P*)

(Replaces part of Policy 8.02 Non-Resident Student Admission Policy)