



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

---

**DATE OF MEETING:** January 23, 2018

**TITLE:** Review of Governing Board Policy JFB (Open Enrollment)

---

**BACKGROUND:**

With the recent changes to Arizona state law governing school district funding, Administration recommends revisions to Policy JFB regarding open enrollment that permit open enrollment throughout the applicable school year whenever school capacity and class sizes permit.

Policy JFB has been revised accordingly and those revisions are presented for the Board's review.

---

**RECOMMENDATION:**

This item is presented for the Board's review and discussion at this time; no action is required. The proposed policy, along with any Board-directed revisions, will be presented for approval at the next Board meeting.

---

**INITIATED BY:**

A handwritten signature in black ink, appearing to read "Michelle H. Tong".

Michelle H. Tong, J.D.,  
Associate to the Superintendent and General Counsel

Date: January 16, 2018

A handwritten signature in black ink, appearing to read "Todd A. Jaeger".

Todd A. Jaeger, J.D., Superintendent

## **JFB OPEN ENROLLMENT**

The District has an open-enrollment program as set forth in A.R.S. 15-816 et seq. in order to provide educational options for both resident and non-resident students. No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825.

The primary purposes of admitting non-resident students to the District is to fulfill the public policy of the State of Arizona and to achieve and maintain District-wide student enrollment that supports the efficient operation of all District schools. The open enrollment program described in this policy shall be placed on the District's website and made available to the public on request.

### **Definitions**

For purposes of this policy and any corresponding regulations, the following definitions shall apply:

*Open enrollment* means the enrollment of students in a district and/or school other than the district/school designated for the attendance areas of their physical residence.

*Resident student* means a student who resides in the attendance area of an Amphitheater District school and who is attending the school for his/her designated attendance area at the time of their application for open enrollment at a different school. It also includes students who are attending a District school under a certificate of convenience at the time of their application for open enrollment at a difference school.

*Resident transfer student* means a student who resides within the Amphitheater District and who is currently open-enrolled in an Amphitheater District school which is outside the attendance area of the student's residence. It also means eligible children of District employees.

*Non-resident transfer student* means a student who does not reside within the Amphitheater District and who has previously been approved for open enrollment at an Amphitheater district school and is currently attending that school.

*Non-resident student* means a student who resides in this state, but outside the Amphitheater District, and who is seeking open enrollment in the Amphitheater District.

### **Enrollment Options**

District resident pupils may enroll in another school district or in another school within this District. Resident transfer students and non-resident students may enroll in schools within this District, subject to the procedures that follow.

## **Information and Application**

The Superintendent shall prepare a written information packet concerning the District's open enrollment application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it. Packets will be available at the District's central office and at each school.

The information packet shall include the enrollment application form and shall advise applicants that they must submit open enrollment applications ~~on or before January 15~~ to be considered for open enrollment during the current school year ~~of each year~~ or to be considered for the enrollment priorities and procedures outlined in this Policy for enrollment during the following school year. Open enrollment may occur when capacity and class size permit at any point during the applicable school year.

## **Capacity**

The Superintendent, in consultation with the school principal, shall annually estimate how much excess capacity may exist to accept open enrollment students. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- A. District-approved staffing levels and ratios.
- B. The number of resident students within school attendance areas.
- C. The number of resident transfer students who were enrolled at each school the previous year.
- D. The number of non-resident students who were enrolled at each school the previous year.

## **Enrollment Priorities**

If the Superintendent has determined that there is excess capacity to enroll additional students, such students shall be selected on the basis of designated priority categories from the pool of students who:

- A. Have properly completed and submitted applications; *and*
- B. Meet admission standards.

Enrollment priorities and procedures for selection shall be in the order and in accordance with the following:

- A. *First Priority.* Open enrollment preference shall be given to currently enrolled District students, including resident students, resident transfer students, and non-resident transfer students of the District. If capacity is not sufficient to enroll all of these students, they shall be selected on a proportional and pro-rata basis from among these constituent groups through a random selection process adopted by regulation of the Superintendent.
- B. *Second Priority.* Enrollment preference shall be given to non-resident students. If capacity is not sufficient to enroll all of these students, they shall be selected through a random selection process adopted by regulation of the Superintendent.

Enrollment preference shall be given to children who are in foster care or to students who are siblings of currently enrolled students.

### **Admission Standards**

A school district may refuse to admit any student who has been expelled or suspended from another educational institution or who is in the process of being expelled from another educational institution.

*Eligibility Guidelines:* Students who apply for open enrollment status in the District must:

- A. Submit a completed open enrollment application in accordance with the corresponding District regulations for open enrollment established by the Superintendent under the title JFB-RA, JFB-RB and JFB-RC~~between December 1 and January 15 of the school year preceding the year in which open enrollment status is sought;~~
- B. Understand that enrollment is subject to the capacity limit established for the school and/or its grade levels;
- C. Generally agree to provide their own transportation. The District may provide transportation to open enrollment students provided that capacity remains available on existing routes and stops after first meeting the transportation needs of students who reside in the school's attendance area. In addition, the District may provide transportation for students attending schools without attendance areas.
- D. Agree to abide by the District's Code of Student Conduct for Students and the individual school's rules;
- E. Agree to regular and punctual attendance; and

- F. Agree that excessive tardiness or absence and/or violations of the Code of Conduct or individual school rules will be cause for revocation of their open enrollment approval by the school principal.

*Provision of False Information:* Providing false information to the District regarding or for purposes of an application for open enrollment will be cause for application being denied or admission being revoked by the Superintendent or the school principal.

*Annual Review:* All approved open enrollment transfers are subject to review annually. This provision shall not be construed, however, to require all open enrollment transfer students to reapply annually.

Determinations of revocation of open enrollment status by the school principal may be appealed to the Superintendent.

### **Application and Approval Procedures**

The Superintendent shall develop procedures for the receipt, review and approval of applications for open enrollment which shall ensure timely response to parents after consideration of impacts of enrollment upon site and district-level resources.

### **Students Who Move**

Students who move from one Amphitheater school attendance area to another Amphitheater school attendance areas during a school year may complete that school year at their original school of enrollment without the need to apply for open enrollment, if the parent requests. For students in schools without open enrollment capacity, the student who moves must attend the school serving the attendance area of the new residence at the start of the next school year, or the student may seek open enrollment at a different school.

Students who moves from the Amphitheater District into another school district may be permitted to complete the current semester without application for open enrollment, but must enroll in the new district at the beginning of the next semester or. ~~Thereafter, the student must apply for open enrollment in the Amphitheater District as a non-resident student.~~

### **Budgetary Impact of Open Enrollment**

Application of this policy and corresponding administrative regulations is intended to accommodate open enrollment students within the staffing allocations of Amphitheater District. It is not intended to permit over-enrollment which requires additional expenditures for staffing.

## Transportation

Open enrollment students and their families are normally responsible for providing their own transportation to and from school, except for disabled students who individualized education plans specify that transportation is necessary for fulfillment of their plans. In that case, the transportation to be provided shall be limited to no more than twenty (20) miles each way to and from the school of open enrollment attendance, or to and from a pick-up point on a regular transportation route or for the total number of miles traveled each day to an adjacent district for non-resident students with disabilities. In addition, the District may also provide transportation to open enrollment students provided that capacity for doing so is available on existing routes and stops, after first meeting the transportation needs of students residing in a school's (or schools') attendance area(s). When there are more requests for open enrollment transportation than capacity exists, services shall be provided on a first-come, first served basis, in the same order as the student's open enrollment status was approved. Preference may be given to District residents and families previously approved to ride the bus.

Transportation services may also be provided to students who attend schools that do not have a defined attendance area.

## Athletic Eligibility

Athletic eligibility of transfer students is regulated by the Arizona Interscholastic Association. It is the student's and parent's responsibility to contact the appropriate high school principal for further information.

Adopted: April 4, 2017 \_\_\_\_\_

LEGAL REF.: A.R.S. 8-371

15-764  
15-797  
15-816 et seq.  
15-823  
15-824  
15-825  
15-841  
15-922

CROSS REF.: EEAA - Walkers and Riders  
IIB - Class Size  
JF - Student Admissions  
JFAA - Admission of Resident Students  
JFAB - Admission of Nonresident Students  
JFABD - Admission of Homeless Students  
JFB-RA - Criteria for Open Enrollment  
JFB-RB - Selection and Notification Procedures for Schools with Geographical Boundaries  
JFB-RC - Selection and Notification Procedures for Schools without Geographical Boundaries  
JG - Assignment of Students to Classes and Grade Levels