

## 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-District~~ will not admit any student prior to viewing that student's records from their ~~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 from another school attendance area or other Idaho school district attends a ~~non-resident~~ District school as described in this procedure and the related District policy 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 shall complete the Open Enrollment Application form and submit it to the district office of the school they wish to attend (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, along with the student's file from their home district, the principal or designee makes a recommendation to approve or not approve the transfer using the criteria set forth in Policy 3010 ~~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~~ After reviewing the student's file, the designee has discretion to review and accept or deny the ~~Open-open Enrollment-enrollment~~ applications on a case by case basis, utilizing-considering 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 disciplinary record;
3. The student's attendance record;
- ~~4.~~ The student's disability, if applicable;
- ~~5.~~ The placement options, given ~~The~~ the student's academic history;
- ~~6.~~ The student's disability evaluation data, if any; and/or
- ~~7.~~ The placement options.

Applications will normally be considered on a "first-come first-serve" basis. However, in

situations where openings are limited and applications are received in a similar timely fashion, the Superintendent may give priority if a student:

1. Has a parent/guardian who is 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;~~
- ~~3.2.~~Has a sibling brother or sister enrolled in the requested school district; or
- ~~4.3.~~Has a unique situation or extraordinary circumstances; or
- ~~5.4.~~~~A first-year enrolling transfer student.~~Seeks full-time enrollment rather than part-time enrollment.

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~~the homeless child.

The Superintendent will notify the parent/guardian of ~~his or her~~their decision ~~when enrollment numbers are solidified~~no later than March 31.

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~~will include information about other schools in the District that are below capacity. All parents/guardians whose open enrollment application for a student is denied shall be provided with notice of the denial and information about their options to appeal the denial.

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. Parents must notify the District by February 1 of each year regarding their intention to re-enroll their child under the Open Enrollment program; and~~State law requires reapplication on an annual basis;~~
3. That open enrollment may be revoked if the student presents issues of chronic absenteeism, commits serious disciplinary infractions, is expelled, or if the receiving school exceeds maximum capacity with resident students within their first two years of admission.~~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 capacity limits:

Grade	Class Size
K-2	23
3-4	27
5-6	28
7-8 <u>12</u>	<u>160 students per teacher OR Core classroom of 26</u> <del>120 students per</del> grade level

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~~

2. The student has been suspended or expelled ~~or has committed a disciplinary violation for which he or she could be suspended or expelled~~ in their home district;
3. The student has a documented history of ~~other documented~~ repeated serious disciplinary infractions. This includes infractions which could be grounds for suspension or exclusion. ~~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. The student has issues if chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.

~~4.5.~~ It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

However, if the student has a 504 plan or IEP and the disciplinary or absenteeism issues are a manifestation of the disability, this shall not be grounds for denial of the application.

#### Revocation of a ~~Transfer~~ Open Enrollment

As long as an transfer-open enrollment student's parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student ~~applies for re-enrollment~~, the Superintendent shall treat that student as if ~~he or she~~ they resides in that school's attendance area. However, the District reserves the right to remove an transfer-open enrollment if: ~~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.~~

1. The student has document history of chronic absenteeism;
2. The student has a document history of repeated serious disciplinary infractions;
3. The student has been expelled; or
4. The number of resident students exceeds the capacity limits set in this procedure. A student's open enrollment cannot be revoked on these grounds if a student has attended the receiving school for more than two consecutive school years. If a student's enrollment is revoked for this reason, the District may offer information about other District schools that may be able to accept open enrollment students.

If a student's transfer-open enrollment is revoked, the parent/guardian may ~~request an administrative review~~ appeal the revocation to the Board within five school days. ~~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-Board~~ of the transfer-receiving school must render a decision to the parent/guardian ~~request for review within five school days at their next regular meeting and the Board must issue their decision in writing.~~ The decision of the ~~Superintendent-Board~~ may be appealed to the State Board of Education.

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~~ they shall be ineligible to apply again for open enrollment in this District.

#### Students with Disabilities

In-district and Out-of-district students with disabilities are not treated differently from students without disabilities ~~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.~~ Additionally, student applying who have a 504 plan or IEP may not be denied enrollment or have enrollment revoked

if the behavior resulting in disciplinary action or chronic absenteeism is a manifestation of the student's disability.

Definition

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

Procedure History:

Adopted on: 04-08-91 (Policy 8.02)  
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*(Replaces part of Policy 8.02 Non-Resident Student Admission Policy)*