

## **Payette School District No. 371**

### **STUDENTS**

**3010P**

#### Open Enrollment Procedures

Open Enrollment Application forms are available at any Payette School District No. 371 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, special education file, IEP, or other applicable documents, if any, shall be submitted to the receiving district no later than February 28 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 Payette School District No. 371 boundary, the parent/guardian completes the Open Enrollment Application form and submits it to the principal 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, 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. Resides in the Payette School District and seeks enrollment in another District school under the provisions of the Every Student Succeeds Act;
2. Was previously enrolled at the requested school in a prior year;
3. Has a brother or sister enrolled at the requested school;
4. Resides in the attendance area of another District school;
5. Has a parent employed by the District; or
6. Has a unique situation or extraordinary circumstances.

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 by March 31.

If the request for open enrollment is denied, the denial will include a written explanation.

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-1	21
2-3	21
4-6	27
7-12	161 students per teacher per day
Special Education classroom, Self-Contained	An average of 6 students per
English Language Learners (ELL)	20 per full-time ELL teacher
Alternative Schools	12 students per classroom

Exceeding such levels shall constitute a hardship to the District. The enrollment of a student from another District 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 grade level.
  - C. Cause an excessive number of students in a specialized program.
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

In-District and 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: 3-8-21

Revised on:

Reviewed on: