

SUGAR-SALEM SCHOOL DISTRICT No. 322

OPEN ENROLLMENT POLICY #: 3010 PROCEDURES



STUDENTS

3010P

Open Enrollment Procedures

Open Enrollment Application forms or guidance documents are available **on the District's website**. 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 current school. {For example, a 1st grade student attending Central Elementary wants to be enrolled at Sugar-Salem Online School would need to follow these procedures to be considered for acceptance.}

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 and/or in district school ***no later than February 1 for enrollment during the following school year***. The District will not admit any student prior to viewing that student's records from their 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 District school as described in this procedure and the related District policy.

Application for District Students

For students who reside in the District, the parent/guardian shall complete the Open Enrollment Application form and submit it to the principal of the school they wish to attend (receiving school).

Application for Out-of-District Students

For students who reside outside the Sugar-Salem Joint School District #322 boundary, the parent/guardian shall complete the Open Enrollment Application form procedures which will automatically submit it to the principal of the school they wish to attend (receiving school).

Decision Regarding Application

Once the receiving school principal receives the application from an in-District or 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.

The principal sends the form to the Superintendent, who shall form a team of at least three people to consider Open Enrollment Applications. All members of the team must be knowledgeable about:

1. The student;
2. The student's disciplinary record;
3. The student's attendance record;
4. The student's disability, if applicable; and
5. The placement options, given the District's capacity limits.

This team shall include the Superintendent, the principal, or vice-principal of the building the student wishes to attend, and the Superintendent's designee. After reviewing the student's file, the team shall have discretion to review and accept or deny the open enrollment applications on a case by case basis, utilizing and applying the factors noted above.

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. Resides in the Sugar-Salem Joint School District #322 and seeks enrollment in another District school;
2. Has a brother or sister enrolled at the requested school;
3. Has a unique situation or extraordinary circumstances; or
4. 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 the homeless child.

The Superintendent will notify the parent/guardian of their decision 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 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;
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;
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 (Student:teacher ratio)
K-2	20:1
3-5	25:1
6-8	130:1 per day or core classroom of 26:1
9-12	110:1 per day or core classrooms of 28:1
Special Education classroom or caseload SLP caseload OT/PT caseload	General Case management: 12 SLP 65:1 OT/PT 25:1
English Language Learners (ELL)	20:1
Alternative Schools	15:1
SSOnline	XXXX

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:

Building/Program	Building/Program Capacity
Central Elementary	# rooms used as core classrooms X 20:1 ratio
	School total: 340 students
Kershaw Intermediate	# rooms used as core classrooms X 25:1 ratio
	School total: 350 students
S-S JR H	# of classroom spaces in building X 26 students X class periods = building capacity OR
	Grade level total: 150 students per grade OR
	School total: 450 students
Sugar-Salem High School	# of classroom spaces in building X 26 students X class periods = building capacity
	CTE Program: 15 students per course (safety concerns)
	Grade level total: 160 students
	School total 640 students
Valley View High School	# of classroom spaces in building area X 15 students X teaching staff = building capacity
	School Total: 30 students
SSOnline	# of FTE teachers X school year ratio = program capacity
	School Total:
Section 504, Special Education and ELL Programs	Due to individual needs, capacity is not set at this level; only at a school-based case management level by program.

2. The student has been suspended or expelled in their home district.
3. The student has a documented history of 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 is in good standing with the most recently attended school in terms of conduct and attendance;
 - i. Whether the student demonstrates a record free of truancy;
 - ii. Whether the student demonstrates a clean behavior record in the school last attended for a period of at least one year;
 - iii. Whether the student's presence poses a detriment to the health and safety of other students and/or staff;
 - b. The student has issues of chronic absenteeism. A student is considered chronically absent if the student is absent 10% or more school days during the school year.
4. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete

Note: 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. This documentation should be conducted by the previous school, as they know the student's individualized circumstances the best. That documentation should also be forwarded with the student's IDEA file.

Revocation of Open Enrollment

As long as an open enrollment student's parent/guardian has, before the preceding February, notified the District of their intention to re-enroll the student the Superintendent shall treat that student as if they reside in that school's attendance area. However, the District reserves the right to remove an open enrollment 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 a documented history of chronic absenteeism;
2. The student has a documented history of repeated serious disciplinary infractions;
3. The student has been expelled.
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 open enrollment is revoked, the parent/guardian appeals 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 Board of the receiving school must render a decision to the parent/guardian at their next regular meeting, and the Board must issue their decision in writing. The decision of the 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 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 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.

Additionally, students 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. The district can set program caps based on teacher and staff resources, program availability, hardship to the District, Declaration of Hardship, and/or other related factors.

When a student with a disability has been expelled by the previous district, a Manifestation Determination (IEP) team has already determined that the behavior leading to the expulsion was not a manifestation of the student's disability. Because this is true, a student with a disability may be denied enrollment if the student has been expelled by the previous district.

A district may revoke the open enrollment of a student with a disability whose disciplinary infractions have resulted in expulsion. A student with a disability may only be expelled after a Manifestation Determination meeting has been conducted and the team has determined that the behavior leading to the discipline was not a manifestation of the student's disability.

Procedure History

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