

Category: 8000 STUDENTS	Policy Number: 8150 (page 1 of 2)
Policy Title: OPEN ENROLLMENT	Effective Date: September 16, 2020

Snake River School District No. 52 is an open enrollment district and tuition will be waived for out-of-district students who attend this district's schools pursuant to the terms of this policy.

APPLICATION

This district will take no action to prohibit or prevent application by its students to attend school at another district or to attend another school within this district.

A student's parent/guardian must apply annually for admission to a school in this district or to another school within this district on a form provided by the Idaho State Department of Education (SDE). The application, accompanied by the student's accumulative record, should be submitted to this district by February 1 for enrollment during the following school year. The notice of application must also be given to the home district.

The superintendent or designee will review and accept or deny the applications. This district will notify the applicant within sixty (60) days. If the request for enrollment in this district or enrollment in another school is denied, the denial will include a written explanation.

Upon agreement between the home school district and this district, or between the affected schools within this district, the deadline for applications may be waived.

HARDSHIP

The district will receive and admit students transferring from outside of the district whose tuition is paid by the district in which the student resides, or waived by this district or other legal obligation, except when such transfer would constitute a hardship on this district or the receiving school within this district.

The district may deny out-of-district student enrollment for circumstances that constitute a hardship including, but not limited to, enlarged student-teacher ratios; overcapacity of any program, class, grade level, or building; or to protect the health, safety, and welfare of its existing students and/or its educational processes.

This district is concerned about its class size and the effect enlargement of the student-teacher ratios will have upon the educational program. Therefore, this district has determined that admission of students in excess would work a hardship on the district, its teachers, staff, students, and educational program.

The district will not consider previous academic achievement, athletic or other extracurricular ability, disabling conditions, or proficiency in the English language in the acceptance or rejection of applications for out-of-district students.

Grade	Ratio
K-3	20:1
4-6	26:1
7-12	160 students per teacher per day
Exceptional Students	12:1

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COURT ORDERED STUDENT PLACEMENT

Non-resident students who are placed by court order under provisions of the Idaho juvenile corrections or child protective acts and reside in licensed homes, agencies, and institutions will be received and admitted by the school district in which the facility is located without payment of tuition.

HOMELESS STUDENTS

Homeless children and youth as defined by the McKinney-Vento Homeless Assistance Act 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 that child. (Please see Policy 8140, Homeless Students)

TRANSPORTATION

For those students attending this district’s schools from out-of-district, the parent/guardian will be responsible for transporting the student to and from the school or to an appropriate bus stop within this district. For those students attending another school, rather than their assigned school within this district, the parent/guardian is responsible for transporting the student to an appropriate bus stop.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

No student will gain eligibility to participate in extracurricular activities in violation of policies governing eligibility as a result of enrollment option transfer to this district.

INELIGIBLE STUDENTS

If a student applies and is accepted in this district from out of district, but fails to attend, that student will be ineligible to apply again for an enrollment option in this district.

A student who has been suspended, expelled, or may otherwise be lawfully denied enrollment is ineligible for enrollment in this district pursuant to the provisions of this policy.



LEGAL REFERENCE:

- Idaho Code Sections
 - 33-205 – Denial of School Attendance
 - 33-1002B – Pupil Tuition-Equivalency Allowances 33-1401, *et seq.* – Transfer of Pupils
- IDAPA 08.02.02.110 – Personnel Standards

ADOPTED: 08/20/08

AMENDED: 09/16/20

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A. Submitting the Form:

1. **Varsity Sport Participation** - A student who plans to participate in a varsity sport governed by the Idaho High School Activities Association (IHSSA) should review IHSSA rules prior to submitting an Open Enrollment Application. Certain school transfers will lead to a student being ineligible to play at the varsity level for one year.
2. **Open Enrollment Application Forms** are available at any district school and the District Office. Based on mutually agreed upon waivers, Open Enrollment Applications will be accepted at any time throughout the school year, although the general period for accepting applications will be January and February for the following school year.
3. For students who reside outside the Snake River School District, the parent/guardian completes the Open Enrollment Application. The application will be submitted to the principal of the school they wish to attend (receiving school) and the principal will give it to the superintendent with their recommendation.

B. Review and Approval Process:

1. **Limited Opening** - 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:
 - seeks enrollment under provisions of the No Child Left Behind Act;
 - was previously enrolled at the requested school or within the district in a prior year;
 - has a brother or sister enrolled at the requested school or attending school in the district;
 - resides in the attendance area of another district school;
 - has a parent employed by the district; or
 - has a unique situation or extraordinary circumstances.
2. **Factors which may cause an Open Enrollment Application to be denied include:**
 - the school, grade or program(s) has a lack of available classroom space and/or staff;
 - the current enrollment is at or above the hardship impact student/teacher ratio level;
 - the student has been suspended or expelled or has committed a disciplinary violation for which he/she could be suspended or expelled.
 - the student has a history of documented disciplinary infractions; or
 - it is determined that information on the Open Enrollment Application was misrepresented or incomplete.
3. **Out-of-District Approval Process:**
 - the receiving school principal makes a recommendation to approve or deny (giving reason) the transfer on the appropriate section of the Open Enrollment Application and sends it to the superintendent;
 - the Superintendent approves or denies the Open Enrollment Application by completing and signing the appropriate section on the application.

C. Parent/Building/Home District Notification:

1. The Open Enrollment Application, District Policy, or the District's Response form will inform the parents that they must provide transportation or make arrangement for transportation; renew the Open Enrollment Application annually; that Special Education, English Language Learners (etc.) must meet the requirements and procedures established for those programs; and, that inappropriate behavior in violation of district policies may be grounds for removing the student during the school year.
2. Copies of the District Response to the Open Enrollment Application and the original application with the Superintendent's signed approval or denial will be sent to the parents/guardians, the building principal(s), and the home district superintendent.
3. If the request is denied, the denial will include a written explanation.
4. If the application for next school year is submitted during January-February, the Superintendent will notify the parent/ guardian of his/her decision by March 31. All applications will be responded to as soon as possible or within 60 days.

D. Due Process if Transfer is Revoked:

1. If a student's transfer is revoked (see policy), the parent/guardian may request an administrative review by the Superintendent within five (5) days of receiving notice of the revocation. The superintendent must render a decision within five (5) school days. The Superintendent's decision may be appealed to the Board.

OPEN ENROLLMENT APPLICATION

8150f1

For School Year 20_____ - 20_____

Grade _____

This application form (approved March 2000) was prepared pursuant to Section 33-1402, Idaho Code, and may be used by any school district. Any other form must be approved by the State Superintendent of Public Instruction.

NOTE: For out-of-district applicants, a copy of the applicant student's accumulative record must be attached to this application.

Out-of-District Application

In-District Transfer Application

Name of Receiving School _____

School District Name _____

1. Applicant Student's Name _____

Date of Birth _____

2. School Student is Presently Attending _____

School Address _____

Present Grade Level _____

3. Has the student ever been suspended or expelled from school? Yes _____ No _____

If YES, describe the circumstances (including dates and duration)

4. Reason(s) for requesting attendance at this school.

5. Special and/or unique instructional programs in which the applicant student is currently enrolled. (For example: vocational, foreign language, remedial, special education, gifted/talented, Section 504, etc.)

6. Special and/or unique instructional programs that the applicant student expects to enroll in during the next school year.

7. Transportation arrangements that will be made by the parent/guardian.

8. Parent's Name _____

Parent's Address _____

Home Phone # _____

Work Phone # _____

Guardian's Name _____

Guardian's Address _____

Home Phone # _____

Work Phone # _____

** I have read the school district policy on open enrollment, and hereby request that my son/daughter be permitted to attend _____

(Name of receiving school)

Parent/Guardian's Signature _____ Date _____

Names of Siblings and Grade Level: _____

() Approved

() Disapproved

Principal's Signature: _____ Date _____

Other Signature (if needed): _____ Date _____

Superintendent's Signature _____ Date _____

Within 60 days, following action on the application, copies must be sent to: parents, building principal and, for out-of-district applicants, the superintendent of the home district. If the application is denied, a written explanation for the denial must be attached.

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FOR DISTRICT USE ONLY

DISTRICT RESPONSE TO OPEN ENROLLMENT APPLICATION

TO: Parent/Guardian _____

FROM: Snake River School District 52 Superintendent

STUDENT: _____

DATE APPLICATION WAS RECEIVED _____

This application has been approved Yes _____ No _____

This application has been approved until _____

This application has been denied for the following reasons:

1. _____ Student overcrowding
2. _____ Program limitation
3. _____ Facility limitation
4. _____ Other

Explanation for Other: _____

SECTION 33-1402, Idaho Code states:

1. By resolution of the board of trustees, any district may opt not to receive pupils in the enrollment options program.
2. A pupil under suspension or expulsion shall be ineligible for the provisions of this section.
3. The pupil's parent or guardian must apply annually for admission to a school within another district.

COPIES SENT TO:

_____ Parents
 _____ Guardians
 _____ Building Principal
 _____ Superintendent/Home District Date _____ Initials _____

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PARENTAL/GUARDIAN AUTHORIZATION

I, _____, hereby certify that I am the parent/legal guardian (circle one)

of the student, _____, and that the adult,

is a relative/guardian (circle one) of the student. I request that the student be enrolled at school in the Snake River School District. The student currently lives with the above relative/guardian, who resides within the boundaries of the Snake River School District, with my full knowledge and consent. I authorize this relative/guardian to exercise all authority and fulfill all responsibilities which I have as a parent with parental authority in connection with student records and student discipline, the provision of emergency or other medical care to the student, and consent to participation of the student in any course of instruction and any field trip or excursion.

Parent or Legal Guardian

SUBSCRIBED AND SWORN before me this _____ day of _____, 20____.

(SEAL)

Notary

Residing At: _____

My commission expires

I, _____, certify that I am the relative/guardian with whom the student resides.

I agree to act in good faith in the place of the parent/legal guardian of the student and to carry out all of the responsibilities and authority of the parent/legal guardian of the student. I agree to notify the District immediately if the student is no longer living with me or if I decide I can no longer carry out the full responsibilities of the parent/legal guardian in connection with the student's attendance at District schools and programs.

Relative/Guardian

SUBSCRIBED AND SWORN before me this _____ day of _____, 20____.

(SEAL)

Notary

My commission expires