

Dietrich School District No. 314

3010P STUDENTS

Open Enrollment Procedures

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 (IHSA) should review IHSA 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 Dietrich School. 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 1 to February 1 for the following school year. 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.
3. For students who reside in the Dietrich School District, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of their attendance zone school (home School).
4. For students who reside outside the Dietrich School District 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) and the parent/guardian must give notice to the home school.

B. Review 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 Dietrich School District may give priority if a student:
 - Resides in the Dietrich School District and seeks enrollment in another District school under the provisions of the No Child Left Behind Act;
 - Was previously enrolled at the requested school in a prior year;
 - Has a brother or sister enrolled at the requested school;
 - Resides in the attendance area of another District school;
 - Has a parent employed by the District; or
 - Has unique situation or extraordinary circumstances.

2. Factors which may cause an Open Enrollment Application to be denied include:

- a. A school, grade, or program(s) has lack of available classroom space and/or staff;
- b. The current enrollment is at or above the following:

<u>Grade</u>	<u>Class/Teacher Load Size</u>
K-1	21
2-3	21
4-6	23
7-12	109 students per teacher per
Special Education	An average of 6 students per classroom
Self-Contained English Language Learners (ELL)	20 per full-time ELL teacher

day

- c. The student has been suspended or expelled, has committed a disciplinary violation for which he/she could be suspended or expelled,
- d. The student has a history of documented disciplinary infractions; or
- e. It is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

3. District resident approval process:

- a. A home school principal makes a recommendation to approve or not to approve the transfer by completing the appropriate section of the Open Enrollment Application form.
- b. The home school principal sends the form to the out-of-attendance area (receiving school) principal.
- c. The receiving school principal makes a recommendation to approve or not to approve the Open Enrollment request by completing the appropriate section of the Open Enrollment application form.
- d. The receiving school principal sends the Open Enrollment Application to the Superintendent of the receiving school.
- e. The Superintendent approves or denies the Open Enrollment request by completing the appropriate section of the Open Enrollment Application form.

4. Out-of-district approval process:

- a. A receiving school principal makes a recommendation to approve or not approve the transfer by completing the appropriate section

- of the Open Enrollment Application form.
- b. The receiving school principal sends the form to his/her Superintendent.
- c. The School Board approves or denies the Open Enrollment Application by completing the appropriate section of the Open Enrollment Application form.

C. Parent Notification

1. When the application is submitted during the enrollment time period (January 1-February 1, the Superintendent will notify the parent/guardian of his/her decision by March 31.
2. When the application is submitted outside of the open enrollment time period, notification must be made within 60 days after an application is accepted.
3. If the request for open enrollment is denied, parents will receive written notification.
4. The letter approving the request will inform the parents of the following:
 - a. Parents must provide transportation or get student to nearest District bus stop, if space is available;
 - b. State law requires reapplication on an annual basis; and
 - c. Inappropriate behavior in violation of district policies may be grounds for removing the student during the school year.
 - d. Special education or English Language Learners (ELL) students must meet the requirements and the procedures established for those programs.

D. Revocation of a Transfer

1. The District reserves the right to remove a transfer student at any time because of unacceptable behavior in violation of school district policies or because of false or misleading information on the open enrollment application.
2. 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 (5) school days of receiving notice that their child's transfer has been revoked.
3. The Superintendent of the transfer school must render a decision to the parent/guardian request for review within five (5) school days. The decision of the Superintendent may be appealed to the School Board of Trustees.

E. Student Rights and Responsibilities

Due process for all students remains the same regardless of where the

student resides once accepted under the open enrollment policy. If a student who is a resident of another, applies to this district and is accepted under the terms of this policy, and fails to attend shall be ineligible to apply again for open enrollment in this district.

F. Preventing or Recruiting Potential Open Enrollment Students

The District or its' employees will not take any action to prohibit or prevent application by a students to attend school in another school. In no event is the District, or an employee of the District to recruit students outside of their attendance area. Violation of this policy may involve disciplinary action up to and including dismissal.

G. Probationary Period for Open Enrollment Students

The board may allow "Probationary Enrollment" of open enrollment students. The Superintendent or designee will, on a case by case basis and through a contract, establish conditions under which enrollment of a student would be permitted. The Superintendent or designee may also impose such a contractual condition on an Out of District student who is already enrolled as a student under which enrollment may be continued. Open enrollment students who do not comply with these probationary conditions may have their enrollment revoked.

DEFINITION

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

Policy History:

Adopted on: January 2016

Revised on: May 2017