

TROY SCHOOL DISTRICT #287

3000 - STUDENTS

Open Enrollment

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The Board of Trustees recognizes that some of its patrons may want to enroll their children in a school that is located within a district other than where their primary residence is located, therefore, this policy is adopted to allow all in-District and out-of-District patrons to choose among this District’s schools under specified conditions. In making a decision on a student’s open enrollment application, the Board of Trustees shall consider the needs of the student requesting the transfer as well as the other students affected by the transfer. A student currently under suspension or expulsion in this District or another district is not eligible for open enrollment under this policy.

Transportation

Parents/guardians of a student accepted under this open enrollment policy will be responsible for transporting the accepted student. If bus space is available, then students accepted under the open enrollment policy may be transported from an appropriate, established bus stop within District boundaries.

Varsity Sports

It is recommended that a student who is considering submitting an open enrollment application to this District, and who anticipates participating in a sport governed by the Idaho High School Activities Association (IHSAA) review IHSAA rules prior to submitting their open enrollment application. Certain school transfers could lead to a student being ineligible to play at the varsity level for one year.

Application/Approval Process

An open enrollment application must be submitted annually for admission to a specific school. Applications will be accepted from January 1 to February 1 of each year for enrollment in the subsequent school year This deadline shall be waived in the case of students who move out of their attendance zone during the school year.

The Superintendent shall establish a procedure for:

1. The method of determining which students are chosen when classroom space is limited;
2. Notifying parents of the action taken on the open enrollment application;
3. The factors which may cause an open enrollment application to be denied; and
4. The process for removing a student from a transfer school, including the grounds for removal, parent notification, and the appeal process.

Re-enrollment

As long as a transfer student continues to reapply for enrollment, the Superintendent shall treat that student as if he or she resides in that school’s attendance area, except in the circumstances described below. To the extent possible, the Superintendent shall expedite the enrollment process.

In situations where class space is limited, the Superintendent may give priority to certain students. Priorities may include, but are not limited to situations where a student:

1. Resides in the 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 during the prior year;
3. Has a brother or sister enrolled at the requested school;

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- 4. Resides in the attendance area of another District school;
- 5. Has parents employed by the District; or
- 6. Has a unique situation or extraordinary circumstances.

The Superintendent may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources. The Superintendent may set numerical limits defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff. The student to teacher ratios shall not exceed the overloaded class/teacher limits outlined in the Policy 2240.

RevocationofaTransfer

Transfer students are required to comply with all District policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the District to remove a transfer student at any time. If a student’s open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent. The Board may review the Superintendent’s decision.

StudentRightsandResponsibilities

All student’s rights and responsibilities remain the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy. 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.

PreventingorRecruitingPotentialOpenEnrollmentStudents

The District or its employees will not take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. 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.

EvaluationofPolicy

Annually, the Superintendent shall report to the Board the effect of this policy. His or her report should include the number of open enrollment requests accepted or denied by each school, the reasons for denial, and any unanticipated results of this policy.

Cross Reference: 2240

Class Size

Legal Reference: I.C. §33-512
I.C. §33-1401
I.C. §33-1402
I.C. §33-1404
I.C. §33-2001

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PolicyHistory: Adopted

on: 1/8/07

Revised on: 11/12/07, 1/16/09, 11/11/19

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Open Enrollment Procedures

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1. Submitting the Form

- A. Varsity Sport Participation: A student who plans to participate in a varsity sport governed by the Idaho High School Activities Association (IHSAA) 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.
- B. Open Enrollment Application forms are available at any Troy School District 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.
- C. For students who reside in the Troy School District, the parent/guardian completes the Open Enrollment Application form and submits it to the principal of their attendance zone school (home school).
- D. For students who reside outside the Troy 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.

2. Review Approval Process

- A. **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:
 - I. Was previously enrolled at the requested school in a prior year
 - II. Has a brother or sister enrolled at the requested school;
 - III. Resides in the attendance area of another District school;
 - IV. Has a parent employed by the District; or
 - V. Has a unique situation or extraordinary circumstances.

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

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

<u>Grade</u>	<u>Class/TeacherLoadSize</u>
K-1	22
2-3	22
4-12	26
Special Education	12:1 Ratio

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

C. Out-of-District approval process:

- I. 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.
- II. The receiving school principal sends the form to the Superintendent.
- III. The Superintendent approves or denies the Open Enrollment Application by completing the appropriate section of the Open Enrollment Application form.

3. Parent Notification

- A. When the application is submitted during the enrollment time period, January 1 through February 1, the Superintendent will notify the parent/guardian of his or her decision by March 31.
- B. When the application is submitted outside of the open enrollment time period, notification must be made within 60 days after an application is accepted.
- C. 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 include information about other schools in the District that are below capacity.
- D. The letter approving the request will inform the parents of the following:
 - I. Parents must provide transportation or get student to the nearest District bus stop, if space is available;
 - II. State law requires reapplication on an annual basis;
 - III. Inappropriate behavior in violation of District policies may be grounds for removing the student during the school year; and
 - IV. Special education, English Language Learners (ELL), or alternative school students must meet the requirements and the procedures established for those programs.

4. Re-enrollment: 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, except in the circumstances described below.

5. Revocation of a Transfer
 - A. 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.

 - B. 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.

 - C. 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.

6. Student Rights and Responsibilities: Due process for all students remains the same regardless of what school they attend within the District and regardless of where the student resides once accepted under the open enrollment policy. 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.

7. Preventing or Recruiting Potential Open Enrollment Students: The District or its employees will not take any action to prohibit or prevent application by a student to attend school in another school district or to attend another school within the District. 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.

Definition

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

Procedure History

Adopted on: 11/11/2019, 4/10/2023

Revised on: 3/13/2023

Reviewed on: 10/14/2019