

The School 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 or 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) should 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. The application acceptance period may be waived with the mutual agreement of the Twin Falls School District and the district in which the student's parent or guardian resides or between principals for an in-district transfer. It is the School Board's intent to allow waiver of the application acceptance period for continuous acceptance of open enrollment applications when classroom space is available.

The Superintendent or designee has established a procedure (see 3010P) for:

- the method of determining which students are chosen when classroom space is limited;
- notifying parents of the action taken on the open enrollment application;
- the factors which may possibly cause an open enrollment application to be denied;
- 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 principal shall treat that student as if he/she resides in that school's attendance area, except in the circumstances described below. To the extent possible, the principal shall expedite the enrollment process.

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

- was previously enrolled at the requested school during the prior year;
- has a brother or sister enrolled at the requested school;
- resides in the attendance area of another District school;
- has parents employed by the District; or
- has unique situation or extraordinary circumstances.

The principal may deny an open enrollment request when such enrollment would negatively impact the efficient use of the District resources. The Superintendent or designee may set numerical guidelines defining hardship for schools, grade levels, or programs to provide for appropriate and efficient use of facilities and staff. The desired student-to-teacher ratios are outlined in the Class Size policy #2240.

Student Rights and Responsibilities

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, the student shall be ineligible to apply again for open enrollment in this district.

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. 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 must render a decision to the parent/guardian's request for review within five (5) school days. The decision of the Superintendent may be appealed to the School Board of Trustees.

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.

Cross Reference: 2240

Class Size



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

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Policy History:

Adopted on: 12/9/13

ISBA 2003

Revised on: 8/11/14

9/12/16

This request is made with full agreement to the following:

- 1. Transportation is to be provided by the parent/guardian.
- 2. The transfer, once approved, must be renewed annually.
- 3. Students will only be allowed one transfer during a school year.
- 4. Transfer students must abide by school rules; the principal may revoke the transfer for persistent misconduct, late arrivals, late pick-ups or poor attendance, or if availability of space changes.
- 5. Falsification of information shall cause this application to be denied or revoked.
- 6. The granted transfer does not guarantee specific classes.
- 7. Initial approval must occur with the receiving school principal; the receiving principal determines
 - a) grade level enrollment, b) the intended education program, and/or c) capacity and class loads.
- 8. State and district athletic eligibility rules and regulations govern participation in athletic and activity programs.

Parent/Guardian

In signing this form, the parent/guardian confirms that he/she has read and understands the information listed on this form and that the information is accurate.

Parent/Guardian Signature

Date

Steps:

- 1. Notify home school principal.**
- 2. Submit this form to the requested school.**
- 3. The principal will contact the student's home school to verify information. Expelled students will be referred to the superintendent.**
- 4. Parents will be notified no later than one day before the start of school. If the request is made after the start of school for the current school year, parents will be notified of a decision within five (5) school days. Approved forms will be sent to the student's home school for a signature.**
- 5. The form will be returned to the requested school and kept on file.**

Administrator

Sending Principal's Comments:

Receiving Principal's Comments:

Transfer Request (Receiving Principal): **Approved** **Denied**

If denied due to space, this request will be kept on file for the requested year should space become available.

Sending Principal's Signature:

Date:

Receiving Principal's Signature:

Date:

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 Twin Falls 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.
3. For students who reside in the Twin Falls 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 Twin Falls 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-served” basis. However, in situations where openings are limited, the Principal may give priority if a student:
 - 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 a 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
4-5	27
6-12	161 students per teacher per day
Special Education Resource	17
Spec. Ed. Self-Contained	An average of 7 students per classroom
English Language Learners (ELL)	21 per full-time ELL teacher
Alternative Schools	13 students per classroom

- 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.
4. Out-of-district approval process:
- a. A receiving 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 receiving school principal keeps the form on file.

C. Parent Notification

- 1. When the application is submitted during the enrollment time period (January 1-February 1, the principal will notify the parent/guardian of his/her decision prior to the start of the next school year.
- 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 or prior to the start of the next school year.
- 3. 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.
- 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, English Language Learners (ELL) or alternative school students must meet the requirements and the procedures established for those programs.

DEFINITION

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

Policy History

Adopted: 12/9/13

ISBA 3/03 Update

Revised: 8/11/14

9/12/16