

Category: 8000 - STUDENTS	Policy Number: 8150
Policy Title: Open Enrollment	Effective Date: March 21, 2007

Open enrollment for students within the district and out-of-district will be allowed to the extent that they can be accommodated annually at each facility, grade level and program capacity.

Application:

The Parent/Guardian of any student applying for admittance to Snake River School District under the open enrollment law will be required to apply annually by submitting the following. A pupil under suspension or expulsion shall be ineligible for the provisions of the Open Enrollment option. Participation in varsity extra-curricular activities is subject to Idaho High School Activity Assn.'s rules governing open enrollment.

1. Open Enrollment Application (8150f1)
2. Release of Records and Discipline Information Form (8150f2)
3. Notarized Authorization from Parent/Guardian (8150f3)

Exchange Students:

Exchange students will be accepted to the extent that they can be accommodated. However, no more than six (6) Exchange Students will be accepted by the District in any given school year.

Transportation:

Transportation will be the responsibility of the parent/guardian for students who live out of the school district or who attend a school outside of their attendance boundaries.

Student/Teacher Ratio:

A hardship impact will exist in the school district or in an individual school within the district when enrollment numbers exceed the following ratios:

Grades Preschool through third	=	One teacher to 15 students
Grades Fourth through Sixth	=	One teacher to 20 students
Grades Seventh through Twelfth	=	One teacher to 25 students
Special Education	=	Average of 6 students per classroom
English Language Learners	=	One teacher to 20 students

Student Rights and Responsibilities:

As long as a transfer student applies for re-enrollment, the Superintendent shall treat that student as if he/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 school district policies or because of false or misleading information on the open enrollment application or forms. A nonresident pupil who applies and is approved to attend the school district, but fails to attend school, shall be ineligible to again apply for an enrollment option in the district. Due process for all students remains the same regardless of what school students attend within the District and regardless of where the student resides once accepted under the open enrollment policy.

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.

LEGAL REFERENCE: Idaho Code 33-1402 and 33-1404

REFERENCE: Policy 8102, "Legal Residence"
Policy 8114, "Attendance - Elementary School Boundaries"
Policy 8140, "Homeless Students"
Forms: 8150f1, f2, f3, and f4

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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. The parent/guardian of students who reside in the District and move out of their school attendance zone during the school year must initiate an Open Enrollment Application to stay in their school or, if they wish their student to attend another school in the district that is outside their attendance zone, they must submit an Open Enrollment Application. (In-district Transfer)
4. 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. District Resident Approval Process;
 - if parents/guardians wish to transfer their student from one district school to another district school, the superintendent must receive a recommendation for approval or denial (giving reason) from the receiving school principal and a sign-off from the attendance zone school principal (on appropriate section of application) before he/she approves or denies the Open Enrollment Application.
 - the Superintendent approves or denies the Open Enrollment Application by completing and signing the appropriate section on the application.
4. 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, if appropriate, 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

For School Year 20____ - 20____
Grade _____

This application form (approved August 1993) 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. (Optional)

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, etc.)

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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 _____

() Approved () Disapproved Date _____

Superintendent's Signature _____

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.

****PLEASE NOTE: ANNUAL RENEWAL REQUIRED BY FEBRUARY 2nd OF EACH YEAR.**

Category: 8000 - STUDENTS	Procedure or Form Number: 8150f4
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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