

**POLICY TITLE: Open Enrollment**

**POLICY NO: 632**

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This is an open enrollment district and tuition will be waived for out-of-district students who meet the terms of this policy.

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 State Department of Education. The application, accompanied by the student's accumulative record, must 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.

This district will notify the applicant within sixty (60) days and, 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.

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.

Tuition will be waived for any student that is allowed to attend this district under this policy.

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.

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

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 under suspension or expulsion, or a student who may be lawfully denied enrollment, will be ineligible for the provisions of this policy.

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

<u>Grade</u>	<u>Ratio</u>
K-3	20:1
4-6	25:1
7-12	150 students average per teacher per day. (Per a 7 period day) or
7-12	90-100 students average per teacher per day. (Per block schedule)

An exceptional student education class ratio will be 12:1.

Non-resident students and students wishing to transfer to another school within the district will have their applications denied if it is determined by administration that a hardship exists, as defined by the ratios set forth above or other extenuating circumstances.

Non-resident students residing in license group homes, agencies or institutions will be received and admitted if the facility is located within the district. However, this provision will not inhibit the board from prescribing non-discriminatory pre-conditions or standards of admission when necessary to protect the health, safety, and welfare of its existing students and/or to protect its educational processes.

Homeless children and youth, as defined in the Steward B. McKinney Homeless Assistant Act (PL 100-77), may attend any district or school within a district without payment of tuition when it is determined to be in the best interest of that child.

1. *Additional factors* shall be used in the determination of out-of-district student admittance. The following shall apply:
  - a. Out-of-district pupils whose parents own property in the district shall be given preference.
  - b. Out-of-district pupils whose parents are employed by the Melba School District shall have preference.
  - c. Students currently enrolled in the Melba schools shall be given preference to continue.
  - d. The date of application shall be considered in admitting new out-of-district students to the Melba schools. Students will be placed on a waiting list according to date of submission.

2. *The required application procedure* is as follows:

- a. A Melba School District application must be obtained from a Melba school or the district office and submitted each year admission is desired. It will consist of the State approved application form, and the student=s accumulative record which must include current immunization information, Social Security number, a copy of the child=s birth certificate and, if applicable, the Individual Education Plan (IEP) and record of special program recommendation and/or participation.
- b. The application must be submitted to the school the applicant wishes to attend.
- c. The school to which the application was submitted will provide in writing to the applicant, within sixty (60) days after submission, the status of that application.
- d. A record of all out-of-district student applications shall be maintained at the building level. It will include the decision and the reasons for that decision. A copy will be forwarded to the district office.
- e. The recommendation from the building principal for admission of out-of-district students shall be submitted to the superintendent for approval by the school board.
- f. Following final approval by the district, copies of the application shall be sent to the parents, the building principal and the superintendent.

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**LEGAL REFERENCE:**

Idaho Code Sections  
33-205  
33-1401 *et seq.*

**ADOPTED:** December 13, 1999