

Purpose: Every student has unique needs, goals, and talents. Consequently, parents should be empowered to choose the educational environment that fits each one best. The board of education therefore establishes this open enrollment policy to expand educational options for students residing within the district.

Open Enrollment: Parents may apply for admission to any elementary, middle, or high school within the district whose student population is no more than ___% of capacity, as determined by the Superintendent and approved by the board of education. The Superintendent shall present to the board of education which schools are available for enrollment pursuant to this policy on a biannual basis.

Application Procedure: Parents seeking to enroll their student in a nonresident school shall fill out the online application form provided by the district. The form shall contain the following information:

1. Directions for submission
2. Applicable deadlines
3. Notification procedures
4. Grounds for denial
5. Information regarding appeals
6. Parental responsibility for student transportation and the availability of any transportation options

Timeline: Open enrollment applications for the fall semester must be submitted by February 1. Open enrollment applications for the spring semester must be submitted by July 1. Applicants shall receive written notification of acceptance or denial no later than three weeks after submission of the application.

Lottery Procedure: Applications shall be considered in the order they are received. If demand exceeds available capacity at a given school or grade level, the school shall conduct a random lottery process. Schools may grant enrollment preference to siblings of students already enrolled through the open enrollment process.

Acceptable Reasons for Denial: A student seeking to enroll pursuant to this policy shall be denied only for the reasons expressly identified in this policy, including any of the following:

1. Chronic absenteeism
2. Serious disciplinary infractions

3. Suspension or expulsion
4. Lack of available capacity

Appeals Process: Within 30 days of receiving the denial or revocation, the parent or legal guardian of a student may request an administrative review by the board of education. The board shall consider the appeal at its next scheduled meeting and issue a decision on the appeal in writing. Within 30 days of receiving the written decision by the board, the parent or legal guardian of a student may appeal the decision of the board by submitting a request to the State Board of Education. The State Board of Education shall consider the appeal at its next scheduled meeting, where the student, the student's parent or legal guardian, and a representative from the local school administrative unit that issued the denial or revocation may address the Board.

Nondiscrimination: Any school within this district that enrolls students pursuant to this policy shall not discriminate on the basis of sex, national origin, race, ethnicity, ancestry, religion, disability, academic or athletic ability, or whether the student is homeless.

Athletic Eligibility: Students changing schools through the open enrollment program will not be eligible to participate in athletic activities until the completion of the current school year unless the student is a rising ninth grader and the open enrollment application is completed on or before July 1. Any student returning to their base school after an open enrollment transfer will be ineligible for athletic participation until completion of the current school year.

Reapplication: Once an open enrollment transfer has been granted in accordance with this policy, it will remain in effect until the terminal grade in that school location (i.e., fifth, eighth, and 12th) unless revoked for reasons specified in this policy or unless terminated by the parent(s).

Transportation: Parents or legal guardians of students shall be responsible for transportation to and from the receiving school or to an established bus stop designated by the local school administrative unit, unless transportation services are required by the student's individualized education plan or by state or federal law.

Tuition and Fees: Families choosing to enroll their child in a nonresident school pursuant to this policy shall not be charged any tuition or fees.

Funding and Accountability: Students enrolled pursuant to this policy shall be included in the average daily membership and enrollment counts of the nonresident school for purposes of state and federal funding and accountability. Such students shall be included in all applicable enrollment, reporting, and academic performance calculations of the nonresident school.

Transparency: To assist families in making informed decisions, each school within the district that has been determined to have available capacity pursuant to this policy shall post the following information in a prominent location on its publicly accessible website:

1. The number of within-district transfer students that each school has the capacity to accept at each grade level
2. A summary of open enrollment policies and procedures
3. Application procedures and deadlines
4. Student selection procedures
5. Eligibility requirements for participation in extracurricular and school activities
6. The responsibility of parents to provide transportation and the availability of any transportation services

This information shall be updated once a semester.

Revocation of Open Enrollment: Students enrolling in a nonresident school in accordance with this policy shall be removed only for the following reasons:

1. Documented history of chronic absenteeism
2. Documented history of repeated serious disciplinary infractions
3. Expulsion