

### Application/Approval

Open enrollment applications are only available online.

The open enrollment application window is January 1-31 for the coming year. Open enrollment applications for the coming school year are reviewed in February. Applications received after January 31 will be considered on a stringent space available basis.

Applications received after February 1 **for the coming school year** are reviewed as received and considered based on space availability at the requested school. These applications must meet the same criteria as applications submitted prior to February 1.

Both the sending school and receiving school principals must review open enrollment applications and approve transfers.

Parents receive notification of the principal's decision within 60 days following the review date as shown above.

### Denial/Revocation

Open enrollment may be denied or revoked because of unacceptable behavior, false or misleading information on the open enrollment application, poor attendance, documented pattern of late arrivals or late pickups or other circumstances which interfere with the learning environment as determined by the Superintendent or designee.

Factors that may cause an open enrollment application to be denied or revoked at the building principal's discretion may include:

- a school, grade or program(s) lacks available space and/or resources based on current enrollment.
- records indicate that the student is not in "good standing." "Good standing" is defined as acceptable attendance, behavior and academic effort. Unacceptable academic effort is defined as teacher(s) report of poor academic work due to lack of effort, misbehavior, poor attendance (including a documented pattern of late arrivals or late pickups) or other circumstances which interfere with the learning environment as determined by the Superintendent or designee.
- the student has been suspended or expelled or has committed a disciplinary violation for which he/she could be suspended or expelled.
- it is determined that information on the Open Enrollment Application has been misrepresented or was incomplete.

Factors that may NOT be considered by administrators in denying open enrollment applications include:

- Family, social or economic status
- Race
- Religious background
- Gender
- Age
- Academic achievement
- Athletic or extracurricular ability
- Handicapping conditions
- Proficiency in the English language

If an application is denied, the parent/guardian may appeal the decision to the Executive Director of Elementary Education or the Executive Director of Secondary Education. Appeals must be in writing and sent to the District Office. The decision of the Executive Director is final.

Revocation can only take place after a principal has met with the student's parent/guardian and given written notice of the intent to revoke open enrollment status.

Open enrolled students who withdraw from their transfer school, then wish to re-enroll, must complete a new open enrollment application and go through the normal approval process.

### **Transportation**

Transportation of open enrolled students is the parent's responsibility. However, open enrolled students may ride a bus to and from school if parents transport the student to an existing zone bus stop within the boundary of their requested school and if there is room for the student on that existing zone bus route.

It is the parent's responsibility to contact Brown Bus Company to determine availability, bus stop location and route information. Transportation for open enrollment students will not be provided until a determination can be made whether or not space is available on a particular bus. This determination may not be made until after the first 2-3 weeks of school.

### **Preventing or Recruiting Potential Open Enrollment Students**

District employees will not prohibit or prevent application by its students to attend another school within the District or to attend school in another school district. In no case is an employee of the district to recruit students outside of their attendance area. Discipline for violation of this policy may involve actions up to and including dismissal.

### **Enrollment at Schools of Choice**

Enrollment at schools of choice is open to all students regardless of residence. These schools accept new students by application only:

- Union High School – 9th-12th grade
- Treasure Valley Leadership Academy – 9th and 10th grade for 2019-20
- New Horizons Dual Language Magnet School
- Gem Prep Charter School
- Idaho Arts Charter School
- Pathways in Education – 9th-12th grade