

OPEN ENROLLMENT/SCHOOL ATTENDANCE AREAS - Policy JECB-AR(A)

Attendance Boundaries/Assignment of Students to Schools

1. Students living within the attendance boundaries of individual schools have priority for attendance at that school.
2. Parents/Guardians may make application to enroll in a school other than their attendance boundary area school.
3. The superintendent, or designee, will set enrollment caps.
4. Students who have moved from the attendance area of their current school may choose to remain and complete the highest grade level at that school's attendance area providing that their new residence is still within the district.
5. Parents choosing to send their student to a school other than the school in their attendance boundary area will be responsible for all transportation costs.

Open Enrollment Process

1. Parents desiring to enroll a student in a public school in an attendance area other than the one in which they reside must complete an "Application for Open Enrollment" form and submit it to the district office by April 1st.
2. The Applications will be approved unless one or more of the following situations exists:
 - a. Open enrollment is closed to students in Kindergarten, 10th, 11th, and 12th Grades and/or currently expelled unless approved on special circumstances by the superintendent.
 - b. The school's enrollment capacity has been met.
 - i. In elementary schools, the classrooms at the student's instructional level are full or within two students of being full. Full is defined as follows:
 1. First to Second Grade – 25 students.
 2. Third to Sixth Grade – 30 students.
 3. NOTE: Principals may use discretion with mixed grade classrooms.
 - ii. In secondary schools, enrollment capacity will be based on the total number of students at each grade level. Full grade level enrollment is defined when capacity for each grade level is within 10 students of being full.
 1. Secondary enrollment projections will be determined each year by March 1st.
 - a. 2012-13 School Year Projected enrollment for Grades 7, 8 & 9 is 250 students per grade level.
 2. Student athletes will be required to follow all OSAA rules and regulations.
3. A copy of the Open Enrollment Application form noting the district's decision will be mailed to the parent/guardian no later than May 15th. The district will notify the effected resident districts by May 1st.
4. If there are more students requesting open enrollment into a school defined as full, then the following ranking will occur:

- a. Priority Group I: Students enrolled in the requested school attendance area the previous school year and/or students with siblings already enrolled in the requested school attendance area.
- b. Priority Group II: In-district student.
- c. Priority Group III: Out-of-District request by current 509J District employee.
- d. Priority Group IV: All other requests.

If there are more students requesting open enrollment into a school that has reached the enrollment capacity defined in section 2 above, the following will occur.

- a. A lottery for each Priority Group will be held.
 - b. Students will be given a Priority Group Number and Lottery Number.
 - c. Students will be placed in their choice school according to their lottery rank
 - a. For example, a student with a number Priority Group 1, Lottery # 5 will be placed before a student with a number Priority Group 2, Lottery #1.
 - d. To be included in the lottery, open enrollment requests must be submitted to the district office no later than April, 1st.
 - e. The Lottery will take place no later than April 30th.
 - f. If space becomes available in the district, students will be offered placement according to their rank order created by the lottery as described above.
5. Once approved, an open enrollment will ordinarily remain in effect until the student completes the highest grade level in the school; the student's parent requests that the open enrollment be rescinded; or administrators revoke the open enrollment for reasons such as erratic attendance, excessive tardiness, or other unsatisfactory performance.

Each school site, as well as the district office, will be actively involved in notifying parents and the community of this open enrollment/school attendance area policy. Buildings will be expected to make announcements regarding this matter in the spring of each school year via regular district communications such as school newsletters.