

Open Enrollment Procedures as a Sending District

The district may participate in open enrollment as a sending district. As a sending district, the board will allow resident students who meet the requirements to open enroll in another public school district.

Parents requesting open enrollment out of the district for their student will notify the sending and receiving school districts in accordance with district practice. The notice is made on forms provided by the Iowa Department of Education. The forms are available at the district office.

Parents of children who will begin kindergarten and prekindergarten children enrolled in special education programs and included in the district's basic enrollment will file in the same manner set forth above.

The receiving district will approve or deny open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the approval of the application. The receiving district's superintendent will notify the parents and sending school district by mail within five (5) days of the school district's action to approve or deny the open enrollment request. The board will not approve a student's request to allow the receiving district to enter the school district for the purposes of transportation.

An open enrollment request out of the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving school district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the district until the final determination is made.

It is the responsibility of the superintendent to maintain open enrollment request applications and notice forms.

Open Enrollment Procedures as a Receiving District

The district may participate in open enrollment as a receiving district. As a receiving district, the board will allow non-resident students, who meet the legal requirements, to open enroll in the district. The board will have complete discretion to determine the attendance center of the students attending the district under open enrollment.

The superintendent will approve within 30 days incoming kindergarten applications, good cause applications and continuation of an educational program applications.

The superintendent will notify the sending school district and parents within five (5) days of the district's action to approve or deny the open enrollment request.

## Insufficient Classroom Space

It is the goal of the district to create learning environments that encourage the growth and development of each student. Providing classrooms with an appropriate student-teacher ratio is central to achieving this goal. Insufficient classroom space exists when conditions in the district adversely affect the implementation of the district's goals and its educational program. Open enrollment requests into the district will not be approved if insufficient classroom space exists. The board shall determine insufficient classroom space on a case-by-case basis. Criteria to be used by the board in its determination may include, but not be limited to, available personnel, grade level, the nature of the educational program, instructional method, physical space, student-teacher ratios, equipment and materials available, financial condition of the school district and finances projected to be available, facilities either being planned or currently under consideration, facilities planned to be closed, sharing agreements in force or planned, a bargaining agreement in force, laws or rules governing special education class size, district goals and objectives, and other factors considered relevant by the board.

An open enrollment request into the district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the special education program available in the school district is appropriate for the student's needs and whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made.

Open enrollment requests into the district will also not be approved for students who have been suspended or expelled by the administration or the board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met.

Open enrollment requests to the district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the district are considered in the order received by the district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Students in grades nine through twelve open enrolling into the school district will be eligible for participation in interscholastic athletics, at the varsity level only, in accordance with applicable laws.

Parents of students whose open enrollment requests are approved by the board or superintendent are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. The board will not approve transportation into the sending district.

The policies of the school district will apply to students attending the district under open enrollment.

Adopted: 1989

Reviewed and Amended: 3/8/93; 3/96; 9/27/99; 12/22/08; 12/18/13; 6/8/16; 1/24/22; 8/22/22;  
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