

OPEN ENROLLMENT TRANSFERS – PROCEDURES AS A RECEIVING DISTRICT

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

The board will take action on the open enrollment request of those appropriate-timely filed applications no later than June board meeting in the year proceeding the first year desired for open enrollment.

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

Open enrollment requests into the school district will not be approved if insufficient classroom space exists as determined by the board and its application of the district's enrollment matrix and criteria. Open enrollment requests into the school 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 into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades nine through twelve open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

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

An open enrollment request into the school 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.

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

INSUFFICIENT CLASSROOM SPACE

Insufficient classroom space is determined by the board and its application of the district's enrollment matrix and criteria. In establishing the enrollment matrix, the board may consider several factors, including but not limited to, the nature of the education program, the grade level, the available licensed employees, the instructional method, the physical space, student-teacher ratios, equipment and materials, facilities either being planned or under construction, facilities planned to be closed, financial condition of the school district and projected to be available, a sharing agreement in force or planned, a bargaining agreement in force, laws or

rules governing special education class size, board-adopted school district goals and objectives, and other factors considered relevant by the board.

Insufficient classroom space will be determined by using a matrix with grade level/building caps. Incoming Kindergarten students, who do not have older siblings who have been previously approved for open enrollment, will be taken on a first come/first served basis for the number of seats available per the open enrollment matrix. The board will act on incoming Kindergarten students beginning with the May board meeting based on the class size numbers that are projected at that time.

The board will consider the following criteria in approving or denying open enrollment requests into the district:

1. Kindergarten and sixth grade will be the only time where a child may enter automatically provided the child has siblings who have previously been approved for open enrollment in the Gilbert Community School District and are enrolled and attending Gilbert schools upon receipt of a timely application. New families with multiple children applying for open enrollment will be advised of seat availability in each respective grade level requested. The board will accept a student(s) from a family only in grade levels where seat availability exists. The board will not accept siblings in grade levels where seats are not available. The acceptance of one child will not guarantee the acceptance of siblings. The decision about enrollment will rest with the parents of the children seeking admission.
2. Open enrollment requests for students who receive special education services will be considered separately. Seat availability will be determined on the basis of a matrix developed as part of the district's Special Education Plan that reflects the teacher caseloads per program/building and contact time with IEP students.

It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests. It will be the responsibility of the superintendent to bring this policy to the attention of the board each year.

Legal Reference: Iowa Code §§ 139A.8; 274.1; 279.11; 282.1, .3, .8, .18; 299.1. 281 I.A.C. 17.

Cross Reference: 501.6 Student Transfers In
501.7 Student Transfers Out or Withdrawals
501.14 Open Enrollment Transfers - Procedures as a Sending District
506 Student Records
507 Student Health and Well-Being
606.6 Insufficient Classroom Space

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