

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program, that parents and legal guardians have the primary responsibility of insuring that their children receive the best education possible. Accordingly, it is the policy of the board the school district participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the School District under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is deemed to reside by operation of state law.
- c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Duties, Entitlements and Rights of Option Students.

Except as otherwise provided herein, option students shall be treated as resident students of the school district.

3. Standards for Acceptance or Rejection of Option Students.

- a. In determining whether accept or reject applications for students to option into the district, the board of education may consider the capacity of a program, class, grade level, or school building. Capacity shall be determined by setting a maximum number of option students that this school district will accept in any program, class, grade level, or school building, based upon factors such as, but not limited to, available staff, facilities, projected enrollment of resident students, projected number of students with which the option district will contract based on existing contractual arrangements, and the availability of appropriate education programs. The board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity.

- b. The school district shall not accept any option students into any program, class, grade level or school building when acceptance of such students would cause overcrowding in that program, class, grade level or school building as determined by the school administration, or would significantly increase the operating costs of the school district, such as by requiring the hiring of new staff.
 - c. The school district shall accept disabled option students only to the extent that the school district's then current staff and facilities are sufficient to accommodate the needs of such students, without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
 - d. The school district shall not base the decision to accept or reject an option student on that student's previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in English language, or previous disciplinary proceedings.
 - e. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
4. **False or Misleading Option Applications.** If, prior to the student's attendance as a option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
5. **Certain Programs Unavailable to Option Students.** The board reserves the right by resolution to declare a program, a class, or a school building unavailable to option students due to lack of capacity.

6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
7. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
8. **Procedure for Students Optioning Into or Out of the School District.**
 - a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education, the other affected school district and the State Department of Education for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b. On or before April 1, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district, the resident school district and the State Department of Education, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via registered mail to the address listed on the option application.
9. **Late Applications**
 - a. The board of education or superintendent shall not consent to any student optioning out of the school district when the option application is submitted after March 15 in the absence of good cause shown for the late application. If the superintendent believes that the applicant has demonstrated good cause for the late application, the superintendent may conditionally approve the application. The board of education shall make a final determination regarding good cause and the application at the next scheduled meeting after the superintendent's conditional approval.

- b. The superintendent will grant conditional approval of late applications to option into the district under the following conditions:
 - i. When the resident district has released the student;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policyThe board of education will approve the late application at its next scheduled meeting after the superintendent's grant of conditional approval if the previous conditions of this subparagraph have been satisfied.
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15 no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district and to the State Department of Education for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

Adopted on: 12/14/2009

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Reviewed on: _____