

<b>Harrisburg School District</b>	<b>NEPN Code: JECB</b>
<b>Policy Manual</b>	

## **OPEN ENROLLMENT**

The School Board believes in providing parents and students the opportunity to choose the school environment that best meets the need of the individual student. However, the Board also recognizes that certain restrictions may need to be enforced to preserve educational opportunities for students.

Students will be assigned to district schools in accordance with provisions set forth in South Dakota Codified Law, Department of Education Administrative Rule, and School Board policy. The Superintendent may submit to the Board additional regulations to address assignment of students to schools according to the residence of a student's parent or legal guardian, transfers resulting from change of residence, and open enrollment.

### **OPEN ENROLLMENT APPLICATION STANDARDS:**

Open enrollment requests will be granted on a space available basis at the time the request is considered. Class size, program capacity, grade level, and building capacity restrictions are necessary in order to allow room in schools for students who may move into the assigned school attendance area. The approval of an open enrollment request may not result in exceeding the average student-to-teacher ratio, program capacity, or building capacity criteria listed below. The ratios listed for grade level student to teacher ratios are for open enrollment purposes only. Actual class sizes may be above these ratios because of students living in the assigned school attendance area.

- All average student-to-teacher ratios are figured out on a district wide calculation.
- Kindergarten through grade five: the average student-to-teacher ratio shall not exceed 17 (seventeen) students as a result of open enrollment.
- Grades six through eight: The average student to teacher ratio for core classes may not exceed 17 (seventeen) students as a result of open enrollment.
- Grades nine through twelve: An open enrollment transfer may not cause a building, core content course or required course, to exceed a teacher-to-student ratio of 20-1.

### **SPECIAL EDUCATION PROGRAM CAPACITY**

- Grouping programs designed to assist children with unique disabilities will be closed to open enrollment during a school year when they reach capacity (cannot be accommodated at current staffing levels or the building is at capacity), and for the succeeding school year if they reach 80% of capacity at the end of the previous school year.
- Resource and related service programs, as well as transportation, will be closed to open enrollment if students cannot be accommodated at current staffing levels or if the building, or transportation is at capacity.

#### **Students Moving Out of Harrisburg Wishing to Enroll**

A student(s) will be allowed to open enroll back into the district if he/she lived within the boundaries and attended Harrisburg schools at least three consecutive years prior to a move outside of the district.

If one member of the family is allowed to open enroll in, all members of the family will be allowed.

The total that can be brought into the District within each school year through these conditions will be capped at 1.0% of the total school population as taken at the fall enrollment date set by the state.

If more students are applying on July 1 than the policy allows, then at the end of the work day on July 1, the determination of those accepted to open enroll back into the District be done on a basis determined by the longevity of continuous attendance of the student here at the Harrisburg School District. Any ties, that would exceed the allotted amount on July 1, will be settled through drawing lots.

If less than the quota is achieved on July 1, then it will be a first come, first serve basis to fill the remaining slots.

Application will not carry over from one year to the next if they are not approved. Each year the start of the request date will be July 1.

If July 1 does not fall on a normal school business day, then the first normal business day following July 1 will be the date used for this policy.

### TRANSPORTATION

Transportation of non-resident students to school is the responsibility of the applicant.

### Non-Discrimination

Criteria for making transfer determinations will be provided to any individual requesting the information. Discrimination based upon race, gender, religious affiliation, or disability is prohibited. All members of the same family residing in the same household will be treated the same.

### Activity Eligibility

Students utilizing the open enrollment procedure and attempting to participate in any school activities should access the South Dakota High School Activities Association rules regarding transfer and open enrollment. Those guidelines can be found at [www.sdhsaa.org](http://www.sdhsaa.org).

The board has the ability to declare a building or grade level in a building "full" and not allow any additional open enrollment students for a determined amount of time.

Revised: January 26, 2015