

West Central School District 49-7

ADMISSION OF NONRESIDENT STUDENTS/ ASSIGNMENT OF RESIDENT STUDENTS

A. GENERAL PRINCIPLES:

Applications for the succeeding school year. Open enrollment applications for the succeeding school year will not be accepted until December 1 of the school year preceding enrollment. Applications received by February 1 will be acted on by March 1. After March 1, decisions on open enrollment applications for the succeeding school year will be made at other times as necessary to plan adequately for staff and classroom space. The applicant shall be informed within five working days after the District's action on the application.

Applications for the Current School Year. Open enrollment applications to transfer to another school during the current school year will be accepted throughout the current school year. The applicant shall be informed within five working days after the District's action on the application. Open enrollment transfers that occur during a school year, will only be allowed at the start of a quarter or semester.

Application Forms

Application forms may be obtained in the West Central School District Administration Office. The application must be made by the student's parent or guardian (if the student is under age 18) or by an emancipated student.

Student Records

For nonresident student transfers, parents/guardians or the emancipated student shall authorize the resident district to provide copies of the student's educational, attendance and discipline records to the West Central School District sufficiently in advance in order that the District may receive the copies no later than February 1st of the current school year.

School Board Approval

The applications for nonresident students will be approved or disapproved by the West Central School Board at the next regularly scheduled board meeting (within the above calendar parameters) and the applicant and resident district will be notified of the decision within five days of the decision. Applications for enrolling nonresident students will be acted upon in the order received. The application may be withdrawn by the applicant before March 1st through notification to all affected school board (even if the West Central School Board has approved the application).

Residency Change

If student school residency pursuant to SDCL 13-28-9 changes after February 1st of the current school year into a new school district, the parents, guardian, or emancipated student may submit an application pursuant to this policy within thirty (30) days of the change in residence. The West Central School Board will waive the deadline for applications in this circumstance and will act on the application at the next regularly scheduled board meeting (or sooner if a special board meeting is held) and give notice to the applicant and the other school district involved, if any, within five days of the Board's decision.

Once approved by the West Central School District, the student must attend school in the West Central School District or new attendance center for the next school (subject to A.S. above) unless (a) if a nonresident student the school boards of both districts agree in writing to allow the student to return to the original district, (b) if a resident the West Central School District Board of Education agrees to reassign the resident student back to the original attendance center, or (c) if the parent, guardian, or student moves and establishes residence in another school district.

Once a nonresident student is enrolled in the West Central School District or a resident student enrolls in a different attendance center, the enrollment will be continuous from one school year to the next unless (a) the parents/guardians or emancipated student changes residence into another school district or (b) until a subsequent transfer application is received and approved.

The West Central School District will accept credits granted for any course successfully completed in another state accredited school. The West Central School District will award a diploma to a nonresident student **only** if the student satisfactorily meets the West Central School District's graduation requirements.

Transportation to and from school for a nonresident student attending school in the West Central School District is the responsibility of the applicant/family.

Federal and state laws require that the resident district be responsible for providing a free and appropriate public education for students receiving special education or special education and related services. All transfer applications for nonresidential special education students into the West Central School District must be considered by the director of special services.

- A. The director of special services will determine whether the West Central School District can provide an appropriate educational program to meet the student's needs, and that the appropriate educational program can be provided with existing staff, services and programs within the West Central School District.
- C. The director of special services will determine whether the student requires transportation as a related service and, if transportation is required as a related service, West Central Schools will provide this service.
- E. Any change in the placement (i.e., back to the resident district or out of district placement) or program of a special education student is also subject to the approval of the director of special services.

B. FACTORS/CRITERIA/STANDARDS FOR BOARD DECISIONS ON TRANSFER APPLICATIONS:

The West Central School District will not deny an application for a nonresident student to enroll in the District if doing so would result in students from the same family attending school in different school districts.

EXCEPTION: Special education is governed by federal and state laws and therefore decisions affecting students in special education will be made for each student based solely on the needs of the student as determined by the placement committee.

1. The following factors/criteria/standards will be considered by the Board with respect to each application, and the acceptance or rejection of the application, for students wishing to enroll in the West Central School District and for resident student transfer requests to a different attendance center within the District:
 - a. Written statement of reason(s) (if provided) from the parents/guardians or emancipated student to be submitted with the application and stating why the parent(s)/guardians/emancipated student wishes the student to enroll in the West Central School District or change attendance centers;
 - b. Student's educational and discipline history in the resident district and any other previous school districts attended;
 - c. Financial impact on the West Central School District, if any;

- d. Educational impact on the West Central School District, if any, including impact on existing and projected staffing needs, and facilities;
 - e. Rules and regulations promulgated by the South Dakota Department of Education relating to the open enrollment program.
2. Each application will be considered individually and in the order received. The Board may deny applications for any of the following reasons:
 - a. The application was not timely;
 - b. If after consideration of the criteria/factors/standards established in paragraph B.1. above the Board determines the District would not be able to provide a quality educational program to the student;
 - c. If the applicant has been convicted of possession, use, or distribution of any controlled substance, including marijuana;
 - d. If the applicant has been convicted of a weapons charge relating to schools.

C. MISCELLANEOUS PROVISIONS

1. A copy of this policy shall be given to each nonresident student and/or the student's parents or guardians, and to each resident student and/or the student's parents or guardians if wishing to transfer to another attendance center within the district. A copy of the policy shall be given to any other person upon request.
2. If a nonresident student applicant is under suspension or expulsion in the resident district at the beginning of the school year in which the student would otherwise enroll state law prohibits the student from enrolling in the West Central School District during the period of suspension or expulsion. However, the Board may approve an application from a nonresident student with enrollment to begin following the suspension or expulsion.
3. Appeals of a board decision to deny an application submitted under this policy are to be made to Circuit Court pursuant to SDCL ch. 13-46.

Policy:

Adopted: 10/27/97

Revised: 12/11/06