

JFB OPEN ENROLLMENT

The Seligman Unified School District has an open-enrollment program as set forth in A.R.S. 15-816. The open enrollment program described in this policy shall be placed on the District website and made available to the public on request.

No tuition shall be charged for open enrollment, except as authorized by applicable provisions of A.R.S. 15-764, 15-797, 15-823, 15-824, and 15-825

Definition

Nonresident pupil means a pupil who resides in this state and who is seeking enrollment in a school district other than the school district in which the pupil resides.

Enrollment Options

District resident pupils may enroll in another school district. Nonresident pupils may enroll in schools within this District, subject to the procedures that follow.

Information and Application

The Superintendent shall prepare a written information packet concerning the District's application process, standards for acceptance or rejection, and policies, regulations, and procedures for open enrollment. The packet will be made available to everyone who requests it.

The information packet shall include the enrollment application form and shall advise applicants that they must submit enrollment applications on or before April 15th of each year to be considered for enrollment during the following school year.

Capacity

The superintendent shall annually estimate how much excess capacity may exist to accept transfer pupils. The estimate of excess capacity shall be made for each school and grade level and shall take into consideration:

- Physical capacity of the school building and classrooms
- Availability of staff members (i.e. administrators, teachers, other certificated employees, and related service providers).
- Capacity of general education program as well as relevant special programs
- Availability of other resources
- Number of students already enrolled or expected to enroll as follows:
 - District resident pupils, including those issued certificated of educational convenience and those required to be admitted by statute.

- The enrollment of eligible children of persons who are employed by the District.
- Nonresident pupils who were enrolled in the school the previous year, and who during the previous year, met or exceeded the District's expectations regarding academics, attendance, behavior, and progress toward graduation.

The Governing Board shall make the final determination of excess capacity. The excess capacity estimates shall be made available to the public in January of each year.

Enrollment Priorities

If the Governing Board has determined that there is excess capacity to enroll additional pupils, such pupils shall be selected on the basis of designated priority categories from the pool of pupils:

- Who have properly completed and submitted applications; and
- Who meet admission standards

Enrollment priorities and procedures for selection shall be in the following order and in accordance with the following:

- Enrollment preference shall be given to nonresident pupils who were enrolled in the school the previous year. *If the student, during the previous year, met or exceeded the District's expectations regarding academics, attendance, behavior, and progress toward graduation and any sibling who would be enrolled concurrently with such pupils.* If capacity is not sufficient to enroll all of these pupils, they shall be selected on the basis of the date and time of application.
- Enrollment preference shall be given to nonresident pupils who were not enrolled in the school the previous year. If capacity is not sufficient to enroll all of these pupils, they shall be selected on the basis of the date and time of application.

The following circumstances may result in denial of admission or permission to transfer of an open enrollment student.

- The student, or his or her parent or guardian, as engaged in misconduct by providing false or misleading information to Seligman Unified School District or to any Seligman Unified School employee, including information requested or required on any open enrollment or admission application. If Seligman Unified School District suspect falsification of information in the enrollment packet, a due process hearing will be held in order that the parent(s)/guardian may be presented with the information pertaining to the falsification charges and have the opportunity to respond to any changes;
- The student, while enrolled in Seligman Unified District or as a result of attendance in any other public or private school, is currently under suspension or expulsion, has in the past been suspended or expelled, or has been involved in a series of disciplinary problems;

- The student, while enrolled in Seligman Unified District or any other public or private school, withdrew from school to avoid possible suspension or expulsion;
- The student, while enrolled in Seligman Unified District or any other public or private school, has a record of excessive absences, which cannot be adequately explained by accident or illness or trauma;

Pursuant to A.R.S. 15-803(A) "It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session." A child failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. 15-802, 15-803, 15-901.

Excessive absences are defined as excused and unexcused absences totaling 14 days or more per school year or seven (7) absences per semester and may result in consequences including failure or retention (JH-RB).

- The student is not in compliance with any condition of disciplinary action imposed by Seligman Unified School District or by any other public or private school, or with any condition imposed by a juvenile court pursuant to A.R.S. 8-301.

Admission Standards

A school shall not admit a pupil if the admission of the pupil would violate the provisions of a court order of desegregation or agreement by a school or district with the United States Department of Education Office for Civil Rights directed toward remediation of alleged or proven racial discrimination.

Students who are approved for open enrollment status in the District must abide by Governing Board policies and school regulations for student conduct, including but not limited to, those pertaining to regular and punctual attendance.

Open enrollment status may be rescinded at the end of a student's current open enrollment yearly term for repeated violations of attendance or discipline policies. Attendance policy violations would encompass problems such as student truancy, but not situations where there is a legitimate excuse for absence such as a documented illness. In the case of students with an active individualized education program (IEP), the placement must be altered through procedures in compliance with applicable special education laws. If a change in placement would require entrance into a program that is at capacity, open enrollment may be rescinded.

Seligman Unified Districts' students will only be guaranteed the ability to continue their education at Seligman Unified District Schools until graduation, once enrolled if:

1. The student maintains a "C" average or above or,
2. The student follows Seligman Unified School District's student behavioral code while attending Seligman Unified District, including, but not limited to while in the student's classes, on the bus, on campus before, during, and after school, in the cafeteria, and during

any and all Seligman Unified School's extracurricular and/or co-curricular events the student chooses to attend.

Seligman Unified School District's students who fail to maintain a "C" average or better shall be removed from the approved attendance list for the following school year and placed on a waiting list. If the list of any grade students wishing to attend Seligman Unified District and those maintaining a "C" average or progressing toward it do not fill all the spaces available for grade level capacity then students from the waiting list shall be provided an opportunity to enroll, with preference given to those willing to attend after school tutoring to progress toward a "C" average.

It is the intent of the District to maintain a special education student-teacher ratio that will allow the teacher to work effectively and efficiently toward the IEP objectives of each student.

Notification

The District shall notify the emancipated pupil, parent, or legal guardian between April 1 and June 30 whether the applicant has been accepted, placed on a waiting list pending the availability of capacity, or rejected. If the applicant is placed on a waiting list, the notification shall inform the emancipated pupil, parent, or legal guardian of the date when it will be determined whether there is capacity for additional enrollment in a school. If the pupil's application is rejected, the reason for the rejection shall be stated in the notification.

As provided by A.R.S. 15-816.17, the District and its employees are immune from civil liability for decisions relative to the acceptance or rejection of the enrollment of a nonresident student when the decisions are based on good faith application of this policy and the applicable statutory requirements and standards.

Transportation of Students Admitted Through Open Enrollment

Open enrollment students are eligible for Seligman Unified School District's transportation from a designated pickup point on a bus route serving the attendance area of the school to which the student has been admitted, or as may be otherwise determined by the Seligman Unified School District. It is the responsibility of the parents or guardians of the resident transfer student to have the student at a designated pickup point within the receiving school's transportation area.

The Seligman Unified School District *may* provide transportation for open enrollment nonresidential students who meet the economic eligibility requirements established under the national school lunch and child nutrition acts for free or reduced price lunches:

- Of not more than twenty (20) miles to and from:
 - The school of attendance, or
 - A pickup point on a regular Seligman Unified School District transportation route, or
 - For the total miles traveled each day to an adjacent district

The Seligman Unified School District *shall* provide transportation nonresident transfer students with disabilities whose individualized education program (IEP) specified that transportation is necessary for fulfillment of the program.

- Of not more than twenty (20) miles to and from:
 - The school of attendance, or
 - A pickup point on a regular Seligman Unified School District transportation route, or
 - For the total miles traveled each day to an adjacent district

Exception

Should there be excess capacity remaining for which no applications were submitted by the date established, the Superintendent, upon approval of the Board, shall authorize additional enrollment of nonresident pupils.

- Up to the determined capacity.
- On the basis of the order of the completed applications submitted after the notification date established in this policy.
- Without regard to enrollment preference.
- As long as admission standards are met.
- Whose applications are submitted by April 15th.

The open enrollment process required by this policy may be waived by the Superintendent if certain grades or schools are under capacity, as long as the waiver does not jeopardize funding.

Adopted:

LEGAL REF:
A.R.S. 15-764
15-816 *et seq.*
15-823
15-824
15-825
15-922

CROSS REF:
EEAA – Walkers and Riders
JF – Student Admissions
JFAA – Admission of Resident Students

JFAB – Admission of Nonresident Students

JFABD – Admission of Homeless Students

JG – Assignment of Students to Classes and Grade Levels

2020-2021
SELIGMAN UNIFIED SCHOOL DISTRICT
OPEN ENROLLMENT
ATTENDANCE APPLICATION
File this application at the School District Office

Student's Name: _____
Last First MI

Grade for 2020-2021 _____ Birth Date: _____

Phone Number: _____
Home Message Work

Parent's Name: _____
Last First MI

Home Address: _____
Street City Zip

Mailing Address: _____
Box # City Zip

Siblings residing in your home:

Name Age Name Age

Name Age Name Age

Present school of attendance (Please attach transcript or final grades, attendance records and discipline records)

School: _____ District: _____
City: _____ County: _____

Is the student making application:

Yes No Expelled or long-term suspended from any school or school district?

Yes No Currently subject to expulsion or long-term suspension from a school or school district?

Yes No N/A In compliance with conditions imposed by a juvenile court?

Yes No N/A In compliance with a condition of disciplinary action in any school or school district?

The following conditions apply to the open-enrollment program:

1. An attendance application must be completed and submitted on or before May 14, 2020.
2. Enrollment is subject to the capacity limit established for the school and/or its grade levels.
3. On or before June 1, 2020, the parent or legal guardian will be notified in writing whether the application has been accepted, rejected, or placed on a waiting list.
4. Transportation for the student may be the responsibility of the parent or legal guardian.
5. Providing false information on this form may result in the application being denied or admission being revoked.

The signatory affirms that the student will abide by the rules, standards, and policies of the school and the District if enrolled.

Signature of Parent or Legal Guardian

Date

FOR DISTRICT USE ONLY. DO NOT WRITE BELOW THE LINE

Accepted

Placed on Waiting List

Rejected

Reason for rejection _____

Administrator

Date