I. PURPOSE

The purpose of this policy is to provide guidance to the school district when attendance boundaries are established.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to provide an effective and equitable education to all students of the district.

B. Attendance Boundaries, open enrollment and intra-district transfers are interrelated areas that should be dealt with as a whole, since each one affects the others.

C. The objective is to ensure that the utilization of all buildings supports strategic planning, efficient use of facilities and/or educational programming.

III. DEFINITIONS

A. “Utilization” shall mean the total number of students enrolled in a building divided by that building’s designed capacity.

B. “Attendance Boundaries” shall mean those boundaries, as determined by the School Board, used to determine the building to which students residing within said boundary shall attend.

C. “Open Enrollment” shall mean the enrollment of a student in a school district other than the one in which the student’s family resides, as mandated by state statute.

D. “Intra-District Transfer” shall mean the enrollment of a student in a school building other than the one established by the attendance boundaries in which the student’s family’s resides, but within the same school district.

IV. INTRA-DISTRICT TRANSFER

A. Parents/guardians wishing to apply for their child to attend a school other than that of their residency must submit an application in writing to the District Office prior to April 30 for the following school year. Once approval is given, the approval will be permanent, unless another application is submitted.

V. PHILOSOPHY

A. The provisions of federal mandates such as Elementary Secondary Education Act (No Child Left Behind), or other federal laws supersede the terms and conditions of this policy. Any provision of this policy found to be in violation of any such law, regulation, directive or order shall be null and void and without force and effect, but any such finding shall not affect the rest of the terms and conditions of this policy.

B. Consideration for open enrollment and intra-district transfer will be given by an application process using forms available on the district website.
C. It shall be the responsibility of the parent/guardian to provide transportation of open enrollment or intra-district transfer students to either the building the students will be attending or an existing bus stop within the attendance boundary of the building they will be attending.

D. Considerations used for the approval of open enrollment and intra-district transfer students (in order of priority) will be as follows:

1. space availability (both class size and building utilization – see below for conditions under which this might apply),
2. based on the attendance boundary of the family’s residence, (for students that had previously intra-district transferred to another building)
3. school of attendance as of May of the previous year (except where the student would be changing schools based on a change of attendance boundaries),
4. emergency/unique situations,
5. siblings enrolled in the building,
6. day care within the boundaries of a building, and
7. any other reasons.

E. Acceptance of one student from a family for open enrollment or intra-district transfer shall imply acceptance of that student’s siblings, unless otherwise noted by the school district on the notification of acceptance.

F. The School Board reserves the right to suspend the implementation of this policy when it deems such action to be in the best interest of the School District.

G. The administration, when needed, shall prepare and present to the School Board a projection of enrollment and utilization for each school building for at least the subsequent two school years.

H. If the projected utilization for any building exceeds 95% for any year of the projection, and the utilization for the building with the highest utilization exceeds the utilization for the building with the lowest utilization by at least 10%, a committee shall be established to review the utilization of each building and make recommendations to the board regarding methods to alleviate the imbalance in the utilization of the district’s buildings.

1. The administration shall make recommendations to the Board regarding the makeup of this committee.
2. The board may appoint representatives to this committee.
3. The committee shall make its report and recommendation(s) in a timely manner to the School Board.

I. If the projected utilization for any building exceeds 98% for any year of the projection, and the utilization for the building with the highest utilization exceeds the utilization for the building with
the lowest utilization by less than 10%, a committee shall be established to identify and explore potential solutions to prevent overcrowding of the district’s buildings.

1. The administration shall make recommendations to the Board regarding the makeup of this committee by the May school board meeting.

2. The board may appoint representatives to this committee.

3. The committee shall make its report and recommendation(s) to the School Board.

VI. ATTENDANCE BOUNDARIES

A. Attendance Boundaries will be drawn with consideration for the best utilization of the school district’s buildings, as well as population, past and projected growth rate, definable natural boundaries such as a city limits, highways, rivers, etc. and/or social and economic factors.

B. Students will be assigned to a building based on the family residence.

VII. INTRA-DISTRICT TRANSFER

A. Intra-District Transfer Deadline: Those parents/guardians wishing to apply for their child to attend a school other than that of their residency must submit an application in writing to the District Office prior to April 30 for the following school year.

1. Intra-District Transfer forms are to be available on the school district website.

B. Parents/guardians will be notified of the decision prior to the end of the school year preceding the transfer.

C. Appeals to the decision shall be directed to the Superintendent. The decision of the Superintendent is final.

D. The transfer will go into effect at the beginning of the school year and remain in effect for one year unless severed by the parent/guardian.

E. Requests for attendance in the non-resident building by families who move into the district during the school year will be accepted at the time of registration. Notification of decision will be made the day of registration.

F. Should the school district deem it necessary to suspend intra-district transfers, this action will be taken by the intra-district transfer deadline (from item A of this section) of the school year preceding the effective date.

G. The Intra-District Transfer Agreement will not be severed during a school year unless by mutual agreement between the parent/guardian and the school district.

VIII. OPEN ENROLLMENT

A. Open Enrollment Deadline: Those parents/guardians who do not reside within the New Prague Area School district boundaries, but wishing to apply for their child to attend a school within our
district must submit an application in writing to the District Office prior to January 15 for the following school year.

1. Application forms for open enrollment are to be available on the school district website.

B. Parents/guardians will be notified of the decision prior to the end of the school year preceding the transfer.

C. Appeals to the decision shall be directed to the Superintendent. The decision of the Superintendent is final.

D. The enrollment will go into effect at the beginning of the school year and remain in effect for one year unless severed by the parent/guardian.

E. Should the school district deem it necessary to suspend open enrollment, this action will be taken by the Open Enrollment deadline (from item A of this section) of the school year preceding the effective date.

F. The Open Enrollment Agreement will not be severed during a school year unless by mutual agreement between the parent/guardian and the school district.

Approved: 10/13/05
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