

PUBLIC SCHOOLS
BOARD OF EDUCATION POLICY
STUDENTS

**INTER-DISTRICT (WITHIN CHAR-EM ISD) OPEN ENROLLMENT
POLICY**

The Board of Education, in conjunction and cooperation with the Boards of Education which are constituent to the Charlevoix-Emmet Intermediate School District (CHAR-EM ISD) and which have adopted an identical and reciprocal policy, shall permit the enrollment of students from any participating District in accordance with this policy and the Administrative Guidelines established to implement this policy.

DEFINITIONS

- A. **Non-Resident Student** – is a pupil who is not a legal resident or otherwise legally entitled to attend school in this District and who seeks admission to this District as a student.
- B. **Participating District** – are any and all of the eleven constituent districts within the Charlevoix-Emmet Intermediate School District that have adopted a policy which is identical and reciprocal to this policy.
- C. **Program Size** – means enrollment or size restrictions for a specific program, course, class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon its determinations regarding the proper allocation of financial and human resources, creation and maintenance of a proper learning environment and in order to effectuate compliance with contracts, grants, caseloads, class size, and other applicable sources of legal and regulatory authority.
- D. **Resident School District** – means this District, provided that a student has established and maintains legal residence here and is entitled to enroll in school on a non-tuition basis.
- E. **Non-Resident School District** – means a district other than this District, provided that district is a constituent District of the Charlevoix-Emmet Intermediate School District, and that a student has established residence in that District, and is entitled to enroll in school there on a non-tuition basis.
- F. **Resident Student** – is a pupil who is a legal resident of this District and is consequently entitled to attend school in this District, on a non-tuition basis, pursuant to the School Aid Act.

G. Non-Resident Student – is a pupil who is a legal resident of a Non-Resident School District, provided that District is a constituent District of the Charlevoix-Emmet Intermediate School District, and the pupil is consequently entitled to attend school in that Non-Resident School District, on a non-tuition basis, pursuant to the School Aid Act.

ENROLLMENT OF NON-RESIDENT STUDENTS DURING FIRST SEMESTER

- A. Subject to the provisions of this policy, this District will permit full-time enrollment for educational purposes of non-resident students from participating Charlevoix-Emmet School constituent Districts. The number of students allowed to enroll will be established annually by the local Resident School District.
- B. The Superintendent shall annually determine the number of available enrollment opportunities (if any) for non-resident students under this Policy, and prior to June 15th shall convey that information to this Board, to the ISD Superintendent, and to the Superintendent of each participating district.
- C. The Superintendent shall provide the following information to the ISD: the grades, schools, and special programs, if any, for which enrollment may be available to, and for which applications will be accepted from, nonresident applicants.
- D. If the district has a limited number of positions available for nonresidents in a grade, school, or program, notice shall be provided to the general public that applications will be taken until July 1 from nonresidents for enrollment in that grade, school, or program. The notice will identify the place and manner for submitting applications. The ISD will publish a statement indicating that schools will be accepting applications for openings.
- E. Within 5 days after the end of the application period nonresident applicants will be determined for enrollment in that grade, school, or program, using a random draw system as necessary. The parent of each nonresident applicant will be notified whether or not they may enroll in the district. The notification shall contain the date by which the applicant must enroll in the district and procedures for enrollment.

- F. Once the application period has ended, and not later than the fifteenth of September, if any positions become available due to accepted applicants failing to enroll or to more positions being added, the district may enroll nonresident applicants from the waiting list maintained subsequent to the random draw, offering enrollment in the order that applicants appear on the waiting list. If there are still positions available after enrolling all applicants from the waiting list the district may not fill those positions until the second semester enrollment period or until the next school year.
- G. A similar process will be employed for second semester enrollment. The application period for second semester enrollment will extend until December 15. Districts may enroll students until the first Wednesday in February.
- H. Enrollment priority shall be given to the sibling of a non-resident pupil from a participating district already admitted to attend school in this District and to students previously enrolled in this district.
- I. The Superintendent shall be responsible for the formulation, dissemination and implementation of Administrative Guidelines in furtherance of this Policy. Those Administrative Guidelines shall incorporate at least the following standards:
- 1) Communication with the parent/guardians of non-resident students seeking admission (or the student, if legally emancipated) concerning this Policy and the timelines and other requirements for application.
 - 2) Establishing that this District complies with and will enforce pertinent Regulations of the Michigan High School Athletic Association and any relevant league standards regarding eligibility of transfer students for participation in interscholastic athletics.
 - 3) Establishing that applications must be initiated by the parent/legal guardian of that pupil (or the non-resident student, if legally emancipated).
 - 4) Establishing that non-resident pupils who are admitted to attend school in this District shall not be entitled to transportation services from this District for the purposes of arriving at and departing from regularly scheduled classes. The Superintendent may approve that an admitted non-resident pupil be permitted transportation within this District so long as this occurs along previously established bus routes and bus stops.

- 5) Non-resident students seeking admission are subject to the academic, class, caseload, and program size standards of this District in terms of grade and program size or course placement.
 - 6) Non-resident students accepted for enrollment in this District are subject to the determinations of this District as respects the awarding of transfer academic credit, academic assignment or placement based upon completion of courses or grades in districts or schools where the non-resident student has previously attended.
 - 7) Non-resident students accepted for enrollment in this are subject to facility, grade and course assignments within this District according to the same policies and procedures applied to enrollment of resident students.
 - 8) That parents/guardians (or the applicant non-resident student, if legally emancipated) are required immediately upon notification of acceptance for enrollment in this District to furnish a written statement to this District authorizing release of all records of the pupil from the non-resident participating district where he/she is currently enrolled.
- J) Applicants for admission as non-resident students and their parents/guardians are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, religion or disability in admission or access to programs, activities or policies. Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title IX, Section 504 of the Rehabilitation Act is directed to contact (insert name and address of monitor) who has been designated by the District to coordinate the District's efforts to comply with the regulations implementing the above statutes.
- K) This District will not be required to accept for enrollment any non-resident student who has been suspended, expelled or otherwise released or excluded due to disciplinary reasons.

3. RELEASE OF RESIDENT STUDENTS

In order to implement and effectuate the terms of this policy, the Board of this District consents that K-12 resident students shall be allowed to transfer to non-resident participating districts, in conformance with the requirements set forth in the State School Aid Act.

Any resident student released, pursuant to this policy, for attendance in a participating district shall not be required to be readmitted to this District until the beginning of the academic year next following the year of his/her admission and attendance at the non-resident participating District.

4. EFFECTIVENESS OF POLICY

This policy shall become effective upon the enactment and effectiveness of a reciprocal and identical policy by one or more of the other participating districts within the Charlevoix-Emmet Intermediate School District. Non-resident students may only be accepted for enrollment in this District from another participating district meeting the foregoing requirement. Resident students of this District will not be released, pursuant to this policy, to any District which is not a participating District having a reciprocal and identical policy to this policy.

This policy shall be in effect as approved until rescinded but will be reviewed on or before July 1, annually.

Legal Reference:

MCLA 380.1147

MCLA 380.1300

MCLA 380.1401

MCLA 388.1606(6)

MCLA 388.1620

MCLA 388.1711

MCLA 388.1717

Open Enrollment at a glance

- During the spring parents are notified that applications for Open Enrollment consideration will be accepted until July 1.
- June 15 is the last date for local superintendent to determine openings and notify other locals and ISD.
- ISD publishes statement indicating all districts that have openings immediately after June 15.
- Local schools will use the adopted common application form.
- Local schools accept applications for Open Enrollment Drawing until July 1. Applications for the Random Draw close on July 1. If there are still openings available on July 1, a random drawing becomes unnecessary.

- Be sure “gatekeepers” (building secretaries and principals) recognize the difference between “application” and “enrollment; they are not the same. The application is a request by parents showing desire to open enroll. The application period allows time for required communication between districts, and allows enrolling school to consider applicant. The enrollment is the formal process of intake of a student and occurs after the application period.
- Local schools may accept applications for Open Enrollment after July 1 but these are to be placed on waiting list in order they are received. These late applications may be considered only after all applications received prior to July 1 are assigned.
- Prior to July 6, each local school conducts a drawing, if necessary, with applications received for grades/programs with more applicants than openings. The draw is continued until all names are drawn with the excess applicants going on a waiting list in the order they are drawn.
- Immediately after the drawing parents are notified by local school that they may enroll their student(s). Parents will not be allowed to enroll their students after September 15.
- If parents fail to enroll or if openings occur subsequent to the draw, schools will go to the waiting list and notify parents in the order they appear on the list that they are eligible to enroll their student(s). The September 15 deadline will still apply for final enrollment of students.
- Students who are not enrolled by September 15 must wait until the second semester application/enrollment window. In special circumstances after consulting with the resident district an enrolling district may receive a waiver of release from the resident district subsequent to the September 15 deadline. A district may enroll a non-resident student after September 15, deadline without the waiver but may not count the non-resident student for purposes of state aid.
- A similar application/enrollment process will be held during the second semester.
- Second semester applications will be accepted until December 15.
- Local schools may enroll students through the end of the first Wednesday in February