

## **Regulation: Inter-District Choice/Open Enrollment**

Mapleton Public Schools (the “District”) welcomes students who reside outside of the District and will make admission decisions for out-of-district students pursuant to this regulation, accompanying policy (JFBB), and subject to space and program availability.

### **1. Determination of Residency**

Any questions about a student's residency status must be resolved prior to consideration for admission. This regulation applies to all Colorado students who do not reside within the boundaries of the District.

### **2. Requests for Admission**

All admissions to Mapleton Public Schools are handled by the District’s Welcome Center. In April of each year, the District will have an enrollment period for out-of-District students. During the enrollment period is the best time for out-of-District students and their families to contact the Welcome Center about joining the District for the following school year. The student/family will fill out an Enrollment Application indicating the student/family’s top three school choices. The student will be placed in a school or added to a wait pool depending on space and program availability. When the student is placed in a school, they will be given an Enrollment Completion Form and they must complete the registration process at the school.

If an out-of-District student wants to enroll in the District outside of the enrollment period, they should contact the Welcome Center to find out which schools/programs have space available. The student/family will fill out an Enrollment Application indicating their preferences from the available options. The student will be placed at a school according to their preferences, subject to space and program availability. When the student is placed in a school, they will be given an Enrollment Completion Form and they must complete the registration process at the school. If there is no space available or the family does not wish to enroll the student in a school where space is available, they will be placed on a wait list for the next school year and notified if/when space becomes available.

The wait list/pool will be maintained until August 30 of each year, after which a new list will be developed for the next 12 months.

Approval of a request to enroll in the District will be conditioned on compliance with each of the following:

- a. Actual enrollment and attendance prior to the pupil enrollment count day of the following academic year.
- b. Satisfaction of all District requirements for admission.

In the event any information is falsified or withheld from the District during the admission process, approval for admission will be withdrawn.

### **3. Grounds for Denial of Admission**

A request for admission may be denied at any time if:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs for the student, is not structured or equipped with the necessary facilities to meet the student's special needs, or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites, and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district during the preceding 12 months.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel including but not limited to behavior that had resulted in an out-of-school suspension.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

If an out-of-district student seeking enrollment in Mapleton may be subject to any of the above listed grounds for denial of admission, the student's Enrollment Application will be forwarded to Integrated Services for a determination on whether to allow enrollment. If Integrated Services decides to allow enrollment, the Welcome Center will contact the family and the registration process should be completed at the school. If Integrated Services decides not to allow enrollment based on suspension/expulsion issues they will notify the family and the student will not be permitted to enroll in the District at that time.

If an out-of-District student seeking enrollment in Mapleton requires special education services, an assessment of space and program availability must be made prior to enrollment. Student Services will review the student's Individual Education Plan (IEP) and determine whether there is space for the student in the program(s) that meets the student's needs. If there is space and program availability, the Welcome Center will notify the family and the registration process should be completed at the school. If there is no availability based on the student's needs, Student Services will notify the family and the student will not be permitted to enroll in the District at that time.

**4. Criteria to Determine Availability of Space or Teaching Staff**

Enrollment requests are subject to space availability in the school requested contingent upon District class size guidelines and subject availability as determined by the Welcome Center. Students whose enrollment requests have been approved will be assigned to classrooms on the basis of available staff and support services as well as the best use of classroom space.

Requests for enrollment in particular programs will take into consideration the applicant's qualification for the program.

Admission granted to one child in a family will not necessarily support enrollment of another child from the same family.

**5. Transportation**

Out-of-District students must arrange their own transportation to and from school. The District does not provide transportation to out-of-District students, although they will be permitted to utilize our transportation services if the student is able to get to one of the existing District bus stops.

**6. Eligibility for Activities**

Eligibility for participation in extracurricular and interscholastic activities will be determined in accordance with applicable law, bylaws of the Colorado High School Activities Association, and the District's eligibility requirements.

**7. Continuing Enrollment Criteria**

Any student enrolled pursuant to these procedures and accompanying policy (JFBB) shall be allowed to remain enrolled in the school or program through the end of the school year unless the student is expelled from the school or program or the District

determines that the student's application contained material misstatements or omissions.

Permission for a nonresident student to attend a District school may be rescinded at the end of the school year if the District's growth in enrollment due to an increase in students living in the District's boundaries results in inadequate space or resources for enrolled students. In such cases, the enrollment of nonresident students will be rescinded for particular schools or programs.

Any nonresident student may be denied enrollment for the next school year if, due to a change in circumstances, the school would be required to add programs, space, or teaching staff or make an alteration to facilities or equipment in order to serve the student or the student no longer meets the established eligibility criteria.

## **8. Appeal procedure**

Should a request for open enrollment be denied, the parent/guardian will be advised by the Welcome Center that they may appeal the denial by contacting the Chief Operations Officer.

The Welcome Center shall submit the reason for denial of the request and the parent/guardian's request to the administrator considering the appeal. The administrator will review the request and the Welcome Center's decision and make a determination.

Upon request of either the Welcome Center director or the parent/guardian, the Superintendent will review the decision of the administrator. The Superintendent's decision shall be final.

*Adopted August 28, 2013.*

*Revised November 2013.*

*Revised October 23, 2018.*