

# TROY CITY SCHOOLS INTRADISTRICT OPEN ENROLLMENT ADMINISTRATIVE REGULATIONS FOR THE 2023-2024 SCHOOL YEAR

## Eligibility

All students in the Troy City Schools who are in grades K-5 are eligible to apply for open enrollment. There will be no limitations on admitting disabled students, unless services required in an IEP are not available in the school building to which open enrollment is requested. Certain buildings in the district are designated for handicapped students with specific physical limitations, and those students may be required to attend an assigned building.

There will be no requirements of academic, athletic, artistic, or extra curricular skills or that the student be proficient in the English language.

## Timeline

April 10 – May 5 Applications may be picked up at the Troy City Schools Board of Education Office. The completed forms are due back to the Board Office **no later than 4:30 p.m. on May 5, 2022.**

June 1 Date by which parents or guardians will be notified whether their May application has been approved or denied.

## Applications

- Parents interested in participating in the intradistrict open enrollment plan must use the official application of the school district and must follow the district open enrollment timelines and regulations. Parents/Students who move after the May 7 deadline will be permitted to apply for open enrollment.
- The submission of an application for open enrollment does not guarantee approval.
- Only one application per student may be submitted for consideration in any school year.
- There is no guarantee that all students within a family will be approved for open enrollment, since each application will be judged on its own merit.
- An application is good for one year only. **A new application must be completed each school year open enrollment is being requested.**
- Application deadlines will be advertised through media sources and in school newsletters prior to the beginning of the open enrollment period.

## Building Capacity

Legislation permits the board of education to establish limits as they relate to grade level and educational programs on the buildings involved in the plan.

The following criteria will be used:

- In grades K-5, open enrollment applications for specific grade levels will be denied when class size is 22 or more in May. Kindergarten class sizes will be restricted to 22 to allow for late enrollees.
- An appropriate racial and class size balance will be maintained in the district's schools.
- Programs will not be moved to another building to accommodate open enrollment students.

## Selection Criteria

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| <b>Priority I</b>   | Students who officially reside in their respective attendance area.  |
| <b>Priority II</b>  | The Board will allow a student of a staff member to follow the parent to work if class size numbers permit the addition.   |
| <b>Priority III</b> | Troy students whose parents have completed an application and returned it to the Board of Education by the designated date; and who have been accepted through the open enrollment program the previous year. Siblings of these students will receive preference over first time applicants. |
| <b>Priority IV</b>  | Troy students who have completed applications on file for the year in which open enrollment is requested in accordance with district regulations.  |
| <b>Priority V</b>   | Students who live in another district and have submitted an application following the guidelines and timeline discussed above.   |
| <b>Priority VI</b>  | Students who are paying tuition to attend Troy City Schools.   |

*(Applications will be dated when received in the Board Office, and students will be accepted on a first-come, first-serve basis within each Priority.)*

## Guaranteed Length of Stay

- The open enrollment program only guarantees placement for the current school year.
- Once accepted, no student will be displaced during the school year for which the student is accepted.
- **Students who participate in the open enrollment program one school year must re-apply if they wish to be considered for the following year.**

## Transportation

Transportation for open enrollment students shall be the responsibility of the parent or guardian unless the student may be picked up or dropped off at a designated bus stop on the regular transportation routes when space is available on the bus. Parents are expected to make sure their children arrive at school on time.

## Choice of Teacher

Students accepted in the open enrollment plan will be assigned to staff members by the respective building principal.

## During the School Year

- Open enrollment students are expected to attend the school they have chosen for a full school year.
- Students who move from their district of residence may request permission to complete the year at their original school. Submitting the request does not guarantee approval.

## Open Enrollment Records

Students who have applied for intradistrict open enrollment will have the completed application and evidence of notification of parents regarding approval or rejection of that application on file in the Board Office.

## Discipline

- Students with discipline problems may be rejected for intradistrict open enrollment only if they have been suspended or expelled for 10 consecutive days in the current semester or the immediately preceding semester. The final decision rests with the Superintendent of Schools.
- Students who are accepted in the intradistrict open enrollment plan will abide by the school and district discipline code.
- All of the student records will be forwarded to the school of attendance, including those related to violations of the discipline code.
- Students participating in the intradistrict open enrollment plan will not be returned to the official school of residence because of disciplinary concerns. Any discipline matters will be enforced in accordance with the discipline code.