

StudentsOption EnrollmentA. Application Process and Time Lines.

For a student to attend Holdrege Public Schools as an option enrollment student, the student's parent or legal guardian shall submit an application to the Board of Education of the Holdrege Public School District during the application period (i.e., between September 1 and March 15 for enrollment during the following and subsequent school years). The Holdrege Public School District shall: (1) provide the resident school district with the name of the applicant on or before April 1 and (2) notify, in writing, the parent or legal guardian of the student, the resident school district, and the State Department of Education whether the application is accepted or rejected on or before April 1.

The application deadline will be waived by the School Board for applications to option into the Holdrege Public School District, provided that the application includes a written release from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this school district which has been determined by the School Board to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

The application deadline of March 15 will not be waived by the School Board for application to option out of the Holdrege Public School District except for exceptional circumstances subject to approval by the School Board.

B. Rejection of Applications; Reasons.1. Capacity.

An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the school district, would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

2. Timeliness.

An option enrollment application shall be rejected in the event the application is not filed on a timely basis and the filing deadline has not been waived.

3. Previous Option Enrollment.

An option enrollment application shall be rejected in the event the student has previously filed an option enrollment application for enrollment in any school district and had such application accepted, unless a statutory exception to the "one-time" rule is applicable to the student's circumstance.

4. Other Reasons.

An option enrollment application may be rejected in the event the Superintendent, the Superintendent's designee, or the School Board determines: The application is not

submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the school district within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including "previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings" and further including without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance.

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at Holdrege Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at Holdrege Public Schools, with priority to those within this group to those who had earliest filed applications. Filing date determinations are made by the Superintendent, or the Superintendent's designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity.

The School Board will determine and set, on an annual basis, the maximum number of option enrollment applications the school district will accept in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs, and may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix "1" to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared.

E. Status of Option Student.

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., evidence of birth date, physical examination, and immunization), shall be required to be enrolled on a full time basis, and shall be required to adhere to conduct rules and regulations. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. The District may enter into an agreement with the parent or guardian of an option student to provide transportation. Any such agreement shall require that the parent or guardian of the option student reimburse Holdrege Public Schools for such transportation at an agreed fee which shall be sufficient to recover the additional costs incurred by Holdrege Public Schools

for such transportation. An option student may be transported for no fee, provided the student meets the assigned bus at a pick up location within a regular assigned route and the bus is not at capacity as determined by the administration. Any transportation services provided to an option student may be discontinued in the sole discretion of the administration or School Board, as the School Board does not authorize the granting of a continuing right to transportation to any option student. Two weeks notice of discontinuance of transportation services will be provided when determined by the administration to be practicable.

F. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, administration shall make information about Holdrege Public Schools and its schools, programs, policies and procedures available to all interested persons and have a copy of the option enrollment policy and regulations available at each school building.

Adopted: 4/11/05; Revised 3/12/07