

Lancaster Community School District

Students

**CRITERIA FOR ACCEPTANCE OR REJECTION OF
PUBLIC SCHOOL OPEN ENROLLMENT APPLICATIONS**

A. NONRESIDENT FULL-TIME OPEN ENROLLMENT CRITERIA

When determining whether to accept or reject a nonresident application for full-time open enrollment in the District, the following shall be considered:

1. The District shall give preference in accepting applications to any nonresident students already attending school in the District and their siblings.
2. The District shall consider the availability of space in the schools, programs, classes or grades in the District. The District shall determine space availability based on all of following: class size limits or guidelines as the same may be developed or modified through contracts, Board policy, or state administrative agencies; student-teacher ratios; students attending the District for whom tuition is paid by another district; or enrollment projections established by the Board. Limitations may include conflict resolution of existing students' schedules and historical pattern of new resident students moving in.
 - a. The principals shall produce a summary of student registration by the end of February, for a report to the Board no later than their regular March meeting. This registration data shall be the basis for class size, number of sections and space availability.
 - b. The principals shall develop a master schedule before school starts using summaries of student requests, teacher and space availability, and a minimum conflict schedule. Teachers are assigned to classes and students are randomly placed into specific teacher/class hour assignment by computer, or are hand-scheduled based upon special requests. The principal may modify individual student schedules or classes to attain class size balances, gender balances in classes, to avoid student/teacher/parent conflicts, to accommodate exceptional educational needs, and to promote harmonious peer relationships in class.
3. The District shall not accept a student who has been expelled or disciplined by a school district during the current school year or preceding two school years for conduct specified in the law or who has expulsion or other disciplinary proceedings pending based on such conduct. Conduct specified in the law includes endangering the health, safety, or property of others under certain conditions; conveying or causing to be conveyed a bomb threat involving school property; and possessing a dangerous weapon as defined by state law while at school or under the supervision of school authorities.

If an expulsion or other disciplinary proceeding is commenced for any of the foregoing reasons after initial acceptance of the student and prior to the student starting school in the District, the District shall deny the enrollment of the nonresident student.

Nothing shall prohibit the District from refusing to admit a student during the period of expulsion established by another school district regardless of the date on which that expulsion occurred.

4. When considering the admission of a student with a disability, the District shall consider whether the special education program or related services described in the student's individualized education program (IEP) are available in the District as provided by existing staff and whether there is space available in the special education program identified in the student's IEP based on class size limits or guidelines as the same may be developed or modified through contracts, Board policy or state administrative agencies, student-teacher ratios, or enrollment projections established by the Board.
5. The District shall consider whether a student has been reported or identified as having a possible disability but has not yet evaluated by an IEP team in the resident district.
6. If a nonresident student's IEP changes after the student begins attending the District and the special education program or services required by the IEP are not available in the District or there is no space available in the special education program identified in the IEP, the District shall revoke the authorization for student to attend school in the District. The resident district shall be notified that the program or services are not available in the nonresident district, and the student shall be transferred to his/her resident district for an appropriate educational placement.

B. RESIDENT FULL-TIME OPEN ENROLLMENT CRITERIA

1. The District shall limit the number of District resident students allowed to attend school in another public school district to the limits permitted by law.
2. The District shall deny applications to attend another school district if costs of special education services required in the student's IEP would place an Undue financial burden on the resident district as provided under state law.
3. If a resident student's IEP changes after the student begins attending a nonresident school district, the nonresident school district will resubmit an estimate of costs related to the change in the IEP. If the costs of the special education program or services required by the IEP would place an undue financial

burden on the District, the District shall revoke authorization for the student to attend school in the nonresident district as provided under state law.

C. NONRESIDENT PART-TIME OPEN ENROLLMENT CRITERIA

1. The District shall apply the same criteria for accepting and rejecting course applications for nonresident students as resident students (e.g., course prerequisites, grade level standing, space availability).
2. The District shall give preference in course attendance to District residents.

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