

Non-Resident Enrollment: Policy Guidelines

Capacity

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;
- anticipated demand for particular courses or programming and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

***Approved out-of-district/nonresident students will not need to re-apply.**

Annual District Capacity Report

Grades K-8

1. District class size “goals.”
 - a. PreK 15-17
 - b. KG - 1st 20-22
 - c. 2nd – 6th 22-25
 - d. 7th - 12th 22-26 (For Core Education Classes)
2. Special Education Caseload per teacher
 - a. PreK-K 13-15
 - b. 3rd-8th 18-20
 - c. 9th -12th 22-24
3. The current practice is “grade level + 20” (+ or- 2 depending on class dynamics)

Grades 7-12

1. 7th-12th class size “goals.”
 - a. Core Subjects (may be expanded)
 - i. ELA 22-26
 - ii. Science 22-26
 - iii. Math 22-26
 - iv. Social Studies 22-26
 - b. CTE Courses
 - i. Welding 15
 - ii. Automotive 15
 - iii. Agriculture 15-20
 - iv. Others 15-24
 - c. Large Group Courses
 - i. Vocal Music 50
 - ii. Instrumental Music 75
 - iii. Physical Education 35

On or before May 1 of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district, and
- the number of open seats available to nonresidents at each grade, building, or program level.

Window for Accepting Non Resident Enrollment Applications:

1. **The district will accept nonresident enrollment applications between January 1 and July 15 and will conduct a nonresident student enrollment lottery between July 15 and July 30.** Nonresident students selected for enrollment through the lottery process will be placed in the school and/or classroom as determined by the school administration.
2. Districts that participate in a special education cooperative must collaborate and communicate about capacity and develop a process for identifying and communicating vacancy related to special student placement.

Student Not in Good Standing

Regardless of the capacity to accept nonresident students at a nonresident student's grade level or in the student's designated school or program, an individual student may be denied continued enrollment for not being in good standing. Nonresident students admitted to the district shall be evaluated each spring by the district administration to determine standing for continued enrollment.

Students may be denied continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, the administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the continued enrollment of a student who is homeless. As part of this reflection, the administration shall consider the obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied continued enrollment based solely thereon.

- The non-resident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- The nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- The nonresident student is not a resident of Kansas;
- The student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- The student has had a total of three or more in-school/out-of-school suspensions in the current school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- The student has been given a long-term suspension or expulsion by the district in the current school year.
- Parents shall be informed of any administrative decision not to continue enrollment of a nonresident student no later than July 30, 2025.

Selection Process Timeline:

- by May 1 - District capacity is determined
- by June 1 - District capacity posted on the website
- January 1 - July 15 - Nonresident Application Forms made available and accepted.
- Between July 16th and July 30th of each year:
 1. The superintendent or representative will sort and select nonresident student applications that match the approved and published open seats available in the district.
 2. The names of each nonresident applicant will be entered into a lottery and selected randomly.
 - a. The lottery may be done physically, such as by selecting the names written on a card from a pool or by entering names into a random selection generator.
 3. All students entered into the lottery will be selected and listed in order of selection.
 4. The superintendent or designee will review and confirm each student selected qualifies for nonresident enrollment.
 5. Each student selected for enrollment will be placed in a school/grade/room as determined by the superintendent or designee.
 6. The parent or guardian of each student selected for enrollment will be notified of their acceptance as nonresident students and of the school placement.
 7. **The parent or guardian must acknowledge receipt of acceptance and student placement within five (5) business days from the notification or the nonresident enrollment will be denied.**
 8. The superintendent or designee will confirm all approved open seats have been filled by nonresident students.
 9. Applicants not selected for nonresident enrollment will be notified and provided a reason for non-selection. The district may maintain a “waiting list” of nonresident students who were not selected for enrollment but may be eligible for a seat if one becomes available.