

Students

5006 Option Enrollment

A. Application Process and Timelines

For a student to attend Plattsmouth Community Schools as an option enrollment student, the student's parent or legal guardian shall submit an application to the Board of Education of the Plattsmouth Community School District during the application period (i.e., between September 1 and March 15 for enrollment during the following and subsequent school years). The Plattsmouth Community School District shall on or before April 1st: (1) provide the resident School District with the name of the applicant 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.

Limited Deadline Waiver: The application deadline will be **not** be waived by the School Board for applications to option into or out of the Plattsmouth Community School District, except in the following circumstances:

- (1) Siblings: The application deadline will be waived where the application is for a student who is the sibling of a student attending Plattsmouth Community Schools as of the time the application is filed, provided the application is filed at least 30 days prior to the semester in which first enrollment is sought. The "sibling" of a student who is attending for purposes of this Policy means a child who resides in the same household on a permanent basis with an option student who is currently attending and who has the same mother or father or who is a stepbrother or stepsister to an option student.
- (2) Kindergarten: The application deadline will be waived where the application is for a student who is seeking to enroll and attend the Kindergarten grade level provided the application was filed on or before June 1 prior to the first semester of the next school year.
- (3) Plattsmouth residents (only applies for options into the District): The application deadline will be waived where the application is for a student who has a residence which includes a Plattsmouth address that is not located within the Plattsmouth Community School District boundaries.
- (4) Children of Plattsmouth Community Schools employees (only applies for options into the District): The application deadline will be waived where the application is for a student whose parent/guardian is an employee of the Plattsmouth Community Schools and the student resides with the parent/guardian.
- (5) Foreign Exchange Student (only applies for options into the District): If there is a foreign exchange student whose host family does not reside in the District, but there are other students in the household that are already approved for Option Enrollment, the application deadline shall be waived.
- (6) Written Release: For the foregoing exceptions, the application must be accompanied by a written release from the resident district.
- (7) Other Conditions: The waiver of the deadline in the above circumstances does not require acceptance of the application, as such applications may be rejected for reasons other than late filing.
- (8) Capacity: For the foregoing exceptions, 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 have 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.

- (9) Capacity for Late Filed Applications: Where an application is filed for enrollment in the same school year in which enrollment is sought, the "projected enrollment" determinations made pursuant to paragraph D shall be replaced with the "actual enrollment" as of the first day of school for the year of application, as determined by the Superintendent, but only in the event such actual enrollment is higher than the projected enrollment. Actual enrollment shall include all students in attendance and all students registered to attend (even if not in actual attendance on the first day).

However, the application deadline shall not be waived if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process. The Superintendent is hereby authorized to execute such waivers on behalf of the School Board and the School District, subject to subsequent ratification 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 has 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 that 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 Plattsmouth Community 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 Plattsmouth Community Schools, with priority to those within this group to those who had earliest filed applications. The Superintendent, or the Superintendent's designee makes filing date determinations. 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.

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

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

Legal Reference: Neb. Rev. Stat. §79-232 et. seq. Adopted: July 14, 2008

Revised: May 11, 2009, May 10, 2010, July 11, 2011, Jan. 9, 2012, Aug. 13, 2012

Reviewed: Apr. 8, 2013

Revised: Aug. 12, 2013, July 14, 2014, Apr. 13, 2015, Apr. 11, 2016, Mar. 13, 2017

Reviewed: Apr. 10, 2017, May 14, 2018, June 10, 2019, June 8, 2020, Aug. 10, 2020

Revised: Apr.12, 2021

Reviewed: May 10, 2021

Revised: June 13, 2022, June 12, 2023

5006 RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by more than a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this 12th day of June, 2023.

**PLATTSMOUTH COMMUNITY
SCHOOLS**

Attest: _____

By: _____

Secretary

President

Appendix "1" to Option Enrollment Policy

The following is Appendix "1" to Policy 5006 for the 2023-2024 School Year. The Board of Education hereby sets forth the maximum number of option students for the 2023-2024 school year 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. Any program, class, grade level, or school building that has "0" as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM ENROLLMENT	PROJECTED CAPACITY	NO. OF OPTION STUDENTS
Kindergarten	90	100	10
First	80	80	0
Second	92	80	0
Third	94	80	0
Fourth	95	80	0
Building Capacity, Elementary	451	400	0
Levels I and II Elementary Special Education	107	80	0
Level III Elementary Special Education	9	9	0
Fifth	77	100	23
Sixth	96	120	24
Seventh	97	120	23
Eighth	94	120	26
Building Capacity, Middle School	364	460	96
Level I & II Middle School Special Education	68	80	12
Level III Middle School Special Education	8	8	0
Ninth	97	150	53
Tenth	136	150	14
Eleventh	118	150	32
Twelfth	119	150	31
Building Capacity, High School	470	600	130
Levels I & II High School Special Education	63	80	17
Level III High School Special Education	17	17	0