

ADMISSION AND ASSIGNMENT OF STUDENTS TO SCHOOLS

The board of education has the legal authority to determine which school a student will attend. Generally, students will be required to attend school in the attendance area in which they reside, unless special permission has been granted at the discretion of the superintendent, or designee(s). The legal address will be determined by the residence of the student's parent(s) or legal guardian. A power of attorney is not sufficient to establish legal guardianship.

The board of education will make every effort to maintain class sizes, which promote efficient and effective learning.

If any student is under suspension or expulsion in a school district, the student may not enroll in any school district until the suspension or expulsion has expired. The superintendent or school administrator of any school district may prohibit a student from enrolling in that school district if the student is under suspension or expulsion in a school in another state or in a nonpublic school in this state. Upon receiving a request for a student's permanent school records from the receiving district, the sending school shall provide the receiving district with written notice of any suspension or expulsion.

The district may deny application for any of the following additional reasons:

1. The applicant has been convicted of possession, use or distribution of any controlled substance, including marijuana pursuant to state statute and is under suspension;
2. The applicant is under suspension or expulsion pursuant to school policy;
3. The applicant has been convicted of a weapons charge relating to the schools pursuant to state statute and is under suspension.

K-8 Class Size Standards

The board of education believes there is a direct correlation between class size, student achievement and teacher effectiveness. Therefore, the board of education will make a reasonable effort to maintain class sizes, which promote efficient and effective learning. It shall be the goal of the board of education to maintain a student enrollment not to exceed 25 students in kindergarten through grade 3, 30 students in grades 4 through 5 and 30 students per core classroom (science, mathematics, social studies, language arts) in grades 6 through 8. Enrollments in specific attendance and subject areas may alter this policy, but reasonable effort shall be made to maintain this student-teacher ratio-through forced transfers.

Classes exceeding acceptable size, as outlined above, will be adjusted where possible by requiring new enrollees to attend a school which has available space in that grade level. Students who are force transferred will not be moved to another school for the remainder of the school year.

Consideration will be given to those students who have been recommended for placement outside the home school attendance area by appropriate school district personnel or when necessitated by the location of specific programs to accommodate students who qualify under IDEA (Individuals with Disabilities Education Act) when the appropriate educational program can be provided with existing staff, services and programs within the Rapid City School District.

Student Assignments

Students residing within the district will attend their home attendance center according to the established boundaries, unless a transfer is necessitated by the location of specific programs to accommodate students who qualify under federal statutes.

Personal Transfer Requests

Personal transfer requests must be filed with the Assistant Superintendent of Student Achievement. Senior high personal transfer requests may be submitted for the following school year beginning February 1. Elementary and Middle School personal transfer requests may be submitted for the following school year beginning the second Monday in January and through the Friday of the week of summer registration in August. Applications will be reviewed in the order received. These requests will be accepted or rejected prior to the first day of school. Requests made after the week of summer registration will be assigned upon verification of building enrollment and according to the priority of the assignment section of the policy.

Once enrolled in a non-resident attendance center, the enrollment will continue unless a bona fide change of residence occurs, a student is moved to another school to accommodate class size or a subsequent transfer application is approved.

A request for transfer of an elementary or middle school student will be considered for approval where class size permits additional enrollment. Personal transfer students may be moved to another school at any time to make room for students who reside in that attendance area. Students enrolled under the personal transfer provisions will be moved under those circumstances on a "last in, first out" order. Transportation is the responsibility of the parent.

Students that move to another address within the school district during the year, that have been in attendance for a minimum of thirty (30) days after enrollment will be considered a resident of that attendance area if they wish to attend, for the remainder of that school year. If they wish to remain in that school for the next school year, they will be required to request a personal transfer as per this policy.

Boundary Change Provision

Grandfather clause: Parents may elect to have their child stay in their previous school when they are affected by a boundary change for a school attendance area. They may make this election on the form provided during a time frame prescribed by the Assistant Superintendent of Student Achievement following the decision to change the school attendance area boundary. All requests will be granted providing the building affected has the capacity for the enrollment. This clause will apply to siblings when an older child is enrolled at the building and a younger child is beginning school. Therefore two children in the same family will not be in two different elementary schools. If this clause is not elected during the appropriate time frame, the parent can request a personal transfer as stated in the Personal Transfer section of this policy.

Dual Enrollment Requests

A request for dual-enrollment of a student will be considered where class size permits. Such requests will be considered after enrollment information is known and full-time district students have been assigned. Dual-enrollment students requesting a change of status during the school year may not be assigned to their home school unless space is available.

Dual-enrollment students may be moved to another school at any time to make room for full-time students. Full-time resident students that are dual-enrolled are not subject to such a transfer under this provision.

Dual enrollment requests need to be made annually. Transportation is the responsibility of the parent. All state laws, board of education policies and building procedures apply to full-time and dual-enrolled students. Compulsory attendance laws apply to all full-time or dual-enrolled alike.

A dual-enrolled student requesting enrollment in activities must participate at the school of his/her residency unless a change of assignment has been approved by the Assistant Superintendent of Student Achievement. All senior high special assignment students must meet the eligibility requirements of South Dakota High School Activities Association (SDHSAA) to participate in competition and contests.

Special Assignment Requests

Due consideration will be given to special assignment requests for transfer under the following guidelines:

- a. An administratively supported request that a student be placed in another setting because of academic, social or psychological considerations;

- b. Students who have been force transferred during their fifth grade year may request a secondary transfer before registering for the sixth grade.

Open Enrollment Requests

The district will accept all students who are legal residents of another South Dakota district that wish to enroll, provided the district's facilities are able to accommodate the students without adversely affecting the quality of the educational program. The determination of whether the district's facilities can accommodate a particular student will be determined solely by the district.

Applications will be reviewed in the order received.

1. The application must be approved by the board of education before the student can attend the "choice" school. An exception to this would be if the student were living in Rapid City and moved to another school district during the school year.
2. If a special education child wants to transfer to the Rapid City Area School District through the open enrollment program, a joint placement committee determines whether the district can provide an appropriate program.
3. Once approved by the non-resident district, the applicant's intent to enroll obligates the student to attend school in the receiving non-resident district unless the two boards' of education agree in writing to allow a student to return to the original district or if the parent, guardian or student changes residence to another district.
4. If a bona fide change of residence occurs, the parents, guardian or emancipated student may apply for enrollment in a non-resident district or non-assigned attendance center.

Once enrolled in a non-resident district, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is approved.

Open enrollment students may be moved out of the non-resident school at any time to make room for students who reside in that attendance area. However, they will not be removed from the district. Students enrolled under the open enrollment provisions will be transferred on a "last in, first out" order. Transportation is the responsibility of the parent.

Parents applying for open enrollment must file the South Dakota Open Enrollment Application in the business office of the district. Any misrepresentation of information by a non-resident dependent, discovered before or after the acceptance process or while the student is in attendance, shall result in immediate revocation of that student's enrollment status in the district. The district shall review the applications in the order received in the business office. The business manager will notify open enrollment applicants in writing, by mail, of the acceptance or rejection.

Priority of Assignments to Building Attendance Centers

Assignments for individual student attendance centers will be processed in the following order:

1. Assignment to Home Attendance Center - Ongoing
 2. Dual Enrollment for Full-time Resident Students - Ongoing
 3. Forced Transfers - Ongoing
 4. Personal Transfer Requests - Received no later than the Friday of the week of summer registration.
 5. Open Enrollment Requests - Continuing from Elementary to Middle School or Middle School to High School When moving from Elementary to Middle School, parents should notify the Business Office of their preference for 6th graders. However, students may be placed at a middle school designated by the Assistant Superintendent of Student Achievement.
 6. Personal Transfer Requests - Requests previously denied, but received no later than the Friday of the week of summer registration.
 7. Personal Transfer Requests - Received after the Friday of the week of summer registration.
 8. Student Assignment Requests - Ongoing
- Adopted 06/23/81
Revised 03/09/82
Revised 06/26/84
Revised 05/24/88
Revised 02/26/91
Revised 02/25/92
Revised 02/23/93
Revised 04/12/94
Revised 03/26/96
Revised 10/28/97
Revised 06/13/00
Revised 08/12/02
Revised 03/09/04
Revised 12/06/07

Cross References: EEA, Student Transportation Services
IGD, Co-curricular and Interscholastic Programs
IHB, Class Size
JC, School Attendance Areas
JGD, Suspension and Expulsion

Legal References: SDCL 13-27-1, 13-28-9,13-28-10, 13-28-11, 13-28-15, 13-28-19,13-28-21, 13-28-23, 13-28-40 through 13-28-47, 13-32-4, 13-32-4.3, 13-32-7, and 13-32-9, Opinion of the Attorney General No. 82-7, No Child Left Behind Act 2001.