

## **District Admission of Nonresident Students**

(For students transferring into the Medford School District 549C)

Building principals shall record the address of each student regularly enrolled in their school as either a resident or nonresident student. Anyone not residing within the legal boundaries of the district shall be listed as a nonresident student unless (a) the student is attending the school pursuant to an interdistrict transfer or open enrollment; (b) the student is located in the district solely because the student does not have a fixed place of residence or solely because the student is not under the supervision of a parent, guardian or person in parental relationship; (c) if a juvenile court determines it is in the student's best interest, a student placed in a substitute care program outside the district will continue to be considered a resident student in the district if the student resided in the district prior to placement; or (d) foreign exchange students attending district schools on a J-1 Visa.

1. **Interdistrict transfers pursuant to Oregon Revised Statute (ORS) 339.133(5)(a).** The following procedures will govern consideration of a request by a parent or guardian of a nonresident student who is seeking approval to attend school in the district pursuant to an interdistrict transfer agreement:
  - a. A parent or guardian will request consent for the transfer of his/her student by submitting an interdistrict transfer application, on a form designated by the district, to the district for approval and release of the student.
  - b. The superintendent, or the superintendent's designee, will review the interdistrict transfer application to determine whether it meets district guidelines and will grant or deny the request for transfer according to established Board policy, as set forth in Board policy JECB - District Admission of Nonresident Students. The superintendent, or the superintendent's designee, shall thereafter notify the parent or guardian, in writing, of his/her decision.
  - c. The transfer request must be approved by both the district and the sending school district before the student will be permitted to enroll in the district, with the exception that a nonresident student that previously received consent to be admitted the district under an interdistrict transfer shall not be required to obtain consent from the sending school district more than one time to be admitted to the district.
  - d. The superintendent, or the superintendent's designee, shall have authority to determine whether circumstances exist which would constitute an emergency necessitating a nonresident student being allowed to enroll in the district to protect the health, safety or welfare of the student. The superintendent, or the superintendent's designee, shall also have authority to determine whether a student has demonstrated evidence of the existence of a hardship, as may be described in any administrative rules adopted by the Oregon Department of Education, justifying enrollment of the student in the district. The parent or guardian of a student claiming an emergency or hardship shall present evidence of such emergency or hardship to the superintendent, or the superintendent's designee, in writing, and the superintendent, or designee, shall notify the parent or guardian, in writing, of the decision as to whether or not the student will be allowed to enroll in the district.

- e. In reference to the previous Board policy JECB dated June 30, 2014, specifically students who were granted interdistrict transfers in the 2013-14 and 2014-15 school years:
  - (1) Nonresident students admitted and enrolled in the Medford School District during the 2013-14 school year may continue their enrollment in the district until they complete 12th grade or unless or until the Oregon legislature alters laws related to nonresident admissions.
  - (2) Nonresident students who obtained an approved transfer into the Medford School District for the 2013-14 school year but who did not enroll in the Medford School District during the 2013-14 school year and were enrolled in the district for the 2014-15 school year may continue their enrollment in the district until they complete 12th grade.
  - (3) For the 2014-15 school year only, the district admitted siblings, born before September 1, 2009, of nonresident students who were enrolled in the Medford School District during the 2013-14 school year. Those siblings admitted in 2014-15 will be allowed to continue their enrollment in the Medford School District until graduation.

2. **Open enrollment pursuant to ORS 339.133(5)(b).** If the district's Board determines to permit students to enroll in the district through open enrollment in a given school year, the following procedures will govern the application of a parent or guardian of a nonresident student who is seeking district approval for the open enrollment of the student in the district:

- a. A parent or guardian will submit an application for open enrollment of his/her student for the upcoming school year by submitting an open enrollment application, on a form designated by the district, to the district for approval between March 1 and April 1.
- b. The superintendent, or the superintendent's designee, will review the open enrollment application to determine whether it meets district guidelines and will grant or deny the application according to established Board policy, as set forth in Board policy JECB, including the implementation of a lottery if the number of requests exceeds the number of spaces available. By May 1, the superintendent, or the superintendent's designee, will notify the parent or guardian, in writing, as to whether the student will be accepted for admission to the district. If the applicant is accepted, the student's resident school district shall also be notified by May 1. If the applicant is accepted, the superintendent or the superintendent's designee will notify the parent or guardian of school placement by no later than June 1.
- c. As students that are accepted into the district through open enrollment are promoted to new school levels (elementary to middle school, middle school to high school), the student will follow the School Enrollment Sequence set forth on attached Appendix A, based upon the school which the student last attended in the year of the promotion:

3. **Payment of tuition.** Anyone not residing within the legal boundaries of the district and who is listed as a nonresident student shall pay tuition charges to the district. Unless otherwise stipulated by law, the superintendent will recommend tuition rates for each coming school year and submit such rates to the Board for approval. Tuition rates shall be established for elementary, middle school, high school, summer school, and special education. Petitions for admission to the district as a nonresident student under a tuition arrangement shall be submitted to the superintendent, or the superintendent's designee, for review and approval each school year and prior to registration of the student in the district. Approved tuition requests will be formalized through a mutual tuition agreement between the district and the student's parent or guardian, and such agreement will be filed with the district's

business office for billing and payment control. Tuition shall be invoiced and payable, in advance, on a semester basis. Any student whose tuition remains unpaid more than 15 business days after delivery of invoice shall be excluded from attendance in the district and required to enroll in the school district in which the student resides; provided, however, that the superintendent may grant additional time for payment in the event that the superintendent, in his/her discretion, deems that circumstances warrant an extension of time for payment. No tuition offsets or credits will be allowed to any parent or guardian of a student by virtue of property ownership and/or tax payments within the district.

## Appendix A



### School Enrollment Sequence for Open Enrollment

#### Elementary School to Middle School to High School Sequence

<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
Abraham Lincoln Elementary	Hedrick Middle School	North Medford High School
Griffin Creek Elementary	McLoughlin Middle School	South Medford High School
Hoover Elementary	Hedrick Middle School	North Medford High School
Howard Elementary	Hedrick Middle School	North Medford High School
Jackson Elementary	McLoughlin Middle School	South Medford High School
Jacksonville Elementary	McLoughlin Middle School	South Medford High School
Jefferson Elementary	McLoughlin Middle School	South Medford High School
Kennedy Elementary	Hedrick Middle School	North Medford High School
Lone Pine Elementary	Hedrick Middle School	North Medford High School
Oak Grove Elementary	McLoughlin Middle School	South Medford High School
Roosevelt Elementary	Hedrick Middle School	North Medford High School
Ruch School	Ruch School*	South Medford High School
Washington Elementary	McLoughlin Middle School	South Medford High School
Wilson Elementary	Hedrick Middle School	North Medford High School

\* Ruch students have the option of attending McLoughlin Middle School upon request.

\*\* Students who are admitted under Open Enrollment in the elementary school grades K-6, except Ruch which is K-8, must follow the school sequence above. Upon acceptance, students may not reapply for Open Enrollment to another elementary school.