

INTER-DISTRICT OPEN ENROLLMENT

The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy. The following is a list of terms relevant to this policy/procedure.

Home District

The school district from which the student emanates.

Open Enrollment

State-mandated options, policies, and regulations concerning the Board's authority to adopt resolutions regarding intra-district and inter-district enrollment policies and guidelines. Inter-district open enrollment permits the admission of students to this District from adjacent districts or any other district in Ohio.

District Student

A student who resides in this District and is referred to in the statute as a Resident Native Student.

Other-District

Any school district in Ohio.

Other-District Student

A resident student of any other district who enrolls, or seeks to enroll, in this District.

Tuition Student

A non-resident student who is enrolled in this District on a tuition basis.

Program

Any one of the specific course offerings of this District.

Program Size

The restrictions on a number of students in a program due to circumstances unique to that specific program, the terms of a collectively-bargained, negotiated agreement, and/or financial or operating conditions of the District.

Racial Balance

"Racial" refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. "Balance" refers to the percentage of "racial" students in a District program, classroom, or school.

Racially Isolated Building

A racially isolated building refers to a School District building in which the racial composition of the students varies significantly from the overall composition of the School District.

Maintaining Appropriate Racial Balance

It is the intent of the Board to maintain an appropriate racial balance as required by law.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

- A. Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extra-curricular skills. A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) consecutive days or more that occurs in the current semester or the semester immediately preceding the application. If the District does not currently provide services required for a disabled, adjacent-district student, his/her application may be denied.
- B. Application procedures including the criteria by which applications from adjacent-district and other-district students shall be reviewed and prioritized. District students and any adjacent-district or other-school district students previously enrolled under the provisions of this policy shall be given priority.
- C. Maintenance of appropriate racial balance in District schools, classrooms, and programs.
- D. Communications with applicants and their parents concerning this policy and the district's guidelines, including the timelines for application and notification of acceptance or rejection.
- E. Athletic eligibility complies with State regulations and the provisions set forth by the Ohio High School Athletic Association.
- F. Any transportation provided by the District for an adjacent-district or other-district student takes place within established bus routes and bus stops within the District. High school students are not transported.
- G. Set District capacity limits by grade level, school building, and educational program.

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment.

LEGAL REFS: ORC 3313.98

[Adoption Date: April 8, 2008]

**ADMISSION OF STUDENTS PARTICIPATING UNDER
INTER-DISTRICT OPEN ENROLLMENT
Administrative Guidelines**

Application Process

- A. On or before May 1st, the Superintendent shall inform the general public of the Inter-District Open Enrollment Policy and application procedures via the local media.
- B. On or before May 20th, each principal will notify the Superintendent of grade levels and/or programs, which have space available for students from another Ohio District.
- C. The Superintendent shall make available a list of all student openings for the school year after applying the building and grade capacity limits.
- D. Application forms will be available and accepted at the Three Rivers District Board of Education office.
- E. Applications for admission from other Ohio districts may be submitted to the Superintendent from the first day in June up to the last Friday in June. Applications must be picked up and returned in person. No applications received by other methods will be accepted.
- F. A separate application must be submitted for each student who requests an inter-district transfer.
- G. Applications shall be considered on a first-come, first-served basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - 1. Three Rivers resident students will not be displaced;
 - 2. Children of employees;
 - 3. Students currently attending Three Rivers District pursuant to Inter-District Open Enrollment Policy;
 - 4. Students who are members of the same family unit (brothers and sisters) of students who attend Three Rivers School District pursuant to Inter-District Open Enrollment Policy;
 - 5. Students who reside/attend Three Rivers and move after the start of a school year;
 - 6. Students who reside with grandparents in the district or whose grandparents (who are district residents) are caregivers;
 - 7. First time open enrollment students.
- H. Applications will be acted upon no later than August 10th. Notification to applicant's parents and resident district Superintendent will be made within five (5) working days of action being taken on the application. Parents will have five (5) days in which to accept and must notify the Three Rivers School District of their intent to enroll the student in Three Rivers Schools under Inter-District Open Enrollment. Failure to notify Three Rivers Schools within the five (5) day period of time will result in this offer being withdrawn, thus allowing for other students to be considered for an available opening.

- I. The Superintendent may waive the stated enrollment deadlines should extenuating circumstances exist. These applications will also be prioritized on a first-come basis.
- J. If at any time prior to the start of the school year, the enrollment of a new Three Rivers District student brings a specific class or program enrollment to optimum size, the application of students from other Ohio districts shall be revoked in reverse order of acceptance (last in-first out). However, students from other Ohio districts who have begun the program shall be allowed to complete the school year.
- K. An application must be re-submitted annually for a previously enrolled inter-district transfer student for each succeeding school year. All approvals are on an annual basis and must be re-approved in accordance with the Inter-District Open Enrollment guidelines in effect for the succeeding school year.
- L. Students who begin, but choose not to complete the entire school year in the Three Rivers School District and who return to their resident school district during the same school year will not be permitted to apply for Inter-District Open Enrollment status for the following school year.
- M. Students whose applications are initially denied because of space limitations may request in writing to have their application placed on a waiting list. Such applications shall have priority over any Inter-District Open Enrollment applications, which might be filed following the standard application deadline. Applications from this waiting list will also be processed on a first-come, first-served basis.

Application Guidelines

A. Approval

1. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff and equipment.
2. When a student from another Ohio district requests an application, he/she is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for District students.
3. No inter-district transfers will be permitted if the enrollment being requested exceeds the limits established by State/District regulations. Notwithstanding the grade level enrollment limits, individual course enrollments in grades 9-12 shall not exceed the available number of teaching stations or enrollment limits established by State/District regulations. At the time applications are submitted, applications in grades 9-12 must submit a list of courses being requested so that a determination can be made whether space is available for Inter-District Open Enrollment students. Additionally, the Three Rivers School District must have available space and teachers for the applicant. An applicant will not be accepted if his/her acceptance shall exceed the building capacities and class size caps.

4. Three Rivers resident students shall have priority to all programs, buildings, and grade levels over Inter-District Open Enrollment applicants.
5. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill, or any requirement that applicants be proficient in the English language.

B. Application Rejection

1. Applications from students from other Ohio districts may be rejected if the racial balance of the other Ohio district or this District's program, classroom, or school would be negatively impacted.
2. Applications from students from other Ohio districts may also be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester the application is made or the preceding semester. In addition, no student shall be accepted under the Inter-District Enrollment program who has been convicted or ruled a delinquent child for committing any of the crimes listed below:
 - a. Conveying deadly weapons or dangerous ordinance
 - b. Possessing deadly weapons or dangerous ordinance
 - c. Carrying a concealed weapon on school property, or at a school function
 - d. Trafficking in drugs
 - e. Murder or aggravated murder
 - f. Voluntary or involuntary manslaughter
 - g. Assault or aggravated assault
 - h. Rape, gross sexual penetration
 - i. Complicity in any of the offenses
3. The acceptance of Inter-District Open Enrollment of students is only for enrollment in a public school district. The Three Rivers School District Board of Education will deny the request for enrollment of a student who wishes to enroll in the District for the expressed purpose of attending a private school/school to which the district provides transportation.

Additional Guidelines

- A. The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided for disabled resident native students. If a student from another Ohio district becomes disabled under Section 504 or the staff finds out that a student from another Ohio district is in need of services in accordance with an I.E.P., it will provide appropriated services. The students, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the Superintendent shall notify the other Ohio districts to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense. A representative of the other Ohio district will be invited to participate in the placement meeting. Enrollment limits per special education shall not be exceeded.

- B. The District reserves the right to assign the student to a specific classroom or to specific/ appropriate classes.
- C. Students must comply with the school rules of the District. Failure to comply with school rules during the first month of enrollment may constitute a student's return to his/her home district.
- D. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the school or to a scheduled in-District bus stop is provided for by the students, his/her parents, or the other Ohio district if transportation is available.
- E. Students who have applied for or have been accepted in the Inter-District Open Enrollment Program will have records that include the application, evidence of parental knowledge of the program's policies and guidelines, and evidence of notification of parents included in the student's file. Upon approval of a student's application, all school records for that student are to be forwarded to the school of attendance.
- F. In compliance with ORC 3313.98, the Three Rivers School District Board of Education will accept all previously earned credits toward graduation from enrolled students who are residents of any school district in the State of Ohio.
- G. Any student who expects to graduate from Taylor High School must meet all graduation requirements established in policy by the Three Rivers School District Board of Education.
- H. Grade point averages of students who are accepted as Inter-District Open Enrollment students must be calculated on the Three Rivers School District grading scale. If the student's resident district school is utilizing a different grading scale, the student's grade point average will be adjusted to the Three Rivers scale by methods typically used with transfer students.
- I. Ohio High School Athletic Association (OHSAA) athletic eligibility guidelines and district athletic policies will be in effect for students in grades 7-12. It is the responsibility of each student/parent who is accepted into the Inter-District Open Enrollment Program and who desires to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the Superintendent of Schools that they have met all standard/eligibility criteria of the Ohio High School Athletic Association. Any enrolled inter-district students who are eligible to participate in interscholastic athletics and have been released by their home district are to be informed they could lose their eligibility for an entire year if or when they return to the home district. Students and parents are encouraged to become aware of and consider the OHSAA athletic eligibility guidelines before making application for Inter-District Open Enrollment.
- J. Any student/parent who ceases to reside in an eligible Ohio district during the school year (enrolled pursuant to this Inter-District Open Enrollment Policy) shall forfeit his/her right to attend Three Rivers School District unless the parents move into another Ohio qualifying school district. If the parents fail to do so, the child shall be permitted to complete the school year upon payment of tuition prorated for the time remaining in the school year. Otherwise, the child shall be immediately withdrawn from school.