

## ADMINISTRATIVE GUIDELINES 5113

### ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT

Students whose legal guardians live in any district in Ohio, may under certain prescribed circumstances benefit from Inter-District Open Enrollment. Therefore, the following guidelines have been established for non-resident students, based upon criteria established by the school's administration of Washington Court House City Schools.

- A. Applications for each school year will be available through Google Forms during the months of April and May.
- B. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill or proficiency in the English language. Students must meet all the prerequisites for the grade, program, or course of study they wish to enroll in.
- C. A separate application form must be submitted for each student applying under Open Enrollment.
- D. Unless the student is currently enrolled, a current grade card (or copy) for students in grades K-8 or a current transcript for high school students must be attached.
- E. Applicants will be notified on or before the first day of school that they have been either accepted or denied. The goal is to notify parents as soon as is practically possible. Parents must be prepared to provide an immediate answer of acceptance.
- F. The Superintendent may waive the stated enrollment deadlines up to the first full week in October should extenuating circumstances exist. These applications will also be prioritized on a first-come basis.
- G. The applications of students from other Ohio districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new home district student brings the enrollment of Washington Court House City Schools students to optimum size. However, students from other districts who have begun the program shall be allowed to complete the school year.
- H. Applications will be considered on a first-come, first- served basis (date/time of receipt) with an assurance that the following order for placement be followed:
  - District resident students will not be displaced.
  - Children of employees
  - Students who completed last year under open enrollment in Washington Court House City Schools with less than 72 hours of absences in a school year (12 days).
  - Students who are members of the same family unit (brothers and/or sisters of students) who attend Washington Court House City Schools
  - Students who completed last year under open enrollment in Washington Court House City Schools with more than 72 hours of absences in a school year (12 days).
  - First time open enrollment students
- I. District imposed capacity limits for grade levels, school buildings, and programs are as follows:
  - Class size in grades K-2 is 22,
  - Class size in grades 3-5 is 25,
  - Class size in grades 6-8 is 25,
  - Class size in grades 9 -12 is 25,
  - Rostered students in grades K-12 special education is 12,
  - Rostered students in grades K -12 with students with multiple disabilities is 3
- J. Transportation of the student from another Ohio district to the school building or to a scheduled in-district bus stop (with bus capacity availability) must be provided for by the student, his/her parents or the other Ohio district.
- K. Applications must be submitted annually for a previous inter-district transfer student for the succeeding 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 year.
- L. Students who begin, but choose not to complete the entire school year at Washington Court House City Schools and who return to their resident school district during that same school year, will not be permitted to apply for inter-district open enrollment status for the same year or following year.
- M. Students whose applications are initially denied due to 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.

- N. Students enrolled during the school year and move to another district in Ohio are eligible for open enrollment. They must apply within five (5) school days of the move.
- O. Students who move from Washington Court House City Schools to any district in Ohio after May 31 until the first day of the next school year are eligible to apply for open enrollment but must do so prior to the first day of school and before enrolling in another district.
- P. Applications may 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. No student shall be accepted who has been convicted or ruled a delinquent child for committing any of the crimes listed: conveying deadly weapons or dangerous weapons, possessing deadly weapons or dangerous weapons, carrying a concealed weapon on school property or at a school function, trafficking in drugs, murder or aggravated murder, voluntary or involuntary manslaughter, assault or aggravated assault, rape, gross sexual penetration, complicity in any of the above offenses
- Q. Students must comply with the school rules of Washington Court House City Schools. Failure to comply with school rules resulting in suspension during enrollment may constitute a student's return to his/her home district.
- R. 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 as defined in Policy 5113.
- S. Washington Court House City Schools shall not discriminate against any disabled students (IDEA or 504). Washington Court House City Schools shall not be required to provide any services or adapt any facilities not already provided disabled, resident 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 needs services in accordance with an I.E.P., it will provide appropriate services. The student, 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 district to determine if it wants to arrange for the services or have the district arrange for them at the other Ohio district's expense.
- T. Any student planning to graduate from Washington Court House City Schools must meet all graduation requirements established in policy by the Washington Court House City Schools Board of Education. See High School Grade Classification and Course of Study. In compliance with R.C. 3313.98, Washington Court House City Schools will accept all credits toward graduation from enrolled students who are residents of any school district in the State of Ohio.
- U. Open Enrollment students who move back into the Washington Court House City Schools and become a legal resident of the district must notify the district of their new address so that their open enrollment status can be changed back to resident student.
- V. 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 inter-scholastic athletic competition, to take all necessary steps and present evidence to the Superintendent that s/he has met all standard/eligibility criteria of the Ohio High School Athletic Association. Students and parents are encouraged to become aware of and consider the OHSAA athletic eligibility guidelines before making application for inter-district enrollment.
- W. 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 Washington Court House City Schools unless the parents move into another Ohio qualifying school district. If the parents fail to do so, the student shall be permitted to complete the school year upon payment of tuition prorated for the time remaining in the school year. Otherwise, the student shall be immediately withdrawn from the school.
- X. Failure to provide information or providing false or misleading information on the open enrollment application will make it null and void.
- Y. As a result of poor attendance, the enrollment of an inter-district open-enrollment student may be revoked at the end of a grading period by the Superintendent. Poor attendance is defined as 10 unexcused tardies to school and/or absences in a school year.
- Z. As a result of not being forthcoming about changes in residence, not providing accurate contact information or not responding to district communication efforts, the enrollment of an inter-district open-enrollment student may be revoked at the end of a grading period by the Superintendent.