

CLAYMONT CITY SCHOOLS

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INTERDISTRICT OPEN ENROLLMENT PROGRAM

(An informational packet for those living outside the school district wishing to attend Claymont City Schools)

Enclosures:

Board Policy

Administrative Regulations

Parent Information Sheet

CLAYMONT CITY SCHOOLS

BOARD POLICY

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Board shall permit any student from another school district to apply and enroll in the district schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. Application procedures including deadlines for application and notification of students and the superintendents of districts whenever another district's student application is approved.
2. Procedures for admission.
3. District capacity limits by individual class size, grade level, school building capacity and limit to the number of students in a particular educational program are determined.
4. Resident students and previously enrolled open enrollment students having preference over first-time applicants.
5. No requirements of academic, athletic, artistic, or extracurricular skills required.
6. No limitations on admitting handicapped students, unless services required in the IEP are not available in the district.
7. No requirement that the student be proficient in the English language.
8. No rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by the adjacent school district for ten (10) consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and;
9. Procedures to ensure maintenance of an appropriate racial balance in the district's schools.

Adoption Date: February 8, 1993

LEGAL REFS: ORC 3313.64 3313.65: 3327

CLAYMONT CITY SCHOOLS

Interdistrict Open Enrollment Administrative Regulations

1. Any application for an inter-district transfer should be submitted to the Superintendent's Office of the student's intended district of enrollment March 1st and no later than March 31st of each school year. Applications from students may be considered by the Superintendent if special needs or circumstances occur after the established deadline for submitting applications. Applications will be acted on by June 19. One application must be submitted each year for each student who requests an inter-district transfer. Copies of the application and approvals shall be provided to the superintendent's office of the student's district of residence. The receiving district reserves the right to assign the building.
2. No interdistrict transfer will be permitted if the enrollment of the individual class size, grade level, or course level being requested at the receiving district exceeds the following:

<u>GRADE</u>	<u>SCHOOL</u>	<u>ENROLLMENT</u>
K-4	Park , Eastport, Trenton	* 25 per class
5-6	Intermediate	200 per grade level
7-8	Jr. High School	200 per grade level
9-12	High School	Individual course enrollment of 25 per class, per department or limits of a particular educational program.

Special Classes:

MH	8 Per class
DH	16 per class (Elem./I.S./J.H.)
DH	24 per class (High School)
LD	16 per class (Elem./I.S./J.H.)
LD	24 per class (High School)

3. No students, once accepted in a school year by the receiving district will be displaced, should enrollment exceed the limits stated above.
4. Enrollment in a special program, i.e., learning disabilities and developmental handicapped, etc. will dictate which building a student must attend.
5. Students with handicapping conditions may be rejected for inter-district transfer if the services described in the student's IEP are not available in the receiving district's schools. Enrollment limits per special education units shall not be exceeded.

* These limitations shall take into consideration the special education students being mainstreamed into regular classrooms.

6. Districts are not required to institute any special education programs to serve transfer students.
7. OHSAA Athletic eligibility guidelines will be in effect. (Bylaw 4-7-8 which states):
The Commissioner may rule a student eligible if legally and definitely released or assigned to a designated school by formal action of the Board of Education or similar governing body of the public or private school of the district of residence whether a member school or not. Such students will not be declared eligible until a copy of the formal action is on file in the Association's office and the Association declares the student eligible. If a student returns to the school in the district of residence the student shall be ineligible for one year from date of enrollment. **(No more than one such release may be granted to an athlete during the athlete's high school career.)**
8. Students with discipline problems may be rejected for interdistrict transfer only if they have been suspended or expelled by the sending district for ten (10) day or more in the current term or school year application is made.
9. Applicants shall be considered on a first-come, first-served basis, annually, with an assurance that native students will not be displaced. Enrollment levels will determine annual approval. i.e., approval one year does not guarantee approval in the future.)
10. Applicants may be rejected if the racial balance of either the sending or the receiving school district would be negatively impacted.
11. Participating districts will accept no responsibility for the transportation of students to other districts.

Parents/guardians are responsible for transporting students to designated pick-up points in educating school districts, if transportation arrangements can be made.

CLAYMONT CITY SCHOOL DISTRICT

Parent Information on Inter-district Open Enrollment

1. The application for inter-district open enrollment should be submitted on the official receiving school district's Open Enrollment Form between March 1st and March 31st of **each school year.**
2. Applications must be submitted for each student separately.
3. Acceptance of students is at the discretion of the Superintendent in accordance with district policies and administrative regulations.
4. The Claymont City School District will accept **no** responsibility for any transportation of students participating in open enrollment.