

ASHLAND CITY SCHOOLS
INTRADISTRICT OPEN ENROLLMENT GUIDELINES
(Adopted by the Ashland City Board of Education January 14, 1993)

1. Parents requesting to have their children attend an alternative elementary school in the district for next school year must submit an application for this placement between **April 1 and May 1** of each calendar year. Applications will be acted upon by June 15. No transfers will be granted after this date until the next open enrollment period. **There must be one application submitted for each child.**
2. Applicants may be rejected for one or more of the following reasons as provided in Sections 3313.97 of the Ohio Revised Code:

A. If grade level capacity reaches reasonably accepted limitations:

- 1) No intradistrict open enrollment will be permitted if the grade level being requested at the school of choice exceeds the following:

| <u>Grade</u> | <u>Enrollment Limit per Section</u> |
|--------------|-------------------------------------|
| K & 1 | 23 |
| 2 | 24 |
| 3 | 25 |

(The Superintendent reserves the right to increase the number of eligible intradistrict open enrollment students within 3 weeks prior to the first day of school.)

- 2) The only exception to this rule will be if there is at least a two-student disparity (by grade pupil/teacher ratio) between the school of choice and the school of residence, the enrollment limits may be waived.
- 3) The following criteria will be used to establish building capacity:
 - If new programs need to be implemented or programs currently in place need to be expanded the intradistrict open enrollment plan will be altered for the succeeding year.
 - The building capacity aspect of the plan will be reviewed annually and appropriate changes will be made.
 - No programs will be moved to another building to accommodate students interested in open enrollment.
- 4) Building capacities (K-3) for the purpose of this program are as follows:

| | | | |
|----------------------|-----|----------------|-----|
| Edison Primary North | 570 | Reagan Primary | 495 |
|----------------------|-----|----------------|-----|

- 5) The administration reserves the right to add or reduce classrooms as necessary, dependent on enrollment, to minimize the transportation of students from one elementary attendance area to another. These changes will be made prior to the processing of transfer requests, and building capacities may be altered to correspond with these the changes.

B. If a student enrolled or living in the attendance area of a school building would have to be displaced to accommodate a transfer for a student not living in the attendance area.

C. If a student has been expelled (or suspended for ten (10) or more consecutive days) in the year or prior year to which admission is sought, or the year immediately preceding the term for which admission is sought.

3. Students requesting intradistrict open enrollment for medical reasons will be given first priority on all requests, and the Superintendent has the authority to allow medical transfer requests to exceed the stated enrollment limits.
4. Students receiving special education services will continue to be assigned to schools where the services specified in the IEP are available.
5. No special transportation routes for non-handicapped students will be created. The students will be picked up and dropped off at regular bus stops designated by the Transportation Supervisor

6. Priority for Student Selection:

PRIORITY I – Students currently attending (or accepted for entry into kindergarten) their school of choice who officially reside in their school’s respective attendance area. These students may not be refused attendance in that school under this policy regardless of building capacity.

PRIORITY II – Students who have moved into the attendance area of their school of choice during the school year but were assigned to another school due to lack of available space.

PRIORITY III – Students who are attending their school of choice at the official request of the school district (i.e., “overflow”).

PRIORITY IV – Students who have been accepted and are attending their school of choice under this voluntary intradistrict open enrollment program. These students will have priority if space is available. If limited space is available, priority will be based upon the number of years children in the family have been attending the school of choice as part of this program. **Parents of students participating in the intradistrict open enrollment program must make application to participate each year.** Students whose parents fail to reapply in a given year by May 1st will lose all priority status and will be assigned to a school on a space-available basis.

PRIORITY V – Students residing in another school district who are currently paying tuition to attend the Ashland City Schools (or are attending under the Interdistrict Open Enrollment Program). These students will not be guaranteed the same building placement each year.

PRIORITY VI – Students who have applications on file. These students will be selected on the basis of information provided in the application.

In all cases of “ties” for placement of students with applications on file or students currently participating, the date of receipt of the original application will be the determining factor: the higher priority given to the earlier date.

7. If during the course of the school year, the parents request a transfer back to the official school of residence, the following procedure will be followed:
- A. Any student, once approved for transfer, must attend the school of choice for a minimum of nine weeks. In all cases, the transfer will occur at the conclusion of a grading period.
 - B. Parents must provide specific reasons in writing to the principal of the school of choice, and may be required to meet with school officials, with the student present, if deemed necessary.
 - C. The written request and other relevant information, including that provided by the student’s teacher(s), will be reviewed by the principals of both buildings who will make a recommendation to the Superintendent or his designee. This will be based upon space availability and the educational welfare of the student.
 - D. A student who is permitted to leave his/her school of choice during the school year will be given Priority VI status through the elementary grades.
 - E. The decision of the Superintendent or his designee is final.
8. A parent whose request for intradistrict open enrollment of his/her child to a building beyond the official school of residence has been approved may not request another transfer for that child during the same year.
9. Students who are accepted in the Intradistrict Open Enrollment Program must abide by the district discipline code. Students participating in this program will not normally be returned to the official school of residence because of disciplinary concerns. The school district does, however, reserve the right to return a student to the official school of residence in extreme or unique situations. Such action would only occur following a hearing for the student and the parent with the principal of the school of residence, who would recommend such action to the Superintendent for final disposition of the matter. The decision of the superintendent or his designee is final.