

## INTER-DISTRICT OPEN ENROLLMENT

The Jackson City Board of Education believes that students should, under certain prescribed circumstances, benefit from an inter-district open enrollment policy. Guidelines for the transfer of students, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education are listed below. These guidelines were intended to be consistent with Section 3319.98 of the Ohio Revised Code.

1. Inter-district Open Enrollment forms are available in the Assistant Superintendent's office. Any applications for an inter-district transfer must be submitted to the Superintendent's office of the Jackson City School District between April 1 and May 31 unless the time period is extended by the Superintendent. Applications will be acted upon by August 15. Parents/guardians must indicate acceptance of transfer on or before August 20<sup>th</sup>. One application must be submitted for each students who requests an inter-district transfer.

2. No inter-district transfer will be permitted if the enrollment of the grade level being requested at the receiving district exceeds the following, unless approved by the superintendent.

<u>Grade</u>	<u>Enrollment Limit</u>
K-2	18 per section
3-5	20 per section
6-8	24 per section
9-12	Shall be established on a course by course basis.
Elem. And Middle DH and LD	6 per section
High School DH and LD	10 per section
ED and MH	6 per section

(\* Special Education units may not always be activated based on district population trends.)

3. No student will be displaced during the school year for which the student has been accepted should enrollment exceed the limits stated above. The administration will determine building assignments, without guarantee that the building assignment (elementary) will prevail in subsequent years. Last-minute adjustments to building assignments may be necessary if enrollments of local students change significantly.

4. Enrollment in a special program, e.g. gifted, learning disabled, developmentally handicapped, will dictate which building a student must attend, as units are placed in buildings according to space available.

5. School districts are not required to institute any special education programs to serve transfer students. If a student is evaluated for placement in a special education program, representatives of the district of residence must be invited to participate in the placement meetings.

6. All approved transfers are in effect for the approved school year only, and may be discontinued at the discretion of the administration in subsequent years. Parents/guardians must apply for an inter-district transfer for each child yearly.

7. Applications shall be considered on a first-come, first-served basis with an assurance that native (home) students will not be displaced. Participants in the previous years will be given preference. Applications from children of full-time employees, adjacent district students currently paying tuition, and non-adjacent district students requesting acceptance on a tuition basis shall be given priority over applications from adjacent district students.

8. Applicants may be rejected in the racial balance of either the sending or the receiving school district would be negatively impacted.

9. The Jackson City School District will accept no responsibility for the transportation of students from other districts unless it is deemed practical by the administration.

10. The Jackson City School District may deny enrollment to students who have been expelled or suspended for ten (10) or more consecutive days in the current term or the immediately preceding term.

11. There is no sibling rule. Any younger brothers or sisters who you might want to attend Jackson City Schools you will need to make application and take the chance on space being available. Siblings will not automatically be enrolled in Jackson City Schools. If siblings are accepted in the Jackson City Schools there is no guarantee they would attend the same elementary school.

No student shall be denied admission to the Jackson City Schools or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex, handicap, or other basis of unlawful discrimination.

Returning this form DOES NOT GUARANTEE that your child will be accepted for inter-district open enrollment, only that your child will be considered.

## INTER-DISTRICT OPEN ENROLLMENT

The Jackson City School Board shall permit any student from an adjacent (bordering) school district to apply and enroll in the Jackson City Schools free of any tuition obligation, providing that all procedures as outlined in the administrative guidelines are met. Requirements include:

1. Application procedures including deadlines for application and notification of students and the Superintendents of the adjacent districts whenever an adjacent district student's application is approved;
2. Procedures for admission;
3. District capacity limits by grade level, school building and education program are determined;
4. Resident students and previously enrolled adjacent (bordering) district 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 service required in an IEP are not available in the district, and the educational program in the district will still have room for additional student admissions through the year;
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 district for 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/or if the student has committed an offense that, by statute could make the student eligible for permanent exclusion from school;
9. Procedure to ensure maintenance of an appropriate racial balance in the district's schools.
10. Acceptance and adherence to the district student handbook rules and regulations.

LEGAL REFS.: ORC 3313.64, 3313.65; 3327

JACKSON CITY SCHOOL DISTRICT  
INTER-DISTRICT OPEN ENROLLMENT APPLICATION

Name of Student \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Name of Parent(s)/Guardian \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

School district presently attending \_\_\_\_\_  
School building presently attending \_\_\_\_\_

School Requested \_\_\_\_\_  
Grade level of student for upcoming school year \_\_\_\_\_  
Is student enrolled in any special education or tutorial program or has the student been evaluated for or referred to special education? \_\_\_\_\_  
If yes, please explain \_\_\_\_\_

Note: Please attach IEP of special education tutorial student.  
If enrolling for special high school courses or special education courses, list desired classes:  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

Students must meet the requirements for graduation of the Jackson City School District.

Has the student been suspended ten consecutive days or more or expelled during this semester or the previous semester? \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICATION MUST BE RECEIVED BY THE SUPERINTENDENT'S OFFICE NO LATER  
THAN MAY 31<sup>ST</sup> OF THE CALENDAR YEAR

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(For office use only)

Received by \_\_\_\_\_

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

Approved by \_\_\_\_\_ Rejected by \_\_\_\_\_

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