

CLAYMONT CITY SCHOOLS

115 North Third Street

Dennison, OH 44621

(740) 922-5478

INTRA-DISTRICT OPEN ENROLLMENT PROGRAM

Enclosures:

Board Policy

Administrative Regulations

Parent Information Sheet

CLAYMONT CITY SCHOOLS

BOARD POLICY

ADMISSION OF INTRA-DISTRICT SCHOOL ENROLLMENT

The Board believes that students should be permitted to attend their school of choice within the district. The Board will permit students to apply for attendance at their school of choice based upon criteria established by the school administration. The specific criteria shall be consistent with State Law and shall include:

1. Application procedures, including deadlines for application, and for notification of students and principals of alternative schools whenever a student's application is accepted. Only students wishing to attend another school need apply.
2. Procedures for admitting applicants to other schools include but are not limited to:
 - A. Established district capacity limits by class size, grade level, school building and educational program.
 - B. Requiring that students enrolled in a school building or living in the attendance area of the school building established by the Board be given preference over an open enrollment applicant.
 - C. Insuring that an appropriate racial balance is maintained in the district's schools.

Adoption Date February 8, 1993

LEGAL REFS: O. R. C 3313.46, 3313.65, 3313.97

CLAYMONT CITY SCHOOLS

Intra-district Open Enrollment Administrative Regulations

The specific criteria for permitting students to attend their school of choice within the district will contain the following elements:

1. Students living within the specific attendance area will not be excluded from their home school in order to accommodate an open enrollment applicant outside the attendance area.
2. Open enrollment cannot be used to create racial imbalance.
3. Application of students outside the building attendance area will be considered for attending the school of their choice provided class size, building capacity and program balance can be maintained. The following criteria shall be used to facilitate that consideration:
 - A. Kindergarten to fourth grade, twenty-five (25) students per class. These limitations shall take into consideration the special education students being mainstreamed into regular classrooms.
 - B. Special education students' limits: MH - 8 students per class; DH - 16 students per class (Elementary/Middle School), 24 per class (High School); LD - 16 students per class (Elementary/Middle School), 24 per class (High School).
 - C. Students living in the school attendance area and receiving Chapter I may not be excluded from Chapter services in order to serve an applicant outside the attendance area.
 - D. Enrollment figures must be projected into the future grades so that the policy relative to enrollment limits will be maintained for the duration of the student's transfer. This will be the responsibility of the building principal of choice. Because of class sizes and sections available intradistrict students may be denied from one year to the next.
 - E. Students receiving special education services are required to attend the school within the district where the services specified in the student's Individual Education Plan (IEP) are currently available.
4. The parent of each applicant must apply annually in writing on the prescribed forms to the Central Office for intra-district placement and the building principal will determine if the criteria for eligibility is met. Applications must be received before April 1st of each year, and shall be considered according to date of application on first-come first-serve basis.
5. The building principal of choice will notify the superintendent or designee with a recommendation as to whether the request can or cannot be granted based upon the above criteria. The superintendent or designee will make the decision whether to grant or deny the intradistrict enrollment following board policy and consultation with the building principals involved.
6. It will be the responsibility of the principal of choice to notify the parents as to whether the intra-district placement can be granted or must be denied.

7. The student, once reassigned, will remain in the school of choice for at least one year or until commencing to the next building within that student's attendance area. After one year the parents can request a transfer to a different school during the March 1st - March 31st open enrollment period.
 - A. The parent can request the student be returned to the home school, that is the school building within the prescribed attendance area, and the transfer does not create a staffing problem, that is the teacher/student ratio does not exceed those limits specified in the policy. The parent must make the request in writing. REQUEST MUST BE IN WRITING (Form 2).
 - B. If the request by the parent is to transfer to another building and the request transfer is in his opinion deemed educationally necessary, situations requiring appropriate educational placement may be considered by the superintendent or his designee.
 - C. Under unusual circumstances, the superintendent can reassign the student to another building within one year if requested by the parents, in writing and it is in his opinion, deemed educationally necessary. Situations requiring appropriate educational placement may be considered by the superintendent or his designee.
8. Applications for intra-district transfer shall be made before April 1st, for the next school year. Such transfers will be considered on the criteria of class sizes and in the opinion of the administrator the transfer is deemed educationally sound. Applications will be considered on a first-received, first-served basis.
9. Transportation for students attending the school of their choice, when that school is out of their attendance area, shall be the responsibility of the parent or guardian unless the student can be picked up and dropped off at a stop on the regular transportation schedule. The transportation of disabled students shall remain unaffected through open enrollment.
10. Students with discipline problems may be rejected for intra-district transfer only if they have been suspended or expelled for ten consecutive days in the school year of application. The final decision rests with the superintendent of schools.

CLAYMONT CITY SCHOOLS

INTRADISTRICT OPEN ENROLLMENT PLAN

Parent Information

Eligibility

All Students in the Claymont City Schools who are in grades K-4 are eligible for consideration in the plan. Students who have Individual Education Plans (IEP's) may apply for open enrollment. However, such students may be required to attend the school where the services are offered.

Certain buildings in the district are designated for handicapped students with certain physical limitations and students that are assigned to those buildings may be required to attend the assigned building.

Time Line

March 1

Application for participation in the intra-district open enrollment plan will be available to all parents at the Board of Education Office.

March 1 - March 31

This is the period of open enrollment for participation in the plan. Completed applications will be due on or before March 31st in the Board of Education Office. The date and time the application is received will be recorded by the staff of the Claymont City Schools. All applications received after this date will be considered "**LATE**" and will not be considered under the intra-district open enrollment plan.

May 1

Applicants will be notified in writing of acceptance or denial of the request to participate in the plan.

Applications

Parents interested in participating in the intra-district open enrollment plan must use the official application of the school district.

Only one application per student may be submitted for consideration in any school year.

The intra-district open enrollment plan requires that each student interested in transfer must complete the entire application process each year. There is no provision in the plan for assurances that all children in a family will be granted permission to attend a school beyond the official residence. The approval or denial of each student will be made on the basis of the various components of the plan.

The submission of an application for transfer cannot be construed as approval for transfer.

Building Capacity

The legislation permits the Board of Education to establish limits as they relate to class size, grade level, and educational programs of the buildings involved in the plan.

The following criteria will be used to establish building capacity:

-----The building capacity aspect of the plan will be reviewed annually and appropriate changes will be made if necessary.

-----Since the Claymont City Schools are currently facing a shortage of educational space, it must be understood that the number of students to be accommodated in the intradistrict open enrollment may be limited.

-----No programs will be moved to another building to accommodate students interested in transfers.

Student Selection

Priority I - Students who officially reside in their respective attendance area. These students may not be refused attendance in that school regardless of building capacity. Students who move into the attendance area during the school may not be refused. Students who are attending a building at the official request of the school district may not be refused.

Priority II - Students who are paying tuition to attend the Claymont City Schools. Tuition students will not be guaranteed the same placement each year.

Priority III - Students who have an open enrollment application on file. These students will be selected on the basis of information provided in the application and the special criteria of the open enrollment policy.

The following will NOT be considered for participation in the intradistrict open enrollment plan:

- A. athletic, artistic, academic or extracurricular ability.
- B. handicapped and conditions other than provided for in the IEP.
- C. understanding the English language.
- D. disciplinary conditions that do not exceed Section 3319.97 of the Ohio Revised Code.

The placement of all students in the school district is the responsibility of the Superintendent of Schools. The Superintendent reserves the right to approve or disapprove any transfer requests based on extenuating circumstances that are deemed in the best interest of the school district and the student.

During the School Year

If during the course of the school year the parents and student would like to request a transfer to the official school of residence, the following procedure will be followed:

1. Any student who is approved for transfer must attend the respective school for a minimum of one school year. A student will not be permitted to return to the official school of residence until the end of the school year.
2. The school district has the right to require that the parents and/or student requesting the return to his or her home school confer personally with the school officials regarding the request.
3. The decision of the Superintendent is final.

Student Records

Students who have applied for or have been accepted in the intra-district open enrollment plan will have application, evidence of parental meetings and evidence of notification of parents on file in the school office.

Transfer During the Year to a Second Building Beyond the Official School of Residence

If a student is approved for a transfer to a building beyond the official school of residence any request to attend another building during the same year may not be considered.

Discipline

Students who are accepted in the intra-district open enrollment plan will abide by the district discipline code.

All of the student records will be forwarded to the school of attendance, including those related to violations of the discipline code.

Students participating in the intra-district open enrollment plan will not be returned to official school of residence because of disciplinary concerns. Any discipline matters will be enforced in accordance with the discipline code.

Guaranteed Length of Stay

The open enrollment program guarantees only that the placement will be for the current school year. Accepted students will be given Priority III Status for future years.

Students who participate in the open enrollment program in one year must reapply no later than March 31st if they wish to be considered for the following school year.

Students once reassigned, will remain in the school of choice for at least one year. After one year, parents may request a transfer to a different school.

Racial Balance

The intra-district open enrollment plan shall insure that an appropriate racial balance of the district will not be altered.

Transportation

A board of education is not required to transport an intra-district open enrollment student unless the student can be picked up and dropped off at a regular bus stop designated in accordance with the board's transportation policy.

The school district does not guarantee transportation of the students involved in the open enrollment plan. Parents of students in the plan may apply for transportation and inquire as to its availability through the office of the transportation supervisor. Availability will depend on the number of students assigned to specific busses. New routes will not be established because of open enrollment.

Choice of Teacher

Students accepted in the open enrollment plan will be assigned to staff members by the respective building principal.

At the Conclusion of the School Year

At the end of the third grading period, the parents of all students participating in the open enrollment program will be required to complete and return a letter of intent in regard to the succeeding school year.

The letter of intent will include two choices:

1. I _____ am interested in reapplying for participation in the open enrollment program for the 19__-19__ school year. I understand that I must reapply for consideration prior to April 1, using the approved application form.
2. I _____ am interested in having my child return to the official school of residence for the 19__-19__ school year.