



Book	Policy Manual
Section	5000 Students
Title	INTER-DISTRICT OPEN ENROLLMENT
Code	po5113
Status	Active
Adopted	October 18, 2001
Last Revised	December 6, 2018

5113 - **INTER-DISTRICT OPEN ENROLLMENT**

The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, provided the enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy. All open enrollment guidelines must be met before approval is granted.

Restrictions

Trotwood-Madison City Schools may reject Open Enrollment applications merely seeking pass-through opportunities (i.e. applications seeking only to attend Joint Vocational School or applications seeking only to take advantage of dual credit/college credit opportunities). Applications from students may be rejected if the student has been suspended or expelled for ten (10) consecutive days or more during the semester of application or the preceding semester. No student shall be accepted for open enrollment that has been convicted and /or ruled a delinquent for committing any of the crimes listed below:

- A. Conveying deadly weapons or dangerous ordnance.
- B. Possessing deadly weapons or dangerous ordnance.
- C. Carrying a concealed weapon on school property or at a school function.
- D. Trafficking drugs.
- E. Murder or aggravated murder.
- F. Assault or aggravated assault.
- G. Voluntary or involuntary manslaughter.
- H. Rape, gross sexual imposition or felonious sexual penetration.
- I. Complicity in any of the above offenses.

**High School students who are credit deficient may be denied enrollment.

Capacity

Consideration for open enrollment is subject to building capacity and class or program size and limitations. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building or grade level which is the number of students that can be accommodated without increasing District expenditures for staff, space or equipment.

Approved open enrollments may be subject to displacement due to excessive enrollment. In the event that the Superintendent or designee declares a program, grade level or building overcrowded, and if the District decides not to add staff, inter-district transfer students will be returned to their home districts to make space for students who officially reside in the Trotwood-Madison City School District. These students are termed "resident native" students. The order of return will be in the reverse order of enrollment – last in, first out.

Enrollment Priority

Enrollment priority shall be given to resident native students. Such students may not be refused attendance in the District, regardless of capacity. Resident native students also include those as defined by R.C. 3313.64.

Children of nonresident employees will be given the next order of priority. Children of all nonresident employees enrolled in the Trotwood Madison City School District shall be reported to the state as "open enrollment student(s)". In general, all other applicants will be enrolled contingent upon space availability. However, special consideration will be given to students with siblings currently enrolled in the District and resident students who move during the year and wish to remain in the District.

Students approved and enrolled in a school through open enrollment may continue in the District through all grades without reapplying providing that they indicate in writing their intent to remain enrolled on or before March 29th.

Open Enrollment Timeline

2018 - 2019 November 16 - Communicate to families of neighboring school districts that the Trotwood-Madison City School District will be accepting applications for Open Enrollment for the 2019-2020 school year, along with student expectations, requirements, and deadlines.

2019 - 2020 January 21 - Begin accepting applications 8:00 a.m. (Applications will not be accepted prior to this date) at the district office. New/Regular Open Enrollment applications will be accepted through March 29th. Notice of approval will be made by the Superintendent in April for the following school year and communicated to parents by April 30th.

Parents/guardians are required to submit a Letter of Acceptance within one (1) week of notice of acceptance.

Open Enrollment Deadlines:

The deadline for filing new/regular open enrollment requests for the 2019 – 2020 school year is March 29, 2019, at 4:00 p.m. Inter-district open enrollment **will not** be an ongoing process throughout the school year.

Exceptions to this deadline are as follows:

Students who move out of the District during the school year must apply for open enrollment in order to remain in Trotwood-Madison City Schools. This must be done as soon as school officials are made aware of the change of address. The parent/guardian must complete the Board's Relocation Open Enrollment Application in order to remain in the District. Attendance and discipline may have an impact on an approval. Inter-district students enrolled in the District who move into the District must be admitted to Trotwood-Madison City Schools as resident native students upon proof of address within the district, regardless of space.

Transportation

Parents/guardians of students attending the District through open enrollment are responsible for transportation to and from school during the regular school day. After students are approved for open enrollment, arrangements to meet a bus at a predetermined stop may be arranged through the Director of Transportation, if space is available.

Special Education

The District shall not discriminate against any disabled students (IDEA or 504). The District shall not be required to provide any services or adapt any facilities not already provided to disabled resident native students. If an inter-district transfer student becomes disabled and requires special education or a reasonable accommodation after enrolling in the District, she/he may be transferred back to their home district, if the school she/he is attending is not currently providing the services for resident native disabled students or cannot make the reasonable accommodation.

The Career Technology Center (CTC) Joint Vocational Program

Inter-district applicants who wish to participate in any Career Technology Center (CTC) program will be screened through CTC. Career Technology Center programs through CTC are only available for students grades 11 and 12 or students sixteen (16) years of age or older. Acceptance into such programs is based upon criteria established by CTC. Trotwood-Madison City Schools may reject Open Enrollment applications merely seeking pass-through opportunities (i.e. applications seeking only to attend CTC Joint Vocational School.

High School Athletic Eligibility

In accordance with Bylaw 4-7-3 of the Ohio High School Athletic Association (OHSAA), a student who transfers to Trotwood-Madison High School through open enrollment after establishing eligibility by being officially enrolled at another nonpublic or public high school will be ineligible for one (1) calendar year from the date of enrollment. Exceptions to this rule are as follows:

- A. If the parent(s) or legal guardian(s) bona fide change residence from one (1) district to another, the student is eligible for athletics.
- B. Eighth-grade students enrolling in high school, either through residency or open enrollment, are eligible for athletics providing they meet grade and attendance requirements.
- C. A student may enroll in a school outside the district of residence of the parent(s) or guardian(s) provided the superintendents or principals of both school districts enter into a written agreement and specify that the purpose of such enrollment is to protect the student's physical or mental well-being and/or educational program.

If a student transfers at any time after the fifth day of the student's ninth-grade year or after having established eligibility prior to the start of school by playing in a contest (scrimmage, preview/jamboree, Foundation game or regular season/tournament contest), the student shall be eligible, insofar as transfer is concerned, for ONLY the first 50% of the maximum allowable regular-season contests (including all scrimmages, preview/jamboree/Foundation games) in those sports in which the student participated (participation being defined as playing in a contest) during the 12 months immediately preceding this transfer. This transfer consequence shall remain in effect until the one-year anniversary of the date of enrollment in the school to which the student transferred, at which time the student is no longer considered a transfer student.

After the first 50% of the maximum allowable regular season contests have taken place, the student shall then become INELIGIBLE for the remainder of the regular season contests. Furthermore, the student shall also remain ineligible to participate in the OHSAA sponsored tournament(s) in those respective sports until the one-year anniversary of the student's date of enrollment. A student who did not participate in an OHSAA recognized sport in the 12 months immediately preceding the transfer is not subject to the consequence of this transfer bylaw.

Application Process

All approved applications require parents/guardians to complete and submit regular school enrollment information in addition to the completed Inter-District Open Enrollment Application. Along with the application and enrollment information, the following items are required:

- A. Copy of Current Report Card or Transcript
- B. Attendance Record
- C. Discipline Record
- D. Current IEP or 504 Plan

Annual Review

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment.

Non-discrimination

The Trotwood-Madison City Schools Board of Education does not unlawfully discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability in employment or in its educational program and activities.

Revised 11/20/03

© **Neola 2006**

Legal

R.C. 3313.98

Last Modified by Carolyn Fillman on August 22, 2019