

ST. MARYS CITY SCHOOLS

INTER-DISTRICT OPEN ENROLLMENT APPLICATION INFORMATION

**Interdistrict Open Enrollment Policy
Administrative Guidelines for Inter-district Open Enrollment
Inter-district Open Enrollment Application Form**



Completed application may be returned to the Superintendent,
2250 State Route 66, St. Marys, OH 45885.

For questions regarding open enrollment please call 419-394-
4312.

St. Marys City School District

Bylaws & Policies

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 each 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.

The following definitions shall apply:

Home District

The school district from which the student emanates.

Open Enrollment

State-mandated options, policies, and regulations concerning the Board's authority to adopt resolutions regarding intra-district and inter-district enrollment policies and guidelines. Inter-district open enrollment permits the admission of students to this District from any Ohio school district.

District Student

A student who resides in this District and is referred to in the statute as a Resident Native Student.

Tuition Student

A nonresident student who is enrolled in this District on a tuition basis.

Program

Any one of the specific course offerings of this District.

Program Size

The restrictions on a number of students in a program due to circumstances unique to that specific program, the terms of a collectively-bargained, negotiated agreement, and/or financial or operating conditions of the District

Racial Balance

"Racial" refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. "Balance" refers to the percentage of "racial" students in a District program, classroom, or school.

Racially Isolated Building

A racially isolated building refers to a School District building in which the racial composition of the students varies significantly from the overall composition of the School District.

Maintaining Appropriate Racial Balance

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body. To that end, the Board will give individual consideration to each applicant seeking enrollment under this policy, so that all factors that may contribute to student body diversity are meaningfully considered in admissions decisions. It is the intent of the Board to maintain an appropriate racial balance as required by law.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

- A. Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extra-curricular skills. A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) consecutive days or more that occurs in the current semester or the semester immediately preceding the application. If the District does not currently provide services required for a disabled, adjacent-district student, his/her application may be denied.
- B. Application procedures including the criteria by which applications from adjacent-district and other-district students shall be reviewed and prioritized. District students and any adjacent-district or other-school district students previously enrolled under the provisions of this policy shall be given priority.
- C. Maintenance of appropriate racial balance in District schools, classrooms, and programs.
- D. Communications with applicants and their parents concerning this policy and the District's guidelines, including the timelines for application and notification of acceptance or rejection.
- E. Athletic eligibility complies with State regulations and the provisions set forth by the Ohio High School Athletic Association.
- F. Any transportation provided by the District for an open enrollment student takes place within established bus routes and bus stops within the District.
- G. Set District capacity limits by grade level, school building, and educational program.

The Board reserves the right to object to the Open Enrollment of a District student to another district in order to maintain an appropriate racial balance. If the Board of Education of a student's home school district objects to a transfer of one of its students to this District for the same reason, this Board will deny the transfer unless the tuition fee is paid for the student.

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. Additionally, the Superintendent shall annually review the level of diversity existing within the District's programs, grades and/or schools to assess whether the application of this policy has resulted in an adverse effect on racial balance. As a part of his/her review, the Superintendent will be responsible for determining whether there is a legal basis for the Board to use the "maintenance of appropriate racial balance" language of R.C. 3313.98. Should this review indicate that the racial balance in one or more of the District's programs, grades and/or schools has been adversely affected, the Superintendent shall consult with legal counsel to determine what, if any, appropriate steps should be taken, including, but not limited to, policy revisions or other actions necessary to comply with State and Federal law. The Board reserves the right to modify the conditions under which Inter-District Open Enrollment would continue for any particular program, classroom, or school.

R.C. 3313.98

St. Marys City School District

Administrative Guidelines

(for Districts selecting Policy [5113](#), option 3)

5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT

Application for Admission

- A. 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 or equipment.
- B. Any application for an inter-district transfer into the St. Marys City Schools for the succeeding school year must be submitted to the Superintendent's office between January 3rd and June 30th. Applications will be acted upon not later than July 31st. Applicants and District Superintendents will be notified no later than August 15th. One (1) application must be submitted for each student who requests a transfer into the St. Marys City Schools. The Superintendent, at his/her discretion, may approve applications submitted after June 20th of each year if enrollment positions are available.
- C. Applicants shall be considered on a first-come, first-served basis with an assurance that new open enrollment applicants will not displace native District students from academic programs.
- D. When a student from another Ohio district requests an application, s/he is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for District students and tuition students.
- E. Applications from students from other Ohio districts who have an I.E.P. shall not be considered if the District is not currently providing the services called for in the I.E.P.
- F. Other enrollment factors being equal, students from other Ohio districts will be accepted on the basis of the date of receipt of the application. Revocations of application or transfers back to the students' home schools will be in reverse order of date received.
- G. The parents of the student from another Ohio district will be notified, using Form 5113 F1, of their acceptance by the Superintendent. If the student is not accepted, s/he is to receive [Form 5113 F2](#).
- H. 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 disabled, resident native students. If a student from another Ohio district becomes disabled under Section 504 or the staff finds out that a student from another Ohio district is in need of services in accordance with an I.E.P., it will provide appropriate services. The student, however, must agree to attend the District school at which the needed services are currently available. If any services must be obtained elsewhere, the Superintendent shall notify the other Ohio district to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense.
- I. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the school or to a scheduled in-District bus stop is provided for by the student, his/her parents, or the other Ohio district. Exceptions to this requirement may need to be made for disabled students.

- J. Applications from students from other Ohio districts may be rejected if the racial balance of the other Ohio district or this District's program, classroom, or school would be negatively impacted, as defined in Policy [5113](#).
- K. Applications from students from other Ohio districts may also 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.

Inter-district open enrollment participants must reapply annually; however, no student, once accepted for open enrollment by the St. Marys City Schools, will be displaced due to enrollment exceeding the capacity limits stated above. Continued enrollment under this program may be denied if: during the past year the student was suspended or expelled for ten (10) days or more or had ten (10) or more days of unexcused absence, or the District is unable to implement a student's I.E.P. within its existing special education programs, or other reasons exists which in the opinion of the Superintendent make it detrimental to the student or the District to continue the student's enrollment.

INTERDISTRICT OPEN ENROLLMENT APPLICATION

Application Deadline June 30. Return completed application to: Superintendent, St. Marys City Schools, 2250 State Route 66, St. Marys, Ohio 45885

Name of Student _____ Birth Date _____

School Year Requested for Open Enrollment _____ Grade Level _____

Parent/Guardian Name _____

Address _____ Phone _____

City/State _____ Zip _____

Email _____

If open enrollment is desired due to a move out of St. Marys City Schools District, what is the exact date of the move? _____

School District of Residence _____

Requested District of Attendance St. Marys City School District District IRN 044727

Reason for transfer request _____

Does your child currently attend St. Marys City School District through open enrollment? Yes No

Does your child have special needs? Yes No

Does student have an IEP (Individual Education Plan) or 504 Plan? Yes No

Has your child ever been suspended or expelled from school? Yes No

My signature below indicates awareness that completion of this application does not provide any permission to change district of attendance. It is merely a request to do so. I further understand that notice of approval or denial will be received no later than August 15. My signature indicates that administrators of the current district of attendance and the district where attendance is desired may exchange any and all information and records relative to my child.

X _____ Date _____
Signature of Parent/Guardian

OFFICE USE ONLY	
Date Received _____	Time _____
Approved _____ Denied _____	By _____ Date _____
Reason _____	