

ADMINISTRATIVE GUIDELINES – STUDENTS 5113

ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN ENROLLMENT

Application Process

1. On or before **April 1**, the Superintendent shall inform the general public of the Inter-district Open Enrollment policy and application procedures via the local media.
2. On or before **April 1**, each principal will notify the Superintendent of grade levels and/or programs which have space available for students from another Ohio district.
3. The Superintendent shall make available a list of all student openings for the school year after applying the building and grade capacity limits.
4. Application forms will be available and accepted at the **Board of Education Office – 1324 Middletown Eaton Rd.**
5. Applications for admission from other Ohio districts may be submitted to the **Board of Education Office from April 1 through April 30. Applications must be picked up and returned in person.** No applications received by other methods will be accepted.
6. A separate application must be submitted for each student who requests an inter-district transfer.
7. Applications shall be considered on a first-come, first-served basis (date/time of receipt) with an assurance that the following order for placement will be followed:
 - a. Madison resident students will not be displaced
 - b. Children of employees
 - c. Students currently attending Madison Local School District pursuant to Inter-district Open Enrollment policy
 - d. Students who are members of the same family unit (brothers and sisters) of students who attend Madison Local School District pursuant to Inter-district Open Enrollment policy
 - e. Students who reside with grandparents in the district or whose grandparents (who are district residents) are caregivers
 - f. First time open enrollment students
8. Applications will be acted upon **no later than the first Monday in August**. Notification will be made to the applicant's parents and the superintendent of the district of residence if the open enrollment application is approved or rejected. If a decision is made not to attend Madison after an open enrollment application has been accepted, the parent should notify the Board of Education of this decision, thus allowing other students to be considered for an available opening.
9. The Superintendent may waive the stated enrollment deadlines up to the first full week of October should extenuating circumstances exist. These applications will also be prioritized on a first-come basis.
10. If at any time prior to the start of the school year, the enrollment of a new Madison district student brings a specific class or program enrollment to optimum size, the applications of students from other Ohio districts shall be revoked in reverse order of acceptance (last in-first out). However, students from other Ohio districts who have begun the program shall be allowed to complete the school year.
11. Applications must be resubmitted annually for a previous inter-district transfer student for the succeeding school year. All approvals are on an annual basis and must be reapproved in accordance with the Inter-district Open Enrollment Guidelines in effect for the succeeding school year.
12. Students who begin, but choose not to complete the entire school year at the Madison Local School District and who return to their resident school district during that same school year **will not be** permitted to apply for inter-district open enrollment status for the following school year.
13. Students whose applications are initially denied due to space limitations may request in writing to have their application placed on a waiting list. Such applications shall have priority over any Inter-district Open Enrollment applications that might be filed following the standard application deadline. Applications from this waiting list will also be processed on a first-come, first-served basis.

A. Approval

1. 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 and equipment.
2. 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 that has not met the prerequisites established for District students and tuition students.
3. No inter-district transfers will be permitted if the enrollment being requested exceeds the limits established by state regulations. Notwithstanding the grade level enrollment limits, individual course enrollments in grades 9-12 shall not exceed the available number of teaching stations or enrollment limits established by state regulations. At the time applications are submitted, applicants in grades 9-12 must submit a list of courses being requested so that a determination can be made whether space is available for inter-district open enrollment students. Additionally, the Madison Local School District must have available space and teachers for the applicant. An applicant will not be accepted if his/her acceptance shall exceed the building capacities.
4. Madison resident students shall have priority to all programs, buildings, and grade levels over inter-district open enrollment applicants.
5. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill, or any requirement that applicants be proficient in the English language.

B. Application Rejection

1. 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.
2. 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 the application is made or the preceding semester. In addition, no student shall be accepted under the inter-district enrollment program who has been convicted or ruled a delinquent child 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 in drugs
 - e. Murder or aggravated murder
 - f. Voluntary or involuntary manslaughter
 - g. Assault or aggravated assault
 - h. Rape, gross sexual penetration
 - i. Complicity in any of the above offenses
3. The acceptance of inter-district open enrollment of students is only for enrollment in a public school district. The Madison Local School District Board of Education will deny the request for enrollment of a student who wishes to enroll in the District for the expressed purpose of attending a private school to which the District provides transportation.

Additional Guidelines

1. 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. A representative of the other Ohio district will be invited to participate in the placement meeting. Enrollment limits per special education shall not be exceeded.
2. The District reserves the right to assign the student.
3. Students must comply with the school rules of the District. Failure to comply with school rules at any time during their enrollment may constitute a student's return to his/her home district.
4. 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.
5. Students who have applied for or have been accepted in the Inter-district Open Enrollment program will have records that include the application, evidence of parental knowledge of the program's policies and guidelines, and evidence of notification of parents included in the student's file. Upon approval of a student's application, all school records for that student are to be forwarded to the school of attendance.
6. In compliance with R.C. 3313.98, the Madison Local School District Board of Education will accept all credits toward graduation from enrolled students who are residents of any school district in the State of Ohio.
7. Any student who expects to graduate from Madison Jr./Sr. High School must meet all graduation requirements established in policy by the Madison Local School District Board of Education.
8. Grade point averages of students who are accepted as inter-district open enrollment students must be calculated on the Madison Local School District grading scale. If the student's resident district school is utilizing a different grading scale, the student's grade point average will be adjusted to the Madison scale.
9. Ohio High School Athletic Association (OHSAA) athletic eligibility guidelines and district athletic policies will be in effect for students grades 7-12. It is the responsibility of each student/parent who is accepted into the Inter-district Open Enrollment program and who desires to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the superintendent of schools that they have met all standard/eligibility criteria of the Ohio High School Athletic Association. Any enrolled inter-district students who are eligible to participate in interscholastic athletics and have been released by their home district are to be informed they could lose their eligibility for an entire year if or when they return to the home district. Students and parents are encouraged to become aware of and consider the OHSAA athletic eligibility guidelines before making application for inter-district open enrollment.
10. Any student/parent who ceases to reside in an eligible *Ohio district* during the school year (enrolled pursuant to this Inter-district Open Enrollment policy) shall forfeit his/her right to attend Madison Local School District unless the parents move into another Ohio qualifying school district. If the parents fail to do so, the child shall be permitted to complete the school year upon payment of tuition prorated for the time remaining in the school year. Otherwise, the child shall be immediately withdrawn from school.