



Book	Policy Manual
Section	5000 Students
Title	INTER-DISTRICT OPEN ENROLLMENT
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## 5113 - **INTER-DISTRICT OPEN ENROLLMENT**

### **DEFINITIONS**

#### **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 inter-district enrollment policies and guidelines. Inter-district open enrollment permits the admission of students to this District from adjacent districts or any other district in Ohio.

#### **District Student or Resident Student**

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

#### **Other District**

Any school district in Ohio other than Maumee City Schools.

#### **Non-resident Student**

A student who is a resident of any other district who enrolls, or seeks to enroll, in this District.

#### **Open Enrollment Student**

A student who has been admitted to the schools of the District based on acceptance of the student's open enrollment application.

#### **Tuition Student**

A non-resident 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 subgroups defined by the Ohio Department of Education. Balance refers to the percentage of “racial” students in a district classroom, program or school.

### **Staff Member**

All full-time and regular, part-time employees excluding substitutes, casual employees, seasonal employees and lay supplemental employees.

### **ADMISSION OF INTER-DISTRICT OPEN ENROLLMENT STUDENTS**

The Board will permit students from other school districts in the state of Ohio to attend schools of the Maumee City School District, provided that State laws and regulations and the procedures set forth in this policy are followed. The Superintendent or designee shall develop forms and procedures to implement the Board’s policy including the following:

- A. A non-resident student’s parent or guardian, or the student if the student is at least 18 years of age, must submit an application for inter-district enrollment by completing the District’s application form. A separate form must be completed for each student seeking enrollment.
- B. A separate application must be submitted for each student for whom open enrollment is being requested. The application will include a written authorization for the release of the student’s education and discipline records from all schools the student has previously attended.
- C. Completed applications will be accepted beginning on the second Friday in February for the following school year.
- D. A completed application for inter-district open enrollment must be received in the District’s Administrative Office no later than 4:00 p.m. on fourth Friday in April, of the school year preceding the year for which open enrollment is sought. An application received after that deadline will be considered a late application. Late applications will be accepted until the 2nd Friday in July. All applications must be submitted in hard-copy paper format.
- E. When a non-resident student has been accepted for enrollment, the Superintendent or designee will provide written notice to the student’s parents (or the student if the student is at least 18 years of age), and to the superintendent of the student’s district of residence when an application is approved. This notice may be delivered electronically or by other means.
- F. All on-time applicants will be notified by mail of acceptance or denial by June 15th, preceding the school year for which open enrollment is sought. Applications denied for capacity reasons or received after the fourth Friday in April will be placed on a waitlist and may be accepted if space becomes available. No information concerning acceptance or denial for enrollment will be given orally either in person or over the telephone. All approved transfers shall be for one (1) school year only.
- G. The Board of Education reserves the right to deny any and all applicants and cancel the inter-district open enrollment program at any time for any school year. A non-resident student who has begun attending the schools of the District based on acceptance of an open-enrollment application will not be excluded from the District’s schools during that school year solely because the Board of Education has voted during that school year to cancel open-enrollment.

### **PRIORITY FOR CONSIDERATION OF APPLICANTS IN GRADES K-12**

Students will be accepted on a priority basis as follows:

- A. Parent/guardian is a Maumee City Schools staff member.
- B. Student was enrolled in the district in the previous year.
- C. Sibling is currently enrolled.
- D. Grandparent lives within the Maumee City Schools boundaries.
- E. Parent/guardian works within Maumee City Schools boundaries.

F. Parent/guardian owns property within the Maumee City Schools boundaries.

G. Parent is a Maumee City Schools alumnus.

H. The order in which applications were received.

The Superintendent or designee will convene a committee to review applications. The committee will include at least one representative from each school level (elementary school, middle school, high school) for which applications have been received.

#### **OTHER CONSIDERATIONS FOR REVIEW OF APPLICANTS**

A. Resident students have first priority and previously enrolled non-resident students shall have preference over first-time applicants.

B. District capacity limits by grade level, school building, or educational program will be considered.

C. An application may be rejected if the student has been expelled or suspended for 10 or more school consecutive days either during the current school year or in the immediately preceding school year. (R.C. 33198(C)(4))

D. If the student has a record of unexcused absences or truancy, including but not limited to habitual truancy, the applicant may be rejected.

E. The Superintendent or designee will establish procedures to ensure that athletic eligibility complies with state and local requirements and the rules of the Ohio High School Athletic Association.

#### **INTER-DISTRICT OPEN ENROLLMENT GUIDELINES**

The Board of Education believes that students, under certain prescribed circumstances, can benefit from inter-district open enrollment. Therefore, the following guidelines have been established to govern the enrollment of students from other school districts in the State of Ohio.

##### **Grades K-12**

A. In order to be considered for initial inter-district open enrollment, students must have an appropriate number of credits and be age-appropriate for the grade level in which they are seeking to enroll.

The Superintendent or Superintendent's designee shall examine the education records of any non-resident student who receives a failing grade in one or more subjects after being admitted to the schools of the District to determine whether the grades are the result of the student's academic ability or the result of other causes.

1. If it is determined that a non-resident student's failing grade is not the result of the student's academic ability, the student's open enrollment may be revoked as of the end of the school year.

2. If it is determined that a non-resident student's failing grades in one or more subjects is the result of the student's academic ability, the student may be referred to an appropriate team for intervention or evaluation.

B. No inter-district transfer will be approved if the enrollment would exceed District capacity limits for that grade level, school, program, or class. The Superintendent or designee will determine such limits annually based on the District's staffing, grade level capacity, finances, and other relevant resources available at the time the transfer is sought. However, special programs require specific capacity limits that comply with applicable state regulations (Ohio Administrative Code Chapter 3301-51), including but not limited to age ranges and staffing ratios for provision of education and related services to students with particular disabilities.

C. Should enrollment exceed District capacity limits after a student has been accepted, the District reserves the right to discontinue a student's enrollment effective as of the end of the grading period or semester. If capacity limits appear to be exceeded fifteen (15) calendar days before the first day that students are scheduled to attend classes at the beginning of a semester, a non-resident student may be displaced and the non-resident student's acceptance for open enrollment may be revoked.

- D. The Superintendent or designee may waive the application deadline for a resident student who moves outside of the District during the school year and wishes to continue attending Maumee City schools, if the student meets open enrollment eligibility requirements. The district may deny enrollment to students who the district has determined live or moved outside of district attendance area and have not been forthcoming about their change in residence.
- E. The Board of Education will provide transportation for students accepted for open enrollment from a bus stop within the District in accordance with R.C. 3313.981(H).
- F. No student will be considered for open enrollment if he or she has been suspended or expelled for ten (10) or more consecutive days in the current school year or the immediately preceding school year. (R.C. 3313.98 (C)(4)).
- G. Students with disabilities will be denied inter-district open enrollment if a service described in the student's IEP is not available in the District schools. Under no circumstance will the District be required to establish any special education program, provide additional staff, or provide any service not currently available in the school district in order to serve an open enrollment student. (R.C. 3313.98(C)(2)).
- H. Applications for open enrollment shall be rejected if the admission will negatively impact the racial balance of a building, classroom or program. (R.C. 3313.98 (B)(2)(b)(iii)). The Superintendent or designee will develop and recommend to the Board of Education procedures for determining appropriate steps to maintain racial balance in District schools, programs and classrooms.
- I. Resident students will not be displaced under any circumstance.
- J. All applicable rules and regulations of the Ohio High School Athletic Association and of the Board of Education shall govern the athletic eligibility of an open enrollment student.
- K. A student must meet all graduation requirements established by the Board of Education in order to graduate from Maumee High School.
- L. Falsification of application or enrollment documents will result in denial of application. If it is determined that an application was falsified, open enrollment may be revoked immediately, and it may be considered a disqualifying factor leading to denial of any future open enrollment application for that student.
- M. If the Superintendent or designee determines that an open enrollment student has more than thirty (30) hours of unexcused absences or becomes habitually truant, open enrollment may be revoked at the end of a grading period or semester. The Superintendent or the Superintendent's designee will develop criteria and factors to be considered when determining whether a student's open enrollment will be revoked based on unexcused absences or truancy.

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