

INTERDISTRICT OPEN ENROLLMENT GUIDELINES – ZANESVILLE CITY SCHOOLS

The Zanesville City School District Board of Education believes that a student, should, under certain prescribed circumstances, benefit from an interdistrict, open enrollment policy. Guidelines for the transfer of students, based upon criteria established by the school administration, are listed below. The specific criteria for this program shall be consistent with ORC 3313.64 and 3313.65.

- 1. Any application for an interdistrict transfer must be submitted to the Student Services Office between March 1 and March 31 of each year, for the following school year. Applications will be acted upon by June 30. One application must be submitted each year for each student who requests interdistrict transfer. Notice of approvals shall be provided to the superintendent’s office of the district of residence. The receiving district reserves the right to assign the building.
- 2. No interdistrict transfer will be permitted if the enrollment of the grade level, class level and building level being requested at the receiving district exceeds the following:

<u>GRADE</u>	<u>SCHOOL</u>	<u>GRADE LEVEL ENROLLMENT LIMIT</u>
K-3	ALL	24 PER CLASS
4-6	ALL	25 PER CLASS
7-12	ALL	33 PER CLASS

- 3. Admission guidelines used for the management of student enrollment are:
 - a. A student, once accepted by the receiving district, will not be displaced should enrollment exceed the limits.
 - b. Every effort will be made to accommodate building assignment requests. On the other hand, the administration retains the right to determine building assignments. Enrollment levels will determine annual approval (i.e. approval one year does not guarantee approval in the future).
 - c. Applicants for Open Enrollment shall be considered using the following admission priorities:
 - First preference will be given to parties in the tuition-free status of employees’ children, per negotiated agreements.
 - Second preference will be given to students who were approved as tuition students in the past school year.
 - Third preference will be given to “new” Open Enrollment applicants. This group will be considered on a first-come, first-served basis.
 - d. Approved transfers are in effect for one year. Transfers for subsequent years must be requested by applying on an annual basis. Every effort will be made to accommodate the readmission of students in subsequent years. The Board of Education may elect to discontinue participation in the Open Enrollment program at the end of any school year.
- 4. Enrollment in special education classes will determine the building a student must attend, as units are placed in buildings according to space availability.
- 5. No student with a disability shall be admitted to the Zanesville City Schools under these procedures if the services described in the student’s IEP or plan for accommodation cannot be reasonably made available in the Zanesville City School District.
- 6. All regulations, rules and procedures of the Ohio High School Athletic Association, especially those pertaining to recruitment and eligibility, must be followed.
- 7. The Zanesville City Schools may deny enrollment to students who have been expelled or suspended for ten (10) or more days in the term in which admission is sought, or in the term immediately preceding the term in which admission is sought.
- 8. Procedures to ensure maintenance of an appropriate racial balance in the Zanesville City School District will be established and followed.
- 9. The Zanesville City School District requires interdistrict Open Enrollment parents to provide transportation to and from school. However, Zanesville City schools will provide transportation for Open Enrollment students in accordance with state law and upon request to the same extent transportation is provided native students, up to vehicle capacity limits. Students receiving transportation services will be assigned to a bus stop within the school district. Parents must provide adequate supervision of students at bus stops that may very well be miles from the students’ homes.