

2021-2022 Geneva Area City Schools Inter-District Open Enrollment Policy 5113

1. Any application for an inter-district transfer must be submitted to the Superintendent's office between May 1st and May 31st each year. The final approval of student applications will not occur until June 30. Once accepted, parents must formally enroll their child(ren) on or before July 31. The failure to timely enroll your child(ren) will result in your application being revoked. One application must be submitted for each student who requests an inter-district transfer.
2. The Geneva Area City School District allows open enrollment from all other Ohio public school districts, adjacent and non-adjacent.
3. No inter-district transfer will be permitted if the enrollment of the grade level being requested exceeds the following

Classroom Building Open Enrollment Grade Limit or Section Limit

K-3 All Elementaries	25/class or 50 total OE students /building
4-5 All Elementaries	28/class or 50 total OE students /building
6-8 Middle School	32/class or 75 total OE students /building
9-12 High School	32/class or 125 total OE students /building

4. The administration will determine building assignment and there is no guarantee that the building assignment (elementary) will prevail in subsequent years. In rare cases where there is a significant shifting in enrollment within a grade level, open enrollment students may be reassigned to another elementary school within the district. In the event the District experiences an increase in enrollment of students residing in the District after July 31, but prior to the start of the school year, applicants may be denied enrollment prior to the start of the school year to ensure the District stays within its enrollment limits reflected in paragraph 3.
5. Enrollment in a special program may dictate which building a student must attend. The enrollment limit for special programs will be reached when the program is full according to adopted local and/or state policies, standards or regulations controlling such programs. The district will not displace a resident student in such programs for the purpose of accommodating a new transfer student. During the school year, no transfer student, once accepted, will be displaced should enrollment exceed the limits stated above. In the event the District experiences an increase in enrollment of students residing in the District after July 31, but prior to the start of the school year, who have special needs requiring special education and related services, applicants may be denied enrollment prior to the start of the school year to ensure the District stays within the caseload ratios imposed by the Ohio Department of Education.
6. Geneva Area City Schools will not institute any new programs or instructional service to serve transfer students. The district will not hire new personnel for the sole purpose of accommodating such new instructional programming for transfer students.
7. If a parent does not fully disclose all relevant information on the application form, including a student's need for special education and related services, the applicant will be denied enrollment. Additionally, if the applicant knowingly provides the district with false information, which is relevant to the application process and for determining approval of enrollment under this policy, the applicant's enrollment will be denied.

2021-2022 Geneva Area City Schools Inter-District Open Enrollment Policy 5113

8. The district will accept no responsibility for the transportation of students accepted through this policy.

9. Athletic eligibility for Inter-District Open Enrollment students will be determined by Ohio High School Athletic Association. Students whose applications for open enrollment have been accepted will not be

permitted to practice or otherwise participate in athletic activities until the students are formally enrolled in the District.

10. Parents of student(s) approved for open enrollment must contact the student's school of residence and inform them that the student is attending the Geneva district through open enrollment.

11. The applications must reflect a current telephone number and address. If the applicant does not have access to a phone, the applicant must respond within five calendar days of the date of any written request to contact the District regarding the open enrollment process. Any change in the phone number and/or address must be shared with the District as soon as possible.

12. The school District is not required to institute any special education programs to serve transfer students. If a student is evaluated for placement in a special education program, representatives of the district of residence must be invited to participate in the placement meeting. Enrollment in a special programs, e.g., gifted, learning disabled, developmentally handicapped, will dictate which building a student must attend and any enrollment into special programs will be based on space availability. The district reserves the right to assign any student.

13. District may deny enrollment to students who have been expelled in the current term or the immediately preceding term.

14. District may deny enrollment to students who have been suspended for 10 or more consecutive days in the current term or the immediately preceding term unless approved by the superintendent.

15. A student who has been accepted for open may be denied open enrollment for the following year if the student has excessive disciplinary referrals. A student who has been determined to be habitually truant or excessively absent, as define in the Ohio statutes, may have their open enrollment application denied for the following year.

16. Any student accepted for open enrollment who moves to a different district of residence after May 31 of the application year or during the current school year, must notify the district within 5 days of this move. The applicant is required to register within the new district of residence within that 5 day time period. Failure to comply with this rule may result in open enrollment denied.

17. Student Selection - Students who have correctly applied for Inter-District Open Enrollment will be selected as follows:

Priority I -

Students who officially reside in their respective attendance area and not in a specialized program only offered in another building. These students may not be refused attendance in that school regardless of building capacity. Students who move into the attendance area during the school year may not be refused. Resident students who are attending a building at the official request of the school district may not be refused.

2021-2022 Geneva Area City Schools Inter-District Open Enrollment Policy 5113

Priority II -

Students who have attended the prior year under the Inter-District Open Enrollment program will have priority if space is available. If space is limited those students on Inter-District Open Enrollment will be considered based on the number of years they have been a part of the Inter-District Open Enrollment program. Parents of students currently in the Inter-District Open enrollment must make application to participate in the Inter-District Open Enrollment plan each year. Parents of those students who currently participate in the Inter-District Open Enrollment program who do not make application will not be given any priority.

Priority III -

Students who have attended Geneva Area City Schools as tuition students during the previous school year(s).

Priority IV -

Students who have applications on file. These students will be selected on the basis of information provided in the application. Students will not be considered for participation in the Inter-District Open Enrollment plan if the student has been suspended or expelled for ten (10) or more consecutive days in the current term or the immediately preceding term.

During the School Year

If during the course of the school year the parents and student would like to request transfer to the official school of residence, the following procedure will be followed:

1. Any student who is approved for transfer must attend the respective school for a minimum of nine (9) weeks. A student will not be permitted to return to the official school of residence until the end of the grading period.
2. Parents requesting a student return must submit the proper withdrawal form to the building principal in the school of attendance. The school district has the right to require that the parents and/or student confer personally with school officials if deemed necessary by the school district.
3. The request form and other appropriate data will be reviewed by selected school officials prior to a decision.
4. A student who is permitted to return to the official school of residence will be given Priority IV status in the future.
5. Open Enrollment opportunities exist only between May 1st and May 31st. Student applications will not be accepted at any other time, except those students who are currently enrolled in the Geneva Area City Schools and move out of the district, after the start of the school year may apply for Inter-District Open Enrollment at that time.
6. A decision of the Superintendent is final.
7. All parents of open enrollment applicants new to the District who have enrolled their child(ren) following receipt of acceptance, must attend a parent meeting. The failure to attend this mandatory meeting may result in your child being denied admission.

Change of School Residence During the Summer Recess and/or Current Student Year.

A. Summer recess is defined as the time beginning after the student year ends and the day before the first day of the next student year. If a Geneva resident student moves out of the school district during the summer recess and did not submit a valid open enrollment application in May, as required in item 1 of this policy, the student may transfer through open enrollment into the district with superintendent approval. The applicant is required to register within the new district of residence before the first student day of the new student year. Failure to comply with this rule may result in open enrollment denied.

B. The current student year is defined as beginning on the first student day of the school year and ending on the last student day of the school year. Any current Geneva resident student enrolled in the Geneva Schools, who moves out of the district during the current student year, may transfer through open enrollment into the district with superintendent approval. In such cases, the student must notify the district and submit a valid open enrollment application within 5 school days of the move. The applicant is required to register within the new district of residence within that 5 day time period. Failure to comply with this rule may result in open enrollment denied.

To be eligible for consideration, the student must also meet all the requirements listed within this policy with the exceptions noted in paragraphs A and B above.

This clause will not be used to deny enrollment to those students exempt under the McKinney-Vento Homeless Assistance Act.

Student Records

Students who have applied for or have been accepted in the inter-district open enrollment plan will have records that include the application, evidence of parental meetings and evidence of notification of parents included in the student file folder.