

PARENT AGREEMENT TO AN INTER-DISTRICT OPEN ENROLLMENT

If we are informed that our child is to be enrolled in the school we have selected in the Clark-Shawnee Local School District, we agree to the following conditions:

1. My child may not be admitted or may need to be transferred back to his/her home school at the end of the school year if the maximum number of enrollments in the classroom or program s/he is attending becomes filled by resident students of Clark-Shawnee Local School District or by tuition students.
2. I understand that my child must maintain acceptable discipline and attendance records as outlined in the Clark-Shawnee Local Schools Handbook. If my child has been suspended or expelled for ten (10) or more consecutive days during the current or preceding semester, s/he may be denied admission.
3. My child may not be admitted if the services described in his/her IEP are not available in Clark-Shawnee Local School District.
4. If my child should require special education services or a reasonable accommodation for a Section 504 disability, s/he may be transferred to a school in the Clark-Shawnee Local School District that currently provides such services or can make the accommodation, if the school s/he is attending is not providing the services or cannot make the reasonable accommodation. If the Clark-Shawnee Local School District is unable to accommodate my child's special education needs, the Superintendent will notify my student's home district to determine which district should arrange for services at the expense of the home district.
5. I shall provide the transportation for my child either to the school s/he will be attending or to a current school bus stop within the Clark-Shawnee Local School District, Intra-district transportation may be arranged at a current bus stop within the boundaries of the building of attendance with the bus supervisor.
6. OHSSA Athletic eligibility guidelines will be in effect for a student in grades 7-12. Any open enrolled students who are eligible to participate in interscholastic athletics could lose their eligibility for an entire year when they return to the home district. Students and parents are urged to become aware of and consider these athletic guidelines before making application for Inter-District Open Enrollment.
7. I have received and read Clark-Shawnee Local School District's Inter-District Open Enrollment Guidelines and agree to comply with those Guidelines.
8. If Clark-Shawnee Local School District learns that a student's open enrollment application has been falsified or the home school identified refuses to pay tuition costs, tuition will be charged pursuant to Ohio Rev. Code §3317.08

NAME OF STUDENT

BUILDING

GRADE

PARENT (PRINT NAME)

PARENT SIGNATURE

IF MY CHILD IS DENIED OPEN ENROLLMENT, THIS AGREEMENT WILL BECOME VOID.

INTER-DISTRICT OPEN ENROLLMENT

Guidelines

The Clark-Shawnee Local Board of Education believes that students may, under certain prescribing circumstances, benefit from an Inter-District Open Enrollment Policy. Therefore, the following guidelines have been established for open enrollment transfer students, based upon criteria established by the school's administration consistent with O.R.C. 3313.98 and 3313.981.

APPLICATION PROCESS

1. An application from a nonresident student for an inter-district transfer must be submitted to the Clark-Shawnee Local Schools superintendent's office between April 1 and April 30 **each** year. Applications will be acted upon no later than August 15 each year, based on the procedures listed below, and notification to applicant's parent (guardian) will be made within five (5) days of action being taken on the application. Notification to resident superintendents will be made by September 1 each year. Parents will have ten (10) days in which to accept and must notify in writing the Clark-Shawnee Local School District of their intent for their child to enroll in Clark-Shawnee Local Schools under Inter-District Open Enrollment. Failure to notify the Clark-Shawnee Local Schools within the ten (10) day period of time will result in this offer being withdrawn, thus allowing for other students to be considered for an available opening.
2. A separate application must be submitted for each student who requests an inter-district transfer.
3. Applications must be resubmitted annually for any 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.
4. Parents/Guardians of students applying for an inter-district transfer must provide the following records to verify his/her eligibility and resident school district: immunization record, certified birth certificate, and proof of current residence. Guardians must also provide proof of custody and the Journal Entry indicating the district responsible for education costs.

APPLICATION APPROVAL GUIDELINES

1. Upon application, the parent of an elementary student may request a building assignment; however, the superintendent of Clark-Shawnee Local Schools reserves the right to assign the building, which the student would be attending.
2. Applications of nonresident students will be considered providing grades K-8, building and program class size balances can be maintained. At the elementary level, the number of available teachers and classroom spaces will determine building capacity. The building capacity aspect of the guidelines will be reviewed annually and appropriate changes will be made if necessary. The district will continue to strive for the lowest student/teacher ratio possible at all levels. Individual classes shall not exceed the following teacher-pupil ratio: Kindergarten, (1-20); grades 1-2 (1-22); grades 3-4 (1-24); and grades 5-8 (1-25).

At the senior high-level acceptance will be determined by the availability of student stations on a course-by-course basis.

3. No student, once accepted by the Clark-Shawnee Local School District, will be displaced within the current school year for enrollment purposes.
4. Enrollment in a special education program may dictate which building a student must attend, as the particular program may not be available in all buildings. The Clark-Shawnee Local School District shall not be required to institute any special education program solely for the purpose of serving open enrollment students. Acceptance of special education students under open enrollment shall also be governed by program capacity limits established by the Ohio Department of Education.
5. Applications shall be considered on a first come, first served (date of receipt) basis with an assurance that the following order for placement will be followed:
 - a. Native students will not be displaced;
 - b. Previously enrolled students under open enrollment;
 - c. Siblings of present open enrollment students;
 - d. Tuition students; and
 - e. New applicants requesting transfer
6. Non-district students' applications shall be revoked in reverse order of acceptance (last in, first out), if enrollment, at any time, of a new native student or an application from a previously accepted open enrolled student prior to the start of the school year, brings the enrollment of District students to optimum size. However, non-district students who have begun the program shall be allowed to complete the semester or the school year.
7. Applicants may be rejected if the racial balance of either the resident district or Clark-Shawnee Local School District would be negatively impacted.
8. Students with discipline problems may be rejected for inter-district transfer only if they have been suspended or expelled by the resident district for ten (10) consecutive days or more during the semester of application or the preceding semester.
9. There shall be no requirements of applicants regarding academic ability, athletic, artistic, or other extracurricular skill, or any requirement the applicants are proficient in the English language.
10. The superintendent will notify the parents of the non-district student of their acceptance or rejection no later than August 15 each year. The superintendent of the non-district student will be notified of the acceptance of the student no later than September 1 each year.
11. 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 non-district student becomes disabled under Section 504, or the staff finds out that a non-district student 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 respective district to determine if it wants to arrange for the services or have the Clark-Shawnee Local School District arrange for them at the home district's expense.
12. Applications submitted after the deadline may be considered by the superintendent of the Clark-Shawnee Local School District, if a special need exists.
13. Participating students must comply with all rules of the Clark-Shawnee Local School District. This includes all academics, attendance, disciplinary, athletic and extracurricular rules. In addition, they must comply with all fee payment schedules.

14. The superintendent of the Clark-Shawnee Local School District may grant approval for students who move from the district after the school year has begun to remain in attendance for the remainder of the school year.

MISCELLANEOUS

1. **Waiting list** – Students whose applications are initially denied due to space limitations may have their application placed on a waiting list. Such applications shall have priority over any Inter-District Open Enrollment applications, which might be filed following the standard application deadline. Applications from this waiting list will also be processed in line with the first come, first served basis and priorities indicated above.
2. **Transportation** – The Clark-Shawnee Local School District will provide transportation to open enrollment students **only within the same manner and routes under which it transports its native students.** The transfer student’s family must provide for the transportation of the transfer student to an approved bus stop within the attendance area of the school the student would be attending. Additionally, the transfer students’ family shall be responsible for the monitoring of that students’ safety and well being while waiting for the bus to arrive in the morning, and after being dropped off from the bus in the afternoon.
3. **Athletic eligibility** – OHSAA athletic eligibility guidelines will be in effect for students in grades 7-12. An applicant may have a one-year period of ineligibility for athletic activities if a transfer was made at any time after beginning grade nine (9).
4. **Student records** – 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 informational meetings and parental knowledge of the program’s policies and guidelines, and evidence of notification of parents and school building administrators 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.
5. **Attendance** – Students accepted under provisions of inter-district open enrollment are to attend school on a regular basis as required by Ohio Rev. Code Chapter 3321 and Clark-Shawnee Local School District Policy §5200. It is also expected that students arrive at school on time and have transportation arrangements to be picked up promptly at dismissal. Abuse of the district attendance policies may result in immediate withdrawal.
6. **Falsification** – If Clark-Shawnee Local School district learns that a student’s open enrollment application has been falsified or the home school identified refuses to pay tuition costs, tuition will be charged pursuant to Ohio Rev. Code §3317.08.

INTER-DISTRICT OPEN ENROLLMENT TIMETABLE

March 1 – March 28	Program Publicity
Month of April	Application Period – applications available at superintendent’s office beginning April 1. Submit application to superintendent’s office.
July 1– August 15	Notification to parent (guardian)