



***LOCAL SCHOOLS***

**OPEN ENROLLMENT  
POLICIES  
AND  
PROCEDURES**

# Mad River School District

## Bylaws & Policies

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### **5113 - INTER-DISTRICT OPEN ENROLLMENT**

The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, provided each enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy.

Pursuant to R.C. 3313.98(F)(1)(b), the Mad River Local School District Board of Education objects to the enrollment of native students in other districts, adjacent or otherwise, that have adopted a policy permitting such enrollment.

#### **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 intra-district and 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**

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-District Student**

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

#### **Tuition Student**

A nonresident 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 School District can apply restrictions on the 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. The number of regular education and special education students allowed in a particular grade level, program, building or class will be governed by the District's policies for class sizes and are detailed in the Administrative Guidelines of this Open Enrollment Policy.

## **Racial Balance**

"Racial" refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. "Balance" refers to the percentage of "racial" students in a District program, classroom, or school.

## **Racially Isolated Building**

A racially isolated building refers to a School District building in which the racial composition of the students varies significantly from the overall composition of the School District.

## **Maintaining Appropriate Racial Balance**

It is the intent of the Board to maintain an appropriate racial balance as required by law.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

- A. Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extra-curricular skills. A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) consecutive days or more that occurs in the current term or the term immediately preceding the application. If the District does not currently provide services required for a disabled, adjacent-district student, his/her application may be denied.
- B. Application procedures including the criteria by which applications from adjacent-district and other-district students shall be reviewed and prioritized. District students and any adjacent-district or other-school district students previously enrolled under the provisions of this policy shall be given priority.
- C. Maintenance of appropriate racial balance in District schools, classrooms, and programs.
- D. Communications with applicants and their parents concerning this policy and the District's guidelines, including the timelines for application and notification of acceptance or rejection.
- E. Athletic eligibility complies with State regulations and the provisions set forth by the Ohio High School Athletic Association.
- F. Although no transportation of Open Enrollment Students is required, any transportation that may be provided by the District for an adjacent-district or other-district student takes place within established bus routes and bus stops within the District.

- G. Set District capacity limits by grade level, school building, and educational program.

This policy shall be reviewed annually by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment.

R.C. 3313.98

## **Administrative Guidelines:**

### **5113 - ADMISSION OF STUDENTS PARTICIPATING UNDER INTER-DISTRICT OPEN-ENROLLMENT**

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

## **APPLICATION PROCESS**

- A. An application from a nonresident student for an inter-district transfer may be submitted to the Mad River Local Schools Student Services Office for the initial enrollment period during the month of May each year and these applications will be acted on by June 6. The months of June and July will be conditional application periods. These applications will be acted upon no later than August 1. All applications will be acted on by the times listed above based on the procedures listed below, and notification to applicant's parents and resident district superintendent will be made within Ten (10) days of action being taken on the application. Parents will have ten (10) days in which to accept and must notify in writing the Local School District of their intent for their child to enroll in Local Schools under Inter-District Open Enrollment. Failure to notify the 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.

After the initial application and acceptance period, the District will accept applications on a conditional basis through end of 1<sup>st</sup> quarter, however the acceptance will not be granted until the District has reviewed the classroom space and course availability after the Initial Application period open enrollment students are all assigned and assimilated into the District.

Mad River School District Resident Native students who move out of the District during the school year may apply for Open Enrollment at any time during the school year.

The Superintendent may waive the stated enrollment deadlines up to the end of the first semester should extenuating circumstances exist. These applications will also be prioritized on a first come basis.

- B. A separate application must be submitted for each student who requests an inter-district transfer.
- C. 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.

## APPLICATION GUIDELINES

### Approval:

- A. Upon application, the parent of an elementary student may request a building assignment; however, the Superintendent of Local Schools reserves the right to assign the building which the student would be attending.
- B. Applications of nonresident students will be considered for grades K-8 providing building, and program class sizes and balances can be maintained. At the elementary level, building capacity will be determined by the number of available teachers and classroom spaces. The building capacity aspect of the guidelines will be reviewed annually and appropriate changes will be made if necessary. At the High School (grades 9-12), acceptance will be determined additionally by the availability of student spaces on a course by course basis.

For the purpose of Open Enrollment, class size guidelines for regular education students are: Pre-Kindergarten - 12 Grades K - through 4 – 25, grades 5 through 12 – 28. Caseload guidelines for special education students per intervention specialist are: AU, MD, CD & ED - 6; SLD, DD & OHI – 10; Students with Speech and Language IEP's will only be admitted if our speech therapists caseloads are under 80% capacity. Due to the practice of full inclusion and the high military population of the District and its transient nature, the District has the right to reserve space in classrooms to accommodate native students who may move into the District during the year.

The District will continue to strive for the lowest student/teacher ratios possible at all levels.

Typically developing preschool students cannot open enroll. Preschool **handicapped** children are eligible for open enrollment, because they are eligible to attend school pursuant to ORC 3313.64. However, the district has to be under the caseload guidelines for Pre-K classrooms.

- C. There shall be no requirements of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill, or any requirement that applicants be proficient in the English language.
- D. No student, once accepted by the Local School District, will be displaced within the current school year.
- E. 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 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 Mad River Local School District.
- F. 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:
  - 1. Mad River resident students will not be displaced
  - 2. Children of employees

3. Students who reside/attend MRLS and move after the start of a school year
4. Students currently attending Mad River School District pursuant to Inter-District Open Enrollment Policy
5. Students who are members of the same family unit (brothers and sisters) of students who attend Mad River School District pursuant to Inter-District Open Enrollment Policy
6. Students who reside with grandparents in the district or whose grandparents (who are district residents) are caregivers
7. First time open enrollment students

**Rejection:**

- A. Open enrollment students' applications shall be revoked in reverse order of acceptance (last in, first out), if enrollment, at any time, of a new home school student or an application from a non-home school student prior to the start of the school year, brings the enrollment of district students to optimum size. However, open enrollment students who have begun the program shall be allowed to complete the semester or the school year.
- B. Applicants may be rejected if the racial balance of either the resident District or Local School District would be negatively impacted.
- C. 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 term the application is made or the proceeding term.

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 offenses

- D. Applicants may be rejected if their attendance rate has fallen below 90% during the term the application is made or the preceding term.
- E.. The parents of the open enrollment student will be notified of their acceptance or rejection by the Superintendent. The Superintendent of the open enrollment district will be notified of the acceptance of the student no later than August 2.

### **Additional Guidelines**

- A. The District shall not discriminate against any disabled students (IDEA 504). The District shall not be required to provide any services or adapt any facilities not already provided disabled, resident native students. If an open enrollment student becomes disabled under Section 504, or the staff finds out that an open enrollment 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 resident district to determine if it wants to arrange for the services or have the District arrange for them at the resident district's expense.
- B. Applications submitted after the deadline may be considered by the Superintendent of Local School District if a special need exists.
- C. Participating students must comply with all rules of the Local School District. This includes all academic, attendance, disciplinary, athletic, and extra-curricular rules. In addition, they must comply with all fee payment schedules.
- D. The District reserves the right to assign the student.
- E. Students must comply with the school rules of the District. Failure to comply with school rules during the first month of enrollment may constitute a student's return to his/her home district.
- F. Any student who expects to graduate from Stebbins High School must meet all graduation requirements established in policy by the Mad River School District Board of Education.
- G. Grade point averages of students who are accepted as Inter-District Open Enrollment students must be calculated on the Mad River 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 Mad River scale.

### **MISCELLANEOUS**

- A. 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.
- B. TRANSPORTATION - The Mad River Local School District will not provide transportation to open enrollment students. The open enrolled student's family is responsible for providing for the transportation of the open enrolled student to a Mad River Local School Building. An open enrollment student may receive transportation to school on a Mad River bus at an existing Mad River bus stop providing that there is room on the bus and the open enrollment student has received permission from the Transportation Supervisor and Superintendent to ride a Mad River bus to school. Under no circumstances will Mad River be required to increase its transportation services or costs to accommodate open enrollment students.

- C. **ATHLETIC ELIGIBILITY** - OHSAA athletic eligibility guidelines will be in effect for a student in grades 7-12. Applicant would have a one-year period of ineligibility for athletic activities if a transfer was made at any time after beginning grade 9. Exceptions are 1) if the parents or legal guardian change residence from one public school district to another; 2) if the superintendents of both districts enter into a written agreement in order to protect the student's physical and mental well-being; and 3) if a school closes.
- D. **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 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.

### INTER-DISTRICT OPEN ENROLLMENT TIMETABLE

March 1 – March 31	Program Publicity/Renewal Applications for <b>Current</b> Open Enrollment Students
May 1– May 15	Initial Contingent Application Period – Applications available at Student Services at the Board of Education Office beginning May 1. <ul style="list-style-type: none"> <li>• Submit Application to Student Services</li> <li>• Grades K-12 will be notified by June 6</li> </ul>
May 16 – July 31	Conditional Application Period – Notification by August 1
August 1 – End of 1 <sup>st</sup> Quarter	Applications <i>may be accepted</i> on a conditional application basis through the end of Quarter 1, however, acceptance will not be granted until the District has reviewed classroom space and course availability. <ul style="list-style-type: none"> <li>• Notice to Parent 10 days after action on application</li> <li>• Exceptions military families moving into temporary housing with the intent of permanently moving into the district. Cases will be determined on an individual basis and based on appropriate documentation.</li> </ul>
TEN (10) DAYS AFTER NOTICE	Parent confirms acceptance within 10 days of notification by completing registration as directed in the acceptance letter.



## **Open Enrollment Frequently Asked Questions**

**PLEASE DO NOT WITHDRAW FROM YOUR DISTRICT OF RESIDENCE.  
THIS IS AN APPLICATION PROCESS, NOT AN ACTUAL ENROLLMENT INTO OUR DISTRICT.**

A parent or guardian residing in an Ohio school district may enroll their child into Mad River Local School District without paying tuition, provided they comply with open enrollment deadlines and procedures set forth by the district.

❖ **Is there any cost involved?**

There is *NO TUITION CHARGED* for open enrolled students. However, parents are responsible for any and all student fees, the same as resident students are expected to pay.

❖ **How do I apply?**

Open enrollment applications are available from the Mad River Board of Education Student Services Office, 801 Old Harshman Rd, and our district's website at [www.maddriverschools.org](http://www.maddriverschools.org).

❖ **Do I need to fill out an application for each of my children?**

YES, each child must have a separate application.

❖ **Do I need to reapply each year that my child attends Mad River Local School District under Open Enrollment?**

YES, you must reapply each school year.

❖ **What is the deadline for applying?**

The deadline for **CONTINGENT** applications is May 15, 2025. Starting May 16, 2025, **CONDITIONAL** applications may be considered. However, open enrollment is filled on a first-come, first-served basis, according to the policies and procedures set forth by the Mad River Board of Education.

❖ **When will I be notified of approval or denial?**

You will be notified by regular mail in accordance with the district's timelines.

❖ **How old must my child be to enter kindergarten at Mad River Local School District?**

**Your child must be 5 years old on or before SEPTEMBER 30.**

If your child does not meet this deadline, you are unable to apply for Open Enrollment.

❖ **Will transportation be provided for my child by Mad River Local School District?**

There is no transportation provided.

❖ **Will my child be placed in the building I have requested?**

Building placement will be made by Mad River Local School District based on space availability in particular building.

❖ **Can my child participate in sports?**

High School students who transfer schools through open enrollment must follow Ohio High School Athletic Association (OHSAA) rules for participating on athletic teams. OHSAA rules for transfer are very specific and must be followed by law. In accordance with Bylaw 4-7-2, this student is ineligible for one year from the date of enrollment in the high school into which he has transferred. For any questions on athletic eligibility, please refer to the OHSAA website, [www.ohsaa.org](http://www.ohsaa.org), or call 1-614-267-2502.

**If you have additional questions, please feel free to contact the Student Services Department at 259-6603.**