

ADMISSION OF INTERDISTRICT TRANSFER STUDENTS

The Batavia Local School Board believes that students may, under certain prescribed circumstances, benefit from an interdistrict open-enrollment policy. Therefore, the following guidelines have been established for nonresident transfer students based upon criteria established by the school's administration consistent with State law.

Application Process

1. On or before April 1, the Superintendent informs the general public of the Interdistrict Open Enrollment Policy and application procedures via the local media.
2. On or before May 1, each principal notifies the Superintendent of grade levels and/or programs which have space available for students from another Ohio district.
3. The Superintendent makes available a list of all student openings for the school year after applying the building and grade capacity limits.
4. Application forms are available and accepted at the Board office.
5. Applications for admission from other Ohio districts may be submitted to the Superintendent from the first school day in April up to the last Friday in May. Applications must be picked up and returned in person. No applications received by other methods are accepted.
6. A separate application must be submitted for each student who requests an interdistrict transfer.
7. Applications are considered on a first-come, first-served (date/time of receipt) with an assurance that the following order for placement is followed:
 - A. Batavia Local School District resident students are not displaced
 - B. children of employees of Batavia Local School District
 - C. students currently attending Batavia Local School District pursuant to Interdistrict Open Enrollment Policy/tuition policy
 - D. students who are members of the same family unit (brothers and sisters) of students who attend Batavia Local School District pursuant to Interdistrict Open Enrollment policy.
 - E. students who reside with grandparents in the District or whose grandparents (who are District residents) are caregivers
 - F. first time open-enrollment students

8. Applications are acted upon no later than June 30. Notification of applicant's parents is made within five working days of action being taken on the application. Parents have 10 days in which to accept and must notify the District of their intent to enroll the student in Batavia Schools under Interdistrict Open Enrollment. Failure to notify Batavia Schools within the 10 day period of time results in this offer being withdrawn, thus allowing for other students to be considered for an available opening.
9. The Superintendent may waive the stated enrollment deadlines up to the first full week of October should extenuating circumstances exist. These applications are also prioritized on a first come basis.
10. If at any time prior to the start of the school year, the enrollment of a new District student brings a specific class or program enrollment to optimum size, the applications of students from other Ohio districts are revoked in reverse order of acceptance (last in-first out). However, students from other Ohio districts who have begun the program are allowed to complete the school year.
11. Applications must be submitted annually for a previous interdistrict transfer student for the succeeding school year. All approvals are on an annual basis and must be reapproved in accordance with the Interdistrict Open Enrollment Guidelines in effect for the succeeding school year.
12. Students who begin but choose not to complete the entire school year at the Batavia Local School District and who return to their resident school district during that same school year are not permitted to apply for interdistrict open enrollment status for the following school year.
13. Students whose applications are initially denied due to space limitations may request in writing to have their application placed on a waiting list. Such applications have priority over any Interdistrict Open Enrollment applications which might be filed following the standard application deadline. Applications from this waiting list are also processed on a first-come, first-served basis.

Application Guidelines

1. Approval
 - A. The number of openings in a particular program for students from other Ohio districts are determined by optimum size for a particular program, classroom/school building or grade level which is the number of students that can be accommodated without increasing District expenditures for staff and equipment.
 - B. When a student from another Ohio district requests an application, he/she is informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district is enrolled in a program or course of study who has not met the prerequisites established for District students.

- C. No interdistrict transfers are permitted if the enrollment being requested exceeds the limits established by the Board. At the time applications are submitted, applicants in grades 9-12 must submit a list of courses being requested so that a determination can be made whether space is available for interdistrict open enrollment students. An applicant is not accepted if his/her acceptance exceeds the building capacities and negotiated class size caps.
 - D. District residents have priority to all programs, buildings and grade levels over interdistrict open enrollment applicants.
 - E. In compliance with State law there is no requirement of applicants regarding academic ability, athletic, artistic or other extracurricular skills, or any requirement that applicants be proficient in the English language. No person on the basis of race, color, creed, national origin, sex or disability is excluded from participation in, denied benefits of, or subjected to discrimination under an education program
2. Application Rejection
- A. Applications from students from other Ohio districts may be rejected if the racial balance of the other Ohio district or this District's program, classroom or school would be negatively impacted.
 - B. Applications from students from other Ohio districts may also be rejected if the student has been suspended or expelled for 10 consecutive days or more during the semester the application is made or the proceeding semester. In addition, no student is accepted under the interdistrict enrollment program that has been convicted or ruled a delinquent child for committing any of the crimes listed below:
 - 1) conveying deadly weapons or dangerous ordnance
 - 2) possessing deadly weapons or dangerous ordnance
 - 3) carrying a concealed weapon on school property or at a school function
 - 4) trafficking in drugs
 - 5) murder or aggravated murder
 - 6) voluntary or involuntary manslaughter
 - 7) assault or aggravated assault
 - 8) rape, gross sexual penetration
 - 9) complicity in any of the above offenses
 - C. The acceptance of interdistrict open enrollment of students is only for enrollment in a public school district. The Batavia Local Board denies the request for enrollment of a student who wishes to enroll in the District for the expressed purpose of attending a private school to which the District provides transportation.

Additional Guidelines

1. The District does not discriminate against any disabled students (IDEA or 504). Pursuant to State law, the Board denies enrollment of a Special Education student who is a resident of another school district in Ohio, and who requires services which are not available in the District. If a student from another Ohio district becomes disabled under Section 504 or if a student from another Ohio district is in need of services in accordance with an I.E.P., it provides appropriate services. The students, however, must agree to attend the District school at which the needed services are currently available. Enrollment limits per special education may not be exceeded.
2. The District reserves the right to assign the student.
3. 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.
4. The District assumes no responsibility for transportation of a student nor will the District alter bus routes to accommodate interdistrict students.
5. Students who have applied for or have been accepted in the Interdistrict Open Enrollment program must 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 forwarded to the school of attendance.
6. In compliance with State law, the Board accepts all credits toward graduation from enrolled students who are residents of any district in the state of Ohio.
7. Any student who expects to graduate from Batavia High School must meet all graduation requirements established in policy by the Board.
8. Grade point averages of students who are accepted as interdistrict open enrollment students must be calculated on the District grading scale. If the student's resident district school is utilizing a different grading scale, the student's grade point average is adjusted to the Batavia scale.
9. Students who are accepted for interdistrict open enrollment must meet the eligibility criteria of the Ohio High School Athletic Association and the Batavia Board of Education. Students in grades 7-12 are not permitted to participate in practices until proper eligibility is determined. Students and parents are encouraged to become familiar with and consider the OHSAA athletic eligibility guidelines before making application for interdistrict open enrollment.
10. Any student/parent who ceases to reside in an eligible Ohio district during the school year (enrolled pursuant to this Interdistrict Open Enrollment Policy) forfeits his/her right to attend Batavia Local Schools unless the parents move into another Ohio qualifying school district. If the parents fail to do so, the child is permitted to complete the school year upon payment of tuition prorated for the time remaining in the school year. Otherwise, the child is immediately withdrawn from school.

[Adoption date: August 21, 1995]
[Re-adoption date: August 16, 2004]
[Re-adoption date: February 13, 2006]

LEGAL REFS.: ORC 3313.97; 3313.98
 Chapter 3327
 OAC 3301-48-02

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Application Process

1. Applications must be submitted for interdistrict open enrollment on the official District open enrollment form and submitted in person.
2. A separate application form must be submitted for each student who requests an interdistrict transfer.
3. Approval of students for open enrollment is at the discretion of the Superintendent in accordance with the District's policies and administrative regulations.
4. No interdistrict transfer is permitted if the enrollment of the grade level being requested exceeds the following:

Grades

Kindergarten – 2	22 per class
3 – 4	25 students per class
5 – 8	160 per grade level
9 – 12	established on a course-by-course basis

5. The District assumes no responsibility for the transportation of students nor does the District alter bus routes to accommodate interdistrict enrollment students.
6. Applications are considered on a first-come, first-served (date/time of receipt) with an assurance that the following order for placement is followed:
 - A. Batavia Local School District resident students are not displaced.
 - B. Children of employees of Batavia Local School District.
 - C. Students currently attending Batavia Local School District pursuant to Inter-district Open Enrollment Policy/tuition policy.
 - D. Students who are members of the same family unit (brothers and sisters) of students who attend Batavia Local School District pursuant to Interdistrict Open Enrollment policy.
 - E. Students who reside with grandparents in the District or whose grandparents (who are District residents) are caregivers.
 - F. First time open-enrollment students.
7. Applications must be submitted annually and all approvals are on an annual basis and must be approved in accordance with the Interdistrict Open Enrollment Guidelines.
8. Students who begin but choose not to complete the entire school year at the Batavia Local School District and who return to their resident school district during that same school year are not permitted to apply for interdistrict open enrollment status for the following school year.

9. Any student who expects to graduate from Batavia High School must meet all the graduation requirements established by the Batavia Local Board of Education.
10. Any falsification of information on the application form renders the application null and void.

Open Enrollment Timeline

Applications available: April 1 of each year.

Application cut-off: Applications must be submitted to the Superintendent's office no later than May 31.

Application approval: Requests are acted upon (approved or denied) during June with parental acceptance of transfer on or before June 30.

- * If grade, building and program capacities have not been exceeded, enrollment privileges may be extended until capacity has been met by the Superintendent and/or designee.

(Approval date: February 13, 2006)