



East Palestine City School District

Office of the
SUPERINTENDENT

200 West North Avenue • East Palestine, Ohio 44413-1799
Phone: 330-426-4191 • Fax: 330-426-9592

Dear Parents/Guardians:

I would like to thank you for considering East Palestine Schools as your choice for the 2023-2024 school year. Great things are happening here.

This packet was created to assist you in your decision making process. Included in this packet is the following:

Interdistrict Open Enrollment Application form

Board Policy – Interdistrict Open Enrollment

Administrative Guidelines

Applications may be submitted beginning May 1, 2023. Please note that applications must be hand-delivered to the East Palestine Schools Board of Education Office located at 200 West North Avenue, East Palestine, Ohio 44413. A separate application must be completed for each student wishing to be considered for the East Palestine Schools interdistrict open enrollment program. Additional applications can be obtained at any of our schools or at our website www.myepschools.org.

Sincerely,

Chris Neifer

Superintendent of Schools

East Palestine School District

Open Enrollment

2023-2024

INTERDISTRICT OPEN ENROLLMENT APPLICATION

Accepting Applications beginning May 1, 2023, for the 2023-2024 School Year

Note: A separate application is required for each student making application under this program. Completed applications must be delivered to the East Palestine Board of Education Office at 200 West North Avenue, East Palestine, OH 44413.

Legal Name of Student _____

Last

First

Middle

Sex: ☐ Male ☐ Female

Date of Birth: _____

Place of Birth (City/State) _____

Grade Level: _____ for the 2022-2023 School Year

School District of Residence _____

CHECK ALL THAT APPLY:

☐ Previous Open Enrollment Student to East Palestine

☐ Former E.P. Student/Moved from District

☐ Sibling Currently Attends Under Open Enrollment

☐ Child of Regularly Contracted District Emp.

Name of Parent(s)/Legal Guardian(s) _____

Address _____ City, State, Zip _____

Phone: (Home) _____ Phone (Work) _____

IS THIS STUDENT CURRENTLY RECEIVING SPECIAL EDUCATION SERVICES?

☐ Yes ☐ No

IS THIS STUDENT CURRENTLY RECEIVING SERVICES UNDER A SECTION 504 PLAN?

☐ Yes ☐ No

If yes, a copy of the current IEP or 504 Plan must accompany this application.

Has this student been suspended or expelled from school during the current or previous term? ☐ Yes ☐ No

If yes, for how many days and reason: _____

I have read the East Palestine Schools Open Enrollment Policy and agree to abide by the procedures and regulations that have been established. By signing I am authorizing East Palestine Schools to access my child's court or disciplinary records.

If any information provided is incorrect or missing, the East Palestine School District has the right to NOT ACCEPT and/or remove your child from this program.

I would like this application placed on the waiting list if it is not initially approve ☐ Yes ☐ No

Signature of Parent/Legal Guardian _____ Application Date _____

For use by Central Office Only

Signature of Superintendent _____ ☐ Approved ☐ Denied

If denied, reason for denial: ☐ Paper Work Late/Incomplete

☐ Student Had Been Suspended/Expelled

☐ Program/Grade Level Limits

☐ Other _____

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.

The following definitions shall apply:

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.

Program

Any one of the specific course offerings of this District.

Program Size

The restrictions on a 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.

To the extent possible, the teacher-student ratio shall not exceed 1-25 in any building. The teacher-student rates shall be determined by dividing the total school enrollment in each building by the total school teaching staff which is actively engaged in instruction.

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

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body. To that end, the Board will give individual consideration to each applicant seeking enrollment under this policy, so that all factors that may contribute to student body diversity are meaningfully considered in admissions decisions. It is the intent of the Board to maintain an appropriate racial balance as required by law.

The Superintendent is directed to consult with legal counsel to determine the appropriate steps that should be taken, including, but not limited to, any necessary policy revisions and other actions necessary to comply with State and Federal law. The Superintendent shall then make the appropriate recommendations to the Board.

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) days or more that occurs in the current semester or the semester 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.

Any transportation 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.

The Board reserves the right to object to the Open Enrollment of a District student to another district in order to maintain an appropriate racial balance. If the Board of Education of a student's home school district objects to a transfer of one of its students to this District for the same reason, the Board will deny the transfer unless the tuition fee is paid for the student.

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. Additionally, the Superintendent shall annually review the level of diversity existing within the District's programs, grades and/or schools to assess whether the application of this policy has resulted in an adverse effect on racial balance. As a part of his/her review, the Superintendent will be responsible for

determining whether there is a legal basis for the Board to use the "maintenance of appropriate racial balance" language of R.C. 3313.98. Should this review indicate that the racial balance in one or more of the District's programs, grades and/or schools has been adversely affected, the Superintendent shall consult with legal counsel to determine what, if any, appropriate steps should be taken, including, but not limited to, policy revisions or other actions necessary to comply with State and Federal law. The Board reserves the right to modify the conditions under which Inter-District Open Enrollment would continue for any particular program, classroom, or school.

East Palestine City School District Administrative Guidelines

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

Each principal shall notify the Superintendent of the programs and classrooms which have space available for inter-district students and for tuition students.

Projected enrollment of home-school students, applications from non-home-school students (see Policy 5113.01), and tuition students are to be determined by the Superintendent.

Application for Admission

- A. Applications for admission for inter-district students will be available in the Office of the Superintendent or made available through the mail.
- B. The number of openings in a particular program for inter-district students will be determined by optimum size for a particular program or classroom which is the number of students that can be accommodated without increasing the East Palestine City School District expenditures for staff or equipment and without operating below the State Minimum Standards.
- C. Applications from tuition students shall be given priority over applications from inter-district students.
- D. When an inter-district student or his/her home-school requests an application, s/he is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No inter-district student will be enrolled in a program or course of study who has not met the prerequisites established for East Palestine City School District students and tuition students.
- E. Inter-district students' applications shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time, of the new home-school student or an application from a non-home-school student or an application from a non-home-school student prior to the start of the school year, brings the enrollment of East Palestine City School District students to optimum size. However, inter-district students who have begun the program shall be allowed to complete the school year.
- F. Applications from inter-district students under an I.E.P. shall not be considered if the East Palestine City School District is not currently providing the services called for in the I.E.P. in a unit housed in a school within the district.
- G. Other enrollment factors being equal, inter-district students will be accepted on the basis of the date of receipt of the application. Revocations of application or transfers back to the inter-district students' home schools will be in reverse order of date received.

- H. The parents of the inter-district student as well as the principal of his/her home school will be notified, using Form 5113 F1, of their acceptance by the Superintendent. If the student is not accepted s/he is to receive Form 5113 F2.
- I. The Superintendent shall notify all adjacent districts of the programs and schools which have space available for inter-district students as well as provide each with a copy of the procedure that is to be followed for applications.
- J. The East Palestine City School 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 an inter-district student becomes disabled under Section 504 or the staff finds out that an inter-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 adjacent district to determine if it wants to arrange for the services or have the District arrange for them at the adjacent district's expense.
- K. Enrollment in a program or school shall be subject to an agreement that transportation of the adjacent district student to the school or to a scheduled in-district bus stop is provided for by the student, his/her parents, or the adjacent district. Exceptions to this requirement may need to be made for disabled students.
- L. Applications from inter-district students may be rejected if the racial balance of the adjacent district or the East Palestine City School District's program, classroom, or school would be negatively impacted, as defined in Policy 5113.
- M. Applications may also be rejected if the student has been suspended or expelled for ten (10) days or more during the semester of application or the preceding semester.
- N. Any enrolled, inter-district students who are eligible to participate in interscholastic athletics and have been released by their home districts are to be informed they could lose their eligibility for an entire year if or when they return to the home district. Each is to be informed of the rules promulgated by the OHSAA.
- O. Each accepted inter-district student must sign an agreement to remain enrolled in the district until at least the end of the first nine-week grading period.
- P. A second opportunity for enrollment of inter-district students may be scheduled if room for additional students can be determined.

INTER-DISTRICT OPEN ENROLLMENT TIMELINE

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| March 1 | Notification from principals of classrooms and programs which have space available for inter-district and tuition students. |
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April	Applications available at Superintendent's Office.
May	Applications Excepted.
August 1	Application deadline.
August 2	Notification to parents of acceptance or rejection of applications.