

WESTFALL LOCAL SCHOOL DISTRICT INTERDISTRICT OPEN ENROLLMENT GUIDELINES

The Westfall Local School District Board of Education believes that students may, under certain prescribed circumstances, benefit from interdistrict open enrollment. Therefore, the following guidelines have been established for the open enrollment of nonresident 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 interdistrict open enrollment must be submitted to the Westfall Local School District Superintendent's office between April 1 and May 15 each year. However, applications received after May 15th will be considered on a case by case basis. Applications will be acted upon no later than August 15th of each year, based on the procedures listed below. Notification to the applicant's parents and to the Superintendent of the applicant's district of residence will be made after action has been taken on the application. Parents will have ten (10) days in which to accept the intended action to be taken and must notify the Westfall Local School District of their intent to enroll their child in the Westfall Local School District. Failure to notify the Westfall Local School District within the ten (10) day period of time will result in this offer being withdrawn, thus allowing other nonresident students to be considered for an available opening.
2. A separate application must be submitted for each student who requests interdistrict open enrollment.
3. Applications must be resubmitted annually for any student previously enrolled in the Westfall Local School District inter-district open enrollment program. 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.

APPLICATION APPROVAL GUIDELINES:

1. Applications of nonresident students will be considered provided that a balance of the class sizes in grades K-8, buildings, and programs can be maintained. At the elementary level, building capacity will be determined by the number of available teachers and classroom spaces. Building capacity will be reviewed annually and appropriate changes will be made if necessary. The District will continue to strive for low student/teacher ratios at all levels, and in no case will such ratios exceed those established by the Ohio Department of Education. At the senior high level, acceptance will be determined by the availability of space on a course-by-course basis. Therefore, the parent and student must complete the section on the application regarding classes the high school student intends to take to enable school officials to determine the availability of space prior to acceptance of the student.

2. Students accepted in the inter-district open enrollment program must comply with the student code of conduct, and all rules, policies, and procedures of the Westfall Local School District. Nonresident students who are suspended for more than 10 consecutive school days or are expelled from the Westfall Local School District will not be permitted to continue in the interdistrict open enrollment program. The Superintendent will notify the nonresident student's district of residence of the removal.
3. The Westfall Local School District shall not be required to institute any special education program solely for the purpose of serving nonresident students admitted through inter-district open enrollment. Acceptance of nonresident students with disabilities shall be governed by the program capacity limits established by the Ohio Department of Education.
4. 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. Nonresident students currently enrolled in the inter-district open enrollment program will be considered first.
 - b. Nonresident students applying for inter-district open enrollment for the first time will then be considered next.
5. Applications shall be revoked in reverse order of acceptance (last in-first out), if the enrollment, at any time, of a new student who is a district resident or if an application from a nonresident student at the start of the school year, brings the enrollment of district students to optimum size.
6. Applicants may be rejected if the racial balance of either the Westfall Local School District or the other school district would be negatively impacted.
7. Students with discipline problems may be rejected for inter-district open enrollment only if they have been suspended or expelled by their district of residence for ten (10) or more consecutive days during the term for which admission is sought or in the term immediately preceding the term for which admission is sought. A student currently enrolled in the interdistrict open enrollment program who has been suspended or expelled for ten (10) or more days during the school year may be denied enrollment.
8. Students who are currently enrolled in the interdistrict open enrollment program and have an attendance problem, may be denied open enrollment due to poor attendance.
9. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extracurricular skill, or any requirement that applicants be proficient in the English language.

10. Each principal shall notify the Superintendent by August 10th of the programs and classrooms which have space available for students. Projected enrollment of resident students is to be determined by the principal no later than August 10th.
11. The parent(s) of the student, and the Superintendent of that student's district of residence, will be notified of the status of their application for inter-district open enrollment by the Superintendent of the Westfall Local School District no later than August 15th.
12. The Westfall Local School District shall not discriminate against students with disabilities identified under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. The Westfall Local School District shall not be required to provide any services or adapt any facilities not already provided to resident students with disabilities. Accordingly, the Westfall Local School District reserves the right to assign a nonresident student with a disability to the school in which needed services are currently available. If any services must be obtained elsewhere, the Superintendent of the Westfall Local School District shall notify the student's district of residence to determine if it wants to arrange for the services or have the Westfall Local School District arrange for them at the expense of the student's district of residence.

MISCELLANEOUS:

1. **Waiting List** - Students whose applications are initially denied due to space limitations may request in writing to have their application placed on a waiting list. Such applicants shall have priority over any inter-district open enrollment applications which might have been filed after the standard application deadline. Applications from this waiting list will be processed in line with the first-come, first-served basis and priorities indicated above. The Superintendent of the Westfall Local School District may approve requests for inter-district open enrollment filed outside of the application deadlines. However, an application for a new school year requires the submission of a new application during the period in which applications are accepted.
2. **Transportation** – Transportation is the responsibility of the parent/guardian. The nonresident student's family must provide transportation to and from the school.
3. **Athletic Eligibility** - OHSAA athletic eligibility guidelines apply to students in grades 7-12 who seek admission under the Interdistrict Open Enrollment Guidelines. Any nonresident student accepted for enrollment in the Westfall Local School District who is eligible to participate in interscholastic athletics and in grade 7, 8 or 9 may participate in sports if enrolled at the start of the school year. Students in grades 9-12 are ineligible for athletics for the last 50% of the maximum allowable regular season contests and OHSAA tournament games in the sports the student participated in during the 12 months immediately preceding the transfer, until the one-year anniversary date of enrollment in the school the student transferred to. Exceptions to the ineligibility provisions are outlined in the Ohio High School Athletic Association Bylaws. Eligibility for participation should be checked with the OHSAA by the Athletic Director before the student is allowed to play. Once the nonresident student is enrolled in the Westfall Local

School District, that student may withdraw and return to the school district of residence in order to participate in sports, but may do this only one time without waiting one school year to participate. Students and parents are urged to become aware of and consider these athletic guidelines before making application for interdistrict open enrollment.

4. **Student Records** - Students who have applied for and 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. All enrollment forms and documents needed for enrolling in the Westfall Local School District will be filled out and approved. The Westfall Local School District will accept credits toward graduation earned in the student's district of residence.