

INTERDISTRICT OPEN-ENROLLMENT
ADMINISTRATIVE GUIDELINES

The Hillsdale Local Board of Education believes that students should, under certain prescribed circumstances, benefit from an Interdistrict, Open-enrollment Policy. Guidelines for the transfer of students, based upon criteria established by the Hillsdale administration, are intended to be consistent with O.R.C. 3313.98 and HS 250.

- 1) Any application for an interdistrict transfer involving a student who is a resident of any Ohio school district must be submitted by mail and on an official application form to the Superintendent's office of the Hillsdale Local School between March 1 and April 15. Applications postmarked prior to March 1 or after April 15 will be rejected. Applications will be acted upon by April 30. One application must be submitted for each student who requests an interdistrict transfer. Applications submitted after the deadline may be considered by the Superintendent if a special need exists.
- 2) The Hillsdale Local School superintendent shall, upon acceptance, notify the home school superintendent of any student(s) enrolled under interdistrict open enrollment.
- 3) No interdistrict transfer will be permitted if the Hillsdale Local Schools enrollment of the grade levels or special program being requested exceeds the following:

<u>Grade</u>	<u>Enrollment</u>	<u>Program</u>	<u>Enrollment</u>
K-4	23 each classroom	DH/LD - K-8	8
5-8	*25 each classroom	DH/LD - 9-12	12
9	10 per grade		
10	10 per grade		
11	10 per grade		
12	10 per grade		

* Limits for grades 5-8 shall be based upon a 25 pupil average per section.

- 4) No student, once accepted by the Hillsdale Local Schools, will be displaced during the year should enrollment exceed the limits stated above.
- 5) Hillsdale Local Schools is not required to institute any special education program or add any special education unit. If an interdistrict transfer student is evaluated for placement in a special education classroom after the school year opens, representatives of the district of residence will be required to attend the placement meeting. If the student is subsequently placed in a Hillsdale unit, the student's placement for the following year will be subject to the requirements of the guidelines during the reapplication process in the spring.

- 6) All approved transfers are in effect for one school year only and may be discontinued at the discretion of the Hillsdale Board of Education in subsequent years. All non-resident students must re-apply for the interdistrict transfer program each year.
- 7) Applicants will be considered on a first-come, first-served basis, as determined by the date of postmark on the envelope containing the formal application. Applications which do not arrive by mail may be rejected. All questions on the application must be answered.
- 8) Applicants may be rejected if the racial balance of either the sending district or the Hillsdale Local Schools would be negatively impacted.
- 9) The Hillsdale Local Schools will accept no responsibility for the transportation of its residents to other districts under the interdistrict transfer program.
- 10) The Hillsdale Local School District will not transport interdistrict transfer students from sending districts accepted into its schools under this program unless the parent or guardian of such a student requests transportation within the bounds of the Hillsdale Local School District, with pick-up and drop-off points only at regular school bus stops so designated in accordance with the district's transportation policy. Special circumstances that require exceptions to this for handicapped students from contiguous districts which are so noted on the student's IEP will be handled on a case-by-case basis.
- 11) The Hillsdale Local School District may deny enrollment to the following:
 - a) Students who have been suspended or expelled for 3 consecutive days in the current semester or the immediately preceding semester;
 - b) Students whose applications are not complete or contain false information.
 - c) Students who require special programming required by their IEP and which is not available in the district.
 - d) Students who have outstanding financial or other obligations at their home school resulting in the withholding of records, transcripts, etc.
 - e) Students who do not provide current and legal custody information.
- 12) The implementation of the procedures described herein shall give priority to native students (those who reside in the Hillsdale Local School District) in all cases, and shall give previously enrolled interdistrict transfer students preference over those first-time applicants, except in cases where the district may legitimately deny enrollment upon the reapplication of previously enrolled students.

- 13) These procedures, along with the policy on Interdistrict Open Enrollment, will be made available to parents, students, and other citizens of the Hillsdale Local School District upon request. They will also be sent to the superintendents who request them. The availability of these procedures, the application process itself, and specific information regarding programs offered in the Hillsdale Local School District shall be publicized – prior to and during the application period – in print and broadcast media that serve students of Hillsdale Local Schools and its contiguous districts.
- 14) All interdistrict transfer students entering grades 9-12 should be aware of Ohio High School Athletic Association (OHSAA) Bylaw 4-7-3 and its impact on student-athlete eligibility. Hillsdale accepts no responsibility for student-athlete ineligibility due to application of OHSAA Bylaw 4-7-3. Copies of the bylaw may be obtained by contacting the Hillsdale Athletic Director.

Adopted: February 10, 1993
Revised: February 13, 1996
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