

## **OPEN ENROLLMENT INFORMATION**

The Wayne Local School District has established the following guidelines that will be followed to administer the Board's Inter-district Open Enrollment Policy:

### **Application for Admission**

1. **Applications for inter-district open enrollment must be submitted to the superintendent's office between May 1 and May 31 each year. Applications must be picked up and returned in person.** No applications received by other methods will be accepted. Applications will be acted on by August 1, and written notification will be made to the applicant's parents and resident district superintendent. Parents must submit written acceptance to the superintendent's office within ten days. Failure to do so will result in this offer being withdrawn.
2. Students may apply at the middle and high school levels for specific courses, thus allowing for part-time status. (Part-time students are not eligible for virtual or PSEO classes, except at their own expense.)
3. A separate application must be submitted for each student.
4. An application must be re-submitted annually for a previously enrolled inter-district transfer student for each succeeding school year. All approvals are on an annual basis and must be re-approved in accordance with the Inter-District Open Enrollment guidelines in effect for the succeeding school year.
5. This policy is subject to annual revision by the Board of Education to meet the needs of resident pupils.
6. Part-time open enrollment students are not eligible for inter-scholastic athletic teams.
7. Applications shall be considered on a first come, first served basis (date/time of receipt) with an assurance that the following order for placement will be followed:
  - a. Wayne Local Schools resident students will not be displaced;
  - b. Children of employees of the Wayne Local Schools per negotiated agreement;
  - c. Students currently attending the Wayne Local Schools pursuant to Inter-District Open Enrollment Policy or a superintendent's agreement;
  - d. Students who are members of the same family unit (brothers and sisters) of students who attend the Wayne Local School District pursuant to Inter-District Open Enrollment Policy;
  - e. Students who reside/attend the Wayne Local Schools and move after the start of a school year;
  - f. First time open enrollment students

## **Application Approval Guidelines**

1. Applications of nonresident students will be considered providing grade level, building, and class size balances can be maintained. The number of openings will be determined by optimum size for a particular program or classroom which is the number of students that can be accommodated without increasing District expenditures for staff or equipment, or that negatively impact resident students in any way.
2. Negotiated agreements with employees will be honored.
3. The applications of students from adjacent and nonadjacent districts shall be revoked in reverse order of acceptance (last in-first out) if enrollment, at any time prior to the start of the school year, of a new resident student brings the enrollment of District students to optimum size. However, Open Enrollment students from who have begun the program shall be permitted to remain enrolled in the school district for that school year for as long as they meet all requirements for enrollment.
4. Students denied enrollment due to space limitations will be placed on a waiting list for that school year. Applications from this waiting list will be processed in order they were received.
5. Participating students must comply with all policies of the Wayne Local School District, including academic, attendance, code of conduct, extra-curricular, and fees.
6. Applications from students who have I.E.P.'s shall not be considered if the District is not currently providing the services called for in the I.E.P. The district will not be required to institute any special education program or employ additional staff solely for the purpose of serving open enrollment students on IEP's. Optimal class sizes for special education programs will not be the same as other programs in the school district.

The 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, and shall not be required to add any new employees to meet the needs of open enrollment handicapped children. If an open enrollment student becomes disabled under Section 504 or the staff finds out that a student from an adjacent and nonadjacent district 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 student's home district to determine if it wants to arrange for the services or have the district arrange for them at the student's home district's expense. A representative of the other Ohio district will be invited to participate in the placement meeting. Enrollment limits per special education shall not be exceeded.

7. Applications will be considered on a first come, first served basis with an assurance that resident students will not be displaced the Board of Education has adopted an open enrollment policy, and class size limits are not met.
8. 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 semester the application is made or the preceding semester. In addition, no student shall be accepted under the Inter-District Enrollment program that has been convicted or ruled a delinquent child for committing any of the crimes listed below:
  - a. Conveying deadly weapons or dangerous ordinance
  - b. Possessing deadly weapons or dangerous ordinance
  - 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
9. There shall be no requirements of applicants regarding academic ability, athletic, artistic, or other extra-curricular skills, or any requirements that applicants be proficient in the English language.
10. Enrollment in a program or school shall be subject to an agreement that transportation of the student is provided for by the student, his/her parents.
11. OHSAA athletic eligibility guidelines will be in effect.
12. Any student/parent who ceases to reside in an eligible Ohio district during the school year (enrolled pursuant to this inter-district open enrollment policy) shall forfeit his/her right to attend the Wayne Local Schools unless the parents move into another Ohio qualifying school district. Otherwise, the child shall be immediately withdrawn from school.
13. Students who begin, but choose not to complete the entire school year in the Wayne Local School District and who return to their resident school district during the same school year will not be permitted to apply for Inter-District Open Enrollment status for the following school year.
14. The acceptance of inter-district open enrollment students is only for enrollment in a public school district. The Wayne Local School District will deny 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.

**Interdistrict Open Enrollment Timetable**

April 1 to April 30

Program Publicity

**May 1 to May 31**

Applications available at Superintendent's Office  
Applications completed and returned to Superintendent's Office. (Students in grades 6-12 must have a conference with the guidance counselor to establish tentative course requests.)

June 1 to August 1

Written acceptance or rejection to Parents from Superintendent

10 Days After Notice

Parent confirms acceptance in writing to Superintendent