

## INTRA-DISTRICT OPEN ENROLLMENT GUIDELINES

The Gallipolis City Board of Education believes that whenever possible, students should be permitted to attend their school of choice within the district. The law mandates that we provide for district-wide open enrollment. As such, the Board will permit students to apply for attendance at their school of choice, outside their assigned area, based upon criteria established by the school administration. However, students who are currently enrolled in a school building or living in an attendance area will be given first priority. Other criteria will include, but not be limited to:

- a. Completed applications must be received by August 1.
- b. Transfers may not create a racial imbalance.
- c. Grade level, building and program balance must be maintained. The following student enrollment averages will not be exceeded in accepting intra-district transfers:  
    Grades K-6                      25 students per class
- d. Enrollment averages per building can not exceed 1:25 for regular classrooms. State standards and negotiated contracts must be observed in considering the attendance area.
- e. Students living in the school attendance area and receiving Title I or special education services may not be excluded over an applicant outside the attendance area.
- f. Students receiving special education services are required to attend the school within the district where the services specified in the student's IEP are currently available. Minimum/Maximum enrollment numbers mandated by the "State of Ohio Model Policies and Procedures for the Education of Children with Disabilities" for each special class will be followed in accepting transfers and in maintaining enrollment status.
- g. Certain buildings in the district are designated for handicapped students with certain physical limitations and students that are assigned to those buildings are not eligible and must attend the assigned building, as per his/her IEP.
- h. The student, once reassigned, will remain in the school of choice for at least one year. After one year, the parents can apply to transfer to a different school. No student will be allowed to transfer through intra-district enrollment once school has started.
- i. Administration reserves the right to add or reduce classrooms as dictated by enrollment and to minimize busing of students. If possible, these changes will be made prior to processing transfer requests.
- j. No existing programs will be eliminated or moved to another building because of intra-district open enrollment.
- k. If new programs need to be implemented, current programs expanded, or if there is redistricting, the intra-district open enrollment could be altered for the succeeding year.
- l. Notification to parents as to whether the intra-district placement is granted or denied will be the responsibility of the principal of choice.
- m. Transportation for students attending the school of their choice, when that school is out of their attendance area, shall be the responsibility of the parent or guardian of the student.

The intra-district enrollment program will be monitored and the guidelines reviewed and revised as necessary.

## Priority of Student Selection

### Priority I:

Students who are enrolled in the district and reside in their respective attendance area.

### Priority II:

Students who have been accepted under the intra-district open enrollment transfer policy. These students will have priority by chronological dates and times of approval under which they applied. Families will be considered and given priority based on the number of years that children in the family have been approved under the intra-district open enrollment policy.

### Priority III:

Students who have applications on file. These students will be selected on the basis of information provided in the application. Students will not be considered for participation in the intra-district open enrollment plan if the student has been suspended or expelled for ten consecutive days in the current term or the immediately preceding term.

## Student Records

Before any student can be transferred under the intra-district open enrollment policy, an appropriate, signed application must be on file in the office of the principal of the building of choice. Principals of each building will keep the following records on file:

1. Individual application
2. Evidence of notification to the parents and the superintendent and/or his designee.

[Adoption date: March 19, 1997]

Revised: March 18, 2015