BLUFFTON EXEMPTED VILLAGE SCHOOL DISTRICT

Open Enrollment Program

Plan Criteria

Application Procedure

Application

2013-2014
School Year

Adopted
March 15, 2000

Revised: February 18, 2004

INTERDISTRICT OPEN-ENROLLMENT GUIDELINES

The Bluffton Exempted Village School District's Board of Education in response to the mandate of Senate Bill 140 believes that students should under certain prescribed circumstances, benefit from an interdistrict, open-enrollment policy with all Ohio school districts. Guidelines for the transfer of students, based upon criteria established by the school's administration and in conjunction with recommendations from officials of the Ohio Department of Education are listed below. The specific criteria for this open enrollment program shall be consistent with ORC 3313.97 or 3313.98.

1. Any application for an interdistrict transfer into the Bluffton Schools must be submitted to the Superintendent's office no later than June 15. Applications will be acted upon no later than June 30 of a given year. One application must be submitted for each student who requests a transfer into the Bluffton Schools. Applications from students submitted after June 15 of each year may be considered by the administrative team if enrollment positions are available. Applicants shall be considered annually and students currently participating in this program will be given preference but <u>will not</u> be guaranteed a slot each year. Siblings of students currently participating in this program will be given preference over first time applicants.

2. Appropriate district, grade, and program capacity limits shall be established by the administration to ensure that overcrowding of facilities and resources do not occur. No interdistrict transfer will be permitted if the enrollment of a grade level size or particular class size has been or will be exceeded by granting the transfer request. The administrative team will determine appropriate enrollment levels for grade level size and class size by June 30.

3. No student, once accepted by the Bluffton Schools, will be displaced should enrollment exceed the limits stated above. Students are approved on a full-time basis only.

4. Bluffton Schools are not required to institute any special education programs to serve transfer students. Determination of the district's ability to serve a handicapped student will be done by June 30 annually. There will be no limitation on admitting handicapped students unless services required in an IEP are not available in the district.

5. Applicants shall be considered on a first-come, first-served basis, with an assurance that native Bluffton students will not be displaced from academic programs by applicants.

6. Applicants may be rejected if the racial balance of the District would be negatively impacted.

7. In accordance with ORC 3313.97 (D) Bluffton Schools will not accept responsibility for the transportation to transfer students unless the student can be picked up or dropped off at a regular school bus stop designated in accordance with the board's transportation policy.

8. Transfer students shall be afforded the same opportunities for participation in athletics and extra curricular activities as native Bluffton students as per board policy and/or Ohio High School Athletic Association regulations.

9. All applicants once accepted must remain in the receiving district for the duration of the school year.

10. An applicant who has been suspended or expelled by an adjacent school district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought shall be rejected for open enrollment as provided for in S.B. 140.

11. Students must be enrolled in their district of residence prior to acceptance in the open enrollment program.

12. All credits earned by entering high school students will be accepted. However, once enrolled in the Bluffton Exempted Village School District, students will be required to meet all Bluffton High School graduation requirements, including passage of all required state and/or local testing, in order to receive a Bluffton High School diploma.

13. Appropriate records of the program will be maintained to assure compliance with Ohio Law (OAC 3301-48-02). This information shall be made available to school districts, the state department of education and the community.

(Revised February 18, 2004)

OPEN ENROLLMENT
Procedure Time Line

February/March	Informational Meeting
June 15	**Final Deadline** for all Applications
No later than June 30	Superintendent/Principals Meet to Finalize all Applications
June 30	Class and grade level enrollment levels will be determined annually. Availability of special education services will be determined annually.

Bluffton Exempted Village School District

Application

For

OPEN ENROLLMENT

1. **Name** _____

2. **Parent/Guardian (full name)** _____

3. **Address** _____

   City _____ **State** _____ **Zip Code** _____

4. **Home Phone ( )** _____ **Work Phone ( )** _____

5. **District of Residence** _____
   (School District)

6. **District of Current Enrollment** _____
   (If Different from Question 5)

7. **Grade in School as of next Fall:** _____
   (Grade)

8. **Date of Birth** _____

9. **Are you currently under suspension or expulsion for 10 consecutive days or more?**
   Yes _____ **No** _____

10. **Have you been suspended for 10 consecutive days or expelled in either the current or proceeding semester?** **Yes** _____ **No** _____

11. **Does your Educational Program include an Individualized Education Plan (IEP)?**
    Yes _____ **No** _____

Student's Signature: _____ **Date:** _____

Parent's/Guardian's Signature: _____ **Date** _____

Mail or Deliver to:

The Office of the Superintendent
Bluffton Exempted Village Schools
102 S. Jackson Street
Bluffton, Ohio 45817

OFFICE USE ONLY

Received By: _____ **Superintendent Approval:** _____ **Superintendent Denial:** _____

Date: _____ **Time:** _____ **Superintendent Signature:** _____ **Date:** _____