

### **INTRA-DISTRICT OPEN ENROLLMENT**

The Board of Education shall permit any eligible elementary and middle school student in the School District to apply for enrollment in any District school providing the student's application meets the requirements of the State and established School District guidelines as described below. The building capacities aspect of this plan will be reviewed annually and appropriate changes made. Students enrolled in a school building or living in any attendance area of the school building established by the District shall be given preference over applicants.

The following definitions shall apply:

Inter-District transfer: Refers to students selecting only schools within the Mentor Exempted Village School District.

Home-School: The school to which the student has been assigned prior to any request for transfer.

Home-School Student: A School District student who resides in the home-school attendance area.

Non Home-School Student: A School District student who enrolls or seeks to enroll in a program or school in another attendance area within the District.

Program: Any one of the specific course offerings of this District.

Alternative School: A school building other than the one to which a student is assigned by the District Superintendent.

Program Size: The restrictions that are placed on the number of students in a program due to circumstances unique to that specific program, a collectively-bargained, negotiated agreement, or financial conditions of the School District.

- A. The information in this policy shall be provided to the parent of each student in the District and to the general public on a yearly basis.
- B. Parents requesting to have their children attend a non home-school in the School District for the next school year must submit an application for this placement between May 1<sup>st</sup> and May 15<sup>th</sup> of each calendar year to the Student Services Department, 6451 Center St., Mentor, Ohio 44060. Transfer requests will be granted through a lottery system. The lottery will take place on the first Monday of June. Names will be placed on a master list for each non home-school in the order that they are drawn, and requests will be granted accordingly based upon available openings within each school. Transfer requests made after the first lottery will be placed at the bottom of the master list, according to date and

- time of receipt of application. A list of potential openings for the ensuing school year, prior to the application deadline, will be sent home through the school bulletins.
- C. Parents shall be notified of the lottery results by the Superintendent or designee within ten (10) days of the drawing. The decision is final.
- D. To maintain continuity of programs and prevent displacement of students from their home-school of residence, non home-school students are expected to remain in the non home-school for the entire school year. Applications for transfers are approved for only one (1) school year at a time, however, non home-school students may remain at their requested non home-school in subsequent years as long as openings exist. It will not be necessary for these students to resubmit or reapply for the lottery selection. Notification in writing from the parent of the non home-school student to the building principal requesting a continuation of enrollment in the next school year and within the guidelines will be sufficient. Elementary students would not have to return to the home-school if the average class size for their grade level at the home-school was greater than the non home-school of enrollment. Transfers will be effective with the start of the school year. Transfers should not be made after the beginning of the school year.
- E. Applicants may be rejected for one (1) or more of the following reasons as provided in R.C. 3313.97: (1) If program capacity reaches reasonably accepted limitations. For purposes of intra-district open enrollment guidelines only, class capacity in grades Kindergarten through six will be one (1) student less per grade than the respective District elementary grade level average. The secondary level enrollment limitations will be determined by building level capacities. For purposes of this policy the capacity for Memorial will be 896, Ridge 840, and Shore 952. These accommodations for non home-school students will be made without increasing School District expenditures for staff or equipment. The capacity limitations will be reviewed annually. These limitations shall take into consideration the special education students being mainstreamed in regular classrooms. (2) If a home-school student living in the attendance area of a school building would have to be displaced. (3) If a student has been suspended or expelled for ten (10) or more consecutive days during the term immediately preceding the term for which admission is sought. (4) If minority balance of either the home or non home-school would be negatively impacted.
- F. Transportation for nondisabled students attending the school of choice, when the school is out of their attendance area, shall be the responsibility of the parent or guardian.
- G. The School District shall not discriminate against any disabled, non home-school student. If a non home-school student becomes disabled under Section 504 or the staff finds out that a non home-school student is in need of special education, appropriate services are to

be provided, but not necessarily in the school of attendance. If reasonable accommodation cannot be made in the school of attendance, the parents must agree, prior to enrollment, that the student will attend the District school at which the needed services are currently available or reasonable accommodation can be provided.

- H. During the school year, a student whose family changes residence within the School District may request to remain at the original home-school for the remainder of the school year. This request should be made to the District Pupil Personnel Office for consideration. This provision, if granted, will only be for the remainder of the current school year. Responsibility for transportation will be assumed by the parents.
  
- I. Applications, forms, and guidelines will be available in the administrative office at each elementary and middle school, as well as the Board of Education.

Adopted: August 19, 2008