

Licking Valley Local School District Administrative Guidelines

5113 - INTER-DISTRICT OPEN ENROLLMENT

The Board of Education shall permit the enrollment of students from any Ohio district in a school or program of this District, providing each enrollment is in accordance with laws and regulations of the State concerning Inter-District Open Enrollment, the provisions of this policy, and the administrative guidelines established to implement this policy.

Guidelines for the transfer of students, based upon criteria established by the district's administration and in conjunction with recommendations from officials of the Ohio Department of Education, are listed below.

- A. Any application for a transfer to Licking Valley Local School District should be submitted to the Superintendent's office by June 1st preceding the school year of the requested transfer. Applications will be accepted after June 1st, but due to building principals being off contract during the summer months, applicants may not receive action on their application until the first couple of weeks in August. Applications for open enrollment will be accepted throughout the school year. One (1) application must be submitted annually for each student who requests a transfer to Licking Valley.

Students who are currently enrolled in the Licking Valley Schools and whose custodial parents relocate to another district may apply for open enrollment at the time of the relocation. If the application is accepted and approved, the students may continue their enrollment in the Licking Valley Schools.

- B. Employees' children will be subject to the district's open enrollment policy and will be considered prior to other applicants.
- C. No student will be permitted to transfer to Licking Valley if the enrollment of the grade level being requested at the receiving district exceeds the following:
 1. K = Twenty (20)
 2. Grades 1 and 2 = Twenty-one (21)

3. Grades 3 through 5 = Twenty-five (25)

4. Grades 6 through 12 = Twenty-nine (29)

9 through 12 = Twenty-nine (29) for each classroom except the following special class limitations:

Science Lab Classes	24/class
Vo Ag Classes	24/per individual classes 60 total Vo Ag
Special Education	Not to exceed state maximums

*mainstreamed students count

*class size as determined by the building

*principal on August 1st of each year

- D. No student, once accepted, will be displaced during the forthcoming school year should daily admissions cause enrollment to exceed the limits in Section C.
- E. Enrollment in a special program i.e., gifted, L.D., D.H., etc., will dictate which building a student must attend as many units are cooperative among several districts and may not be housed in the child's district of residence, or in the receiving district.
- F. No special education programs will be instituted to serve open enrollment students.
- G. All approved transfers are in effect for one (1) school year only. Applications must be renewed yearly.
- H. The Licking Valley Local School District will accept no responsibility for the transportation of students to or from other districts; transportation is the responsibility of the parents.
- I. The requesting student has not been expelled or

suspended for ten (10) school days any time within the previous school year.

- J. The district application has not been falsified in any matter.
- K. All students who paid tuition for five (5) or more months during the previous school year will be permitted to enroll in Licking Valley Schools without regard to Section C of this policy.
- L. Students accepted under this policy will be permitted to re-enroll in the Licking Valley Local School District for the following school year without regard to Section C and G, if the parents request re-enrollment by the first of April each year. A student may be denied re-enrollment by the Administrative Review Team.

Employee Open Enrollment Option

The Board of Education will agree to enroll, tuition free, employees' legally dependent children who do not reside in the District, provided:

- A. the Licking Valley Local School District has in existence the required educational programs and staff to which the child(ren) must be assigned;
- B. the child(ren) comply with Board and administrative policies, rules, and regulations governing the conduct of students;
- C. the employee provides their transportation;
- D. the employee agrees to have their child(ren) reassigned to another building should enrollment in the attendance center to which they are assigned require it;
- E. employees' children will be subject to the District's open enrollment policy and will be considered prior to other applicants.

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