

# ONTARIO LOCAL SCHOOLS

## *Excellence in Education*

LISA CARMICHAEL  
SUPERINTENDENT OF SCHOOLS

RANDALL K. HARVEY  
TREASURER

Dear Parents/Guardians:

I would like to thank you for considering the Ontario Local Schools as your choice for the 2021-2022 school year.

This packet was created to assist you in your decision making process. Included in this packet is the following:

- Board Policy 5113 – Interdistrict Open Enrollment - Three Pages
- Administrative Guidelines – Three Pages
- 2020-2021 Pay-To-Participate Fees (for students entering grades 7-12) - One Page
- Interdistrict Open Enrollment Application Form - One Page

**Applications for admission from other Ohio districts may be submitted to the Superintendent beginning Monday, March 1, 2021.** Completed applications may be hand-delivered, faxed, or mailed to the Ontario Local Schools Board of Education Office, located at 457 Shelby-Ontario Road, Ontario, OH 44906 – fax (419) 747-6859. Our office hours are 8:00 a.m. – 3:30 p.m. A separate application must be completed for each student wishing to be considered for the Ontario Local Schools’ interdistrict open enrollment program. Additional applications can be obtained at any of our schools or at our website [www.ontarioschools.org](http://www.ontarioschools.org). Parents will be notified, no later than the first week of June, with the determination of approval or denial of their child(ren) for the open enrollment process.

Sincerely,



Lisa Carmichael  
Superintendent

Book	Policy Manual
Section	5000 Students
Title	INTER-DISTRICT OPEN ENROLLMENT
Code	po5113
Status	Active
Adopted	December 18, 2011

### 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, provided 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.

The following definitions shall apply:

#### Home District

The school district from which the student emanates.

#### Open Enrollment

State-mandated options, policies, and regulations concerning the Board's authority to adopt resolutions regarding intra-district and inter-district enrollment policies and guidelines. Inter-district open enrollment permits the admission of students to this District from adjacent districts or any other district in Ohio.

#### District Student

A student who resides in this District and is referred to in the statute as a Resident Native Student.

#### Other-District

Any school district in Ohio.

#### Other-District Student

A resident student of any other district who enrolls, or seeks to enroll, in this District.

#### Tuition Student

A nonresident student who is enrolled in this District on a tuition basis.

Applications from tuition students shall be given priority over those from other districts.

#### Program

Any one of the specific course offerings of this District.

#### Program Size

The restrictions on a number of students in a program due to circumstances unique to that specific program, the terms of a collectively-bargained, negotiated agreement, and/or financial or operating conditions of the District.

#### Racial Balance

"Racial" refers to minorities classified as African-American, Asian-American, Hispanic-American, or Native-American students. "Balance" refers to the percentage of "racial" students in a District program, classroom, or school.

## Racially Isolated Building

A racially isolated building refers to a School District building in which the racial composition of the students varies significantly from the overall composition of the School District.

## Maintaining Appropriate Racial Balance

Given our diverse society and the importance of preparing students for education, work, and citizenship, the Board is committed to providing students with equal educational opportunities, promoting educational diversity in the District, and providing students with the educational benefits of a diverse student body. To that end, the Board will give individual consideration to each applicant seeking enrollment under this policy, so that all factors that may contribute to student body diversity are meaningfully considered in admissions decisions. It is the intent of the Board to maintain an appropriate racial balance as required by law.

The Superintendent is directed to consult with legal counsel to determine the appropriate steps that should be taken, including, but not limited to, any necessary policy revisions and other actions necessary to comply with State and Federal law (i.e., to appropriately apply the requirements of maintaining appropriate racial balance to the racially isolated building(s) in the District). The Superintendent shall then make the appropriate recommendations to the Board.

The Superintendent shall prepare guidelines for the implementation of this policy in ways that comply with relevant State laws and guidelines and establish procedures that provide for the following:

- A. Nondiscrimination on the basis of grade level, including preschool disabled; academic ability; English language proficiency; or any level of artistic, athletic, or extra-curricular skills. A student's application cannot be denied because of disciplinary action in his/her home school, except for a suspension or expulsion for ten (10) consecutive days or more that occurs in the current semester or the semester immediately preceding the application. If the District does not currently provide services required for a disabled, adjacent-district student, his/her application may be denied.
- B. Application procedures including the criteria by which applications from adjacent-district and other-district students shall be reviewed and prioritized. District students and any adjacent-district or other-school district students previously enrolled under the provisions of this policy shall be given priority.
- C. Maintenance of appropriate racial balance in District schools, classrooms, and programs.
- D. Communications with applicants and their parents concerning this policy and the District's guidelines, including the timelines for application and notification of acceptance or rejection.
- E. Athletic eligibility complies with State regulations and the provisions set forth by the Ohio High School Athletic Association.
- F. Any transportation provided by the District for an adjacent-district or other-district student takes place within established bus routes and bus stops within the District.
- G. Set District capacity limits by grade level, school building, and educational program.
- H. No student, once accepted by the receiving district, will be displaced, during the year, should the enrollment exceed the limits stated above.
- I. Students with handicapping conditions may be denied for interdistrict transfer if the services described in the students' I.E.P. are not available in the receiving district's schools. Enrollment limits per special education guidelines shall not be exceeded.
- J. Enrollment in a special program, i.e., gifted, learning disabilities and developmental handicapped, etc., will dictate which building a student must attend.
- K. The District will not be required to institute any special education programs to serve transfer students.
- L. Current Ontario full-time employees' children will be afforded the first opportunity to utilize Ontario's Interdistrict open enrollment program, followed by previous tuition students.
- M. After Ontario staff members' children and previous tuition students, applicants shall be considered on a first-come first-serve basis, annually, with an assurance that native students will not be displaced and participants in the program the previous year will be given preference the following year. Enrollment levels will determine annual approval (i.e. approval one (1) year does not guarantee approval in the future).

The Board reserves the right to object to the Open Enrollment of a District student to another district in order to maintain an appropriate racial balance. If the Board of a student's home school district objects to a transfer of one of its students to this District for the same reason, this Board will deny the transfer unless the tuition fee is paid for the student.

This policy shall be reviewed periodically by the Board to determine whether to adopt a resolution to continue the policy or to rescind Inter-District Open Enrollment. Additionally, the Superintendent shall annually review the level of diversity existing within the District's programs, grades and/or schools to assess whether the application of this policy has resulted in an adverse effect on racial balance. As a part of his/her review, the Superintendent will be responsible for determining whether there is a legal basis for the Board to use the "maintenance of appropriate racial balance" language of R.C. 3313.98. Should this review indicate that the racial balance in one or more of the District's programs, grades and/or schools has been adversely affected, the Superintendent shall consult with legal counsel to determine what, if any, appropriate steps should be taken, including, but not limited to, policy revisions or other actions necessary to comply with State and Federal law. The Board reserves the right to modify the conditions under which Inter-District Open Enrollment would continue for any particular program, classroom, or school.

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Legal

R.C. 3313.98

# ONTARIO LOCAL SCHOOLS ADMINISTRATIVE GUIDELINES

## ADMISSION OF STUDENTS PARTICIPATING UNDER INTERDISTRICT OPEN ENROLLMENT

### APPLICATION PROCESS

1. On or before March 1, 2021, the Superintendent shall inform the general public of the Interdistrict Open Enrollment application procedures via the Ontario Schools website [www.ontarioschools.org](http://www.ontarioschools.org).
2. On or before the last day of school, each principal will notify the Superintendent of grade levels and/or programs, which have space available for students from another Ohio district.
3. The Superintendent shall determine student openings for the upcoming school year after applying the building and grade capacity limits.
4. Application forms will be available at all building offices and on the district website.
5. Applications for admission from other Ohio districts may be submitted to the Superintendent beginning Monday, March 1, 2021. Completed applications may be hand-delivered, faxed, or mailed to the Ontario Local Schools Board of Education Office, located at 457 Shelby-Ontario Road, Ontario, OH 44906 – fax (419) 747-6859. Our office hours are 8:00AM - 3:30PM.
6. A separate application must be submitted for each student who requests an interdistrict transfer.
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. Ontario resident students will not be displaced
  - b. Children of regularly contracted Ontario employees
  - c. Students currently attending Ontario Local Schools via Open Enrollment
  - d. Students who are members of the same family unit (brothers and sisters) of students who currently attend Ontario Local Schools via Open Enrollment policy.
  - e. First time open enrollment students
8. 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. If a student from another Ohio district becomes disabled under Section 504 or the staff finds out that a student from another Ohio district is in need of services in accordance with an I.E.P., it will provide appropriate services. The students, 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 other Ohio district to determine if it wants to arrange for the services or have the District arrange for them at the other Ohio district's expense. A representative of the other Ohio district will be invited to participate in the placement meeting. Enrollment limits for special education shall not be exceeded.
9. The District reserves the right to assign the student.
10. Enrollment in a program or school shall be subject to an agreement that transportation of the student from another Ohio district to the school or to a scheduled in-District bus stop is provided for by the students, his/her parents, or the other Ohio district.
11. Students who have applied for or have been accepted in the Interdistrict Open Enrollment program will have records that include the application, evidence of parental knowledge of the program's policies and guidelines, and evidence of notification of parents included in the student's file. Upon approval of a student's application, all school records for that student are to be forwarded to the school of attendance.

12. In compliance with R.C. 3313.98, the Ontario Local Schools Board of Education will accept all credits toward graduation from enrolled students who are residents of any school district in the State of Ohio.
13. Any student who expects to graduate from Ontario High School must meet all graduation requirements established in policy by the Ontario Local Schools Board of Education.
14. Grade point averages of students, who are accepted, as Interdistrict Open Enrollment students, must be calculated on the Ontario Local Schools grading scale. If the student's resident district school is utilizing a different grading scale, the student's grade point average will be adjusted to the Ontario scale.
15. Ohio High School Athletic Association (OHSAA) athletic eligibility guidelines and district athletic policies will be in effect for students in grades 7-12. It is the responsibility of each student/parent who is accepted into the Interdistrict Open Enrollment program and who desires to participate in interscholastic athletic competition to take all necessary steps and present evidence of such to the superintendent and athletic director of schools that they have met all standard/eligibility criteria of the OHSAA. Any enrolled interdistrict students who are eligible to participate in interscholastic athletics and have been released by their home district are to be informed they could lose eligibility for any sport played in the previous 12 month period prior to the transfer. Students and parents are encouraged to become aware of and consider the OHSAA athletic eligibility guidelines before making application for interdistrict open enrollment. Information about OHSAA eligibility can be found at [www.ohsaa.org](http://www.ohsaa.org).
16. Any student/parent who ceases to reside in an Ohio district during the school year (enrolled pursuant to this Interdistrict Open Enrollment Policy) shall forfeit his/her right to attend Ontario Local Schools. The student shall be permitted to complete the school year upon payment of tuition prorated for the time remaining in the school year. Otherwise, the child shall be immediately withdrawn from school.
17. If at any time prior to the start of the school year, the enrollment of a new Ontario district student brings a specific class or program enrollment to optimum size, the applications of students from other Ohio districts shall be revoked in reverse order of acceptance (last in first out). However, students from other Ohio districts who have begun the school year shall be allowed to complete the school year.
18. Applications must be resubmitted annually for a previous interdistrict transfer student for the succeeding school year. All approvals are on an annual basis and must be reapproved in accordance with the Interdistrict Open Enrollment Guidelines in effect for the succeeding school year.
19. Students who begin but choose not to complete the entire school year at the Ontario Local Schools and who return to their resident school district during that same school year will not be permitted to apply for interdistrict open enrollment status for the following school year.
20. Students whose applications are initially denied due to space limitations may request in writing to have their application placed on a waiting list. Such applications shall have priority over any Interdistrict Open Enrollment applications, which might be filed following the standard application deadline. Applications from this waiting list will also be processed on a first-come, first-served basis.

#### **APPLICATION APPROVAL**

1. The number of openings in a particular program for students from other Ohio districts will be determined by optimum size for a particular program, classroom/school building, or grade level which is the number of students that can be accommodated without increasing District expenditures for staff.
2. When a student from another Ohio district requests an application, he/she is to be informed of the prerequisites for each program or course of study in which enrollment is sought. No student from another Ohio district will be enrolled in a program or course of study who has not met the prerequisites established for District students.

3. No interdistrict transfers will be permitted if the enrollment being requested exceeds the limits established by District regulations. Notwithstanding the grade level enrollment limits, individual course enrollments in grades 9-12 shall not exceed the available number of teaching stations or enrollment limits established by District regulations. Additionally, Ontario Local Schools must have available space and teachers for the applicant. An applicant may not be accepted if his/her acceptance shall exceed the building capacities and suggested class size caps.
4. Ontario Local School resident students shall have priority to all programs, buildings, and grade levels over Interdistrict Open Enrollment applicants.
5. There shall be no requirement of applicants regarding academic ability, athletic, artistic, or other extra-curricular skill, or any requirement that applicants be proficient in the English language.

#### **APPLICATION REJECTION**

1. Applications from students from other Ohio districts may be rejected if the racial balance of the other Ohio district or this District's program, classroom, or school would be negatively impacted.
2. 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 term the application is made or the preceding term. In addition, no student shall be accepted under the Interdistrict 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 ordnance
  - b. Possessing deadly weapons or dangerous ordnance
  - 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 above offenses
3. The acceptance of Interdistrict Open Enrollment of students is only for enrollment in a public school district. The Ontario Local School Board of Education 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.

# **ONTARIO LOCAL SCHOOLS**

## **PAY-TO-PARTICIPATE FEES 2021 – 2022 SCHOOL YEAR**

The fee schedule for the co-curricular or extra-curricular activities are listed below.

<b>High School Athletics -</b>	<b>First Sport - \$100 Second Sport - \$50 Third Sport – Free Drug Testing Fee - \$25</b>
<b>Middle School Athletics -</b>	<b>First Sport - \$50 Second Sport - \$25 Third Sport - Free Drug Testing Fee - \$25</b>
<b>High School Cheerleading -</b>	<b>\$25 per season Drug Testing Fee - \$25</b>
<b>Middle School Cheerleading -</b>	<b>\$25 per season Drug Testing Fee - \$25</b>
<b>High School Marching Band -</b>	<b>\$25</b>
<b>Golden Girls/Majorettes -</b>	<b>\$25</b>
<b>High School Show Choir -</b>	<b>\$25</b>
<b>High School Academic Challenge -</b>	<b>\$25</b>
<b>Academic Enrichment - OMS Robotics League</b>	<b>\$25</b>



**ONTARIO LOCAL SCHOOLS  
INTERDISTRICT OPEN ENROLLMENT APPLICATION**  
Accepting applications beginning March 1, 2021 for the 2021-2022 School Year

**Note:** A separate application is required for each student making application under this program. Completed applications may be hand-delivered, faxed, or mailed to the Ontario Local Schools Board of Education Office at 457 Shelby-Ontario Road, Ontario, OH 44906 – fax (419) 747-6859. Our office hours are 8:00 a.m. – 3:30 p.m.

Legal Name of Student \_\_\_\_\_  
Last First Middle

Sex:  Male  Female Date of Birth: \_\_\_\_\_ Place of Birth (City/State) \_\_\_\_\_

Grade Level: \_\_\_\_\_ for the 2021-2022 school year School District of Residence: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

- |  |  |
|--|--|
| <input type="checkbox"/> Previous Open Enrollment Student to Ontario     | <input type="checkbox"/> Recently Moved Out of District                  |
| <input type="checkbox"/> Pioneer Career Center Open Enrollment           | <input type="checkbox"/> Child of Regularly Contracted District Employee |
| <input type="checkbox"/> Sibling Currently Attends Under Open Enrollment |  |

Name of Parent(s)/Legal Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

IS THIS STUDENT CURRENTLY RECEIVING SERVICES UNDER AN IEP?  Yes  No

IS THIS STUDENT CURRENTLY RECEIVING SERVICES UNDER A SECTION 504?  Yes  No

IS THIS STUDENT ON A WRITTEN EDUCATIONAL PLAN (WEP)?  Yes  No

HAS THIS STUDENT EVER BEEN IDENTIFIED AS GIFTED?  Yes  No

*If Yes to any of the above, a copy of the current IEP, 504 Plan, WEP, and/or gifted identified documentation must accompany this application for first time Open Enrollment applicants.*

HAS THIS STUDENT BEEN SUSPENDED OR EXPELLED FROM SCHOOL?  Yes  No

If yes, for how many days and reason: \_\_\_\_\_

I have read the Ontario Local Schools Open Enrollment Policy and agree to abide by the procedures and regulations that have been established. By signing, I am authorizing Ontario Local Schools to access my child's court or school disciplinary records.

**If any information provided is incorrect or missing, the Ontario Local School District has the right to NOT ACCEPT and/or remove your child from this program.**

I would like this application placed on the waiting list if it is not initially approved.  Yes  No

Signature of Parent/Legal Guardian \_\_\_\_\_ Application Date \_\_\_\_\_

**For Use by Central Office Only**

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

If denied, reason for denial:  Paper Work Late/Incomplete  Student Had Been Suspended /Expelled  
 Program/Grade Level Limits  Other \_\_\_\_\_

**ONTARIO LOCAL SCHOOLS**  
**TRANSPORTATION REQUEST FORM**  
**FOR OPEN ENROLLED STUDENTS**

It is the intent of the Ontario Transportation Department to ensure that all students are safely picked up, transported to school, and returned to their designated drop-off locations each day. **Ontario resident students take first priority for transportation purposes.** From time to time, we are able to accommodate some requests for transportation for open enrolled students.

Due to limited seating capacity on our buses, we request the following information to assist us in your request for transportation for your open enrolled son/daughter:

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**Student Last Name**

**First Name**

**Grade**

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**Pick-Up & Drop-Off Address / Location** (if within district) or one of these four designated open enrollment pick-up and drop-off locations:

- 1 - Science Church @ the corner of Home Road & Millsboro Road
- 2 - Hoover Instruments @ the corner of Home Road & Friday Lane
- 3 - Corner of Home Road & Spring Village Lane
- 4 - Corner of Brookdale Drive & Schonbrook Drive

Would like to ride in the AM

Would like to ride in the PM

Would like to ride in the AM & PM

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone:** \_\_\_\_\_