

TROY CITY SCHOOLS INTERDISTRICT OPEN ENROLLMENT ADMINISTRATIVE REGULATIONS FOR THE 2023-2024 SCHOOL YEAR

Eligibility

The Board permits students from other districts to apply for open enrollment to the Troy City School District free of any tuition obligations provided that all procedures as outlined in the administrative regulations are met. There will be no limitations on admitting disabled students, unless services required in an IEP are not available in the district. Certain buildings in the district are designated for handicapped students with specific physical limitations, and those students may be required to attend an assigned building.

There will be no requirements of academic, athletic, artistic, or extra curricular skills or that the student be proficient in the English language.

Timeline

- April 10 - May 5 Applications may be picked up at the Troy City Schools Board of Education Office. The completed forms are due back to the Board Office **no later than 4:30 p.m. May 5, 2023.**
- June 1 Date by which parents or guardians will be notified whether their application has been accepted or denied. Junior high and High school students will be informed of their status prior to the start of summer academic and extracurricular activities whenever possible.

Applications

- Parents interested in participating in the Troy City Schools interdistrict open enrollment plan must use the official application of the district and must follow the district's open enrollment timelines and regulations. Parents/students who move after the May 7 deadline will be permitted to apply for open enrollment.
- The submission of an application for open enrollment does not guarantee approval for transfer.
- Only one application per student may be submitted for consideration in any school year.
- There is no guarantee that all students within a family will be approved for transfer, since each application will be judged on its own merit.
- An application is good for one year only. **A new application must be completed each school year a transfer is being requested.**
- Once a student is accepted into the Troy City School District, parents are asked to contact the district office at 332-6700 for information pertaining to enrollment procedures.
- Application deadlines will be advertised through media sources and in school newsletters prior to the beginning of the open enrollment period.

Building Capacity

Legislation permits the board of education to establish limits as they relate to grade level and educational programs in the buildings involved in the plan.

The following criteria will be used to establish building capacity:

- In grades K-6, open enrollment applications for specific grade levels will be denied when class size is 22 or more in May. Kindergarten class sizes will be restricted to 22 to allow for late enrollees. In grades 7-12, decisions will be made on a course-by-course basis.
- An appropriate racial and class size balance will be maintained in the district's schools.
- Programs will not be moved to another building to accommodate open enrollment students.

Selection Criteria

- Priority I** Students who are residents of the Troy City School District.
- Priority II** The Board will allow a student of a staff member to follow the parent to work if class size numbers permit the addition
- Priority III** Students from other districts who were accepted for interdistrict open enrollment in the past school year and have a valid application submitted according to the district's regulations and previously enrolled joint vocational students.
- Priority IV** Students with a valid application submitted according to the district's regulations who are living in the same home or are siblings of a student who has been accepted into the open enrollment program during the past school year.
- Priority V** Students who live in another district who are applying for open enrollment for the first time.
- Priority VI** Students who are paying tuition to attend Troy City Schools.

(Applications will be dated when received in the Board Office, and students will be accepted on a first-come, first-serve basis within each Priority.)

Guaranteed Length of Stay

- The open enrollment program only guarantees placement for the current school year.
- Once accepted, no student will be displaced during the school year for which the student is accepted.
- **Students who participate in the open enrollment program in one year must re-apply if they wish to be considered for the following year.**

Transportation

Transportation will be provided only within the district, following normal procedures, policies, and routes. Transportation from outside the district is the responsibility of the applicant's parents or guardians, and district transportation changes will not occur as a result of open enrollment. Parents are expected to make sure their children arrive at school on time.

Choice of Teacher

Students accepted in the open enrollment plan will be assigned to staff members by the respective building principal.

During the School Year

- Open enrollment students are expected to attend the school they have chosen for a full school year.
- Students who move may request permission to complete the year at their original school. Submitting the request does not guarantee approval.

Open Enrollment Records

Students who have applied for interdistrict open enrollment will have the completed application and evidence of notification of parents regarding approval or rejection of that application on file in the Board Office.

Discipline

- Students suspended and/or expelled for ten (10) or more consecutive days during the semester of application shall not be eligible to participate in the interdistrict open enrollment program.
- Students who are accepted into the interdistrict open enrollment plan will abide by the school and district discipline code.
- Student records, including discipline, will be requested from the resident district.

Academic Requirements for Extracurricular Participation

The Ohio High School Athletic Association by-laws governing athletic eligibility and the Troy City Schools' extracurricular participation rules will be in effect.

The superintendent or his designee may place students at his discretion if it is viewed in the best interest of the school, district, and/or student. The Troy City Schools are not required to add staff, courses, or special education units to accommodate open enrollment students.