

Talawanda City School District

INTRA-DISTRICT ENROLLMENT POLICY – ADMINISTRATIVE REGULATIONS

The Talawanda Board of Education wishes to comply with the state law, which mandates that all school districts adopt an Intra-district Enrollment Policy. Under this policy, parents residing in the school district may request their children be permitted to attend a school of choice in the school building outside their attendance area. The requests should be based upon criteria and procedures established by the school district administration. The specific criteria shall be consistent with state laws and shall include information on eligibility, application procedures, dates and deadlines, acceptance or rejection, capacity limitations, priority students, special education, transportation and student transfers back to the home school.

It is the intent of the Talawanda Board of Education to develop and implement an Intra-district Enrollment Program. Students residing within the attendance zone boundaries of Bogan Elementary (K-5), Kramer Elementary (K-5) and Marshall Elementary (K-5) are eligible for participation in the program.

The method for selection of students for participation in the program will be on a first come, first served basis. Students residing within their school's attendance area shall always be given priority to attend their school.

A. ELIGIBILITY FOR PARTICIPATION IN THE INTRA-DISTRICT ENROLLMENT PROGRAM

1. Only students in grades K-5 who reside with their natural parents or custodial parents within the Talawanda School District, and are officially enrolled in the Talawanda Schools, are eligible for participation in the intra-district enrollment program.
2. Students placed in special education programs will attend the school within the district where the services specified in the student's Individual Education Program (I.E.P.) are currently available.
3. The superintendent of schools may consider unusual and extenuating circumstances, at the request of the custodial parent, and assign the student to a building in the district if the superintendent feels it is medically or educationally necessary, and if it is in the best interest of the child.
4. Parents may not utilize this program to request a particular teacher for their child.

B. APPLICATION PROCEDURES

1. Applications for participation are available to parents at the principal's office at Bogan Elementary, Kramer Elementary, Marshall Elementary and the district Board of Education office. They can also be downloaded from the district website @ www.talawanda.org.
2. Application for participation is in effect for one year at a time. Applications must be resubmitted annually for a previous intra-district transfer student for the succeeding school year. All approvals are on an **annual basis** and must be reapproved in accordance with the Intra-District Open Enrollment Guidelines in effect for the succeeding school year.
3. Completed applications may be turned in to the district Board of Education office from the first school day in April through the first Friday in June. Requests may be emailed, sent by mail, or submitted in person starting at 8:00 a.m.

4. The method of selection of students for participation in the program will be on a first come, first served basis. Upon receipt of an application, a secretary at the Board of Education office will enter a date and time on the document, which will indicate when it was received.
5. Applications will be acted upon no later than August 1, and parents/guardians will be notified of approval/non-approval by mail.
6. If at some date during the school year space becomes available to consider a previously rejected request, the following steps will be followed:
 - a. It is the responsibility of the parent to initiate an inquiry as to the availability of an open spot in a specific grade level in a specific building.
 - b. If there is an available opening, the superintendent will evaluate the feasibility of permitting a student to transfer into the building of choice at that specific time during the school year. The best interests of the child will be kept in mind during the decision-making process.
 - c. The original validated date and time of day entered onto the original application form will establish the order of priority for which students will be considered to participate in the Intra-district Open Enrollment Program.
7. Transportation for students who are approved to participate in the Intra-district Open Enrollment Program **shall be the responsibility of the parent.**
8. Students attending a school of choice outside their neighborhood school attendance area may or may not be approved to attend the same school of choice the following school year. However, they will be given priority over other students outside the attendance area requesting to attend that same school of choice for the first time. Available space must be reviewed in the spring for the next school year.

C. CAPACITIES AND PROGRAM LIMITATIONS

1. The determining factor for space available within the regular school program shall be established for the purpose of guaranteeing that students moving into the district during the year will have space available in the home school and that contractual regulations on class sizes and teacher class loads are not jeopardized. Therefore, the determining factor to admit students from one attendance zone to another within the district will be as follows: The average regular class size for each grade level (K-2) in each building cannot exceed 22 pupils. The average regular class size for each grade level (3-5) in each building cannot exceed 25 pupils. Law will dictate the capacity limits of special education programs.
2. No existing programs will be eliminated because of intra-district enrollment requests.
3. No programs will be moved to another building to accommodate students interested in transfers.
4. Changes to educational programs in the district may lead to the consideration of changes in the intra-district enrollment administrative guidelines.
5. Students with discipline problems may be rejected for intra-district transfers if they have been suspended or expelled for ten (10) consecutive days in the current semester or the immediately preceding semester.
6. Students with attendance issues may also be rejected for intra-district transfers.

Additional information may be obtained by contacting the school district's administrative offices at (513) 273-3104.