

# Arlington Local School

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## GUIDELINES FOR INTERDISTRICT ENROLLMENT FOR ARLINGTON LOCAL SCHOOL 2023-2024

The Arlington Board of Education believes that students may, under certain prescribed circumstances, benefit from an interdistrict open enrollment policy. Guidelines for the transfer of students based upon criteria established by the school's administration, and in conjunction with recommendations from officials of the Ohio Department of Education are listed below. These guidelines are intended to be consistent with ORC 3313.98.

1. Applications may be printed off from the Arlington School website. One application must be submitted for each student who requests an interdistrict transfer. **Any application for an interdistrict transfer must be submitted to the Arlington Superintendent's Secretary's email between May 1 and May 31, 2023.** Applications will be acted upon by June 9, 2023. Parents must indicate acceptance of transfer on or before June 30, 2023. Applications, for the 2023-2024 school year, will not be accepted by mail or in the school office.

Applications from students submitted after May 31 of each year may be considered by the administrative team if enrollment positions are available.

2. No interdistrict transfer will be permitted if the enrollment of the grade level being requested in the Arlington School exceeds the following:

Grade Level	School	Enrollment Level
K-2	Arlington Elementary	Avg. 22 students per homeroom
3-6	Arlington Elementary	Avg. 24 students per homeroom
7-12	Arlington High School	Avg. 24 students per core area subjects of social studies, math, science and English

3. No interdistrict transfer of a special education student will be permitted if the applicable special education unit class sections are already at or exceed state maximums per section/teacher.
4. Enrollment in a special education program, i.e. MD, MH, ED, etc., will dictate which building a student must attend since many units are cooperative among several school districts within Hancock County and may not be housed in Arlington School. Therefore, students with IEP's that require services not available in Arlington School will not be accepted.
5. Arlington School is not required to institute any new special education services to serve transfer students. There will be no other limitation on admitting handicapped/disabled students except as specified in #3 & #4 above.
6. No student, once accepted by the Arlington School, will be displaced should enrollment exceed the limits stated above during the applicable year. Students are approved on a full-time basis only.
7. A separate application must be submitted for each student who would like to be considered for interdistrict open enrollment. The application process must be repeated each school year.

8. Applications shall be considered on a first-come, first-serve basis with an assurance that native students will not be displaced. All applications will be dated and have the time recorded upon receipt in the Superintendent Secretary's email. Students previously attending Arlington School under open enrollment will be given priority over first time applications.

Siblings of students that have previously attended Arlington School under open enrollment (and are returning in the year in question) will also be given priority over first time applications.

9. Applicants may be rejected if the racial balance of either the sending or receiving school district will be negatively impacted.
10. The Ohio H.S. Athletic Association eligibility guidelines will be in effect.
11. The Arlington School District will accept no responsibility for the transportation of students from other districts, unless it is deemed practical by the administration. Parents/guardians are responsible for transporting students to an established bus stop in the Arlington School District or to bring the student(s) directly to the school.
12. The Arlington School District may deny enrollment to students who have been suspended or expelled for ten consecutive days in the current semester, or the semester immediately preceding.
13. Students must be enrolled in their district of residence prior to acceptance in the open enrollment program.
14. Students who reside in the Arlington School District and move from the district during the course of the school year may apply to remain at Arlington for the remainder of the current school year. Application will have to be made for the next school year to continue as open enrollment.
15. All credits earned by entering high school students from adjacent or non-adjacent districts will be accepted. However, once enrolled in Arlington Local School, students will be required to meet all Arlington graduation requirements including passage of all required state and/or local testing in order to receive an Arlington High School diploma.
16. A meeting will be scheduled each spring to provide information to parents and community members concerning the districts open enrollment policy and procedures.
17. Appropriate records of the program will be maintained to assure compliance with Ohio Law (OAC 3301-48-02). This information shall be made available to all applicable school districts, the state department of education and the community.
18. Consistent with law, no student shall be denied admission to the Arlington Local School District or to a particular course or instructional program for reasons of race, color, national origin, sex, or any other basis of unlawful discrimination.