



**STUDENT  
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**ADMISSION OF INTER-DISTRICT OPEN ENROLLMENT**

The Hamilton City Board of Education resolves to permit the enrollment of students, admitted under R.C. 3313.98, tuition free, from any Ohio Districts subject to the policies, rules, regulations and conditions contained hereafter:

- A. Students accepted into the inter-district open enrollment shall be accepted for one (1) school year.
- B. Native students (school residents of the Hamilton City School District) shall have priority to all programs, buildings and grade levels over inter-district open enrollment applicants.
- C. No student shall be accepted under the inter-district open enrollment program into a class, course or program that is not housed within the Hamilton City School District. The district shall not be required to create or add any educational programs or units to serve inter-district open enrollment students. Additionally, enrollment limits for special education and vocational units shall not be exceeded.
- D. Any student accepted into the inter-district open enrollment program who is a special education student shall be required to attend the school within the District where services specified in the student's IEP are currently available.
- E. Students having attended the Hamilton City School District through this program during a school year will have priority over new applicants, providing they are still eligible, for the succeeding year.
- F. Restrictions on admission will be made pursuant to the O.R.C.
- G. The Hamilton City School District shall provide transportation to any student accepted into the inter-district open enrollment program just as it does to any and all students within the District. Parents of inter-district open enrollment



students are responsible for transporting students to designated bus stops within the Hamilton City School District.

- H. It is the responsibility of each student who is accepted into the inter-district open enrollment program and who desires to participate in the interscholastic athletic competition to take all necessary steps and present evidence of such to the Superintendent of Schools that they have met all standards of the Ohio High School Athletic Association.
- I. Native students who move to any Ohio school district during the school year will be afforded the opportunity to remain in the District under the open enrollment policy.
- J. Any student accepted into inter-district open enrollment shall be enrolled in the grade in which they are eligible. Students will not be retained in admission, even at parent request.

### **Administrative**

- A. All inter-district open enrollment applications should be received by the:

Hamilton City School District  
533 Dayton Street, P.O. Box 627  
Hamilton, OH 45012  
Attn: Open Enrollment

- B. Upon receipt by the Superintendent's office, applications will be stamped with date and time.
- C. Applications will be considered on a first come, first serve basis according to the date and time the application is received by the Superintendent's office.
- D. Notification of inter-district open enrollment application acceptance or rejection will be made by August 15th by the Superintendent's office. Parents must indicate acceptance of enrollment on or before June 30th or within fifteen (15) days of application if filed after June 30th by returning the "Assurance of Transfer" form. Failure to notify the Superintendent's office of acceptance may



void the application. One (1) application must be submitted for each student who requests an inter-district enrollment.

E. No inter-district transfer will be permitted if the enrollment of the grade level/section or course being requested exceeds the following:

K-3	21 to 1 average per teacher per building
4-6	23 to 1 average per teacher per building
7-12	25 to 1 average per class
K-12	special education shall be eight less than State Maximum in every area.

Regular classrooms filled by teachers funded with non general operating dollars for the purpose of reducing class size will not be included in the class size calculation meaning both the teacher and students in the reduced size class will be eliminated from the calculation.

F. All approved open enrollment transfers will be in effect for one (1) school year only. No student, once accepted by the Hamilton City School District, will be displaced should enrollment exceed the limits stated above during the current school year.

G. Students with an IEP, (Individual Education Plan), will be accepted only if required services are already provided. Students receiving special education services will continue to be assigned to school buildings where the services specified in the student's IEP are available.

H. Parents of open enrollment students are responsible for transporting students to the designated bus stops within the Hamilton City School District (designated by the Superintendent of Schools).

I. All inter-district open enrollment students will follow OHSAA rules.