

WAYNE-WESTLAND COMMUNITY SCHOOLS
SCHOOLS OF CHOICE GUIDELINES AND PROCEDURES
FOR ELEMENTARY SCHOOLS
2008-2009

THIS PROGRAM IS FOR RESIDENT STUDENTS ONLY

1) Schools of Choice applications for students who want to attend a different Wayne-Westland elementary school will be accepted in the Pupil Accounting Office from March 10, 2008, until April 21, 2008.

2) Qualified students will be assigned to their requested school of choice if space is available based on projected class sizes. Guidelines for determining space availability are as follows:

Kindergarten Open slots may be filled to an average of 23 students per class in each building.

Grades 1-2-3 Open slots may be filled to an average of 25 students per class at each grade level in each building.

Grades 4-5 Open slots may be filled to an average of 27 students per class at each grade level.

Where space is available, placements will be made using the following selection priority:

- Highest priority will be given to students already in a building due to Schools of Choice.
- If the remaining applications for a grade level in a building exceed available space, a random selection process will be used to determine which students will be permitted to attend their school of choice.

3) Students accepted at this time will be notified by the Pupil Accounting Office. Parents/guardians of accepted students will sign a Schools of Choice **Conditions of Placement** form, which is part of their acceptance letter, at the receiving school prior to enrolling. These students will begin the 2008-2009 school year in their school of choice. **Parents/guardians need to be aware that if a class overload occurs, Schools of Choice students will be returned to their "home" school as stated in the Conditions of Placement.** Note: the "home" school is the school the student would attend based on the location of his/her legal residence.

4) Pupil Accounting will notify those families of students whose Schools of Choice transfers were not accepted.

5) The names of students not selected will be placed on the 2008-2009 school year waiting list.

6) From April 22, 2008, until September 8, 2008, Schools of Choice applications will only be accepted at individual elementary schools. The name of each applicant will be added to the 2008-2009 school year waiting list on a first-come, first-served basis. If grade level openings occur on or after September 8, 2008, the parent/guardian of the next qualified student on the waiting list will be notified of the opening by the elementary school principal. If the placement is accepted, the principal will:

- Inform the student when he/she may begin attending the school of choice.
- Have the Schools of Choice **Conditions of Placement** form completed by a parent/guardian with a copy forwarded to the Pupil Accounting Office.
- Notify the principal of the “home” school.

7) Schools of Choice placements will be made through Friday, September 19, 2008.

8) **Conditions of Placement:**

- Classroom size must be adequate. Through the tenth week of school, Schools of Choice students will be returned to their “home” school if increases in enrollment require the addition of an aide or a teacher at their grade level in their school of choice. After the tenth week of school, a student who meets the other conditions of placement will not be moved for the remainder of that school year.
- Schools of Choice students are not eligible for bus transportation. The parent/guardian must provide necessary, safe, and timely transportation to and from school.
- Student attendance and behavior must be acceptable, at all times, to the principal.
- Requests are for one year and new applications must be made annually by the parent/guardian. However, students attending a school of choice will be given preference the next year in that school.

Note: Students may be returned to their “home” school for any violation of these conditions.

9) Schools of Choice students passing from elementary school to middle school or from middle school to high school will be automatically assigned to their "home" school. From the "home" school, Schools of Choice requests follow the same procedures as explained above. Schools of Choice students will not be given preferential treatment when moving from elementary school to middle school or middle school to high school.

10) Notice of the Schools of Choice program should be included in school newsletters sent to parents/guardians in January and February. When possible, other information media such as cable television, local newspapers, and the district's web page will also be used to notify the public.

Note: Schools of Choice does not eliminate an "administrative transfer" whereby a decision to move a student is made considering the best interest of his/her educational plan. However, administrative transfers are generally not initiated by a student, parent, or guardian.

Note: Schools of Choice is not an "eligibility". The eligibility procedure is used to determine if a student is qualified to attend a Wayne-Westland school. The Pupil Accounting Department reviews issues of residency and legal guardianship, as well as the enrollment of foster children, tuition students, and the homeless.