

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

**THIS PROGRAM IS FOR RESIDENT STUDENTS ONLY**

1) Schools of Choice applications for students who would like to attend a different Wayne-Westland middle school will be accepted in the Pupil Accounting Office from January 31, 2008, until March 3, 2008.

2) A meeting with the principals of each middle school will be held during the week of March 10, 2008, to assign qualified students to their requested school of choice if space is available. Space in a middle school grade is considered available if the projected or actual enrollment for that grade is less than 280 students.

**NOTE:** Students accepted for Schools of Choice during this initial enrollment period will be added to the projections for the receiving school and subtracted from the projections of the sending school.

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 exceed available space, a random selection process will 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 making class selections. Accepted students should receive registration information and register for classes in March. These students will begin the 2008-2009 school year in their school of choice. **Parents/guardians and students need to be aware that if a class overload occurs, Schools of Choice students will either be moved to another class (or classes) or 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 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 March 3, 2008, until September 8, 2008, middle school Schools of Choice applications will only be accepted at the school the student would like to attend. The name of each applicant will be added to the waiting list on a first-come, first-served basis. After September 8, 2008, if there are openings available, the principal will notify the parent/guardian of the next qualified student on the waiting list. If appropriate classes are available and 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 in this phase may be made only from Monday, September 8, 2008, 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 or moved to another class if their presence in a class (or classes) creates an overload condition. 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/student must provide necessary, safe, and timely transportation to and from school.
- Students assigned to their school of choice are expected to remain at that school for the entire 2008-2009 school year. 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 automatically be 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 from middle school to high school.

10) Notice of the Schools of Choice program will appear in school newsletters to parents in January and February. When possible, other information media such as cable television, local newspapers, and the school district’s web site will also be used.

Note: Schools of Choice does not eliminate or replace 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 usually 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.