

Instruction

Administrative Procedure - School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring

Definitions

A “sending or home school” refers to a school that must offer choice because it was identified for school improvement, corrective action, or restructuring.

A “choice recipient school” refers to a school that may receive students who are eligible for choice because they are otherwise assigned to a school identified for school improvement, corrective action, or restructuring.

Criteria for Selecting Choice Recipient Schools

The following schools are disqualified from being a choice recipient school:

1. A school that is identified for improvement, corrective action, or restructuring;
2. A school that is identified as persistently dangerous as determined by the ISBE;
3. As to a specific grade, a school that has reached, or as a result of the transfer would exceed, its attendance capacity for that grade; or
4. Any school when a transfer would prevent the School District from meeting its obligations under a State or federal law, court order, or consent decree applicable to the School District.

A school with established academic criteria for enrollment is a choice recipient school for only those students who meet the enrollment criteria; however, a transfer will be permitted if the school is the only attendance center serving the student's grade that has not been identified for school improvement, corrective action, or restructuring. Choice recipient schools may include public charter schools.

Priority for Selecting Students Who Request a Transfer

The following order shall determine which student transfers will receive priority:

- Students not meeting performance standards in reading **and** math who are eligible for the federal Free Breakfast or Lunch Program.
- Students not meeting performance standards in reading **or** math who are eligible for the federal Free Breakfast or Lunch Program.
- Students not meeting performance standards in reading **and** math who are eligible for the federal Reduced Breakfast or Lunch program.
- Students not meeting performance standards in reading **or** math who are eligible for the federal Reduced Breakfast or Lunch Program.
- Students not meeting performance standards in reading **and** math.
- Student not meeting performance standards in reading **or** math.
- Students eligible for free or reduced breakfast **or** lunch programs.
- Any other students based on performance standards.

Performance standards are determined using ISAT, IMAGE, and IAA as well as other District assessments.

Preparing to Offer Choice

Actor	Action
Superintendent	<p>Convenes parent meetings to provide information regarding NCLB and discuss options, criteria, implications, and protocol.</p> <p>Identifies members of the District’s Choice Team, e.g., each Building Principal, curriculum director, director of personnel, and facilities director.</p> <p style="padding-left: 40px;">The purpose of the District’s Choice Team is to help make administrative decisions to implement school choice.</p> <p>Serves as chairperson or selects a chairperson for the Choice Team.</p> <p>Determines a timeline.</p> <p>Forecasts costs and resources available to implement choice.</p>
District’s Choice Team	<p>Monitors which schools are likely to be identified for school improvement, corrective action, or restructuring.</p> <p>Monitors which schools are likely to be choice recipient schools.</p> <p>Prepares forms and notices, including a school choice notification form and an application for school choice transfer.</p>
Building Principals	<p>Continuously communicate with parents to build an esprit de corps.</p>

Offering Choice

Actor	Action
Superintendent	<p>Makes regular assessment reports to the Board, including projections whether each school is or will be making adequate yearly progress as defined in State law; continuously communicates all relevant information to the Board.</p> <p>Provides the School Board with lists of all schools that: (1) must offer choice, and (2) qualify as choice recipient schools.</p> <p>Identifies costs and resources available to implement choice.</p>
District’s Choice Team	<p>From the list of schools that qualify as choice recipient schools, determine the number of students each can receive in each grade level.</p> <p style="padding-left: 40px;">Some schools that qualify to be a choice recipient school may be excluded if the District’s Choice Team believes other schools are in a better position to accept transfer students due to class size, building space, staffing, and/or other building-level factors.</p> <p>If there are no available choice recipient schools within the District, the District’s Choice Team will, to the extent practicable, establish a cooperative agreement with other neighboring districts.</p> <p>If a choice recipient school is not available, prepares plans to offer supplemental educational services to eligible students.</p> <p>Develops a timeline including all deadlines.</p>

Actor	Action
Superintendent or designee	<p>Sends a school choice notification letter to parents/guardians informing them of the school choice transfer option. This notification shall be given at least 30 days before the first day of the school year.</p> <p>Includes an application for school choice transfer with the choice notification letter identifying possible choice recipient schools.</p> <p>Informs parents/guardians of the deadline for them to submit a completed application for school choice transfer if they want their child to be transferred.</p> <p>If there is more than one choice recipient school, asks parents which choice recipient school they want their child to attend.</p> <p>Asks parents/guardians to rank order their preferred selections.</p> <p>Uses all means available to ensure that school staff and families know and understand eligibility requirements, and required procedures.</p>
Parents/guardians	<p>If they desire a school choice transfer, return a completed application for school choice transfer within 30 days.</p> <p>Selects among attendance and supplemental service options by submitting the rank ordering preferences.</p>
District's Choice Team	<p>After the deadline for parents/guardians to submit an application for school choice transfer, applies choice priority to students requesting choice transfer and analyzes the preferences identified by parents/guardians.</p> <p>Parent/guardian preferences must be considered.</p> <p>Based on the above analysis, decides which student transfer applications to approve; identifies the students and the applicable choice recipient schools.</p> <p>Determines a deadline for parents/guardians to confirm the transfer and, after the deadline, reassigns the available space to another student.</p> <p>Develops transportation plan considering economic need.</p>
Superintendent or designee	<p>Notifies parents/guardians whether their application for school choice transfer was approved and, if so, of the deadline by which they have to confirm the transfer; explains that after the deadline, the available space may be assigned to another student.</p>
Parents/guardians	<p>After being notified that their selection is available, must submit a written acceptance of the assigned choice recipient school within 5 business days; must immediately complete the enrollment process at the choice recipient school.</p>
Building Principal of the Choice Recipient School	<p>Ensures that students enrolling in choice recipient schools are given an opportunity to participate in school classes and activities on the same basis as other students.</p> <p>Students may remain in a choice recipient school until the student</p>

Actor	Action
	has completed the highest grade.

DATED: October 10, 2007