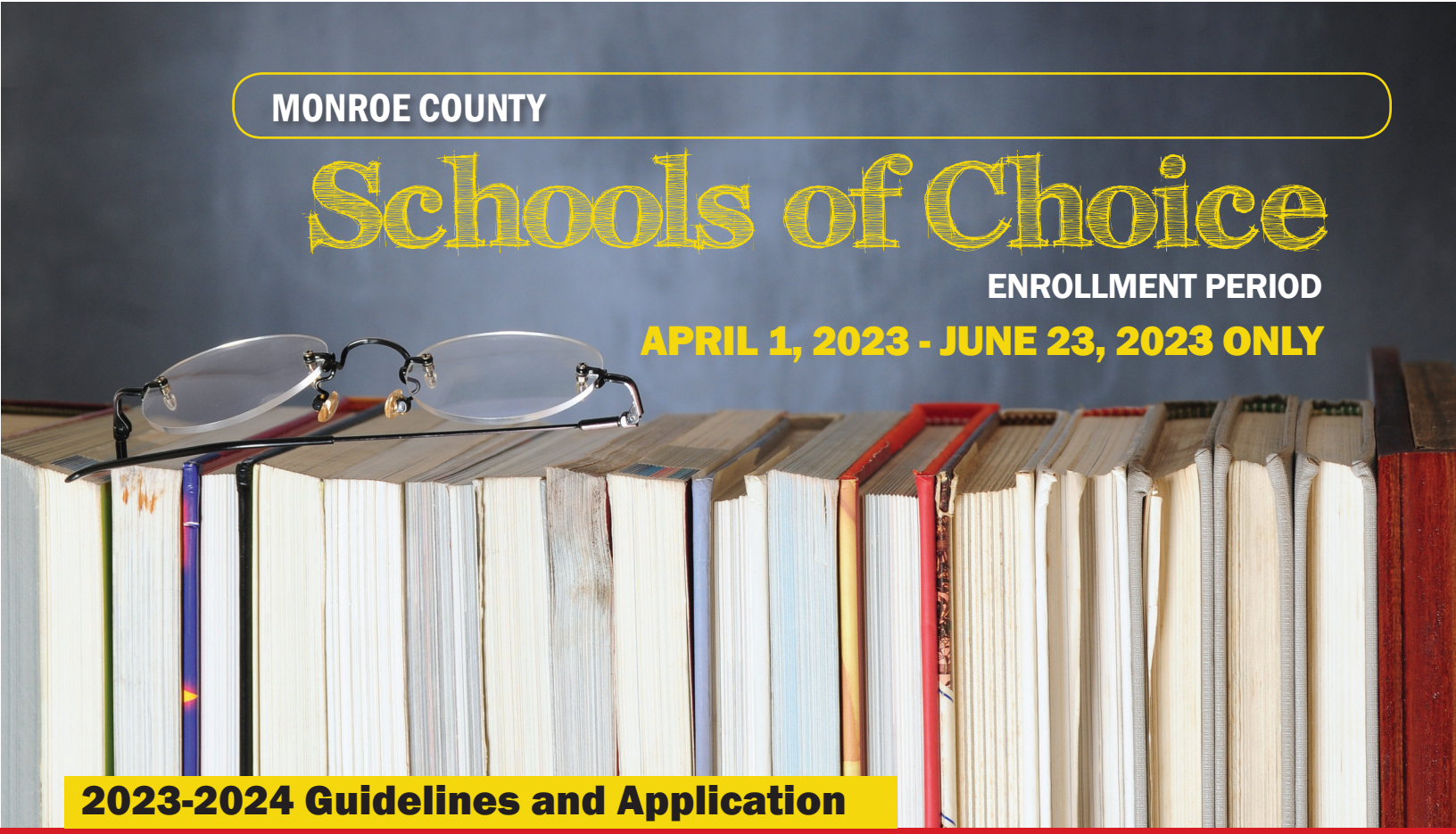
MONROE COUNTY

Schools of Choice

ENROLLMENT PERIOD

APRIL 1, 2023 - JUNE 23, 2023 ONLY



2023-2024 Guidelines and Application

- What Parents and Guardians Need to Know: The Schools of Choice Application Process
- Graduation/ Promotion Requirements and Curriculum Issues
- Transportation and Athletic Policies
- Step-By-Step Timeline of the Application Process
- Important Dates and Information for Parents

To provide a quality education for all students in Monroe County, the **Monroe County Schools of Choice Program** is offered by the Monroe County Intermediate School District in cooperation with its constituent districts. This program allows parents and students the choice to attend any public school in Monroe County, as determined by space available.

Remember, a student must be released by his/her resident district and be accepted by the choice district before he/she can enroll at the choice district. The student will not be able to start school unless **ALL paperwork is completed BEFORE THE START OF SCHOOL. The student must be formally registered at the choice district by Friday, August 11, 2023.**

Deadlines
TO REMEMBER

STEP 1: Due June 23, 2023
Application must be returned to the administration building of the resident district.

STEP 2: July 14, 2023
Applicants are notified to inform them whether they have been accepted into the *Schools of Choice Program*.

STEP 3: August 4, 2023
Parents/guardians must ***formally accept or reject*** acceptance into the *Schools of Choice Program*.

STEP 4: August 11, 2023
Student must be **formally** registered at the choice school.

The Schools of Choice Application Process

WHAT PARENTS AND GUARDIANS NEED TO KNOW

The application process for the Monroe County Schools of Choice Program has been designed to guarantee all applicants a fair and equitable opportunity.

- **Applications must be returned to the administration building of the resident district by the fourth Friday in June.**
- **The number of transfers allowed is determined by the space available in each participating district and the space available at each building. The districts will not be required to release more than 1% of the district's enrollment from the previous year February audited count.**
- All participants in the program are expected to attend their school of choice for the entire school year. During the school year, requests for student transfers back to the student's home school will be denied, unless there are extreme extenuating circumstances.

Nondiscrimination Policy

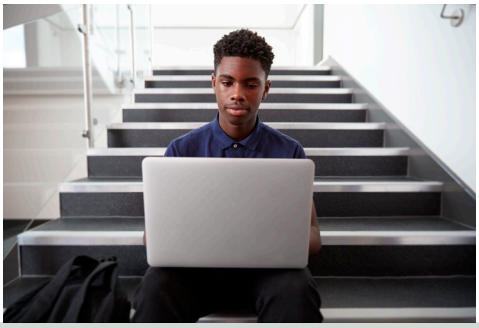
The Board of Education of the Monroe County Intermediate School District, and the Boards of the constituent districts, comply with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and the Michigan State Department of Education.

It is also the policy of the Monroe County Intermediate School District and its constituent districts, that no person on the basis of sex, race, color, religion, national origin or ancestry, age, marital status, limited English, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which they receive financial assistance from the United States Department of Education or the Michigan State Department of Education.

- Students participating in this program who wish to return to their resident school for the following year, must notify the resident school district as soon as possible, but not later than **April 1**, immediately preceding the date of re-enrollment.
- **Students who for disciplinary reasons have been suspended, expelled or otherwise released or excluded from their resident school district during the preceding two years will not qualify for this program.**
- A student approved to a choice district is allowed to remain in the choice district until his/her class graduates from that school district. The student does not need to reapply for admission to the same choice school district each year, once approved under the **Monroe County Schools of Choice Program.**
- Applications for the program will be available from the participating school districts and the Monroe County Intermediate School District, and should be returned to the resident school district. Applicants will be notified by **the second Friday in July**, to inform them whether they have been released from the resident district. Parents will be notified by the choice district by the fourth Friday in July if their choice school is available. Parents need to accept or deny the school of choice by the first Friday in August. The student must be formally registered in the choice school by the second Friday in August.
- It is recommended that parents/guardians and students desiring to participate in the choice program meet with a building administrator or district representative of the choice school to discuss school rules, curriculum, parent involvement, graduation requirements, grade placement, possible tuition costs, and other school issues.
- **There is no guarantee that space in the district selected will be available.**
- A student requesting a transfer is allowed to request which district he/she would like to attend, and building preference.
- The number of openings in a particular program for participating district students will be determined by optimum size for a particular program or classroom, which is the number of students that can be accommodated without increasing district expenditures for staff or equipment.
- **An application form must be completed for each student wishing to participate in the choice program. Enrollment priority shall be given to the sibling of a non-resident pupil from a participating district already admitted and attending the choice school district under this policy.**
- If the number of applications for admission from choice students exceeds the number of available enrollment opportunities, choice pupils shall be selected for admission using a random selection process.
- All applications must be initiated by the parent/guardian of the student (or the choice student, if legally emancipated). Such person making application bears contractual and other legal responsibility for the payment of tuition, if any (as established by the enrolling choice district), if the choice student is accepted for enrollment in the choice district.
- The decision of the local district superintendent to approve or deny an application for schools of choice is final. An appeal by a parent/guardian will only be considered if there has been a violation of the Monroe County Schools of Choice Application Process. If there has been a violation of the process, the appeal must be filed, in writing, with the Monroe County ISD Superintendent **within 30 days of a parent receiving notification** that their application for schools of choice has been denied. The parent must provide information on how the application process was violated. The Monroe County ISD Superintendent will review an appeal within ten (10) days of receipt.
- This appeal review will take place within 10 days of receipt of appeal by the Monroe County Intermediate School District.

Graduation/Promotion Requirements and Curriculum Issues

Each participating school district has developed a curriculum that is based on the State of Michigan Core Curriculum Model. In addition, each district has its own locally approved grading system and graduation requirements.



While there are some similarities of requirements among districts, parents/guardians should be aware of the following conditions of the Monroe County Schools of Choice Program.

- Participants are required to graduate with the number of credits determined by the district they are attending at the time of graduation.
- It is recommended that before a student transfer is finalized, parents/guardians and the student(s) meet with a counselor/administrator in the choice school district to review all rules, regulations, grading system and graduation requirements.

- All districts will supply, at the request of parents/guardians, a current listing of graduation requirements for the high school of choice. To receive a copy of graduation requirements, parents/guardians should contact the high school principal of the school of choice.
- Choice students seeking admission are subject to the academic and program size standards of the choice school district.
- Choice students accepted for enrollment are subject to the determinations of the choice district concerning the awarding of transfer academic credit, academic assignment or placement based upon completion of courses or grades in districts or schools where the non-resident student has previously attended.
- Choice students accepted for enrollment are subject to facility, grade and course assignments within the choice district according to the same policies and procedures applied to intra-district enrollment of resident students.
- The parents/guardians (or the applicant choice students, if legally emancipated) are required immediately upon notification of acceptance for enrollment in the choice school to furnish a written statement authorizing release of all records of the student from the resident participating district (or other educational institution) where he/she is currently enrolled.

Transportation Policy

It is the sole responsibility of parents/guardians to transport their children to and from the choice school. **Monroe County Schools of Choice participants are expected to arrive at the choice school on time every day.**

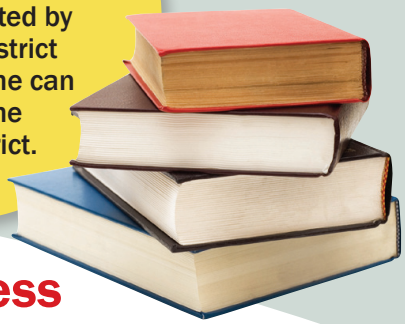
Athletic Policy

See a summary of the Sport Specific Transfer Regulation available in the high school principal's office or visit the MHSAA website, www.mhsaa.com.

- Students will follow the choice district's policies for participation in the school's athletic activities.
- Participating districts comply with pertinent regulations of the Michigan High School Athletic Association and any relevant league standards regarding eligibility of transfer students for participation in interscholastic athletics.

REMEMBER

A student must be released by his/her resident district AND be accepted by the choice district BEFORE he/she can enroll at the choice district.



STEP-BY-STEP TIMELINE: Schools of Choice Process

- Student applicant and parents complete application and file it with the RESIDENT district.
- Application is reviewed to determine if student meets guidelines to participate in the program.

- Students who do not qualify are notified by the RESIDENT district and the process ends.
- For the student who does qualify, the RESIDENT district signs the application and forwards it to the CHOICE district.

- The CHOICE district informs applicant whether or not space is available at the district. This communication is copied and sent to the RESIDENT district so all parties know who has been accepted by the CHOICE district.

- If space is not available, the family is notified and the process ends.
- For students accepted by the CHOICE district, parents/guardians MUST formally enroll the student by **Friday, August 11, 2023**.

Application for Monroe County Schools of Choice Program • 2023-2024

District of Choice: _____ Building Preferred: _____

Why do you desire to attend the above district of choice? _____

Is there currently a sibling of the student attending the choice district? _____ Yes _____ No *(Check one.)*

If so, what is the name of the school building? _____

Resident School Information: *(Please type or print)*

Student Name: _____ Birthdate: _____

Address: _____ Phone: _____

City/State/Zip: _____ Resident School District: _____

School and District last attended: _____

Grade level for 2023-2024 school year: _____ School scheduled to attend in resident district: _____

School scheduled to attend in choice district: _____

Parent(s)/Guardian(s): _____

Address *(including city, state, zip)*: _____

Home Phone: _____ Work Phone: _____

Parent E-mail: _____

Has child been suspended or expelled from school in the last 2 school years? ☐ YES ☐ NO

By signing below, I acknowledge that I have read the Schools of Choice brochure and I accept the policies and regulations of the Monroe County Schools of Choice Program. ***I understand that resident districts are not obligated to release more than 1% annually, of its student enrollment under the policy.***

_____ _____
Parent(s)/Guardian(s) Signature Date

_____ _____
Student Signature (6th grade & above) Date

_____ _____
Received by Resident District Date

Return by **JUNE 23, 2023**, to the Administration Building of your resident district. LATE APPLICATIONS WILL NOT BE ACCEPTED. Questions should be directed to the superintendent's office of the resident district.

The Board of Education of the Monroe County Intermediate School District, and the Boards of the constituent districts, comply with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education and the Michigan State Department of Education.

It is also the policy of the Monroe County Intermediate School District and its constituent districts, that no person on the basis of sex, race, color, religion, national origin or ancestry, age, marital status, limited English, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, employment practice, or activity for which they are responsible or for which they receive financial assistance from the United States Department of Education or the Michigan State Department of Education.

For RESIDENT district use only:

District: _____

Building: _____

Approved: _____ Yes _____ No

_____
Superintendent's Signature *(resident district)* Date

For CHOICE district use only:

District: _____

Building: _____

Approved: _____ Yes _____ No

_____
Superintendent's Signature *(choice district)* Date

Copy to: ☐ **Parent** ☐ **Resident District** ☐ **Choice District** ☐ **Student File** ☐ **Other** _____

Reasons for Non-Acceptance

- ☐ **Disciplinary reasons.**
  Students who for disciplinary reasons have been suspended, expelled or otherwise released or excluded from their resident school district during the preceding two years will not qualify for this program.

- ☐ **Cap level at choice school district has been reached.**
  The number of transfers allowed is determined by the space available in each participating district and the space available at each building. The loss of a district cannot be more than 1% per year, based on the previous year's student count.

- ☐ **Cap level at resident school district has been reached.**
  The number of transfers allowed is determined by the space available in each participating district and the space available at each building. The loss of a district cannot be more than 1% per year, based on the previous year's student count.

Non-acceptance cannot be based on any discriminatory reason.

According to the Michigan Department of Education, "A district may not grant or refuse enrollment based on age, except in the case of an applicant for a program not appropriate for his/her age. A district may not grant or refuse enrollment based upon religion, race, color, national origin, sex, height, weight, marital status or athletic ability, or, generally, in violation of any state or federal law prohibiting discrimination. A district may not refuse enrollment to a student eligible for special education programs and services, unless the application is under Section 105c and there is no written agreement with the district of residence. Special education programs and services are not considered 'special programs' under Section 105 or 105c. A district **may** refuse to enroll an applicant who has been suspended within the preceding two years or who has ever been expelled."

Deadlines to Remember

• **4th Friday in June**	Application must be returned to the administration building of the resident district.
• **2nd Friday in July**	Applicants are notified to inform them whether they have been accepted into the *Schools of Choice Program*.
• **1st Friday in August**	Parents/guardians must **formally accept or reject** acceptance into the *Schools of Choice Program*.
• **2nd Friday in August**	Student must be **formally** registered at the choice school.

Keep in mind

✔ A student returning from a charter school to his/her resident district school **MUST register formally** with the resident district in order to attend classes there.

✔ A release granted for extenuating circumstances is **not** governed by the ***Monroe County Schools of Choice Program.*** These situations are referred to as a **One Year Waiver**. For more information about this type of release, contact the Superintendent's Office at the student's resident district.

Participating School Districts

AIRPORT COMMUNITY SCHOOLS | BEDFORD PUBLIC SCHOOLS | DUNDEE COMMUNITY SCHOOLS
IDA PUBLIC SCHOOLS | JEFFERSON SCHOOLS | MASON CONSOLIDATED SCHOOLS
MONROE PUBLIC SCHOOLS | SUMMERFIELD SCHOOLS | WHITEFORD AGRICULTURAL SCHOOLS

MONROE COUNTY
INTERMEDIATE SCHOOL DISTRICT
1101 S. Raisinville Road, Monroe
www.monroeisd.us

The Monroe County Intermediate School District does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, height, weight, marital status or familial status in its programs, activities or in employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Eric Feldman, Assistant Superintendent for Human Resources and Legal Counsel, 1101 S. Raisinville Road, Monroe Michigan 48161; Telephone: 734.322.2640.