

IOWA CITY COMMUNITY
SCHOOL DISTRICT

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Superintendent

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Updated July, 2008

2008-09 ICCSD High School Enrollment Policy Guidelines
July 1, 2008

The Board of Directors of the ICCSD has endorsed a high school enrollment policy that distributes enrollment where space is available. This policy is effective beginning January 3, 2008 and continues to be in effect for the 2008-09 school year. It requires the following.

General Guidelines

1. **New-to-the-district 11th and 12th grade students will be assigned to City High regardless of their attendance area.** The superintendent or his/her designee may make exception to this policy and assign a student to West High ONLY if the student: a. requires English Language Learning (ELL) programming; b. requires a special education program/services that are not available at City High that are identified in an IEP; c. can verify there are health risk complications associated with transportation; or, d. can verify that there is pervasive harassment at City High. The district will use the State of Iowa open enrollment criteria for determination of pervasive harassment.
2. **New-to-the-district 9th and 10th grade students will attend the high school in the attendance area in which he/she lives.**
3. Students assigned to City High under this enrollment plan will be eligible to participate in all extracurricular activities barring any restrictions from the sending school. Voluntary transfers to City High will continue to be subject to the district's athletic eligibility policy.
4. Any new-to-the-district 9th and 10th grade student who has a sibling in 11th and 12th grade will have the option of requesting a transfer for the 9th or 10th grader into City High. The family does not have the option of enrolling both siblings at West High as the 11th or 12th grader is not eligible to enroll there.
5. **West High is closed to all transfers.** Thus, 9th - 12th grade students who live in the West High attendance area and who were assigned to City High under the previous policy will not be approved to transfer back to West High. (District policy from June 4th, 2007 – January 3rd, 2008 required all new-to-the-district 9th – 12th high school students to attend City High.)
6. In order to document these cases, for each new-to-the-district student assigned to City High under this policy, the specifically designed form below must be completed by the enrolling family or City High school personnel. (see attached).

Other Guidelines for Students who Reside in the West High Attendance Area

- a) Transportation will be provided upon request for 11th and 12th grade students who are assigned to City High who live in the West High attendance area AND who live outside a three-mile radius of City High. Transportation will also be provided to a 9th and/or 10th grade sibling of an 11th or 12th grader assigned to City High if the students live outside a three-mile radius of City High. Transportation will not be provided to a K-8th sibling(s) of an 11th or 12th grader who is assigned to City High who transfer to South East Junior High or an elementary school in the City High attendance area.
- b) **(updated 8/12/08) Transportation will be provided upon request for any 9th – 12th grade student who lives in the West High attendance area and voluntarily transfers to City High IF he/she lives outside a three-mile radius of City High.**
- c) **(updated 8/12/08) 10th grade students, who as 9th graders, lived in the City High attendance area and attended City High, who have moved into the West High attendance area as 10th graders, may enroll at West High. (These students have changed their residence and thus, like someone coming to the ICCSD from outside the district, they have a right as a 9th or 10th grader to attend West High.)**
- d) Kindergarten – 8th grade students who move from the City High attendance area to the West High attendance area will be assigned to their neighborhood schools and subsequently to West High upon entering high school, assuming they continue to live in the West High attendance area.
- e) New-to-the-district 11th and 12th grade students who live in the West High attendance area and who have sibling(s) who attended West High in 2007-08 will be granted approval to attend West High in 2008-09.
- f) 11th and 12th grade students, who live in the West High attendance area, attended West High at some point and enrolled in a public high school outside of the ICCSD or who live in the West High attendance area and, as 9th, 10th, or 11th graders, were part of a voluntary transfer to City High, will be allowed to return to West High.
- g) 11th and 12th grade students who lived in the West High attendance area prior to June 4th, 2007, and thus could have enrolled at West High but instead transferred to City High or attended Tate Alternative High School will be allowed to enroll at West High.
- h) **Students Who Were Home Schooled:** 11th and 12th grade students who were home schooled who did not attend West High previously and who did not begin living in the West High attendance area prior to June 4th, 2007, will be required to attend City High. 11th grade students who began living in the West High attendance area prior to June 4th, 2007, and thus could have enrolled at West High but who instead were home schooled may enroll at West High ONLY IF they attended West High during their entire 10th grade year. 9th and 10th grade students who were home schooled will be allowed to attend the high school in the attendance area in which he/she lives.
- i) **Students Who Were in Non-Public Schools:** 11th grade students who began living in the West High attendance area prior to June 4th, 2007, and thus could have enrolled at West High but who instead attended a non-public school may enroll at West High ONLY IF they attended West High during their entire 10th grade year. 12th grade students who attended a non-public school will be required to enroll at City High.

- j) Students Who Were Dual Enrolled or Wish to Dual Enroll: Dual enrollment is a circumstance in which students are primarily enrolled in a non-public school or are home schooled but also exercise their right to enroll part-time in the ICCSD. 11th and 12th grade students who newly wish to dual enroll for the purpose of participating in activities, academics, or both will be required to do so at City High. 11th and 12th grade students who previously took advantage of dual enrollment for activities or academics or both at West High will be allowed to continue dual enrollment only in what they were participating in previously at West High. For example, if the 11th or 12th grade student was dual enrolled at West High for activities only, he/she may not begin dual enrollment for academics as well. 9th and 10th grade students who wish to begin or continue dual enroll for the purpose of participating in activities, academics, or both will be allowed to do so at either West High or City High. Please note that there are other guidelines associated with dual enrollment. Families interested in this option should call the ICCSD Central Administrative Offices at 319-688-1000.
- k) 9th - 12th grade students whose high school has a formal athletic sharing agreement with West High and who previously participated in athletics at West High as part of the sharing agreement may continue to participate in athletics at West High. These 9th - 12th grade students will also be allowed to enroll at West High for academics **IF** they move into the West High attendance area.
- l) New-to-the-district 11th or 12th grade foster children and step children whose family/guardians have other children or siblings or step-siblings attending West High will be allowed to enroll at West High. Note that other new-to-the-district 11th and 12th grade children who are not foster children or siblings or step-siblings of children already in the home will be assigned to City High.

Other Guidelines Students Who Reside in the City High Attendance Area

- a) New-to-the-district 11th and 12th grade foster children and step children whose family/guardians live in the City High attendance area and who have other children or siblings or step-siblings attending West High may enroll at West High. Note that other new-to-the-district 11th and 12th grade children who are not foster children nor siblings nor step-siblings of children already in the home will be assigned to City High.
- b) 11th and 12th grade students who newly wish to take advantage of dual enrollment will be required to enroll at City High.
- c) Transfers to City High may be revoked by the administration for violation of the district's attendance policy.

Other General Enrollment Guidelines

- a) All students whose parents do not live in the district must go through a residency determination process via Ann Feldmann, Assistant Superintendent. Students who are not residents of the ICCSD (those whose parent do not live in the ICCSD and who are living in the ICCSD for the sole purpose of attending school) will either be required to pay tuition or will not be allowed to enroll. Tuition-paying students are not eligible for English Language Learning services and must verify that their language skills are sufficient to succeed in ICCSD coursework.
- b) Students seeking I-20 visas should contact the ICCSD Central Administrative Office at 319-688-1000.
- c) The district provides up to five slots for foreign exchange students at City High School. These slots will be filled on a first come, first served basis, and typically fill prior to the start of the upcoming school year. No foreign exchange students will be assigned to West High.
- d) West High is closed to new open enrollment, unless the superintendent or his/her designee allows an exception per #1 above.
- e) West High is closed to new non-resident students, unless the superintendent or his/her designee allows an exception per #1 above.
- f) 9th grade students who attended Northwest Junior High or North Central Junior High in 2007-08 under open enrollment or as a non-resident student will be approved to attend West High.

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, creed, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status in its educational programs, activities, or employment practices. If you believe you have or someone you know has been discriminated against please contact the ICCSD Equity Director, Ross Wilburn, at 509 S. Dubuque Street, 319-688-1000.

****SPECIAL CITY HIGH ENROLLMENT FORM ATTACHED****

IOWA CITY COMMUNITY SCHOOL DISTRICT
ENROLLMENT FORM FOR STUDENT ASSIGNED TO CITY HIGH PER ENROLLMENT GUIDELINES
 (One form per student)

Student's Name _____
 (Please Print) Last First Middle

Parents'/Guardian's Name _____

Address _____
 Street City Zip

School Area In Which Your Child Lives WEST HIGH

School To Which Your Child Will Be Assigned CITY HIGH

Today's Date _____

Telephone # _____

Student's Grade When
 Assignment Becomes Effective: 11th/12th (circle)

Date When
 Assignment Will Occur _____

* Is Child Currently Attending City High? Yes No _____ Principal's Initials
 If no, currently attending at _____

* Is Child Currently Living in West High area? Yes No _____ Principal's Initials
 If no, date student will be living in West High area _____

* Is A Sibling(s) Currently Attending West High? Yes No _____ Principal's Initials

* Is Child Receiving Special Education? Yes No _____ Principal's Initials

* If in 8th grade last year, what school did child attend _____?

Student's Gender, Ethnic Background and Race The following information is used by the ICCSD for district, state, and federal reports. Other than these purposes, it is not provided to anyone outside the district.

Gender: Male Female

Ethnic (Check One): Hispanic or Latino Not Hispanic or Latino

Race (Check One): American Indian/Alaskan Native Asian African American or Black Native Hawaiian
 Pacific Islander White

Parent/Guardian's Notification:

a. Transportation will be provided for students living farther than 3 miles from City High.
 Transportation is requested Yes No

b. I have read and understand the document "ICCSD High School Enrollment Policy Guidelines" Revised in July, 2008.

Signature of Parent/Guardian _____

For Office Use Only: (To be Completed at Central Office)

1. Signature of School Official _____ Date _____

3. Signature of Superintendent or Designee _____ Date _____

Parent/Guardian Notified _____ (Date) Principal(s) Notified _____ (Date)

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