

May 26, 2004

RESCIND BOARD REPORT 96-0828-PO2

CONTROLLED ENROLLMENT MEMBERSHIP OF OVERCROWDED ELEMENTARY SCHOOLS

**AND ADOPT A COMPREHENSIVE POLICY ON THE CONTROLLED ENROLLMENT OF
ELEMENTARY AND HIGH SCHOOLS**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

Rescind Board Report 96-0828-PO2 "Controlled Enrollment Membership of Overcrowded Elementary Schools" and adopt a comprehensive policy on the controlled enrollment of elementary and high schools.

PURPOSE:

The purpose of this comprehensive policy is to establish the criteria for designating a school for controlled enrollment and to establish the process and procedures for its implementation.

POLICY TEXT:

Introduction: "Controlled enrollment" is a serious remedy to the problem of school overcrowding that

a. The school principal must submit a written request for controlled enrollment status to the Chief Education Officer that outlines the reasons why controlled enrollment is necessary and the steps taken by the school to relieve overcrowding.

h. ~~The Chief Education Officer or designee shall investigate controlled enrollment requests~~

focusing on at least the following:

- (1) Documented evidence regarding the specific factors that qualify a school for controlled enrollment status described in section 1 of this policy;
- (2) School building space availability and utilization;
- (3) The school's attempts to remedy overcrowding through the elimination of non-curricular space in the school building or other remedial measures.

(4) The school's implementation of a year-round four-term schedule (elementary

- (6) Students for whom extenuating circumstances, as determined on a case-by-case basis (e.g. serious medical condition) by the Office of Instruction and School Management necessitate enrollment in a controlled enrollment school.

Except as to kindergarten students, the enrollment of all such students referenced above shall be approved by and initiated through the Office of Instruction and School Management. When appropriate, new students satisfying any of the above-stated criteria whose enrollment would promote the existence of an integrated school shall be given priority.

c. Waiting List

Students who are unable to enroll in their attendance area school due to controlled

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enrollment shall be placed on a waiting list for possible future enrollment as follows:

4. Monitoring and Support.

The Office of Instruction and School Management and the Office of High School Programs are responsible for providing technical support and assistance to schools affected by controlled

enrollment and shall monitor and report progress in achieving the goals of controlled enrollment.

5. Annual Evaluation of Controlled Enrollment Status.

Schools with controlled enrollment status shall be evaluated annually as follows: