

BOARD OF EDUCATION

Cherry Hill, New Jersey

POLICY 5117.1

OPEN ENROLLMENT

The Cherry Hill Board of Education recognizes the importance of providing the best possible education to all students at all schools. The Board also recognizes the importance of partnerships with the parents of our students. To those ends the Cherry Hill Board of Education supports open enrollment; therefore, open enrollment shall be instituted for the two high schools and the Rosa International Middle School, all elementary schools, and the Barclay Early Childhood Center. Informal presentations shall be designed to attract students from all ability levels and from regular and special education classes. There shall be no recruitment of students.

Barclay Early Childhood Center

1. An enrollment number for typically developing 3 and 4 year old students of the Barclay Early Childhood Center will be established. If applications for enrollment exceed that number for any year, selection among applicants shall be by an enrollment process in accordance with the procedures outlined in this policy. The enrollment number for any entering grade (3 year olds) will be established for both girls and boys. The enrollment goal shall be determined based on building capacities and the anticipated number of inclusion classrooms for the upcoming school year.
2. When students accept admittance to The Barclay Early Childhood Center as a typically developing child, they are making a commitment for two years at that school.
3. Transportation will not be provided for typically developing students.
4. The enrollment period for the Barclay Early Childhood Center shall be for a period of time as designated by the Superintendent or designee.
 - a. Families wishing enrollment must submit the Application for Enrollment to the Barclay Early Childhood Center main office by 4:00PM on the last day during the enrollment period.
 - b. All applicant families will be notified of the status of their application by the end of the third week following the enrollment period.
 - c. Applicants must return the Barclay Early Childhood Center Student Questionnaire Form to the Barclay Early Childhood Center Main office in the Barclay Early Childhood Center by 4:00 PM on the last day of the fifth week following the open enrollment period. Failure to return the Barclay Early Childhood Center Student Questionnaire Form by the deadline shall constitute a declination of enrollment.

- d. All of the families that have been selected through the enrollment procedure and returned the Barclay Early Childhood Center Student Questionnaire will receive a Tuition Contract and Barclay Early Childhood Center Student Commitment Form, including placement information by the end of the eighth week following the end of the enrollment period.
- e. Barclay Early Childhood Center Student Commitment Forms and the Tuition Contract must be returned to the Barclay Early Childhood Center main office, along with a deposit equal to 1/10 of the tuition, no later than 4:00 PM on the last day of the tenth week following the enrollment period. Failure to return the Enrollment Commitment Form by the deadline shall constitute a declination of enrollment.
- f. Falsification of the “Barclay Early Childhood Center Application” or incorrect information may invalidate the request.
- g. Students will be placed according to the availability of spots. Tuition is charged for typically developing students attending the Barclay Early Childhood Center. Tuition is set by the Board of Education.
- h. Failure to pay the prescribed tuition may be grounds for dismissal from the program.

Barclay Early Childhood Center Enrollment Process

- 1. An enrollment process shall be conducted as follows for any grade in the Barclay Early Childhood Center for which applications exceed the available enrollment. A separate enrollment process shall be held for each grade and gender (3 year olds girls and boys and 4 year old girls and boys) for which applications exceed the available enrollment.
 - a. Applicants shall be offered admission in the order selected in the enrollment process until the available enrollment has been reached for students of an age and gender.
 - b. The waiting list will be in effect for the school year for which it was created, and does not carry over from year to year.
 - c. Parents or guardians of multiple birth siblings (e.g. twins, triplets) may request that the multiples be placed on a single enrollment process ballot. In addition, parents or guardians of siblings in the same grade residing in the same household may request that the siblings be placed on a single enrollment process ballot. This single ballot would allow the siblings to be selected for admission to Barclay or placed on the wait list collectively.

- d. After the available enrollment has been reached for each category, students will be placed on a waiting list in the order that they were drawn in a random selection. Children will be called up from the waiting list as spots become available during the summer and school year.
- e. Applicants not initially offered admission and those that apply after the deadline for application shall be assigned a place on a waiting list, based on their enrollment process number first or if they missed the enrollment process application deadline, the date that they submitted their application. Students moving into the school district seeking admission to the Barclay Early Childhood Center in any grade for which a waiting list exists shall be placed on the list and assigned the next available number.

Elementary School

1. A “cap” shall be placed on the number of open enrollment transfers in the elementary schools based on the number of students in each grade level and leaving seven (7) growth spaces below the Board established class size parameters (Procedure C-6) at each grade level to allow for any increases in enrollment within the school’s regularly assigned areas.
2. All students who attend an elementary school under the open enrollment policy will be required to reapply for open enrollment by July 1st each year. Parents/Guardians will receive a letter from the Attendance Office notifying them of this requirement not later than May 1. A decision regarding open enrollment will be made during the month of August based on the enrollment figures.
3. Students attending an elementary school under the open enrollment policy may remain in the school under open enrollment unless their presence causes a split at the grade level, based on Board established class size parameters. If their presence causes a split, all open enrollment students (except those under 1 above) at the grade level will be returned to the home school, unless their return causes a split at the home school, in which case the students can remain in their transferred school. However, students transferred under open enrollment may remain in the transferred school for the full year.
4. Elementary students who are currently attending Cherry Hill schools are required to apply for open enrollment by July 1st for the upcoming school year. Open enrollment requests will not be accepted after July 1st.
5. Elementary students who are enrolling for the first time during the school year and have never attended Cherry Hill Public Schools, may request open enrollment during registration.
6. Students attending schools under open enrollment will not receive district transportation.
7. Students attending schools under open enrollment do so making a commitment for the complete academic year.

Rosa International Middle School

All students in grades six, seven and eight are welcome for acceptance to the Rosa International Middle School regardless of ability grouping or special education status. The school will adhere to the tenets of the International Baccalaureate Program.

The Cherry Hill Open Enrollment Plan shall be consistent with the laws and regulations of the state of New Jersey.

It is recommended that the Open Enrollment Application be submitted in person to the Central Registration Office. If it is submitted by mail, it is the parent/guardians responsibility to contact the Central Registration Office by email or phone to see that the application has been received.

1. Unless students apply to attend the Rosa International Middle School and are accepted under open enrollment they will be assigned to Beck or Carusi based on the boundary guidelines in Policy 5117.
2. A maximum enrollment for each grade of the Rosa International Middle School will be established. If applications for enrollment exceed that number for any year, selection among applicants shall be by an enrollment selection process in accordance with the procedures outlined in this policy. A minimum enrollment goal for any entering grade will be established, for students from the Beck and Carusi sending areas. The minimum enrollment goal shall be determined based on building capacities, and shall reflect the percentage of eligible students within both the Beck and Carusi sending areas.
3. When students accept admittance to Rosa International Middle School under the Open Enrollment Policy, they are making a commitment for the complete number of grade levels at that school.
4. Any request for a change of enrollment at Rosa International Middle School [schools] after a commitment to open enrollment must be made by application for a waiver of this Policy to the Superintendent or designee. Waivers will not be accepted after July 15th for the upcoming school year. The Board of Education shall receive notification from the Superintendent when waivers have been granted. Students returning to their home school will return with all their grades and reports.
5. Transportation will be provided for students based on district guidelines.
6. The open enrollment period for the Rosa International Middle School shall be the last two full weeks of February.
 - a. Families wishing open enrollment must submit the “District Application for Open Enrollment” to the Central Attendance Office by 4:00 PM on the last day during the open enrollment period.
 - b. All applicant families will be notified of the status of their application by the end of the second week following the open enrollment period.
 - c. Applicants must return the “Open Enrollment Commitment Form” to the Central Attendance Office accepting or declining placement in Rosa International Middle School by 4:00 PM on the last day of the fourth week following the open enrollment period. Failure to return the “Open Enrollment Commitment Form” by the deadline shall constitute a declination of open enrollment.

- d. Falsification of the “District Application for Open Enrollment” or incorrect information may invalidate the request.
7. The student must be a resident of Cherry Hill at the time the application for open enrollment is submitted.
8. Students that are new to the district after the Open Enrollment period has closed will be required to attend their districted middle school.

Rosa International Middle School Enrollment Process

1. An enrollment process shall be conducted as follows for any grade in the Rosa International Middle School for which applications exceed the maximum enrollment.
 - a. Separate enrollment processes shall be held for each grade for which applications exceed the maximum enrollment.
 - b. Separate enrollment processes will be conducted for applicants from Beck and Carusi sending areas, except that if there are fewer applicants from either sending area than the minimum enrollment goal for that sending area, all applicants from that sending area shall be offered admission, and no enrollment processes need be held for that sending area.
 - c. Applicants shall be offered admission in the order selected in the enrollment process until the minimum enrollment goal is reached for students from each sending area.
 - d. Parents or guardians of multiple birth siblings (e.g. twins, triplets) may request that the multiples be placed on a single enrollment process ballot. In addition, parents or guardians of siblings in the same grade residing in the same household may request that the siblings be placed on a single enrollment process ballot. This single ballot would allow the siblings to be selected for admission to Rosa or placed on the wait list collectively.
 - e. After the minimum enrollment goal is reached for both the Beck and Carusi sending areas; all remaining applicants from both districts shall be combined in a single enrollment process.
 - f. Selection among applicants will then be from the combined enrollment process until the maximum enrollment for the grade is reached. The enrollment process will continue beyond that point, with each applicant chosen beyond the maximum enrollment given a consecutive number beginning with one.
 - g. Applicants not initially offered admission shall be assigned a place on a waiting list, based on their enrollment process number.

- h. Openings subsequently arising shall be filled from the waiting list in the order determined by the enrollment process.

The maximum enrollment and minimum enrollment goal for any grade may be changed as required, but shall be publicized in advance of each open enrollment period.

Beck Middle School

There is no Open Enrollment for Beck Middle School. Students will be assigned to Beck based on the boundary guidelines in Policy 5117.

Carusi Middle School

There is no Open Enrollment for Carusi Middle School. Students will be assigned to Carusi based on the boundary guidelines in Policy 5117.

High School

1. Unless students apply to attend high school under open enrollment and are accepted, they will be assigned to East or West based on the boundary guidelines in Policy 5117.
2. Open enrollment will be available only to students entering in 9th grade. Students new to the district in grades 9-12 or those who have never attended high school in the Cherry Hill Public Schools may opt for open enrollment placement.
3. When students accept admittance under the Open Enrollment Policy, they are making a commitment for the complete number of grade levels at that school.
4. Transportation will be provided for students based on district guidelines.
5. The open enrollment period shall be from the first full week of February through the first full week in March.
 - a. Families wishing open enrollment must submit the “District Application for Open Enrollment” to the Central Attendance Office by 4:00PM on the last day during the open enrollment period.
 - b. All applicant families will be notified of the status of their application by the third Wednesday in March.
 - c. Applicants must return the “Open Enrollment Commitment Form” to the Central Attendance Office accepting or declining placement in their school choice by 4:00 PM on the last school day in March. Failure to return the “Open Enrollment Commitment Form” by the deadline shall constitute a declination of open enrollment.

- d. Falsification of the “District Application for Open Enrollment” or incorrect information may invalidate the request.
- e. Any request for a change of high school after a commitment to open enrollment must be made by application for a waiver of this Policy to the Superintendent or designee. This request shall be made in writing through the Guidance office [at the high school] where the student is enrolled. Waivers will not be accepted after July 15th for the upcoming school year. The Board of Education shall receive notification from the Superintendent when waivers have been granted. Students returning to their home school will return with all their grades and reports.

Possible Cross Reference Policy # 5117

Adopted: December 15, 1998

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