



Intergenerational
S C H O O L S

Enrollment Policy

Where Students Thrive and Community Grows

www.igschools.org

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I. About the Intergenerational Schools

The Intergenerational Schools are an award-winning **network of public charter schools** in Cleveland that help children learn at their own pace in a diverse and supportive community environment.

Our schools have **small, multi-age classes** that allow children to learn and teach alongside older adults who serve as learning partners.

The Intergens are public, nonprofit charter schools, which means **any student can attend for free**. Our performance is measured alongside traditional public schools through state testing, but the charter model allows us **the flexibility to innovate**.

Since 2000, we have been challenging the status quo in elementary education, and our approach has been recognized in Cleveland and internationally. Our schools perform well in state tests, our teachers both nurture and model lifelong learning as professional educators, and our learning partnerships enrich our classrooms and neighborhoods. Most importantly, our families feel welcomed and our students thrive in school and beyond.

II. Learning in an Intergenerational School

Multi-age classes allow students to move progressively through the stages of development as they meet the objectives and benchmarks based upon individual student mastery.

Stages of Developmental Learning:

- Emerging (similar to K- 1)
- Beginning (similar to 1 - 2)
- Developing (similar to 3 - 4)
- Refining (similar to 5 - 6)
- Applying (similar to 7-8)

As a public school, students are assigned a grade level and follow curriculums that are aligned to the Ohio Department of Education's standards.

III. Enrollment Requirements

Enrollment in an Intergenerational School is free (no tuition). Applications are accepted for students entering grades K-8. Students entering into Kindergarten

must be five years old before September 30th to attend school without the need for a Kindergarten Assessment. If a student turns five years old between October 1st and December 31st they are eligible to apply, but will need to take a Kindergarten Assessment to determine their readiness to enter school. Enrollment acceptance will be contingent upon the results of the Kindergarten Assessment.

To be eligible for a space at any of the three schools, you must submit the following items:

1. Complete online application at <https://igschools.schoolmint.net/>
2. Child's Birth Certificate (required by the State of Ohio)
3. Proof of Custody if applicable (required by the State of Ohio)
4. Child's most up to date immunization records
5. At least ONE Proof of Residency
 - i. As defined by law (ORC 3314.11), a Proof of Residency must be one of the following:
 - A deed, mortgage, lease, current homeowner's or renter's insurance declaration page, or current real property tax bill;
 - A utility bill or receipt of utility installation issued within 90 days of enrollment;
 - A paycheck or paystub issued to the parent or student within 90 days of the date of enrollment that includes the address of the parent's or student's primary residence;
 - The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence;
 - Documented affirmation of address of student's

parent(s) from district of residence where parent(s) currently resides;

- Notarized affirmation from parent(s) or student(s) if over 18-years of age of current residence address; • USPS return receipt from certified letter sent to parent(s) by district of residence;
- Written confirmation from the Department of Job and Family Services of current address of the parent(s); or
- Written confirmation from a local law enforcement agency of the current address of the parent(s).
- a mortgage or lease,

ii. If you and your student(s) are currently not residing in a home that you own or rent (such as temporary residence with a friend or family member), you may:

iii. provide a notarized affidavit from the owner or renter of the property that states you are residing with them along with a proof of residence with that individual's name on it.

iv. If this is not possible, please contact the Enrollment Specialist at who will help you fill out an alternate form.

Attendance at a Parent Information Session is recommended for new families, to ensure you are making an informed decision about your child's education and this unique model. Please visit www.igschools.org/enroll to sign up for the session.

Current students are required to submit a new application (re-enroll) each year to reserve their space for the following school year. Failure to re-enroll could result in a returning student not having a spot in the following school year.

IV. Enrollment Dates

Early Enrollment is for the following school year. Open enrollment begins on the first Tuesday following Winter Break and will end the second Tuesday of March. Students with complete applications, including all required documents, will be sent offers or placed on a waiting list no later than the second week of March.

Open Enrollment begins when Early Enrollment closes and runs continually through to the beginning of the next Early Enrollment period. Spaces are offered as completed applications, including all required documents, are received.

The Boards of the Intergenerational Schools will review and approve these dates annually.

V. Enrollment Procedures

a. Re-Enrollment of Current Students

Spaces are allotted first to all current students who have a fully completed a Re-Enrollment application:

1. Complete online re-enrollment application at <https://igschools.schoolmint.net/>
2. At least ONE Proof of Residency that is no older than 90 days from the date of the Re-Enrollment Application. Two proofs of residence are encouraged. ¹
3. Annual supply fee ²
4. Any past due school fees

ALL Re-Enrolling students are guaranteed a space if all of the items of their application are complete by the last day of Early Enrollment

¹ List of acceptable Proof of Residency documents are listed in the Enrollment Requirements section and at www.igschools.org/enroll. A student is not considered fully re-enrolled until a current Proof of Residency is on file.

² The supply fee and school fees are established annually by the Board of Directors. The school provides all school supplies throughout the year. As stated in the Family Handbook, any family for whom this fee poses a financial hardship should contact the Director of Network Operations (salonso@igschools.org) who will set up a payment plan, waive the fee, or take other action to ensure that this does not constitute a barrier to enrollment.

b. New Student Early Enrollment

Early Enrollment begins in January and is for families looking to enroll their child for the start of the following school year. During Early Enrollment, Re-Enrollment applications are accepted from all current students as well as any new student applications.

Based on returning students' anticipated learning stage and math level, the number of available spaces for new applicants at each learning stage and math level will be determined.

New student applications are accepted during the Early Enrollment period; applications completed on the first day and the last day of Early Enrollment have the same chance during this time period; the date of submission is not relevant.

At the close of Early Enrollment, **available spaces are offered only to new students who have a fully completed application (all required items)**. The school reserves the right to determine the number of new student available spaces at any learning stage and math level based on specific instructional needs of current students.

c. Enrollment Prioritization

Available spaces for new applicants are allotted in the following prioritized order until all available spaces at each level are filled:

1. Emerging Stage (Kindergarten) Spaces

- 1) Siblings³ of currently enrolled and returning or graduating siblings
- 2) Children⁴ of full-time employees of the school
- 3) Woodhill Homes residents
- 4) City of Cleveland residents
- 5) Non-Cleveland residents

³ Siblings refer to sisters and brothers, or half-siblings, who reside in the same household. Siblings or half-siblings that reside in different households are not given preference in enrollment.

⁴ As provided per ORC 3314.061 of the Revised Code, enrollment preference may be given to students who are the children of full-time staff members employed by the school, provided the total number of students receiving this preference is less than 5% of the school's total enrollment.

2. Beginning Stage (Grade Equivalent 1 and 2 in order) Spaces

- 1) Siblings* of currently enrolled and returning students
- 2) Siblings* of newly accepted kindergartners
- 3) Children** of full-time employees of the school
- 4) Woodhill Homes residents
- 5) City of Cleveland residents
- 6) Non-Cleveland residents

3. Developing through Applying Stages (Grade Equivalent 3 – 8 in order) Spaces

- 1) Siblings* of currently enrolled and returning students
- 2) Siblings* of newly accepted students
- 3) Children** of full-time school employees
- 4) Woodhill Homes residents
- 5) City of Cleveland residents
- 6) Non-Cleveland residents

d. Early Enrollment Lottery and Wait List Procedures

Lottery

If, at the close of Early Enrollment, there are more completed new student applications at any of the above priority levels than available spaces, a random lottery is used to determine who is offered the available spaces.

If needed, an admission lottery will be held on the date two weeks after the close of Early Enrollment. Lottery numbers are assigned to all completed applications based on learning stage and math level applied for. The parent may request a receipt for the assigned lottery number, if they desire. On the date of the lottery, a board member or designated official will select application numbers in a random order through a designated random number generating process that is in compliance with community school standards.

Each child applicant to a certain learning stage or math level is given a unique lottery number. If the lottery number for a child, who has a sibling applying as well, is drawn and there is a space available at the other sibling(s)'s appropriate learning stage/math level, the other sibling(s) will be offered admission using the sibling preference. If space is not

available at the needed learning stage/math level needed for the other sibling(s), they will be put on the Wait List, taking into account the sibling preference and order position at that level. The sibling(s) and any other students on the wait list will be offered admission at the point in time when the school has an opening at the needed learning stage/math level, according to their position on the Wait List.

Lottery Notification Procedures

In the event of a lottery, parents/guardians are encouraged to attend the lottery but attendance is not mandatory. Parents who do not attend the lottery will be notified of their child's status within five business days of the lottery by phone and by first class mail sent to the address provided on the application. Parents are required to provide written confirmation (on forms included with the lottery notification) of their intent to enroll their child in the school, submit the supply fee, and indicate their agreement to notify their school district of residence of their plans. The necessary forms and a stamped addressed envelope will be provided in the notification mailing. Failure to sign and return these forms within 10 business days of the lottery to The Intergenerational Schools will result in offering the opening to the next student in line, and the original applicant will be placed at the end of the wait list.

Wait List

Once all of the available school spaces have been offered in the order of the lottery picks, the remaining applicants are placed on a learning stage/math level Wait List based on the order of the lottery number picked.

Example:

- #1 non-Cleveland resident
- #2 sibling
- #3 Woodhill Homes residents
- #4 Cleveland resident
- #5 sibling
- #6 non-Cleveland resident

From that order, siblings are moved up to the top of the list, followed by

Cleveland residents/Woodhill Homes residents, who will always move up ahead of any non-Cleveland residents.

Example:

#2 sibling

#4 sibling

#3 Woodhill Homes residents

#4 Cleveland resident

#5 sibling

#6 non-Cleveland resident

Any additions to the Wait List during Open Enrollment will be moved up accordingly if they are 1. a sibling, or 2. a Cleveland resident/Woodhill Homes resident. If an admitted student fails to enroll or show up on the scheduled first day, that vacated spot may be offered to the next student at the appropriate learning stage/math level from the Wait List.

Families will be informed about their child's number placement on the waitlist. This number is subject to change depending on siblings or Cleveland residents/Woodhill Home residents who apply beyond Early Enrollment. Families can request to know their spot(s) on the waitlist at any time.

e. Open Enrollment Procedure

(Begins the first day after the end of Early Enrollment)

During Open Enrollment, spaces are offered on a first come, first served basis to students with a fully completed application and documents. The date of the application may play a role in determining the order with which spaces are offered. The following procedures determine the date of the application:

- **Date of submission:** the date that the application form is received by the school (electronically through School Mint) during Open Enrollment or the date of reactivation.
- **Date of reactivation:** any application received during or before Early Enrollment but not completed as of the last day of early enrollment is considered inactive. The application may be reactivated by the parent/guardian taking any step to complete the application, including contacting the Enrollment Coordinator to request reactivation. The

- application is then re-activated and re-dated.
- **Date of completion:** the date all required application items are received.

Offering and Accepting Available Spaces

Any open spaces that become available during Open Enrollment are filled first from the existing learning stage/math level Wait Lists. After each subsequent information session, any available spaces are offered, or the applicant is added to the existing Wait List based on the date of completion of their application. If there are multiple applicants for a given learning stage/math level whose date of completion is the same, the tie is broken based on date of submission. Spaces are always offered at the Emerging stage first, proceeding up to the Applying Stage. This is done in order in case any sibling preferences arise as younger spaces are filled.

Acceptance for the Following School Year

As soon as the school determines that there is a match between the available space for the following school year, and the learning stage/math level of an applicant, the parent shall be immediately notified by phone at the contact number provided on the Application form and will be emailed a link to an Acceptance of Enrollment letter and Registration packet (series of forms in SchoolMint). The parent will have a 10-day window from e-mailing date of the link to an Acceptance of Enrollment letter and Registration packet (series of forms in SchoolMint) to return the signed Acceptance of Enrollment form and completed Registration packet in SchoolMint. After 10 days, if there is no response, the offer of enrollment is automatically withdrawn and the student goes to the bottom of the wait list.

Acceptance for the Current School Year

If an applicant is interested in a space that becomes available up to 10 days before the first day of school and throughout the current school year, the parent will be notified by phone and will have a 24-hour window to sign the Acceptance of Enrollment letter and complete the Registration packet in SchoolMint. If there is no response, the offer of enrollment is automatically withdrawn and the student goes to the bottom of the wait list.

VI. Learning Stage/Math Level Identification and Enrollment

Student classroom placement is based on the student's stage of learning/math level required (which is not necessarily their previous age-based grade level) and no student progresses to the next stage until he/she has met the benchmark criteria for the preceding stage. These criteria include both standardized achievement tests and stage mastery assessments. For new applicants, it is essential to place the student in the stage that correctly corresponds to his/her stage of learning. For this purpose, IGS will use the same assessments we ordinarily use to make a determination of the student's stage of learning. A list of these benchmark criteria is available to any parent upon request.

All new students entering kindergarten are presumed to be Emerging stage/K level math. They are advanced to the Beginning stage when benchmark assessment indicated that they have met the established learning criteria. Students above the Emerging stage are tentatively offered a space based on the stage/math level for which they are applying. However, before finalizing that placement,

The Intergenerational Schools complete standardized and/or formative assessments to determine the learning stage/math level needed for successful learning.

This is done according to the same criteria applied to all Intergenerational School students. These assessments are used for the sole purpose of determining the correct learning stage/math placement needed and NOT for selection purposes. Any applicant offered admission, who is then determined to need a different learning stage/math level from the one for which the student applied, is offered a space in the correct level matching his/her learning need. If a space is not available in the needed level at that time, the applicant is immediately placed at the top of the waiting list for the needed level.

VII. Non-Discrimination Policy

The Intergenerational Schools do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, political affiliation or beliefs, athletic performance, special need, genetic information, proficiency in English, physical or mental disability or academic

achievement, family/parental status, income derived from a public assistance program, membership in an employee organization, and does not allow reprisal or retaliation for any prior civil rights activity. Upon admission of any handicapped student, we will comply with all federal and state laws, regarding the education of handicapped students, per ORC 3314.06.

VIII. Public School Notifications

Testing

The Intergenerational Schools is a community school established under Chapter 3314 of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.

Child Find

School districts across the State of Ohio are participating in an effort to identify, locate, and evaluate all children birth through 21 years of age who may have disabilities. Disability, in this instance, means such conditions as hearing impairments, visual impairments, speech or language impairments, specific learning disabilities, emotionally disturbed, multiple disabilities, mental retardation, other health impairments, physical impairments, autism, and traumatic brain injury. School districts are interested in identifying, locating, and meeting the needs of children with disabilities, including homeless, migrant families, and preschoolers. If you know of any child who may have a disability, contact us public school for more information on how to help.

The School supports and complies with all applicable federal and state laws, procedures and policies regarding the School's child find responsibilities. The School will conduct all child find activities for students who are enrolled in the School (its geographical area) so that they are appropriately located, identified and referred for evaluation. Parents or guardians have the right to review their child's

records and refuse permission to release information (except as required by, or permitted by, law to be released).

Pursuant to Ohio law, the School is required to perform the same child find duties as city, local, exempted village school districts, and will endeavor to adhere to its responsibilities in a manner that does not duplicate the duties of the city, local, or exempted village school districts.

A Child Find Notice shall be published in a newspaper of general circulation in the geographic area covered by the identification activity before any major identification activity.

20 USC § 1412 et seq.; OAC 3301-51-03.

IX. Contact Information

For more information or any questions or concerns regarding any of the above information, please contact the Intergenerational Schools Enrollment Specialist at enroll@igschools.org or 216-978-0568.