

PROCEDURES FOR SCHOOL CHOICE
Burlington, Champlain Valley Union, South Burlington High Schools
2010-2011

Burlington, Champlain Valley Union, and South Burlington High Schools entered into a school choice agreement that first began with the 2003-04 school year. The following guidelines and procedures will facilitate the implementation of the program in 2010-11.

I. Number of students:

Burlington High School will accept 10 students per year from CVUHS and SBHS
Champlain Valley Union High School will accept 4 students per year from BHS and SBHS
South Burlington High School will accept 15 students per year from BHS and CVUHS

The number of students accepted within the program of choice will be reviewed and set on an annual basis.

II. Timeline

For the 2010-11 school year:

December and January	Notification of parents and students
February 1, 2010	Applications due to home school
February 4, 2010	Lottery completed
February 5, 2010	Families notified
February 19, 2010	Acceptance of choice due

III. Duration of choice

- Selection for the choice program will take place only once during the school year. If spots remain at Burlington or South Burlington after the February lottery, BHS and SBHS principals upon consultation may decide to fill those slots on a first-come, first-served basis until September 1, 2010. During the 2010-11 school year, slots may continue to be filled, generally only for residency changes.
- It is understood that if a student is accepted into the choice program, enrollment will continue throughout his/her high school career. If (s)he makes the decision to no longer participate in the choice program, the only option is to return to his/her school of residence.
- If a student determines that (s)he does not wish to continue in the school choice program for the next school year, (s)he should notify the home school by January 15 or at the earliest possible time.

IV. Application process

- Applications for the choice program can be obtained from the student's home school guidance department.
- Applications will be processed on a student-by-student basis (not by families).

- Once the application has been completed, the application must be returned to the principal of the home school prior to February 1 deadline.
- Any application that is received after the deadline will be deferred to the following school year lottery.
- The home school principal will confirm the receipt of the application and prepare the materials for the lottery.
- Students may indicate a first and second choice for schools on their applications

V. Lottery Process

- All applications that are received by the deadline will be included in the choice lottery.
- The school order for the lottery will be randomly determined.
- All applications for a school will be drawn and a ranking will be assigned to each applicant.
- If a student has indicated a 1st and 2nd choice, applications will be submitted into the lottery for both schools. If the student is ranked at a level by lottery for acceptance into his/her first choice of schools, (s)he will be removed from the ranked list from his/her second choice.

VI. Notification of selection into the choice program

- Once the lottery has been completed, the principal of the student's home school will notify the family of their selection into the choice program.
- If a student does not make it into the choice program, the family will be notified in writing and will be given his/her ranking from the lottery.

VII. Acceptance of the choice program by the family

- The family will notify the principal, in writing, by February 19, and by January 15 in subsequent years, whether or not the student will be participating in the choice program.
- The principal will notify the choice school of the acceptance or rejection of the choice program.
- If the family does not participate in the choice program, the next student on the list from the lottery list will be notified.

VII. School responsibilities for notification

- The principal will inform the family that they need to
 - contact the choice school guidance department to start the enrollment process
 - ensure student records are transferred to the choice school
- The principal will inform the principals in choice schools which students will be participating in the program for the upcoming year.
- The home school will notify the choice school of any individual educational plans or eligibility for such plans as IEP, 504, or ELL.