

GUIDELINES FOR ASSIGNING MARKHAM STUDENTS TO MELLON MIDDLE SCHOOL

July 17, 1997
Rev. 10/06

RATIONALE

In a resolution enacted on May 12, 1997, the Board of School Directors assigned students from Hoover, Jefferson, Lincoln and Markham elementary schools to Jefferson Middle School and students from Foster, Howe and Washington elementary schools to Mellon Middle School.

Recognizing that Markham area students may be assigned to a middle school which is not their closest school, the resolution calls for the development of administrative procedures and guidelines for allowing certain Markham area students to attend the Mellon Middle School.

The primary goal of these guidelines is to offer those Markham area students with the longest walking distances to Jefferson Middle School an opportunity to elect attendance at Mellon Middle School.

GUIDELINES

1. Thirty spaces per year will be reserved at each grade level for Markham area students at Mellon Middle School. Priority will be given to those students living the farthest walking distances from Jefferson school and those with a sibling concurrently attending Mellon.
2. After the thirty spaces have been filled using the procedures below, additional requests for transfers from a student's home school will be considered in accordance with standard district practices.
3. The sibling of a student who is currently attending Mellon is automatically eligible for one of these thirty places. "Siblings" are defined as students who reside in the same household and who are within three grade levels of each other and who would attend middle school concurrently.
4. School assignments for middle school are based on the area in which a student resides, not which school a student attends.
5. Students who attend Markham, but who reside in another elementary school area, are not eligible for one of the thirty reserved places at Mellon. They will be assigned to middle school based on the assignment for the area in which they reside. If such student wishes to attend the other middle school, he/she must request such a transfer in accordance with standard district policies and procedures as stated in #2, above.

Students who reside in the Markham area but attend another elementary school will be assigned to Jefferson but will be permitted to apply for one of the thirty places at Mellon based on the criteria listed below.

6. Middle school students who move into the Markham area during sixth, seventh and eighth grade will be assigned to Jefferson school. If such student wishes to attend Mellon school, he/she may request such a transfer in accordance with standard District Policies and procedures as stated in #2, above.

7. Middle school students electing to attend Mellon will be expected to remain at Mellon for their middle school years.
8. In the future, the district reserves the right to re-evaluate district-wide school assignments if learning opportunities would become compromised due to overcrowded class size or facility overcrowding.
9. Modification of these guidelines with regard to reassignment of elementary school students to the middle schools should be done only with the consultation and input of parents in the affected parts of the community.

PROCEDURES

1. In September or October of the fifth grade year, a letter will be sent to those Markham area families who have a student currently enrolled in grades six or seven at Mellon School and who also have a fifth grader. The purpose of the letter will be to determine whether the family chooses to enroll the fifth grade student at Mellon. A reply will be required two weeks after receipt of the letter. If no response is received by that date, the student will be deemed to have chosen to remain at Jefferson school.
2. In November of the fifth grade year, all Markham students who reside in the Markham district and any student in the Markham district who attend another elementary school will be sent a letter asking them if they wish to be considered for a space at Mellon school. The letter will state that priority for these spaces will be determined by walking distance to Jefferson Middle School using established walking routes and the existence of a sibling at Mellon school. The number of siblings in that grade who have chosen to attend Mellon school as per #1 above, will be reported in the letter so that the number of available spaces are clearly defined. Responses must be returned within two weeks. If no response is received, a student will be deemed to have waived his or her opportunity to attend Mellon school.
3. If fewer than thirty students request to attend Mellon school, those students automatically will be permitted to attend Mellon. If more than thirty students request to attend Mellon, then the district will determine which thirty of such applicants live the farthest from Jefferson Middle School, using established walking routes. Students who apply will be notified by letter of their acceptance or rejection for one of the thirty places at Mellon school by the end of January.

TIMELINES

September/ October	-	District letter sent to Markham area families with a sixth or seventh grader currently enrolled at Mellon school that also has a fifth grader.
Two Weeks After Receipt of Letter	-	Responses to above letter tabulated.
November	-	Letters and applications sent to Markham area families.
December	-	Responses to above letter tabulated.
January	-	All middle school transfer decisions made. Letter sent to notify applicants of decision.