



THE  
**Intergenerational**  
S C H O O L S

A COMMUNITY OF LIFELONG LEARNERS

**The Intergenerational Schools (IGS)** are Ohio Community schools, sometimes called charter schools. They are free public schools that are offered as a choice to parents and students. IGS are independent, free-standing 501(c)(3) nonprofit organizations (not run by a for-profit educational management company). Since the first location's opening in 2000, the IGS have established their own mission, philosophy and educational programs.

IGS students learn in flexible multi-age classes based on their developmental learning stage.

**Stages of Developmental Learning:**

Emerging (similar to K-1st)

Beginning (similar to 1st/2nd)

Developing (similar to 3rd/4th)

Refining (similar to 5th /6th)

Applying (similar to 7th-8th)

Students move progressively through the stages meeting objectives and benchmarks based upon individual student mastery.

**Early & Regular Enrollment Procedures**

To be eligible for a space at an IGS you must submit a completed application.

This includes:

- Application Form with identifying information.
- Supporting Documents:
  - a. Child's Birth Certificate
  - b. Proof of Custody if applicable
  - c. At least ONE proof of residence, that is no older than 90 days from the date of the application. Two proofs of residence are encouraged. As defined by law (*ORC 3314.11*), a proof of residence must be one of the following: **a mortgage or lease, gas bill, electric bill, water bill, sewer bill, bank statement, home telephone bill (not cell phone), paycheck or paystub that includes guardian's address, property tax bill, deed, home owner's or renter's insurance declaration page.** 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 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.



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There are two distinct enrollment phases, with different procedures:

1. **Re-Enrollment & Early Enrollment** (Runs from the first Monday in January through the first Friday of February)
2. **Regular Enrollment** (Begins after the first Friday in February through remainder of school year.)

### **Early Enrollment Procedures**

Early enrollment commences and ends as per the dates specified in our school calendar. During early enrollment, re-enrollment applications are accepted from all currently enrolled students as well as new student applications.

### **Re-Enrollment**

Spaces are allotted first to all current students who have a fully completed reenrollment application (application, annual supply fee\*, any past due school fees and 2 proofs of residence if student has moved within last year) based on anticipated learning stage/math level. Re-enrolling students are guaranteed a space if their application is complete as of the last day of Early Enrollment.

\*The supply fee is established annually by the Board of Directors. As stated in the Family Handbook, any family for whom this fee poses a financial hardship should contact the school Operations Manager 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.

At the end of this allotment process, the number of available spaces for new applicants at each learning stage/math level will be determined.

### **New Enrollment**

All new applications are accepted during the dates of early enrollment; there is no advantage given on the basis of date application is submitted or completed. At the close of early enrollment, available spaces are allotted to new students who have a fully completed application. The school reserves the right to determine the number of available spaces at any learning stage/math level based on specific instructional needs of enrolled students. These available spaces are allotted in the following prioritized order until all available spaces at each level are filled:

1. Kindergarten (Emerging Stage) Spaces
  - A. Siblings\* of currently enrolled and returning or graduating siblings
  - B. Children\*\* of Full-time employees of the school
  - C. Cleveland School District Residents
  - D. Non-Cleveland School District Residents



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2. Beginning Stage Spaces (Grade Equivalent 1st and 2nd in order)
  - A. Siblings\* of Currently Enrolled and Returning Students
  - B. Siblings\* of Newly Accepted Kindergartners
  - C. Children\*\* of Full-time employees of the school
  - D. Cleveland School District Residents
  - E. Non-Cleveland School District Residents
3. Developing through Applying Stages (Grade Equivalent 3rd-8th in order)
  - A. Siblings\* of Currently Enrolled and Returning Students
  - B. Siblings\* of Newly Accepted Students
  - C. Children\*\* of Full-time School Employees
  - D. Cleveland School District Residents
  - E. Non-Cleveland School District Residents

\*Siblings refer to siblings or half-siblings who reside in the same household. For example, siblings or half-siblings that reside in different households are not given preference in admission.

#### **Children of Full-time Staff Members**

**\*\*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 five per cent of the school's total enrollment.**

#### **Lottery Procedures (applies only to applications completed during Early Enrollment)**

During this process of allocating spaces, if there is ever a point at which the number of new student applications exceeds the number of available spaces, the selection is made by the use of a random lottery. Lottery numbers are assigned to all completed applications based on learning stage/math level applied for. The parent may request a receipt for the assigned lottery number if they desire. In the event that more than one sibling from a family has applied, each child is given a lottery number. If the lottery number for one child is drawn, the other siblings will be offered admission, if space is available. If space is not available at the needed learning stage/math level needed by the older sibling(s), they will be entered into the lottery for waiting list order at that level without regard to sibling preference. The sibling preference will be given at the point in time when the school has an opening at the needed learning stage/math level.

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. If needed, an admission lottery will be held on the date one week after the close of early enrollment.



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Once all of the available school spaces have been offered, the remaining applicants are placed on a learning stage/math level waiting list based on the random order generated by the lottery procedure. If an admitted student fails to enroll, that vacated spot may be offered to the next student at the appropriate learning stage/math level from the waiting list. Sibling preferences will still apply if a student on the waiting list has an enrolled sibling.

### **NOTIFICATION PROCEDURES**

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 through phone contact by Lakeshore Intergenerational School Staff and via 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 intention to enroll their child in the school, submit the yearly 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 Lakeshore Intergenerational School will result in the transfer of that opening to another student and placement on the inactive file. Please call the Admissions Office for more information or clarification.

At the conclusion of the early enrollment process, IGS will determine whether there are any additional spaces open at any stage/math level. Once the number of available spaces has been determined, the regular enrollment procedures will be implemented.

### **Regular enrollment Procedure (Begins the first day after the end of Early Enrollment)**

Regular enrollment is offered on a first come, first served basis to students with a fully completed application. Under no circumstances will an application be considered complete until the parent/guardian has attended an information session.

During regular enrollment, 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 during regular 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 admission team to request reactivation. The application is then re-activated and re-dated.



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- **Date of completion:** the date all required supporting materials are received and the parent/guardian has attended an information session
- **Procedure for assigning available spaces during Regular enrollment**  
Once early enrollment ends, any open spaces that become available are filled first from the learning stage/math level waiting lists that were created by the lottery procedure. After each subsequent information session, any available spaces are offered or the applicant is added to the existing waiting lists based on the **date of completion**. 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, and proceeding up to the Applying Stage. This is done in order in case any sibling preferences arise as younger spaces are filled.  
As soon as the school determines that there is a match between the available space 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 sent an Acceptance of Enrollment form. The parent will have a 10 day\* window from mailing date of the form to return the signed form as well as the annual supply fee. After this time frame, the offer of enrollment is automatically withdrawn and the application becomes inactive.  
\*NOTE: if a space becomes available during the school year, the parent will be notified by phone and will have a 24 hour window to sign the Acceptance of Enrollment form and submit the supply fee.

### **Learning stage/math level identification and enrollment**

The Intergenerational Schools are public charter schools, open to all students living in the State of Ohio. Student 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.





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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.

### **NON-DISCRIMINATION POLICY**

The Intergenerational Schools are open and accessible to all students regardless of race, color, national origin, creed, gender, athletic performance, special need, sexual preference, proficiency in English, physical or mental disability or academic achievement.

The Intergenerational Schools are open to any student entitled to attend school per ORC Section 3314.64 or 3314.65; will not discriminate in admission; will not exceed the capacity of the school's programs, classes, grade levels or facilities; and shall admit students by lottery if the number of applicants exceeds the schools capacity. The only exceptions in terms of preference are outlined in the enrollment procedures above.

### **PUBLIC SCHOOL REGULATIONS**

The Intergenerational Schools are community schools established under Chapter 3315 of the Ohio Revised Code. The schools are public schools and students enrolled in and attending the schools are required to take Achievement tests and other examinations prescribed by law. In addition, there may be other requirements for students at the schools that are prescribed by law. Students who have been excused from the compulsory attendance law for purpose of home education as defined by the Administrative Code shall longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the School Manager or the Ohio Department of Education.

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. Public schools have responded vigorously to federal and state mandates requiring the provision of a free appropriate public education regardless of a child's disability. However, before school districts can serve children, they must be found. Parents may not be aware their child has a disability or that there are programs and services available.

Parents and children have certain rights in this process, which will be explained in detail by the school district.



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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 your local public school for more information on how to help.

Contact LIS Admissions Director, Mr. Shawn Hallowell, at [SHallowell@lakeshoreschool.org](mailto:SHallowell@lakeshoreschool.org), or call 216.586.3872 x2716, for more information.