

Students

Intradistrict Open Enrollment – Open Enrollment for Students Residing Within the District

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of District students. Students who reside within District boundaries may apply for enrollment in any District school. The Superintendent or designee shall determine the capacity of each school and establish procedures for the selection and transfer of students among District schools in accordance with law, Board policy, and administrative regulation.

In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. This legal requirement pre-empts intradistrict transfer criteria defined in AR 5116.1.

The Board retains the authority to maintain appropriate racial, economic, and ethnic balances among District schools at its discretion or as specified in applicable court-ordered or voluntary desegregation plans. (Education Code 35160.5)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

Enrollment Priorities

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a District school receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another District school or charter school.
2. Beginning in the 2003-2004 school year, if while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous, he/she shall be provided an option to transfer to another District school or charter school. (20 USC 7912) 5 CCR 11992

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3. The Superintendent or designee may approve a student's transfer to a District school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including but limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist.
 - b. A court order, including a temporary restraining order and injunction.
4. Priority may be given to siblings of students already in attendance in that school.

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. These requests will follow District practice using the formal application process, wait lists, and timeline adherence. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants.

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education code 35160.5)

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Except as required by 20 USC 6316, for transfers out of Title I program improvement schools, the District shall not be obligated *to* provide transportation outside the school's attendance area. However, upon request, the Superintendent or designee may authorize transportation for students living outside the attendance area to and from a designated bus stop within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need.

Legal Reference:	EDUCATION CODE	
	35160.5	District policies; rules and regulations
	35291	Rules
	35351	Assignment of students to particular schools
	48980	Notice at beginning of term

Policy		
Adopted:	12/10/02	Yucaipa-Calimesa Joint Unified School District
Revised:	12/18/07	

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The Board of Education of the Yucaipa-Calimesa Joint Unified School District values the concept of neighborhood schools and open enrollment within the District within available resources. The following priorities and procedures address the issue of open enrollment.

Enrollment Under the No Child Left Behind Act

Within a reasonable amount of time, after a student becomes the victim of a violent criminal offense while on school grounds, the student's parent/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 20 school days after learning of the school's designation, the Superintendent or designee shall notify parents/guardians of their option to transfer as practicable.

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed 10 school days, for the submission of parent/guardian requests.

The Superintendent or designee shall notify parents/guardians of their school assignment within 10 school days of the date that submissions are due. The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. Upon assignment, the transfer shall

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be completed as soon as practicable. If parents/guardians decline the assigned school, the student will remain in his/her current school.

The transfer shall remain in effect as long as the student's school or origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a District school.

Intradistrict Requests

1. In making the initial request, the parent or guardian shall complete the appropriate forms that are available at the individual school sites as well as in the Educational Services office.
2. Once an intradistrict request is granted for a specific student, the parent or guardian will not be required to renew the request on an annual basis; however, they will be required to complete a yearly attendance intent form in January of each year. If this form is not completed and returned by the due date, then the child will be required to enroll in their home school the following school year.

The District will inform parents who have previously been granted intradistrict requests of their continued approval for the following year no later than February 28. Intradistrict requests will continue to be granted based on projected available space, including reserving seats for growth within the attendance area. However, the District may make allowances regarding approval for intradistrict attendance agreements for expected growth within neighborhood school

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attendance areas and only if there are spaces available to accommodate expected neighborhood growth.

An Intradistrict attendance agreement can be revoked through administrative action with cause. An intradistrict attendance agreement can also be revoked if the student does not maintain appropriate behavior, perform well academically, or maintain prompt and regular attendance at the school.

Enrollment Priorities

1. No student currently attending school within the first five days of school starting who resides within a school's attendance area shall be displaced by a student outside a school's attendance area.
2. Students whose residence is not within the school's attendance area but who are currently attending the school due to a previously approved assignment or transfer shall be allowed to continue until the student is promoted from that school so long as the student does not displace a student who resides within the school's attendance area. This applies to intradistrict attendance agreements granted prior to newly approved boundary changes.
3. Home school priority shall be granted to those students displaced by any boundary change whose residence is within close proximity to their prior school. (Close proximity shall be determined by the Superintendent or designee.)
4. Home school priority shall be granted to those students and siblings displaced by any boundary change who are in their final year of attendance.
5. The Governing Board retains the authority to maintain appropriate racial, *economic*, and ethnic balances among District schools.

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6. Parents who wish to continue intradistrict attendance agreements must express their intent to re-apply annually in January. These continuations are for one year only and continuing students will have priority over new applicants.

Selection Procedures

1. The Superintendent or designee shall identify those schools which may have space available for additional students. Working with Business Services, a list of these schools and open enrollment applications shall be available in the Educational Services office.
2. All students who submit applications to the District by February 28 each year shall be eligible to request admission to their school of choice the following school year under the District's open enrollment policy. All intradistrict attendance agreements shall be reviewed for BP/AR 6116 compliance and granted if they meet compliance and on a space available basis. Space availability shall be as determined after students displaced by any boundary changes and current intradistrict attendance students are continued in the school they are attending. Applications received after the February 28 deadline may be considered according to compliance with this policy.
3. Siblings of students, who are enrolled prior to January 1 of the current school year per the provision of No. 2 under Enrollment Priorities, shall be awarded first priority for continued attendance after students displaced by any boundary changes and prior to the random selection process outlined in No. 4 below. If there are any more sibling requests than there is available space, a random selection process will take place.

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4. In the event requests for admission exceed the space available at a school or at specific grade levels within a school, enrollment in that school shall be determined by drawing lots by student, not by family, from the eligible applicant pool, and a waiting list shall be established by lot to indicate the order in which students may be accepted as openings occur. Applications received after February 28 will be added to the waiting list in the order in which they are received.
5. The Superintendent or designee shall inform applicants by mail if their student has been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated. This notification shall be made no later than the last day ~~of the third week~~ of March each year.
6. Approved applicants who receive approval must confirm their enrollment within two weeks of the approval *or* risk losing their approval.

Concerns regarding the selection process should be taken to the Superintendent or designee.

Notifications

Notifications shall be made to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the District including:

1. All options for meeting residency requirements for school attendance.
2. Program options offered within local attendance areas.
3. A description of any special program options available on both an interdistrict and intradistrict basis.

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4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a request for change of attendance area is denied.
5. A request for change of attendance area application form.
6. An explanation of attendance options under California law as provided by the California Department of Education.

Regulation approved as AR 5117.1:

1/3/77 Yucaipa-Calimesa Joint Unified School District
Revised: 8/4/91
3/1/94
6/6/95
12/10/96
8/5/97

Revised and

Renumbered: 12/10/02

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