

**WOODLAND JOINT UNIFIED SCHOOL DISTRICT**

**Board Policy: 5116.1**

**STUDENTS**

**Intradistrict Open Enrollment**

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy and administrative regulation.

The parents/guardians of any student who resides within district boundaries may apply to enroll their children in any district school, regardless of the location of residence within the district during the established time lines.  
(Education Code 35160.5)

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

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

CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

Board Adopted: 11/15/2007 *(This policy replaces former BP 5010)*

**WOODLAND JOINT UNIFIED SCHOOL DISTRICT**

**Administrative Regulation: 5116.1**

**STUDENTS**

**Intradistrict Open Enrollment**

Intradistrict transfers are required when a parent/guardian wishes his/her child to attend kindergarten through grade 12 in a school other than the neighborhood home school within the district. Each individual student must be registered at his/her designated neighborhood school prior to submitting an application for open enrollment. Failure to register at his/her designated neighborhood school will void the Open Enrollment Application.

A parent/guardian must complete and submit an Intradistrict Open Enrollment Application during the advertised time line and location<sup>1</sup> during the intradistrict open enrollment period. Parents/guardians may request only one school of choice and submit only one application per child. A separate application must be submitted for each child in a family.

**Enrollment Locations**

Parents/guardians will register students in grades K-6 through Student Enrollment Services. Parents/guardians will register students in grades 7-12 at their designated secondary neighborhood school.

**K- 12 Application Period**

Open enrollment will occur annually for those students who will enter kindergarten through grade 12 at the beginning of the next school year. Dates and time lines will be publicized in advance of the intradistrict open enrollment period. Applications will be available at the central office and at each individual school site office. Applications must be returned by mail or in person to Student Enrollment Services during the established advertised time lines.<sup>1</sup>

**I. INCOMING KINDERGARTEN – GRADE 6 INTRADISTRICT OPEN ENROLLMENT**

As a requirement of Education Code 35160.5, a random lottery selection will be conducted using an online random number generator, for each priority, at Student Enrollment Services following the application period to determine student acceptance if requests exceed space availability.

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<sup>1</sup> Information will be posted at a minimum, but not limited to, the home page of the district's web site, in the local newspaper, at the central office and at school sites in appropriate languages.

A waiting list shall be established from the order determined in the random lottery to indicate the order in which applicants will be accepted, should space become available. Space available through the open enrollment process shall be limited to no greater than 80% of the loading capacity for each classroom or grade span as outlined in the WEA Collective Bargaining Agreement or the Grade Span Adjustment (GSA) calculation for grades TK-3. This limit is intended to keep spaces available for students living within the school attendance boundaries.

Applications will be reviewed a second time once enrollment figures throughout the district have been determined at the beginning of each school year.

Space at each school must be reserved for:

- 1) walk-in enrollment for neighborhood students;
- 2) redirects;
- 3) transfer options which are required by law, and are deemed programmatically appropriate.

The second review and notification will occur after the start of the school year; however, no intradistrict open enrollment placements from the waiting list shall be considered after October 1 of each school year.

### **Late Applications**

Late applications shall not be added to the active waiting list for the current school year. Late applications may be considered in a subsequent lottery after the initial waiting list has been reviewed if there is available space throughout the district, and if it is deemed programmatically appropriate. A separate list of late applications will be maintained.

All action must occur prior to November 1 of each school year.

### **Enrollment Priorities**

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

1. Priority shall be given to siblings of students currently in attendance at the requested school.
2. Priority shall be given to students whose parent/guardian is assigned to the requested school as his/her primary place of employment.
3. Priority shall be given to any student living within the Beamer attendance area wishing to opt out of the dual immersion program.
4. Priority shall be given to any student enrolled in a district school that has been identified on the State's Open Enrollment List.

5. Priority shall be given to any student enrolled in a district school receiving Title I funds that has been identified for Program Improvement (PI), corrective action, or restructuring.
6. Priority shall be given to any student enrolled in a district school designated by the California Department of Education as “persistently dangerous”.
7. Priority shall be given to any student who is a victim of a violent crime while on school grounds.
8. Priority shall be given to any student who has been assigned (redirected) to a school and who wishes to continue at the same school (redirected school), any student who has moved out of the attendance area of his/her neighborhood home school during the current school year or any student who is on an approved Administrative Placement Agreement and wishes to remain at his/her current school for the following year.
9. All other applicants.

**NCLB Program Improvement Transfers**

If a 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 non-Program Improvement district school during an established time line which will coincide with the WJUSD intradistrict open enrollment time lines. (20 USC 6316)

Dates and timelines will be publicized<sup>1</sup> in advance of the intradistrict open enrollment period. Applications must be returned to Student Enrollment Services either by mail or in person during the established advertised time line.

**Additional Information**

a. For all other applications for enrollment outside a school's attendance area (with the exception of NCLB transfers and Administrative Placement Agreements), 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.  
(Education Code 35160.5)

b. 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. Academic performance may be used to determine eligibility for, or placement in, programs for

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<sup>1</sup> Information will be posted at a minimum, but not limited to, the home page of the district's web site, in the local newspaper, at the central office and at school sites in appropriate languages.

gifted and talented students.  
(Education Code 35160.5)

c. 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)

d. The Superintendent or designee shall inform applicants by mail as to whether their application has been approved, denied or placed on a waiting list no later than July 1 of each year. If the application is denied, the reason(s) for denial shall be stated.

e. Applicants who receive approval must confirm their intent to accept the intradistrict open enrollment placement with Student Enrollment Services within two weeks of the mailing of the notification. Failure to respond will result in the withdrawal of the approval and removal from all intradistrict open enrollment lists.

f. Students placed in any school requested through intradistrict open enrollment will be considered residents of that school. The placement shall become the student's home school. If a student wishes to transfer to another school they must wait until the next intradistrict open enrollment period with an approved application.

### **K-6 Appeals**

All complaints and appeals regarding the selection process shall be submitted in writing to the Superintendent or designee. The Superintendent's decision is final.

### **K-6 Transportation**

Transportation to and from a school of choice is the responsibility of the parent/guardian. The No Child Left Behind Act (20 USC 6316) requires that transportation be provided or paid for students transferring out of Title I schools identified for program improvement, corrective action or restructuring. 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 for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need.<sup>3</sup>

## **II. INCOMING GRADE 7 – GRADE 12 INTRADISTRICT OPEN ENROLLMENT**

As a requirement of Education Code 35160.5, a random lottery selection will be conducted at Student Enrollment Services following the application period to determine student acceptance if requests exceed space availability. A waiting list shall be established from the order determined in the random lottery to indicate the order in

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<sup>3</sup> Additional information regarding transporting students is in WJUSD Board Policies 3541 and 3550.

which applicants will be accepted, should space become available. Applications will be reviewed a second time once enrollment figures throughout the district have been determined at the beginning of each school year. Space at each school must be reserved for 1) walk-in enrollment for neighborhood students; 2) redirects; 3) transfer options which are required by law, and are deemed programmatically appropriate. This review and notification will occur after the start of the school year; however, no intradistrict open enrollment placements from the waiting list shall be considered after October 1 of each school year.

### **Late Applications**

Late applications shall not be added to the active waiting list for the current school year. Late applications may be considered in a subsequent lottery after the initial waiting list has been reviewed if there is available space throughout the district, and if it is deemed programmatically appropriate. A separate list of late applications will be maintained.

All action must occur prior to November 1 of each school year.

### **Enrollment Priorities**

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

1. Priority shall be given to siblings of students currently in attendance at the requested school.
2. Priority shall be given to students whose parent/guardian is assigned to the requested school as his/her primary place of employment.
3. Priority shall be given to any student enrolled in a district school that has been identified on the State's Open Enrollment List.
4. Priority shall be given to any student enrolled in a district school receiving Title I funds that has been identified for Program Improvement (PI), corrective action, or restructuring.
5. Priority shall be given to any student enrolled in a district school designated by the California Department of Education as "persistently dangerous".
6. Priority shall be given to any student who is a victim of a violent crime while on school grounds.
7. Priority shall be given to any student who has been assigned (redirected) to a school and who wishes to continue at the same school (redirected school), any student who has moved out of the attendance area of his/her neighborhood home school during the current school year or any student who is on an approved Administrative Placement Agreement and wishes to remain at his/her current school for the following year.

8. All other applicants.

**Grades 7-12 inclusive**

When any currently enrolled sixth grade student applies for an intradistrict open enrollment for grade 7, that agreement **shall be valid for grades 7 through 12 inclusive and shall bind the student to the attendance area for both the middle school and feeder high school.**

Once this agreement is approved, the student shall be considered a resident of the middle school and feeder high school attendance area, thus establishing the middle school and feeder high school as the student's home school. Therefore, students are expected to attend both the middle school and feeder high school.

If a newly enrolled student applies for an intradistrict enrollment placement, that agreement **shall be valid for the grade that the student is entering through grade 12 inclusive and shall bind the student to the attendance area for both the middle and feeder high school.**

Once this agreement is approved, the student shall be considered a resident of the middle school and feeder high school attendance area, thus establishing the middle school and feeder high school as the student's home school. Therefore, students are expected to attend both the middle school and feeder high school.

**Additional Information**

a. For all other applications for enrollment outside a school's attendance area (with the exception of Administrative Placement Agreements), 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. (Education Code 35160.5)

b. 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. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

c. 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)

d. The Superintendent or designee shall inform applicants by mail as to whether their application has been approved, denied or placed on a waiting list no later than July 1 of each year. If the application is denied, the reason(s) for denial shall be stated.

e. Applicants who receive approval must confirm their intent to accept the intradistrict open enrollment placement with Student Enrollment Services within two weeks of the mailing of the notification. Failure to respond will result in the withdrawal of the approval and removal from all intradistrict open enrollment lists.

f. Students placed in any school requested through intradistrict open enrollment will be considered residents of that school. The placement shall become the student's home school. If a student wishes to transfer to another school they must wait until the next intradistrict open enrollment period with an approved application.

g. If the student participates in any athletic program governed by the California Interscholastic Federation (CIF) it is the responsibility of the parent/guardian and student to check the CIF rules before submitting an intradistrict open enrollment application.

### **Grades 7-12 Appeals**

All complaints and appeals regarding the selection process shall be submitted in writing to the Superintendent or designee. The Superintendent's decision is final.

### **Grades 7-12 Transportation**

Transportation to and from a school of choice is the responsibility of the parent/guardian. 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 for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds. Priority for any such transportation shall be based on demonstrated financial need.<sup>3</sup>

## **III. K-12 ADMINISTRATIVE PLACEMENTS**

The Superintendent or designee may approve a student's transfer (Administrative Placement Agreement) to a district school even if it is at capacity or otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in his or her current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student. An Administrative Placement Agreement shall not imply any obligation on the part of the District to furnish transportation in any form and shall be granted for one school year or the balance thereof. Administrative Placement Agreements shall not be granted for extra-curricular participation at a particular school.

To grant priority under these circumstances, the Superintendent or designee must have received at least one of the following (Education Code 35160.5):

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<sup>3</sup> Additional information regarding transporting students is in WJUSD Board Policies 3541 and 3550.



- a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official, social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist.
- b. Medical requirements (i.e. proximity to treatment centers, specialized programs for the physically impaired, medical transportation accessibility, etc.). A physician's recommendation must be attached to the application specifically indicating the medical reason for attendance in a particular school.
- c. A court order, including a temporary restraining order and injunction.
- d. A recommendation from the Director of Student Services that an alternative placement is in the best interest of the student due to extenuating circumstances and/or for alternative placement due to disciplinary reasons.
- e. Best interest of the student as determined by the Superintendent or designee as outlined below:
  1. To meet the special education needs of the child as outlined in his/her Individualized Education Plan (IEP).
  2. To avoid splitting a family.
  3. To allow a student to complete a school year if the request is received after January 1<sup>st</sup>.
  4. To allow a student to remain with a graduating/promoting class (6<sup>th</sup>, 8<sup>th</sup>, or 12<sup>th</sup>).
  5. To accommodate a student/family who will be temporarily moving out of an attendance area for less than a year.
  6. To provide a change in school environment for reasons of a personal/private nature.

#### **IV. K-12 PERSISTENTLY DANGEROUS SCHOOLS (NCLB)**

If a student becomes a victim of a violent criminal offense while on school grounds, as defined by the State Board of Education, or attends a school designated by the California Department of Education as persistently dangerous<sup>2</sup>, he/she shall be provided an option to transfer to another district school. (20 USC 7912) 5 CCR 11992

Within a reasonable amount of time (not to exceed 10 school days) after a student becomes the victim of a violent criminal offense while on school grounds, the student's parents/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

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<sup>2</sup> The designation of persistently dangerous is made using the number of non-student firearms violations and the number of expulsions taken under the following ed codes: 48900.3, 48915(a)(1), 48915(a)(4), 48915(a)(5), 48915(c)(1), 48915(c)(2), 48915(c)(3), 48915(c)(4) and 48915(c)5. When the yearly total of these incidents is greater than three, and when the total is also more than one incident per 100 enrolled students, a school will be designated as "at-risk" of being persistently dangerous. The SBE will designate a school as persistently dangerous if it is "at-risk" for three consecutive years.

consider the student's needs and parent/guardian preferences in making the school assignment. If the parent/guardian chooses 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.

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

The transfer shall remain in effect as long as the student's school of 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.

### **Notifications**

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

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

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

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

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200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

Board Reviewed: 12/13/2007

*(This Admin. Reg. replaces former AR 5010)*

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