

# CVUSD

## Administrative Regulation

AR 5116.1

Students

Intradistrict Open Enrollment – School Choice

### Capacity

The capacity of each school will be estimated by March 1 of the preceding school year based on facility size, enrollment projections, transfer requests, and the contractual staffing ratios. Final capacity for the year will be established on the sixth school day.

### Space Available

Whereas most parents prefer to have their children attend the school closest to their home, space availability for students not residing within the attendance boundary of the requested school is defined as follows:

Elementary

1. Enrollment in K-3 classes is less than 22 students
2. Enrollment in 4-5 classes is less than 34 students

Secondary

1. The student can receive an appropriate 6-period program without taking the last space in any class.

Notifications

Notifications shall be sent to parents/guardians each school year describing all current attendance options available in the district. Such notification shall include: (Education Code 35160.5, 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
4. A description of the procedure for application for school choice 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 CDE

### Priority Enrollment

- I. Enrollment priority shall be granted as follows:

Student administratively transferred from their neighborhood school due to lack of space. If the student is enrolled in the District and space becomes available at his/her neighborhood school during the same school year, the student will be invited to return to the neighborhood school. If the student is enrolled in the District and space does not become available during the school year of the administrative transfer, the student will be invited to attend his/her neighborhood school at the beginning of the following year.

## II. School Choice:

Parents or guardians whose child lives in the District boundaries and who want their child to attend a school other than their neighborhood school, shall complete a School Choice Application and submit it to the Instructional Services Office at the District Office no later than 5:00 p.m. on February 1, 2018 to be included in a lottery. Approval for School Choice will be based on the availability of space and staffing ratios at the requested school. If there are more applicants than space available, then applicants will be selected by a random drawing. Applicants will be notified of the status of their applications no later than March 30, 2018. Approved applicants must confirm their enrollment within 10 school days.

Priority for School Choice shall be considered after priority for enrollment (see section I). Priorities 1 through 4 below refer to School Choice applicants that are CVUSD resident students and shall be granted as follows for applications received by the February 1, 2018 lottery deadline:

1. Student requesting to transfer to his/her neighborhood school, based on student's address of residence.
2. Student is sibling of current enrollee and the sibling(s) will be concurrently enrolled
3. Student's parent or guardian is a CVUSD non-exempt employee
  - a. requested school is the employee's primary place of employment
  - b. requested school is in the cluster of the employee's work site
4. School Choice without priority
5. Applicants that reside outside of CVUSD boundaries have last priority, except as follows:
  - Non-resident students applying for magnet or academy schools only qualify for priority 2. CVUSD resident student applicants will have priority over non-resident students.
  - Non-resident employees will qualify for priorities 3a and 3b and will have the same priority as CVUSD resident employees.

District-Wide and Special Programs		
Program	Priorities	Notes
All schools, excluding programs listed below	1 – transfer to school, based on residence address 2 – sibling priority (sibling must attend prior year and be attending future year 3a – employee works at site 3b – employee works in cluster 4– all other	Intradistrict transfer requests are first priority and interdistrict transfers are approved only if space is available
Transitional Kindergarten	2, 3a or 4	
EARTHs (K-5)	2, 3a or 4	10% of EARTHs kindergarten spaces set aside for applicants that are current enrollees of the NfL Preschool Program located on the EARTHs site
DISCOVER – Sequoia Middle School (6-8)	EARTHs Matriculation, 2 or 3a only	
Guaranteed Choice Approval & Child Care Space, if needed Weathersfield only	None Necessary	All students accepted with on-time applications – Late applications will be honored if space is available

Multiples (twins, triplets) will be pulled together in the lottery, not families.

Only one parent-initiated School Choice Application will be permitted per school year, and only two schools may be requested per application. School Choice Application dates for the 2018/2019 school year are as follows:

- Apply between 01/03/2018 and 02/01/2018 to be included in the lottery
- Late applications may be submitted until:
  - 05/10/2019 for Transitional Kindergarten
  - 08/22/2018 for elementary and middle schools
  - 08/30/2018 the 7<sup>th</sup> day of the school year for high school 1<sup>st</sup> semester
- Applications for high school 2<sup>nd</sup> semester may be submitted from 12/03/2018 through 01/04/2019 for grades 9, 10, and 11 only. Grade 12 school choice is only available to CVHS students returning to a comprehensive high school in their senior year.
- Wait lists will be cancelled on 09/28/2018 for grades K-12.
- Open Classroom Leadership Magnet applications may be submitted until 12/31/2018 and applicants may remain on the wait list until 12/31/2019.

School Choice Applications received by the February 1, 2018 lottery deadline will be approved OR placed on a wait list in the order determined by a lottery. Applications received

after the February 1, 2018 lottery deadline will be considered late and will be placed at the bottom of the wait list in the order received in the Instructional Services department. None of the enrollment priorities outlined above are available with late applications.

Once approved, a student in grades K-12 becomes a "current enrollee of the school" with priority for continued enrollment, and no further applications for that school are required. Transitional Kindergarten students are assigned to their neighborhood school at the end of the Transitional Kindergarten school year, unless they were approved to attend Transitional Kindergarten through sibling priority. Sibling priority TK students may remain at the requested school through grade 5.

School Choice is available to students who move into the Conejo Valley Unified School District attendance area after the school choice deadline. Approval will be granted only at schools/grade levels that have space available and did not have a wait list as of 09/28/2018.

Employee Priority for School Choice Applications Received by the Deadline

Students whose parent/guardian is a CVUSD non-exempt employee shall have the following priorities:

1. Student’s parent/guardian is a CVUSD non-exempt employee and the requested school is the employee’s primary place of employment.
2. Student’s parent/guardian is a CVUSD non-exempt employee and the requested school is in the cluster of the employee’s primary work site.

Newbury Park Cluster

Newbury Park HS  
Sequoia MS  
Sycamore Canyon  
Acacia  
Aspen  
Banyan  
Cypress  
Madrona  
Maple  
Sycamore  
Walnut  
Maint/Warehouse

Thousand Oaks Cluster

Century HS  
Thousand Oaks HS  
Los Cerritos MS  
Redwood MS  
Acacia  
Aspen  
Glenwood  
Ladera  
Madrona  
Weathersfield  
Wildwood  
University Center  
C. V. Adult Educ.  
Horizon Hills

Westlake Cluster

Conejo Valley HS  
Westlake HS  
Colina MS  
Los Cerritos MS  
Acacia  
Conejo  
Glenwood  
Ladera  
Lang Ranch  
Westlake  
Westlake Hills  
District Office  
NFL City Center

Magnet and Academy schools are not assigned to a “Cluster”

III. Interdistrict Transfer:

Parents or guardians whose child lives outside of the District boundaries, but want their child to attend a District school, shall complete an Interdistrict Transfer Agreement and submit it to the Student Support Services Office at the District Office. Interdistrict Transfer requests shall have last priority for enrollment, except as stated in Section II # 5 above.

Transportation

Parents and students participating in Intradistrict School Choice are not entitled to transportation services other than those normally provided by the District to students not participating in School Choice. Regular home-to-school transportation is a parent-pay program. No new routes will be established to implement School Choice unless determined by the District to be cost effective.

No additional transportation will be provided for any student solely to facilitate School Choice. Special education transportation is provided to those students for whom an IEP team has identified transportation as a necessary service.

#### Cocurricular Activities

Participation in cocurricular activities will be open to all students enrolled to the extent permitted by District and CIF policies, regulations, and rules that govern eligibility.

#### Appeal of Decision

A parent/guardian may appeal the Instructional Services Division decision to deny or revoke a School Choice permit as follows:

- A. The appeal shall be made in writing to the Assistant Superintendent, Instructional Services.
- B. The Assistant Superintendent, Instructional Services shall review the appeal and
  1. overturn the decision, or
  2. present the appeal to a committee composed of the Assistant Superintendent of Instructional Services, the Director of Elementary or Secondary Education, and the Director of Student Support Services.
- C. The decision of the committee shall be final and binding.

#### District-Initiated Adjustment/Opportunity Transfer

On occasion, it is in the best interest of a student to have an opportunity to attend school in a new environment with a new peer group or to accommodate a unique educational hardship. These transfers require the following:

1. Levels 1 through 7 of Policy 5131, Recommended Disciplinary Action, shall have been implemented or considered prior to requesting an adjustment/opportunity transfer.
2. Space availability as per AR5116.1

#### Approved Participation in Special Education Programs

Students found to be eligible for participating in a specific Special Education program that is not available at the school of residence will be placed at the nearest appropriate program through the IEP process.

#### Enrollment Options for Magnet/Academy Schools

(See AR6181.1 Magnet/Academy Schools)

#### Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 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. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes. 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.

#### Transfers from a "Persistently Dangerous" School

\*\*\*Note: USDOE Guidance, Unsafe School Choice Option, provides that a district with one or more schools identified as "persistently dangerous" must, in a timely manner, notify parents/guardians about the school's designation and offer the opportunity to transfer. The CDE suggests that transfers of students out of a "persistently dangerous" school generally be completed within 30 school days of notification of the school's designation. According to the CDE, "timely notification" to parents/guardians should be made within 10 school days and a timely offer of transfer within 20 school days from the time the district learns of the designation, although these two notifications may be combined.\*\*\*

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school's designation
2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child

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 seven school days, for the submission of parent/guardian requests.

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. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. 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.

#### Open Enrollment Act (2010)

Definition: Open enrollment school means a "low-achieving" school identified by the Superintendent of Public Instruction (SPI) pursuant to Education Code 48352 and 5 CCR 4701.

Enrollment priority shall be available to students who reside within the district. No student who resides within a school's attendance area or who is currently enrolled in a school shall be

displaced by a student who is transferring pursuant to Education Code 48350-48361 or 5 CCR 4700-4703.

Applications shall be submitted within the deadlines established by the Board.

Requests for admission to a magnet school or academy shall be subject to the usual choice policy for those programs.

(cf. Magnet/Academy BP/AR 6181.1)

The Superintendent or designee shall ensure that the school to which the student is transferring has a higher API than the school in which the student was previously enrolled.

Any student who, prior to or in the 2016-17 school year, was granted a transfer out of a Title I school that had been identified for program improvement shall be allowed to remain in the school of enrollment until he/she completes the highest grade offered at that school.

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission but may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

CSBA (2/95 10/95) 3/03

CVUSD (12/08 10/09) 12/10 12/11 11/12 12/13 12/14 11/15 01/16 12/16 12/17