

## **Students**

### **INTRADISTRICT OPEN ENROLLMENT/SCHOOL CHOICE**

**AR 5116.1**

#### **PUSD SPECIFIC**

The Pasadena Unified School District assigns students to schools according to designated attendance areas. However, the Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students.

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

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been 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 needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

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

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

*(cf. 0450 - Comprehensive Safety Plan)*

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Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request 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.

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.

*(cf. 5117 - Interdistrict Attendance)*

### **Other Intradistrict Open Enrollment-School Choice**

#### **PUSD SPECIFIC (UP TO "NOTIFICATIONS")**

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools and specialized curricular programs which may have space available for additional students in the upcoming school year. Parents/guardians will be notified of the permit application process and timeline – which includes three phases, *Sibling & Priority Registration, General-First Lottery* and *Late-Second Lottery*

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(see below). A list of schools with spaces shall be available at schools and on the district web site. Applications are submitted online and are only available on the district's web site.

**Sibling & Priority Registration** occurs prior to the opening of the General-First Lottery phase. ~~Open Enrollment.~~

**General-First Lottery Open Enrollment** occurs subsequent to the close of Sibling & Priority Registration for any resident student who did not register during the first phase.

**Late-Second Lottery Open Enrollment** occurs subsequent to the close of the General-First Lottery phase and is the period when applications may be submitted for any school with openings by a student who has not already registered during the first or second phase of the annual Open Enrollment-School Choice process.

2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random lottery shall be held from the applicant pool. If there are spaces available and a pool of applicants who did not get any placement following the first lottery, a second random lottery will be held.
3. Eligible applicants for the second random lottery include students not assigned placement following the first lottery who reapply, students assigned placement in the first lottery who forfeited their spot (did not register) and reapply, as well as late applicants -- students who did not apply for the first lottery. The second lottery is for any openings remaining following the registration deadline for students selected in the initial lottery.
4. Applicants not offered any placement in the second lottery will be put on a wait list for their first choice school. Projected openings unfilled following the second lottery registration period will be offered to applicants based on wait list standing until all projected seats are filled. No other waiting list will be maintained beyond the closing of the Intradistrict Open Enrollment-School Choice window.
5. The Superintendent or designee shall provide written and online notification to applicants as to whether their applications have been granted.

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6. Approved applicants must register by the designated date to confirm their enrollment.
7. Once enrolled, a student shall not be required to reapply for readmission.
8. Students who are on a permit and want to attend their school of residence shall remain at the current school through the end of the school year. Parents must notify the district's Office of Enrollment, Permits & Student Records in writing that the student wishes to forfeit the permit and attend the school of residence at least two weeks prior to the start of a school year.
9. New students who move into the district between the close of the annual open enrollment period and the Friday before the start of the school year may submit an application for any school that did not have a waitlist at the close of Open Enrollment-School Choice, provided space still exists.
10. Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

Any student who, prior to 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.

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **Siblings**

Students whose sibling(s) already attend a district school and the sibling(s) will continue attending that school in the upcoming school year may pre-enroll in that school by completing registration during the annual Sibling & Priority Registration period. *Once pre-enrolled the student may not participate in any other phase of Open Enrollment-School Choice.*

## **District Employees' Children**

Preference in the General-First Lottery phase of Open Enrollment-School Choice is available for children of current, full-time monthly district employees. Unless the student is new to Pasadena Unified School District, the applicant must enter a transition grade: ETK/TK, K, 1<sup>st</sup>, 6<sup>th</sup> or 9<sup>th</sup>. Space is limited to no

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more than 10% of the projected openings by grade at any school and placement is through a random lottery.

### **Neighborhood Preference**

Fifty percent (50%) of open seats at the district's permit-only schools are reserved for students living in a designated attendance area. These students are given priority in the General-First Lottery phase.

### **Special Curricular Programs**

Parents/guardians may choose to apply for their student to enroll in district special programs.

### **International Baccalaureate Programme and Dual Language Immersion Programs**

Fifth grade students at the district's International Baccalaureate (IB) Programme elementary school transitioning to middle school may register during the Sibling & Priority Registration phase of Open Enrollment-School Choice at the IB middle school. A Dual Language Immersion Program (DLIP) fifth grade student may transition to a DLIP middle school offering the same language. An eighth grade student enrolled in a DLIP middle school may transition to a high school offering the same language. Once pre-enrolled the student may not participate in any other phase of Open Enrollment-School Choice.

### **Pre-K and Transitional Kindergarten**

Students attending Pre-K or Transitional Kindergarten in the district are not assigned based on residency. If the school of matriculation for students completing Pre-K and Transitional Kindergarten is not the student's school of residency, they must apply through Open Enrollment-School Choice to attend kindergarten at a school other than their school of residency.

### **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 35160.5, 48980)

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1. All options for meeting residency requirements for school attendance

*(cf. 5111.1 - District Residency)*

*(cf. 5118 - Open Enrollment Act Transfers)*

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. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the CDE

*(cf. 5145.6 - Parental Notifications)*

#### **Regulation**

**Approved:** November 14, 1995

**Revised:** 11/09; 11/12; 9/13; 10/14; 12/15; 6/16; 10/16; 10/17

#### **PASADENA UNIFIED SCHOOL DISTRICT**

Pasadena, California