

## **Students**

### **INTRADISTRICT OPEN ENROLLMENT**

**BP 5116.1**

#### **PUSD SPECIFIC**

The Pasadena Unified School District has assigned students to school by geographic attendance zones based on residence. The Governing Board believes in the concept of neighborhood schools. The Board also desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians. The Governing Board shall regularly review school attendance boundaries, taking into account school capacities and enrollment data, geographic features, student safety, and educational programs.

#### **PUSD SPECIFIC**

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.

*(cf. 5117 - Interdistrict Attendance)*

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

*(cf. 5111.1 - District Residency)*

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

#### **PUSD SPECIFIC**

The district will use varied means each year to engage diverse stakeholders regarding the Open Enrollment process. Members may include district staff, school site staff, students, parents, and community stakeholders.

#### **Enrollment Priorities**

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)

*(cf. 5116 - School Attendance Boundaries)*

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her

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attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment Act list (Education Code 48354)

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

2. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous" (20 USC 7912; 5 CCR 11992)

*(cf. 0450 - Comprehensive Safety Plan)*

3. Any student who is a victim of a violent crime while on school grounds (20 USC 7912)

4. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers. To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including, but not necessarily limited to, a law enforcement official, social worker, or a properly licensed or registered professional such as a psychiatrist, psychologist, or marriage and family therapist

- b. A court order, including a temporary restraining order and injunction

### **PUSD SPECIFIC**

5. Any sibling of a student already in attendance in that school provided parent/guardian completes registration during the Priority Enrollment phase of Open Enrollment. There is no "legacy" priority or priority for siblings of pupils who have or will have already been promoted out of the school.

## **Students**

### **INTRADISTRICT OPEN ENROLLMENT**

**BP 5116.1**

6. Preference may be given to a student whose parent/guardian is assigned to a school or district offices as his/her primary place of employment.
7. Students who have made a commitment to a specific theme or specialized/signature program are given priority to continue the same theme/program when the student changes levels/articulates (elementary to middle school; middle school to high school).

### **Application and Selection Process**

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between Fall and Spring of the school year preceding the school year for which the transfer is requested.

The Open Enrollment Online Application counts as your Intradistrict transfer for the year. Only one request may be submitted per year, whether granted or denied.

### **PUSD SPECIFIC**

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (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. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

*(cf. 6172 - Gifted and Talented Student Program)*

## Students

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BP 5116.1

#### PUSD SPECIFIC

The Board will be notified of all exceptions to the Open Enrollment guidelines that are received by staff and that are granted in order to provide accountability for the fairness and equity of the system.

#### Transportation

The district shall not be obligated to provide transportation for students who attend school outside their attendance area.

*(cf. 3250 - Transportation Fees)*

*(cf. 3540 - Transportation)*

#### Legal Reference:

##### EDUCATION CODE

200 - Prohibition against discrimination

35160.5 - District policies; rules and regulations

35291 - Rules

35351 - Assignment of students to particular schools

46600-46611 - Interdistrict attendance agreements

48200 - Compulsory attendance

48204 - Residency requirements for school attendance

48300-48316 - Student attendance alternatives, school district of choice program

48350-48361 - Open Enrollment Act

48980 - Notice at beginning of term

##### CODE OF REGULATIONS, TITLE 5

11992-11994 - Definition of persistently dangerous schools

##### UNITED STATES CODE, TITLE 20

6311 - State plans

7912 - Transfers from persistently dangerous schools

##### COURT DECISIONS

*Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275*

##### ATTORNEY GENERAL OPINIONS

*85 Ops.Cal.Atty.Gen. 95 (2002)*

#### Management Resources:

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Public School Choice FAQs*

*Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016*

##### U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

*Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, rev. May 4, 2016*

## **Students**

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*Unsafe School Choice Option, May 2004*

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

**Policy**

**PASADENA UNIFIED SCHOOL DISTRICT**

**Adopted:** January 23, 1996

Pasadena, California

**Revised:** 11/09; 11/12; 9/13; 2/14; 10/14; 6/16; 10/16; 9/19