

CUSD BP 5116.1

Intradistrict Open Enrollment

The Governing Board offers parent preference to provide enrollment options for parents and students ~~to that~~ meet the diverse needs and interests of district students, while also maximizing the efficient use of district facilities. 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.

Transitional Kindergarten (TK) is for those students whose fifth birthday falls between September 2 and December 2 of the school year in which they will be enrolled in a Transitional Kindergarten program. To the extent that this legislation and related funding remain in place, it is a goal to place these students in a Transitional Kindergarten program within the ~~the~~ students' resident boundaries. If there is not a Transitional Kindergarten program at the student's school of residence, or if the Transitional Kindergarten at the school of residence is beyond capacity, the district will attempt to place the student in a Transitional Kindergarten near the student's residence. Placement at a school other than the resident school for Transitional Kindergarten will not guarantee a placement at that school for Kindergarten. However, the student will have an opportunity to participate in Open Enrollment when advancing from Transitional Kindergarten to Kindergarten.

(cf. [5117](#) - Interdistrict Attendance)

(cf. [5117.1](#) - Interdistrict Attendance Agreements)

(cf. 5117.2 - Alternative Interdistrict Attendance Program)

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 the resident within the district. (Education Code [35160.5](#))

(cf. [5111.1](#) - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. [5111.13](#) - Residency for Homeless Children)

~~The Board shall annually review this policy. The Board will to regularly review school attendance boundaries. This review will consider:~~

- School capacities and enrollment data;
- Geographic features;
- Student safety and transportation;
- Racial and ethnic balance;
- Educational programs; and
- Community input.

(Education Code [35160.5](#), [48980](#))

Enrollment Priorities

Students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the minimum and maximum enrollment capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with law, the Superintendent shall undertake reasonable efforts such that no student currently residing within a school's attendance area shall be displaced by another student.

Enrollment priorities shall be set by the Superintendent or designee and defined through AR 5116.1 and be provided to parents and guardians requesting Open Enrollment information.

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 11922)

(cf. [0450](#) Comprehensive Safety Plan)

3. Any student while on school grounds, becomes the victim of a violent crime, as defined by the State Board of Education. (20 USC [7912](#))

(cf. [0450](#) - Comprehensive Safety Plan)

4. 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 Code [35160.5](#))

a. A written statement from a representative of an appropriate state or local agency, including but not 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

5. Priority may be given to current students enrolled in the school through prior Open Enrollment transfer.
6. Priority may be given to siblings of students currently enrolled and continuing attendance in that school.
7. Priority may be given to students whose parent/guardian works in the district as his/her primary place of employment (20 hours or more weekly).

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

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. (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)

No student who currently resides within the attendance area of a school shall be displaced by students transferring from outside of the attendance area. (Education Code [35160.5](#)(b)(2)(C))

Transportation

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.

(cf. [3250](#) - Transportation Fees)

(cf. [3540](#) - Transportation)

Open Enrollment-Dual Immersion and Parent/Guardian Participation

1. Sherman Oaks, Dual Immersion School

Enrollment for Sherman Oaks School will be processed at the Campbell Union School District office. Registration forms and enrollment information can be obtained from either the Sherman Oaks ~~Community Charter~~ School office or the Campbell Union School District Office.

As part of the Dual Immersion focus of the school, as much as is possible, an enrollment percentage of no more than 2/3 English language learners and 1/3 English only students, with a goal of having 1/3 English only students, 1/3 Bilingual (English and Spanish) students and 1/3 Spanish will be maintained to allow for appropriate modeling for Spanish and English.

Students wishing to enroll after the second semester of first grade will be assessed to determine the student's ability to participate successfully in a dual immersion curriculum. Assessment results will determine eligibility for the dual immersion program.

2. Village, Parent/Guardian Participation School

Village School students have many opportunities to work in multi-aged environments. The developmentally appropriate practices at Village School take into account those aspects of teaching and learning that change with the age and experience of the learner.

Based on capacity and grade level space considerations, students currently enrolled in Village School will be assured continued enrollment as long as their parents meet their participation guidelines as outlined in the Village School Parent Handbook. Students may participate in Open Enrollment for grades other than Kindergarten. The same lottery process will be followed as defined for Kindergarten.

Village School classes are multi-aged and work very closely with each other. Parent participation and support of the multi-aged structure is required.

3. [Campbell School Of Innovation](#)

[In an effort to provide a variety of educational options, CUSD also offers families the choice of a TK-8 school for their child\(ren\)'s entire CUSD school experience. A desire of the district is to have Campbell School Of Innovation's student body be reflective of the overall district's population.](#)

[As capacity allows, children enrolled in Campbell School Of Innovation's Transitional Kindergarten will be enrolled in Kindergarten at Campbell School Of Innovation.](#)

~~43.~~ Placement Process

A priority and lottery system will determine the order in which students will be admitted to Sherman Oaks, ~~and~~ Village School [and Campbell School of Innovation](#) if there are more applicants than space available.

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

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 FAQ's

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

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 CAMPBELL UNION SCHOOL DISTRICT

adopted: December 17, 1998 Campbell, California

revised: December 13, 2007

revised: October 14, 2010

revised: January 12, 2012

revised: January 22, 2015

revised: December 8, 2016