

## **Intradistrict Open Enrollment**

To implement annual intradistrict open enrollment pursuant to Education Code [35160.5](#):  
The Superintendent or designee shall identify those schools, which may have space available for additional students.

### Open Enrollment Period

An Open Enrollment period will be held prior to the end of February of each year. Only during this period, students may apply to attend district schools outside their residence attendance area.

### Open Enrollment Application

Application forms will be available at ~~a~~ central location~~s~~(~~s~~), which will be designated and publicized each year. The applications must be submitted to one of the announced location(~~s~~) during the Open Enrollment period.

Each applicant will be notified of his/her placement ~~by mail~~.

### Available Space

Available space is determined by the Superintendent or designee according to:

1. Defined enrollment capacity based on the minimum and maximum enrollment of each ~~the~~ school
2. Projected staffing entitlement
3. Physical space
4. Safety of students

### Attendance for Grades Kindergarten - Eight:

A priority and lottery system will determine the order in which students will be admitted to those schools that have more applicants than space available.

Priorities will determine the order in which students are assigned to schools.

1. First Priority: Students who live in the school's attendance area. (Education Code [35160.5\(b\)\(3\)\(C\)](#))

2. Second Priority: Current students enrolled in the school through Open Enrollment transfer. (Not applicable to Kindergarten)

3. Third Priority: Siblings of students who reside in the district and who are currently attending the requested school.

4. Fourth Priority: Students whose parents or legal guardians have their primary place of employment (20 hours or more weekly) at that school. Such employees may reside within or outside of district boundaries.

5. Fifth Priority: All students who are residents of the district, but are not included in any of the first five priorities.

6. Sixth Priority: Children of district employees who work 20 hours or more weekly for the district.

7. Seventh Priority: Students residing outside the Campbell Union School District (CUSD) boundaries.

~~All 4th grade students must apply for 5th grade placement through the Open Enrollment process to select attendance in elementary (5th) or middle school (5th). An exception to this is for Sherman Oaks Dual Immersion School as this program is intended to be from Transitional Kindergarten or Kindergarten through sixth grade.~~

~~Available space for fifth grade students in elementary and middle schools will be determined each year. Students will be enrolled into their desired school through Open Enrollment, if space is available in that school.~~

## Middle School

Students entering middle school desiring to attend a school other than their resident middle school should apply through the Open Enrollment process.

~~All Rosemary students entering middle school will have the option to select any of the middle schools based on capacity. If a preference is not specified, the district will place the student to maintain enrollment capacity and balance among the schools.~~

Lottery

If the number of applications exceeds the available space in the school or in a grade level within a school, a lottery will determine which students are to be admitted from the total applicants within each separate priority. Waiting lists will be developed indicating the order in which students will be admitted as openings occur. The first lottery name drawn from a priority will be the first admitted, as openings occur until October 15.

The lottery will be a random computerized selection ~~process conducted by the district~~ on or before the last week in April.

~~Written announcement of the date and time of the lottery will be sent to all involved participants, at least one week prior to the lottery, so they may attend if desired.~~

A written result of the individual student's rank according to the lottery will be sent mailed to involved families no later than 20 working days after the close of the lottery.  
(Education code [35160.5](#))

To protect the privacy of all involved students, no document will be distributed listing the names of these students.

If space is not available in the preferred school through Open Enrollment, the student will be placed in ~~a school within~~ his/her attendance area school.

#### Multiple Child Provision

If a family participating in Open Enrollment has twins, triplets, etc., a number will be pulled for the family and assigned for the siblings. For instance, if there are twins and the number 10 is selected for the family in the lottery, they will be assigned 10 and 11, with the next number drawn being designated as 12. The parent must inform the district that they have more than one student participating in Open Enrollment.

#### Waiting Lists

All waiting lists established by a lottery will be terminated on October 15th of each school year.

#### Return Rights - All Grade Levels

It is the desire of the Governing Board to allow students to remain at their attending school should they wish to remain. Once enrolled through Open Enrollment, students will not have to reapply for admission during their continuous enrollment in that school. ~~However, due to potential capacity limitations, all students entering the 5th grade will need to indicate their desire~~

~~to remain at the elementary site or attend the middle school. The priority and lottery process will be used should fifth grade enrollment requests exceed the available capacity. Because Sherman Oaks Dual Immersion is through sixth grade, Sherman Oaks' families are encouraged to remain through sixth grade, unless enrollment exceeds capacity limitations.~~

Open Enrollment students have the rights of all resident area students and will only be displaced if the grade level for which they are attending is impacted with resident students (Priority 1). (Education Code [35160.5\(b\)\(3\)\(C\)](#))

Students placed through Open Enrollment relinquish their right to attend their attendance area school until the next Open Enrollment period. Requests for placement at the student's attendance area school must be made in writing and submitted to the district during the annual Open Enrollment period. Transfer requests to an attendance area school made at times other than during the Open Enrollment period ~~must will~~ be requested through the Student Services Department. ~~given the same consideration as all other transfer requests.~~

#### Transitional Kindergarten (TK)

Transitional Kindergarten is for students whose fifth birthday falls between September 2 and December 2 of the school year in which they will be enrolled. 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 in their 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.

#### Transportation

District transportation will not be provided.

#### Special Education

Special Education students will be assigned to a school according to the Individualized Education Plan (IEP). **As capacity allows,** Special Education Resource students will be placed according to the above mentioned priority system, ~~if space is available in the school's program.~~

## Transfers After Open Enrollment

Once a student has been placed in a school through the Open Enrollment process, transferring to another school, including the school of residence, will go through the same process as per any other student transfer within the district.

## 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 determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis 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.

(cf. [5118](#) - Transfers)

Enrollment-Sherman Oaks, Dual Immersion School; ~~and~~ Village, Parent/Guardian Participation School; ~~and Campbell School of Innovation, Transitional Kindergarten - Eighth Grade~~ Program

~~Due to the unique design of the Village parent participation school and Sherman Oaks Dual Immersion school, participation in the dual immersion or parent participation program is optional, for those wishing to participate.~~

## Sherman Oaks, Dual Immersion School-Enrollment

In an effort to provide a variety of educational options, CUSD offers families the choice of a Spanish Dual Immersion education. In order to provide effective language modeling, a goal of the program is to have 1/3 of each grade level to be composed of English language learners and 1/3 of each grade level to be composed of English speaking students and 1/3 of each grade level

be Bilingual (English and Spanish). Three priority lists will be followed to enable such enrollment. The priorities will be the same as those listed above. Due to the commitment of the dual immersion education, if there is a Transitional Kindergarten program at Sherman Oaks, parents of Transitional Kindergarten students may select Sherman Oaks as an option for their child. If enrollment requests exceed capacity, the priority and lottery system will be followed. As capacity allows, cChildren enrolled in Sherman Oaks Dual Immersion Transitional Kindergarten will ~~automatically~~ be enrolled in Sherman Oaks for Kindergarten.

#### Village, Parent Participation School-Enrollment

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.

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

#### Priorities for Kindergarten Enrollment:

1. First Priority: Siblings of Students
2. Second Priority: Students whose parents or legal guardians have their primary place of employment (20 hours or more weekly) at Village School. Such employees may reside within or outside of the district boundaries.
3. Third Priority: Students residing within CUSD
4. Fourth Priority: Children of district employees who work 20 hours or more weekly for the district
5. Fifth Priority: Students who aren't included in any of the first four priorities  
~~Sherman Oaks, Dual Immersion School and Village, Parent Participation School and Campbell School of Innovation (CSI), TK-8 school shall adhere to the district lottery policies and procedures.~~

#### **Campbell School of Innovation (CSI), TK-8 School- Enrollment**

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. In order to offer allow this option tofor all families throughout the district, a goal of the program is to have students from outside of the Campbell School of Innovation boundaries ~~to~~ be able to opt into this program. It

is the ~~intent-goal of the district~~ to have no more than 10 percent ~~of students~~ from any ~~one other~~ school within the district school's boundary area ~~in Campbell School Of Innovation. for this program.~~ Multiple Priority Lists from each school, ~~within the district~~ for each priority level will be followed to enable such enrollment. Until Campbell School Of Innovation is fully enrolled as TK-8 school, the priority process will be the same as those for all other district schools excluding Sherman Oaks and Village. If enrollment requests exceed capacity, the ~~priority a~~ random, computerized lottery system will be followed.

~~As capacity allows, c~~Children enrolled in Campbell School of Innovation's Transitional Kindergarten will ~~automatically~~ be enrolled in Campbell School of Innovation for Kindergarten.

Parents/Guardians may request enrollment in grades other than TK or Kindergarten for Campbell School of Innovation. A desire of the district is to have Campbell School of Innovation's student body be reflective of the overall district's population. Therefore, students who are eligible for ~~the~~ National School Lunch Program (NSLP) will have ~~a~~ priority over those students not eligible ~~for the~~ NSLP until the school has reached ~~the district NSLP average. a 35% rate.~~

The boundaries for CSI will only exist until the school is fully enrolled as a TK-8 program. ~~Once full enrollment is reached, At that point,~~ the boundaries for CSI will cease to exist and the school will become a non-boundary school. The enrollment process will then follow the same priority process as Village ~~Elementary~~ School.

### Availability of Space

If space is not available at Sherman Oaks, ~~or~~ Village School or Campbell School of Innovation, the student will be placed on a waiting list for ~~the preferred school and will be enrolled in the a~~ school within his/her attendance area. For students within Campbell School of Innovation (CSI) for which there is not available space at that school, they will be placed at the nearest school where there is space available. ~~Sherman Oaks or Village School and will be enrolled in a school within his/her attendance area.~~ Waiting list students will be notified when a space becomes available until October 15.

The Board ~~will~~ ~~to~~ regularly review school attendance boundaries. ~~This review will consider: In doing so, it must take into account:~~

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

- Community input.

Return rights and transfers after Open Enrollment will be the same for Sherman Oaks, ~~and~~ Village ~~and~~ Campbell School of Innovation (CSI) as for other schools in the district.

Regulation

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CAMPBELL UNION SCHOOL DISTRICT

Campbell, California

