

Placer Un HSD

Administrative Regulation

Intradistrict Transfer And Open Enrollment

AR 5116.1

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)

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.

Other Intradistrict Transfers

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

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and intradistrict transfer applications shall be available at each school site, the district office, and on the district's web site. Applications will be accepted annually between January 1st and January 31st to the district office.
2. Beginning with the 2017/2018 school year, any student where hardship exists. Hardship is defined as an unforeseeable, unavoidable and uncorrectable act, condition or event, outside of the student's or family's control, which causes the imposition of a severe burden, unrelated to any curricular or co-curricular activity in which the student wishes to participate.
3. All potential applicants for intradistrict transfer must meet with the principal or designee of the school of residence prior to submitting an application for intradistrict transfer. After meeting with the principal or designee of the school of residence, applications for intradistrict transfers must be submitted by January 31st of the school year proceeding the school year for which the transfer is requested.
4. After the enrollment priorities have been applied in accordance with Board Policy 5116.1, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year.
5. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the denial may be appealed. The written appeal shall be filed with the Superintendent's office within ten (10) business days of denial of the transfer request. The written appeal will be reviewed by an administrative panel consisting of administrators not directly involved in the transfer and will allow the opportunity to provide any additional written information supporting the request for transfer. The Administrative Panel will provide the decision in writing.

6. Approved applicants must confirm their enrollment within 10 school days.

Once the transfer is granted and a student enrolled, a student shall not be required to reapply each year. However, the transfer may be revoked at the conclusion of any semester if the student does not maintain satisfactory grades, attendance, and behavior. Transfer students may also be subject to displacement due to excessive enrollment.

It is the responsibility of the parent/guardian to supply adequate information to the district to make a decision on the intradistrict request. False information used as a basis for securing an intradistrict transfer, will result in immediate disenrollment and will invalidate the approval and require the return of the student to his/her regular school of residence.

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

(cf. 1312.3 - Uniform Complaint Procedures)

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)

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 PLACER UNION HIGH SCHOOL DISTRICT

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