

INTRADISTRICT OPEN ENROLLMENT

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, 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.

Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 calendar 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 parent/guardian in making the offer. If the parent/guardian elects to transfer the student, the transfer shall be completed as soon as practicable.

Transfer from a “Persistently Dangerous” School

Upon receipt of notification from the California Department of Education (CDE) that the district school has been designated as “persistently dangerous,” intradistrict transfers shall be granted as follows:

1. Within 10 days of receipt of the notification from CDE, the Superintendent or designee shall provide parents/guardians of students attending the school with notice of the school's designation. Along with this notification, or at least 14 calendar days before the start of the school year, the Superintendent or designee shall provide a list of other district schools to which any student of the school that is designated as persistently dangerous may transfer.
2. Parents/guardians who desire to transfer their child out of the school shall provide a written **response** 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.
3. 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. The Superintendent or designee shall notify the parents/guardians of the assigned school.

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4. For students whose parents/guardians accept the offer, the transfer shall be made as quickly as possible. If the parents/guardians decline the assigned school, the student may remain in the 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.

Other Intradistrict Open Enrollment

Definition: Preferred school means one or more of the schools that the parent/guardian requested on the Intradistrict Transfer Application. Parents/guardians must rank-order their preferences from among all District elementary schools/programs.

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 of residence which may have space available for additional students. A list of these schools of residence and open enrollment applications shall be available at all school offices, the District Office, and on the District's website.
2. Parents/guardians of students who submit applications to the district according to the dates below, shall be eligible for the lottery of their preferred school(s) the following school year under the district's open enrollment policy.
 - Grades TK and K - between February 10 and March 17 of the school year preceding the school year for which the transfer is requested.
 - Grades 1-5 - between April 15 and May 15 of the school year preceding the school year for which the transfer is requested.
 - Students enrolling in CCUSD outside of the above application dates, may request an intradistrict transfer and/or dual language program application within 10 days of completing enrollment. If eligible, placement will be determined based on space availability and after all initial lotteries and waitlists have been exhausted.
3. 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 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 within the

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first ten days of school. The waiting list will expire ten days after the first day of the school year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for the subsequent lottery.

4. 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 reasons for denial shall be stated.
5. Approved applicants must confirm their acceptance of the offer within 10 calendar days or the offer will be null and void.
 - a. Once the intradistrict transfer is granted and the parent/guardian accepts the placement offer, the child will be removed from all other CCUSD waiting lists.
 - b. A parent/guardian accepting placement in a Dual Language Program at El Marino Language School or at La Ballona Elementary makes a multi-year commitment to that program at the requested school through Grade 5.
 - c. Language learning is a complex skill. Our dual language programs provide additional support and intervention for students who are struggling. In rare situations, a dual language program may not be the best fit for a child. In those situations, the school's Student Study Team (SST), in agreement with the parent, may determine that the dual language program is not the appropriate program for the child. The principal will inform the Department of School and Family Support Services of the Student Study Team's recommendation. The Department of School and Family Support Services will then place the student at another CCUSD school where there is space available at the grade level. The timing of the transfer shall be determined by the Department of School and Family Support Services, in collaboration with both school's principals.
 - d. Once the parent/guardian accepts the intradistrict school, a student will not be granted an additional intradistrict transfer to change their CCUSD school location. The intradistrict school becomes the home school. However, if a student on an intradistrict transfer moves to a new school of residence and wishes to attend that school, the student may transfer if/when space becomes available.

Any student who is granted a transfer out of a school that had been identified by CDE for comprehensive support and improvement shall be allowed to remain in that school of enrollment until completing the highest grade offered at that school. (20 USC 6311)

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for admission, but, may be subject to displacement due to excessive enrollment.

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

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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 35160.4, 48980)

1. All options for meeting residency requirements for school attendance
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

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California

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