

# CVUSD

## Administrative Regulation

AR 5116.1  
Students

Intradistrict Open Enrollment – School Choice

### Capacity

The capacity of each school will be estimated by March 1 of the preceding school year based on facility size, enrollment projections, transfer requests, and the contractual staffing ratios. Final capacity for the year will be established on the sixth school day.

### Space Available

Whereas most parents prefer to have their children attend the school closest to their home, space availability for students not residing within the attendance boundary of the requested school is defined as follows:

#### Elementary

1. Enrollment in K-3 classes is less than 22 students
2. Enrollment in 4-5 classes is less than 34 students

#### Secondary

1. The student can receive an appropriate 6-period program without taking the last space in any class.

#### Notifications

Notifications shall be sent to parents/guardians each school year describing all current 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
2. Program options offered within local attendance areas
3. A description of any special program options available
4. A description of the procedure for application for school choice and the appeals process available, if any, when a change of attendance is denied
5. The explanation of attendance options under California law as provided by the CDE

### Priority Enrollment

- I. Enrollment priority shall be granted as follows:

Student administratively transferred from their neighborhood school due to lack of space. If the student is enrolled in the District and space becomes available at his/her neighborhood school during the same school year, the student will be invited to return to the neighborhood school. If the student is enrolled in the District and space does not become available during the school year of the administrative transfer, the student will be invited to attend his/her neighborhood school at the

beginning of the following year.

## II. School Choice

### a. Applicants that reside outside of CVUSD boundaries:

Parents or guardians whose child lives in the District boundaries and who want their child to attend a school other than their neighborhood school, shall complete an electronic School Choice Application and submit it online beginning November 1, 2018 and no later than 5:00 pm on January 31, 2019 to be considered “on-time” and to be included in the lottery.

Approval for School Choice will be based on the availability of space and staffing ratios at the requested school. If there are more applicants than space available, then applicants will be selected by a random drawing. On-time applicants will be notified of the status of their applications no later than 45 days following the closing date. Approved applicants must confirm their enrollment within 10 school days.

Priority for School Choice shall be considered after priority for enrollment (see section I). Priorities 1 through 4 below refer to School Choice applicants that are CVUSD resident students and shall be granted as follows for applications received by the lottery deadline as stated above:

1. Student requesting to transfer to his/her neighborhood school, based on student’s address of residence.
2. Student is sibling of current enrollee and the sibling(s) will be concurrently enrolled
3. Student’s parent or guardian is a CVUSD non-exempt employee
  - a. requested school is the employee’s primary place of employment
  - b. requested school is in the cluster of the employee’s work site
4. School Choice without priority

### b. School Choice applicants that reside outside of CVUSD boundaries have priority at all CVUSD schools, as follows:

- Non-resident students applying on-time for all schools qualify for priority 2 (sibling priority). CVUSD resident student on-time applicants will have priority over non-resident students.
- Non-resident employees who apply on-time will qualify for priorities 3a and 3b (employee priority) as reflected in the chart below, and will have the same priority as CVUSD resident employees.

(cf 5117 – Interdistrict Attendance Permits)

### District-Wide and Special Programs

Program	Priorities	Notes
All schools, excluding programs listed below	1 – transfer to school, based on residence address 2 – sibling priority (sibling must attend prior year and be attending future year 3a – employee works at site 3b – employee works in cluster 4 – all other	On time Intradistrict transfer requests are first priority and on time interdistrict transfers are approved next, only if space is available. Late intradistrict and interdistrict transfer requests will be processed/placed on the wait list in the order received.
Transitional Kindergarten	2 – sibling priority (sibling must attend prior year and be attending future year 3a – employee works at site 4 – all other	
EARTHs (K-5)	2 – sibling priority (sibling must attend prior year and be attending future year 3a – employee works at site 4 – all other	10% of EARTHs kindergarten spaces set aside for applicants that are current enrollees of the NfL Preschool Program located on the EARTHs site
DISCOVER – Sequoia Middle School (6-8)	EARTHs Matriculation, 2 – sibling priority (sibling must attend prior year and be attending future year 3a – employee works at site	
Guaranteed Choice Approval & Child Care Space, if needed Weathersfield only	None Necessary	All students accepted with on-time applications Late applications will be honored if space is available

Multiples (twins, triplets) will be pulled together in the lottery, not families.

Only one parent-initiated School Choice Application will be permitted per school year, and only two schools may be requested per application. School Choice Application dates for the 2019/2020 school year are as follows:

- Apply between 11/01/2018 and 1/31/2019 to be included in the lottery
- Late applications may be submitted until:
  - 5/8/2020 for Transitional Kindergarten
  - First day of the school year for elementary and middle schools
  - The 7<sup>th</sup> day of the 1<sup>st</sup> semester for high school
- Applications for high school 2<sup>nd</sup> semester may be submitted from 12/3/2019 through 1/4/2020 for grades 9, 10, and 11 only. Grade 12 school choice is only available to CVHS students returning to a comprehensive high school in their senior year.

- Wait lists will be cancelled on 9/30/2019 for grades TK-12.
- Open Classroom Leadership Magnet applications may be submitted until 12/31/2019 and applicants may remain on the wait list until 12/31/2020.

School Choice Applications received by the lottery deadline will be approved OR placed on a wait list in the order determined by a lottery. Applications received after the lottery deadline will be placed on the wait list in the order received, and subsequent to those applications that were received by the deadline. None of the enrollment priorities outlined above are available with late applications.

Once approved, a student in grades K-12 becomes a "current enrollee of the school" with priority for continued enrollment, and no further applications for that school are required. Transitional Kindergarten students are assigned to their neighborhood school at the end of the Transitional Kindergarten school year, unless they were approved to attend Transitional Kindergarten through sibling priority. Sibling priority TK students may remain at the requested school through grade 5.

School Choice is available to students who move into the Conejo Valley Unified School District attendance area after the school choice deadline. Approval will be granted only at schools/grade levels that have space available and did not have a wait list as of 9/30/2019.

Employee Priority for School Choice Applications Received by the Deadline

Students whose parent/guardian is a CVUSD non-exempt employee shall have the following priorities:

1. Student’s parent/guardian is a CVUSD non-exempt employee and the requested school is the employee’s primary place of employment.
2. Student’s parent/guardian is a CVUSD non-exempt employee and the requested school is in the cluster of the employee’s primary work site.

<u>Newbury Park Cluster</u>	<u>Thousand Oaks Cluster</u>	<u>Westlake Cluster</u>
Newbury Park HS	Century HS	Conejo Valley HS
Sequoia MS	Thousand Oaks HS	Westlake HS
Sycamore Canyon (K-8)	Los Cerritos MS	Colina MS
Acacia	Redwood MS	Los Cerritos MS
Aspen	Acacia	Acacia
Banyan	Aspen	Conejo
Cypress	Glenwood	Glenwood
Madrona	Ladera	Ladera
Maple	Madrona	Lang Ranch
Walnut	Weathersfield	Westlake
	Wildwood	Westlake Hills
	University Center	District Office
Maint/Warehouse	C. V. Adult Educ.	NfL City Center
	Horizon Hills	

Magnet and Academy schools are not assigned to a “Cluster”

III. Interdistrict Transfer:

Parents or guardians whose child lives outside of the District boundaries, but want their child to attend a District school, shall complete an Interdistrict Transfer Agreement and submit it to the Grade Span Director’s Office. Interdistrict Transfer requests shall be considered for enrollment, as stated in Section II.b. and after all on-time school choice applications have been processed.

### Transportation

Parents and students participating in Intradistrict School Choice are not entitled to transportation services other than those normally provided by the District to students not participating in School Choice. Regular home-to-school transportation is a parent-pay program. No new routes will be established to implement School Choice unless determined by the District to be cost effective. No additional transportation will be provided for any student solely to facilitate School Choice. Special education transportation is provided to those students for whom an IEP team has identified transportation as a necessary service.

### Cocurricular Activities

Participation in cocurricular activities will be open to all students enrolled to the extent permitted by District and CIF policies, regulations, and rules that govern eligibility.

### Appeal of Decision

A parent/guardian may appeal the Instructional Services Division decision to deny or revoke a School Choice permit as follows:

- A. The appeal shall be made in writing to the Assistant Superintendent, Instructional Services.
- B. The Assistant Superintendent, Instructional Services shall review the appeal and
  1. overturn the decision, or
  2. present the appeal to a committee composed of the Assistant Superintendent of Instructional Services, the appropriate grade span Director, and the Director of Student Support Services.
- C. The decision of the committee shall be final and binding.

### District-Initiated Adjustment/Opportunity Transfer

On occasion, it is in the best interest of a student to have an opportunity to attend school in a new environment with a new peer group or to accommodate a unique educational hardship. These transfers require the following:

1. Levels 1 through 7 of Policy 5131, Recommended Disciplinary Action, shall have been implemented or considered prior to requesting an adjustment/opportunity transfer.
2. Space availability as per AR5116.1

### Enrollment Options for Magnet/Academy Schools

(See AR6181.1 Magnet/Academy Schools)

#### Transfers for Victims of a Violent Criminal Offense

Within a reasonable amount of time, not to exceed 14 school days, after a student becomes 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

student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their 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

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification 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 Open Enrollment

Enrollment priority shall be available to students who reside within the district. No student who resides within a school's attendance area or who is currently enrolled in a school shall be displaced by a student who is transferring pursuant to Education Code 48350-48361 or 5 CCR 4700-4703.

Any student who, prior to or in the 2016-17 school year, was granted a transfer out of a Title I school that had been identified for program improvement shall be allowed to remain in the school of enrollment until he/she completes the highest grade offered at that school.

A student granted intradistrict enrollment under other circumstances shall not be required to reapply for readmission 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.

CSBA (2/95 10/95) 3/03

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