

CAMBRIAN SCHOOL DISTRICT
Board Policy

Policy 5116.1

Adopted: June 11, 2002
Revised: September 29, 2015
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STUDENTS

Intra-District Transfers

Open Enrollment

The District's primary goal shall be to maintain the "neighborhood school" concept while providing enrollment options that meet the diverse needs and interests of district students. Students living within the designated boundaries of their local school shall be given first consideration for placement. Steindorf STEAM K-8 Magnet School shall not be considered a neighborhood school.

The Governing Board shall allow students who reside permanently within district boundaries to select and apply for enrollment in any district school where space is available.

The Superintendent or designee shall designate a time period during which the district will accept applications for open enrollment. The district shall provide timely information to parents/guardians and the community each year regarding open enrollment procedures and program options.

The Superintendent or designee shall determine the enrollment capacity of each district school. If by the end of the designated time period, requests for open enrollment received are in excess of capacity for a particular school, students shall be selected through a random, unbiased process that prohibits an evaluation of whether or not the pupil should be enrolled based upon his or her academic or athletic performance. 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.

Students may, however, be returned to their home school prior to the second day of school for the following reasons (except in extenuating circumstances):

- A. The enrollment of a regular attendance area student would cause a class to exceed grade level capacity, resulting in a class size penalty as specified in Education Codes 41376 and 41378.
- B. School attendance is at or exceeds 96 percent capacity as determined by the Superintendent.

The students who are returned to their home school shall be determined according to the random unbiased process established for selection of students for open enrollment.

Continued enrollment is assured for the balance of the school year after first week of school.

Placement Process

Based on capacity and grade level space considerations students currently enrolled in a school will be assured continued enrollment.

A priority and lottery system will determine the order in which students will be admitted to a school if there are more applicants than space.

The administration is hereby authorized to take such action as it deems necessary to comply with this policy in accordance with the provisions of the Education Code.

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Administrative Procedure 5116.1

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STUDENTS

Intra-District Transfers

Open Enrollment

I. Intra-District Attendance Requests

- A. Parents may request attendance at any District school.
- B. The Intra-District form must be completed and returned by March 1st in the school year prior to the year for which enrollment is sought.
- C. The parent assumes all responsibility for transportation and/or the safety of the student in traversing routes or crossings not in normal attendance patterns.

II. Open Enrollment Period

- A. The Open Enrollment period will close by 5 PM on March 1st or nearest weekday, for next school year. Only during this period, students may apply to attend district schools outside their attendance area.

III. Open Enrollment Application

- A. Application forms will be available at either school site offices or the Cambrian District office. The applications must be submitted to the Cambrian School District office by March 1st 5 PM or nearest weekday during the Open Enrollment period.

IV. Each applicant will be notified of his/her placement by phone or mail.

V. Approval of Requests

- A. Requests made for the next school year by March 1st are honored automatically if the resulting total number of students is less than 96% of the grade level/school's capacity.
- B. If requests received by March 1st are in excess of capacity for a particular school, pupils shall be selected through a random lottery system.
- C. Depending upon lottery number, enrollment requests may be accepted or placed on waiting list status.

- D. All students who are enrolled under this policy shall be subject to being returned to their home school pursuant to Item III below.
 - E. Requests made after March 1st shall be on “waiting list” status and shall be numbered consecutively beginning with the number after the last lottery number assigned under subdivision VI-E or VII-E below.
 - F. Special needs students must have the approval of the Director of Pupil Services.
 - G. Parents will be notified of the action of their transfer request.
- VI. Attendance for Grades Kindergarten-8th Grade:
- 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.
- A. First Priority: Students who reside in the schools attendance area.
 - B. Second Priority: All students who reside in the Cambrian School District boundaries.
 - C. Third Priority: Siblings of students who reside in the district and whose sibling is currently attending the requested school and will be returning the following school year.
 - D. Fourth Priority: Children of district employees who reside outside the district boundaries and work 20 hours or more weekly for the district.
 - E. Fifth Priority: All students whose residence is out of the district wanting to attend the Charter School on an Inter-District transfer.
- VII. Steindorf, STEAM K-8 Magnet School
- A. First Priority: Siblings of students who will be attending the following school year.
 - B. Second Priority: Students who reside within the Cambrian School District boundaries.
 - C. Third Priority: Children of district employees who reside outside the district boundaries and work 20 hours or more weekly for the district.
 - D. Fourth Priority: All students whose residence is out of the district wanting to attend Steindorf STEAM K-8 Magnet School on an Inter- District transfer.

- E. If space is not available at Steindorf STEAM K-8 Magnet School, the student will be placed on a waiting list 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 15th. Lists will be terminated after October 15th.

VIII. Lottery

- A. 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. A waiting list will be made 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 15th.
- B. The lottery will be a random selection conducted by the district on or before the last week in May.
- C. A public announcement of the date and time of the lottery will be posted on the Cambrian District website, at least one week prior to the lottery, so participants may attend if desired.
- D. A written result of the individual student's rank according to the lottery will be mailed to involved families prior to the end of the school year.
- E. To protect the privacy of all involved students, no document will be distributed listing the names of these students.
- F. If space is not available in the school through Open Enrolment, the student will be enrolled in a school within his/her attendance area.

IX. Multiple Child Provision

- A. If a family participating in Open Enrollment has twins, triplets... 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 then next number drawn being designated 12.

IX. Waiting Lists

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

X. Return of Student to Home School

- A. A student accepted for intra-district enrollment may be returned to his/her home school after the first day of school, if enrollment of an attendance area student would result in a regular education class exceeding grade level capacity or other extenuating circumstances.
- B. Students shall be returned based upon their lottery number; for example, the enrolled pupil with the highest number or date of application will be returned first.
- C. Continued enrollment is assured for the balance of the school year *after* the first week of school (except in extenuating circumstances).
- D. 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 students' attendance area school must be made in writing and submitted to the district during the annual Open Enrollment period. Transfer request to an attendance area school made at times other than during the Open Enrollment period will be given the same consideration as all other transfer requests.

XI. "Closed" Enrollment

Enrollment at a grade level may be closed to Intra-District Transfers if the enrollment in any class is at the grade level capacity.