

# **Pacific Elementary School District's Interdistrict Transfer and Program Enrollment Procedures**

*Board Approved January 19, 2021*

## **Programs**

In addition to a preschool, Pacific Elementary School maintains three distinct educational programs which typically serve students in transitional kindergarten through sixth grade:

- The Traditional Classroom Program (5-day)
- The Independent Study Program (IS), a hybrid classroom/home independent study program
- The Home Study Program (HS), a fully home-based independent study program

## **Renewal of Interdistrict Transfer Agreements**

All interdistrict transfer agreements for students transferring into Pacific Elementary School District must be renewed annually.

## **Reasons to Deny or Revoke an Interdistrict Attendance Agreement**

The principal/superintendent may deny or revoke an interdistrict transfer agreement for any of the reasons specified below. If a request for an interdistrict transfer permit is denied, the Superintendent or designee shall notify the parents/guardians of the denial within 30 days of the date of the original request. The denial notification shall include information regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

The Superintendent/Principal may deny or revoke an Interdistrict Attendance Agreement for any of the following reasons:

1. The transfer into the district would require the district to create a new program to serve that student. (Education Code 48303)
2. The student has a history of unsatisfactory attendance or fails to regularly attend Pacific School.
3. The student has a history of suspension or expulsion or disciplinary incidents that have persisted despite corrective efforts.
4. Behavior of the student fails to comply with school rules and regulations.
5. The student fails to maintain satisfactory academic progress while at Pacific School.
6. Class sizes exceed limitations as determined by the Superintendent/Principal following the guidance set by the Board of Trustees:
  - a. Enrollment in the Kindergarten through third grades shall be determined by current Class

Size Reduction guidelines. The Board reserves the right to ensure sufficient space in the K-3 program by establishing an average maximum of 24 students per classroom, TK-Grade 4.

- b. All classrooms in all programs will be limited to an absolute maximum of 28 students at all times.
  - c. The number of students in the IS and HS programs combined shall not exceed the number allowable for apportionment. Specifically, the ratio of student average daily attendance to teacher full time equivalents in the IS and HS programs combined must be less than the same ratio in the 5-day program.
7. Material information on the application or supporting documentation has been falsified or omitted.
  8. The application is incomplete.
  9. The parent/guardian is repeatedly inaccessible for purposes of receiving notices, obtaining consent, or communicating with district personnel as necessary, appropriate, or required by law.
  10. The parent/guardian fails to comply with applicable policies and regulations of the district.
  11. There is a change in qualifying circumstances.
  12. The student has failed to take any examination that he/she is required to take by State or Federal law, or by district policy.

### **Order of Priority and Lottery Procedures**

Each year, Pacific Elementary School will fill its classes to the capacity determined by the Superintendent/Principal following the guidelines established by the Board of Directors. Available spaces will be filled based on the following order of priority: within each grade level and program (5-day, IS, or HS), students in priority group 1 will be accommodated first, followed by students in priority groups 2, 3, 4, 5, 6, and 7 in that order.

If more students exist within priority groups 3, 4, or 5 for a single grade level and program than can be accommodated, a lottery will be held to determine the order in which available spaces are offered to students within the priority groups.

All necessary lotteries will be held at a public meeting of the Board of Directors to take place during the month of February each year. For each necessary lottery, all students within a single priority group, program, and grade level will be assigned a number or other distinctive label. The website [www.random.org](http://www.random.org) will be used to generate a randomly ordered list of the assigned labels. The resulting ordered list will be used to order the students on an overall waitlist for the grade and program.

### **Offering and Accepting Spaces**

Students will be offered available spaces in order from the grade-level and program-specific lists generated by the priority groups and lotteries. Families will have 3 business days to accept an offered space before it may be offered to the next family on the list. Families who live outside of the Pacific Elementary School District must submit an interdistrict transfer form (IDT), also called a “Request for Interdistrict Attendance Permit,” to their home district within 3 business days of accepting an offered space. Failure to submit an IDT within this timeframe may result in the offered space being revoked and offered to the next family on the list.

Students interested in more than one program (5-day, IS, or HS) will be included in all of the desired lotteries or priority groups. If it is determined that space is available for the student in two or more programs, the family will be notified and have 3 business days to select which program the student will attend.

Students currently enrolled in one program, but interested in transferring to another program, whose families complete the appropriate paperwork on time, will maintain their enrollment in the current program until they have been offered and accepted a space in the new program.

### **Priority Group 1 – Highest Priority (Families who Live or Work in District and Current Students)**

In-district students include students whose primary residence is documented to be within the Pacific Elementary School District boundaries, in accordance with Education Code 48204. In split custody families, residency is defined as the location where the student sleeps a majority of nights. Acceptable forms of documentation of residence are described in Education Code 48201.1 and include rental agreements and utility statements.

In-district students include, but are not limited to:

- New and returning students whose primary residence is within the district boundaries.
- New and returning students who have at least one custodial parent who regularly works 10 hours or more per week, Mondays through Fridays, within the district boundaries, who have been accepted by the District in accordance with Education Code section 48204(b).

All in-district students, as defined by Education Code 48204, will be accommodated in the 5-day program unless they have been placed in and are succeeding in the IS or HS program. Enrollment and continued placement in IS or HS is not guaranteed to any student, in-district or interdistrict, as clarified under Group 3 below and within the stipulations of the Independent Study/Home Study Contract.

Currently enrolled interdistrict transfer students described below are also contained in priority group 1. However, interdistrict transfer students/families identified by the superintendent as meeting any of the

conditions specified above as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Currently enrolled interdistrict students within the 5-day program who meet all of the following requirements:
  - The family intends for the student to remain within the 5-day program,
  - The family submits a complete IDT to the home district by February 1.
  
- Currently enrolled interdistrict students within the IS or HS program who meet all of the following requirements:
  - The student is succeeding in the IS or HS program within the terms of the contract,
  - The family intends for the student to remain in the same program for the following year,
  - The family submits a complete IDT to the home district by February 1.

### **Priority Group 2 (Victims of Bullying)**

The second highest priority for enrollment in Pacific Elementary School includes the following students. However, interdistrict transfer students/families identified by the superintendent as meeting any of the conditions specified above as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Students who have been determined by staff of either the district of residence or district of proposed attendance to be a victim of an act of bullying as defined in Education Code 48900(r). Such students shall be given priority for interdistrict attendance under any existing interdistrict attendance agreement or, in the absence of an agreement, shall be given consideration for the creation of a new permit (Education Code 46600).

### **Priority Group 3 (Miscellaneous Categories Given Priority)**

If spaces are available after students in priority groups 1 and 2 have been accommodated, they shall be filled from students in the following categories in an order determined by random lottery (if necessary). However, interdistrict transfer students/families identified by the superintendent as meeting any of the conditions specified above as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Siblings of students renewing an interdistrict transfer who will be enrolled for the upcoming year and whose families meet both of the following requirements:
  - Submit a complete interest form for the new student by February 1
  - Submit a complete IDT to the home district for the returning student by February 1

- Returning interdistrict students wishing to change programs (5-day, IS, or HS) whose families meet both of the following requirements:
  - Submit a complete IDT to the home district by February 1
  - Submit a complete interest form stating their desire to change programs by February 1
- Interdistrict preschool students enrolled on or before January 1 advancing to transitional kindergarten or kindergarten, whose families meet both of the following requirements:
  - Submit a complete IDT to the home district by February 1
  - Submit a complete interest form stating their desire to enroll in 5-day, IS, or HS transitional kindergarten/kindergarten by February 1
- In-district students wishing to start in or change to IS or HS whose families submit a complete interest form stating their desired program by February 1
- Students of active-duty military personnel whose families submit a complete interest form by February 1

**Priority Group 4 (Siblings of Incoming Students into Underenrolled Programs)**

If spaces are available after students in priority groups 1, 2, and 3 have been accommodated, they shall be filled from students from the following category in an order determined by random lottery (if necessary). However, interdistrict transfer students/families identified by the superintendent as meeting any of the conditions specified above as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- Siblings of students accepted into and expected to attend programs and/or grade levels determined by the administration to be underenrolled.

**Priority Group 5 (General Lottery)**

If spaces are available after students in priority groups 1-4 have been accommodated, they shall be filled from students from the following categories in an order determined by random lottery (if necessary). However, interdistrict transfer students/families identified by the superintendent as meeting any of the conditions specified above as reasons to deny or revoke an interdistrict transfer agreement may be excluded.

- All students whose families submit a complete interest form by February 1 and who are not included in priority groups 1-4

- All currently enrolled preschool students advancing to transitional kindergarten or kindergarten who enrolled in preschool after January 1, submit a complete interest form by February 1, and are not included in priority groups 1-4

### **Priority Group 6 (Waitlist by Date of Inquiry for Returning Students)**

Students in group 6 will be added at the end of the ordered list generated by the groups 1-5. Students in group 6 will be ordered by the date of interest form and/or the IDT form. However, interdistrict transfer students/families identified by the superintendent as meeting any of the conditions specified above as reasons to deny or revoke an interdistrict transfer agreement may be excluded. Priority group 6 could include:

- Currently enrolled interdistrict students (kindergarten through grade 5) whose families did *not* submit an IDT to their home district by February 1
- Currently enrolled students wishing to transfer between programs (5-day, IS, HS) who submit an interest form after February 1
- Currently enrolled preschool students advancing to transitional kindergarten or kindergarten whose families did *not* submit a complete IDT to the home district by February 1 and/or did *not* submit a complete interest form by February 1

### **Priority Group 7 (Waitlist by Date of Inquiry for New Students)**

Students in group 7 will be added at the end of the ordered list generated by groups 1-6. Students in group 7 will be ordered the date of the completed interest form. However, interdistrict transfer students/families identified by the superintendent as meeting any of the conditions specified above as reasons to deny or revoke an interdistrict transfer agreement may be excluded. Priority group 7 includes:

- All new families who complete an interest form after February 1

### **Authority to Meet Educational Needs**

Notwithstanding the list generated from the above process, the Superintendent/Principal shall be authorized to move students between classes and programs if necessary to meet the educational needs of a student, the program, or the school.