

INTRADISTRICT OPEN ENROLLMENT TRANSFERS

The Sweetwater Union High School District supports the neighborhood school philosophy. School boundaries are established in an effort to balance enrollment throughout the school district and students are assigned to a home school based on established school boundaries. All transfers are contingent upon space availability.

It is important to note that all schools in the district follow the same rigorous curriculum. The district realizes that there may be valid reasons for students to be permitted to attend a school other than their home school.

I. General

A. There are two types of Intradistrict transfers:

1. **Voluntary transfers, where** students are permitted, upon approved request, to transfer to a school other than the one in which they have residence. Voluntary transfers may affect athletic eligibility for grades 9-12.
2. **Involuntary transfers, where** students may also be transferred to another school as a result of administrative decision. Involuntary transfers shall affect athletic eligibility for grades 9-12. All **involuntary** transfer students will be placed on an Academic/Behavior contract and will be required to meet specific unique program guidelines.

B. Intradistrict transfers **may** originate from three sources:

1. Sweetwater Union High School District school of residence.
2. ~~Administration Center.~~ **Student Support Services.**
3. Parent(s)/guardian(s)/caregiver(s) and student request.

II. Justifiable Reasons for Consideration of an **Voluntary** Intradistrict Transfer

~~A. Voluntary Integration Transfers~~

- ~~1. To improve racial/ethnic balance of the schools involved.~~

~~B. Other Intradistrict Transfers~~

A. To satisfy adjustment needs.

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- B. To allow students **siblings** from the same family to stay together **at the same school**.
- C. To allow ~~7th grade~~ **a** students to enroll in a school closer to the parent(s)/guardian(s)/caregiver(s) workplace.
 - a. The school assigned shall be generally that school closest to the workplace.
 - b. Pursuant to Education Code 48204, the following limitations shall be considered when responding to any request for an intradistrict transfer because of the workplace of the parent/guardian/caregiver:
 - ~~(1) Such transfer shall not impact negatively on the receiving school's ongoing, voluntary ethnic integration program, and~~
 - (1) The additional cost of educating the student does not exceed the state allocation for a regular student, and
 - (2) Neither home-school nor school-home district transportation shall be approved, and
 - (3) There must be sufficient room in the school of desired attendance.
- D. To finish the balance of a semester or a year when time left is short.
- E. To allow continuance until graduation (current 12th grader) in a school, for students who have completed at least one full school year as regular resident students or as voluntary or **unique curriculum program** transfers and who have subsequently moved into another attendance area within the district.
- F. To meet educational/career goals and to enroll in unique curriculum programs **(including but not limited to Foreign Language and Global Studies (FLAGS), International Baccalaureate (IB), School of Creative & Performing Arts (SCPA), Dual Language Immersion Program, and Reserve Officers' Training Corps (ROTC), California Partnership Academies (CPA) and other programs approved by the Board)**.
- ~~7. To allow students from schools identified for Program Improvement an option to transfer to another district school.~~

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III. Process for Granting Transfer

A. **Unique curriculum program** transfers

1. **Unique curriculum program** transfers provide access to a sequence of courses ~~designed around a unique theme~~ at a school not available at the attendance area school. **Unique curriculum program** transfers may affect athletic eligibility for grades 9-12.
 - a. Students incoming from feeder elementary districts and students presently enrolled in the district, may apply for **a unique curriculum program** ~~voluntary integration programs~~ only during the spring semester prior to the beginning of the new school year.
 - b. New enrollees to the district have 10 days from time of enrollment.
 - c. The student and parent(s)/guardian(s)/caregiver(s) shall initiate the unique curriculum programs ~~Educational/Curriculum/Career~~ transfers request by contacting **the Director of Student Support Services and submitting the Intradistrict Transfer Request Form No. 7220. Approval will be made in conjunction with the school site administration.** ~~program coordinator or the assistant principal at the receiving school. The program coordinator or assistant principal at the receiving school working in conjunction with the parent(s)/guardian(s)/caregiver(s), shall forward the transfer request form to the assistant principal at the resident school. For grades 9-12, the administrator responsible for overseeing athletics shall oversee athletic eligibility.~~
 - i. ~~A parent/guardian/caregiver signature on the Intradistrict Transfer Request, Form No. 7220, shall be a firm enrollment commitment on behalf of the student and shall remain in effect for a minimum of one semester.~~
 - d. ~~Exception to 1 a., b., and c.~~
 - i. ~~In cases where the registration deadline is missed, enrollment may be attained with the approval of the receiving and sending school principals.~~

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- ii. ~~Appeals shall be processed by the director of student support services or his/her designee, whose decision shall be final.~~
 - iii. ~~In cases where students meet the enrollment deadline, but there is no space available, they will be placed on a waiting list and will be considered for enrollment if space becomes available within the first 30 calendar days from the start of first semester.~~
 - d. **Student Support Services will forward** ~~The assistant principal or the resident school completes the Resident School Recommendation Section of the Intradistrict Transfer Request, Form No. 7220, and forwards it to the receiving school.~~
 - e. ~~The assistant principal of the receiving school completes the Verification of the Receiving School Section of the Intradistrict Transfer Request Form 7220,~~ **Student Support Services will** distributes copies, and **contacts** the student and parent(s)/guardian(s)/caregiver(s) with enrollment information.
 - f. A student who withdraws from the **unique curriculum** ~~Educational/ Curriculum/Career~~ programs or classes shall return to his/her attendance area school. **It is the receiving school's responsibility to monitor the eligibility of students in their unique curriculum program.** Upon the return of the student to the resident school, athletic eligibility may be affected.
2. All requests for voluntary transfers (II. B. 1, 2, 3 **A, B, C**) from the school of residence to another school in the district are to originate at ~~the school district office~~ **Student Support Services**. They are to be processed on an Intradistrict Transfer, Form 7220. Voluntary transfers may affect athletic eligibility for grades 9-12.

The assistant principal of the school of residence initiates the process by referring the student and parent(s)/guardian(s)/caregiver(s) to the office of **S**tudent **S**upport **S**ervices.

B. Administrative/Involuntary Transfer

- 1. At such time the continued presence of a student is no longer in the best educational, social or emotional interest of the student and/or

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fellow students, an administrative/involuntary intradistrict transfer may be initiated to transfer to another school within the district.

2. The site assistant principal may review and grant a continuance of the transfer if it is felt by all concerned that it would be to the student's best interest educationally, socially, and emotionally.
3. Disciplinary transfers are ineligible to participate in sports for one calendar year at the new school following the transfer.
4. Administrative/Involuntary transfers are contingent upon space availability at the receiving school site.

C. Continuance Transfers

Students who live with their parent(s)/guardian(s)/ caregiver(s) and have been in attendance in a school for one full year as a regular resident, or a voluntary ~~integration~~—transfer student, then moves with their parent(s)/guardian(s)/caregiver(s) to another attendance area within the district may request to continue in that school to promotion/graduation. If transfer is granted, student maintains athletic eligibility.

D. To Finish the Balance of a Semester

Students who have been in attendance as regular resident students and move to another attendance area may request an intradistrict transfer to complete that semester. If transfer is granted, student maintains athletic eligibility.

E. To Allow a Family to Stay Together

Students who have are concurrently enrolled with an older brother or sister a sibling in a middle/junior high or high school may be allowed to attend the same middle/junior or senior high school. Family togetherness may affect athletic eligibility.

IV. Guidelines to be Observed in Granting Transfers

A. Voluntary Intradistrict transfer

1. ~~In cases where students meet the deadline but there is no space available, they will be placed on a waiting list and will be considered for enrollment within the first 30 days from the start of first semester if space becomes available.~~

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1. Unique curriculum program transfers are to be filed during the spring enrollment period for the fall semester.
2. All Intradistrict transfers will be contingent upon space availability.
3. All students granted Intradistrict transfers ~~on a full day basis~~ shall NOT be provided transportation commensurate with district policy.
4. Terms and conditions to maintain a transfer:
 - a. Maintain a 2.0 GPA in both Scholarship and Citizenship.
 - b. Have no persistent conduct code violations.
 - c. Have no more than five **7 unexcused** absences **or 10 unexcused tardies** per semester.

5. It is the receiving school administrator's responsibility to approve continuance transfers and for contacting parents at the end of each school year. A list of approved continuance should be sent to Student Support Services at the end of each spring semester.

B. Other Intradistrict Transfers

1. Students who move within the district and qualify for transfer may apply for such a transfer within the first ten days of enrollment.
2. Students may make only one request for a transfer to another school each year.
3. Students assigned to a school on an administrative/ involuntary basis are not eligible to request another school transfer on a voluntary ~~integration program~~ **transfer or** ~~educational/career basis~~ **unique curriculum program until the end of the current school year.** ~~or CHOICE transfer.~~
4. ~~Students assigned to a school for special education programs are eligible to request transfer to another school if space is available and the Director of Special support Services approves.~~

C. ~~Education/Career Transfers~~

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- ~~1. Students who wish to take a course not offered in their resident school because of an academic or vocational need, have the option to attend a school which offers the course for one or more periods.

 - ~~a. Athletic eligibility is established at the resident school.~~
 - ~~b. Students who do not qualify for a unique curriculum program transfer commensurate with Policy 5116.1 as full-time students, may be granted access to the program on a part-time basis. In such cases, students will return to their school of residence for the remainder of the day. The student and/or parent(s)/guardian(s)/caregiver(s) is/are responsible for providing transportation.~~
 - ~~c. Should the student drop from the program for any reason, he/she shall return to his/her resident school.~~~~

C. Victims of a Violent Criminal Offense Transfers

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.

V. **Athletic** Eligibility

- A. All current athletic eligibility requirements of the San Diego Section of the California Interscholastic Federation and the Metropolitan Conference must be met.

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- B. With the exception of Interscholastic Athletics, students on any type of intradistrict transfer are entitled to all student privileges regarding extracurricular activities.

VI. Revocation of Intradistrict Transfers by School Personnel

- A. All revocations should be given very serious consideration.
- B. A transfer may be revoked for any of the following reasons:
 - 1. Excessive enrollment of attendance area students.
 - 2. Excessive **unexcused** absences **(7 per semester or 14 per school year pursuant to AR 5113)** or **10 unexcused** tardies.
 - 3. Persistent conduct code violations.
 - 4. Student did not maintain a 2.0 GPA in scholarship or citizenship.

In administrative transfer cases, revocation shall or may be entertained only when the student has breached the academic/behavior contract which was signed upon enrollment in the transfer school.

VII. Appeals

- A. Parent(s)/guardian(s)/caregiver(s) has/have the right to appeal administrative/involuntary transfers **within ten school days of the date of the administration decision to transfer the student.**
- B. Parent(s)/guardian(s)/caregiver(s) shall be informed by the administration that they may appeal the transfer to the site principal, then **D**irector of **S**tudent **S**upport **S**ervices.
- C. The student shall remain at the school pending the appeal process and decision.
- D. The decision of the **D**irector of **S**tudent **S**upport **S**ervices shall be final.

VIII. NCLB Choice **(Pending guidance from California Department of Education)**

- A. NCLB Program Improvement Transfers

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1. Under the No Child Left Behind, students who attend a Title I funded school that is identified as Program Improvement must be given the option of NCLB school choice. This provision allows a student in grade 8-12 attending such a Title I school the option to transfer to another public school, including a public charter school, that is within the LEA and that is not in program improvement or is not persistently dangerous.
 2. Incoming 7th grade students are not eligible for NCLB Choice.
 3. The district has the right to set timelines for accepting NCLB Choice applications. The application process will take place in the spring of each year for the following school year. New students who enroll in Program Improvement schools will have the option of NCLB Choice to take effect at the next semester break.
 4. Students who exercise their right to attend another school under this school choice provision must be given the option to continue to attend that school until they complete the highest grade of that school, even if the original school is no longer in program improvement.
 5. NCLB Choice is not in Intradistrict transfer and cannot be revoked.
 6. The district must provide transportation to students who transfer to another school. If funds to provide school choice and/or transportation are limited, local education agencies (LEAs) may give first priority to students from low-income families who are the lowest-achieving students (Title I, section 1116(b)(E)(ii)) based on achievement levels as evaluated by objective educational measures. In the case that the original school exits Program Improvement, students will no longer be provided transportation to the NCLB Choice School.
 7. Choosing the NCLB Choice option may affect athletic eligibility for grades 9-12.
- B. Enrollment under the No Child Left Behind Act Persistent Dangerous Schools
1. Within a reasonable amount of time, not to exceed 10 school days, after a student becomes the victim of a violent criminal offense while on school grounds, the student's parent(s)/guardian(s)/caregiver(s) shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. The Superintendent or

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designee shall consider the student's needs and parent/guardian/caregiver preferences in making the school assignment. If the parent(s)/guardian(s)/ caregiver(s) choose to transfer their child, the transfer shall be completed as soon as practicable.

2. Within 10 school days after learning that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parent(s)/ guardian(s)/caregiver(s) of the school's designation. Within 20 school days after learning of the school's designation, the Superintendent or designee shall notify parent(s)/ guardian(s)/ caregiver(s) of their option to transfer.
3. Parent(s)/guardian(s)/caregiver(s) 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 10 school days, for the submission of parent/guardian/caregiver requests.

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 requirement 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