

## Students

## BP 5116.1 (a)

### Intradistrict Enrollment

The Board of Trustees of the Lowell Joint School District (LJSD), in alignment with the LJSD Core Values, endorse the concept of the neighborhood school. School attendance boundaries are established by the Board to, among other things, optimize the use of existing facilities, avoid overcrowding conditions, maintain local neighborhood identities, give consideration to geographic barriers, establish and maintain balance in schools and programs, and maintain safe and reasonable walking conditions and distance to and from schools. The Board desires to provide enrollment options that meet the diverse needs and interests of district students. 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.

- (cf. 5117 - Interdistrict Attendance)
- (cf. 5117.1 - Interdistrict Attendance Agreements)
- (cf. 5117.2 - Alternative Interdistrict Attendance Program)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

- (cf. 5111.1 - District Residency)
- (cf. 5111.11 - Residency of Students with Caregiver)
- (cf. 5111.13 - Residency for Homeless Children)

### Enrollment Priorities

Consideration for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)

- (cf. 0520.2 - Title I Program Improvement Schools)
- (cf. 6171 - Title I Programs)
- (cf. 0450 - Comprehensive Safety Plan)

2. If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as *persistently dangerous*, he/she shall be provided an option to transfer to another district school. (20 USC 7912)

- (cf. 0450 – Comprehensive Safety Plan)

## Students

## BP 5116.1 (b)

### Intradistrict Enrollment (continued)

3. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
4. Priority may be given to siblings of students already in attendance in that school.
  5. Priority shall be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee may use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions may not be based on a student's academic and/or social performance. Academic performance may be used to determine eligibility for, or placement in, programs for Horizons (GATE/High Achieving) students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

### Terms and Conditions

Transfer students and their parents/guardians are expected to follow all applicable District policies, procedures and regulations, and all school rules. An Intradistrict transfer may be revoked at any time for violating the conditions stipulated in the administrative regulation. (cf. 5116 - School Attendance Boundaries)

**Students**  
**Intradistrict Enrollment (continued)**

**BP 5116.1 (c)**

Transportation

The district is not obligated to provide transportation for students who attend school outside their attendance area. The Superintendent or designee may authorize transportation contingent upon available space and funds.

GENERAL PROVISIONS, INTRADISTRICT TRANSFERS

The principal may recommend student transfers within the District for one or more of the following reasons:

1. Administrative Transfer
2. Return to School of Residence There are special situations in which it is determined by the site Principal to be in the best interest of a student that he/she be transferred to a different school within the District. There may be a conflict with another student that after mediation the issue has not been resolved and one or both of the students will benefit from a change of schools. There may be personal reasons shared by the student/parent/guardian with the Principal that lead the Principal to determine that a change of schools is appropriate. This permission is granted only by the site Principal and/or Superintendent.
3. The District offers the Open Enrollment process to allow students living within the boundaries of the entire school District to annually select their school of attendance. In January of each school year, the student and their parent/guardian submit the application for selection of their school of attendance for the subsequent school year. (See District Open Enrollment Policy\*). Once the process is complete, the student's new school of attendance becomes the school of attendance for the entire school year. Should there be a "change of heart" by the student and/or parent/guardian, the parent/guardian may submit, in writing to the Principal, a request to be allowed to return to the original school of residence at the next quarter, based on proof of residence. The request may not be for a transfer to any other school within the District. It will be at the discretion of the Principal to grant permission.
4. Discipline Administrative Transfer (in lieu of recommendation for expulsion)  
The District understands that from time to time students make poor choices, which could result in expulsion (per Education Code 48900) from all schools within the District. Under the concept of Restorative Practices and Progressive Discipline, the Principal may recommend a Discipline Administrative Transfer as an option before recommending expulsion. A discipline transfer may be used once during a given school year. If the student continues with subsequent poor behavior, the student may face the expulsion process.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

## **Students**

**BP 5116.1 (d)**

### Legal Reference:

#### EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

#### UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

Policy Adopted: March 23, 1987

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