

# **San Mateo-Foster City School District**

## **BOARD OF TRUSTEES POLICY 4140**

### ***Intradistrict Transfer Requests***

The Board of Trustees is committed to providing quality schools throughout the District that reflect the diversity of the San Mateo-Foster City School District. The Governing Board will establish attendance areas for each school consistent with this goal and provide enrollment options that meet the diverse needs and interests of district students.

Students shall be assigned to a school based on their home address within the attendance area for the school. Following completion of elementary school, students shall be assigned to attend a middle school based on their home address. School attendance areas may include addresses from North Central in San Mateo pursuant to the District's desegregation program. Students may also be assigned to a school based on an approved intradistrict transfer, assignment to a specialized program, or for administrative reasons.

It is the intent of the Board of Trustee to provide parents with alternatives to enrollment in the neighborhood school through the intradistrict transfer process, offering magnet school programs with specific themes and choice transfers.

Students who reside within district boundaries may apply for enrollment in any district school. All schools shall be open for enrollment to any child in the District until filled. The Superintendent or designee shall determine the capacity of each school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. A student currently attending a school shall not be displaced by another student transferring from outside the attendance area. Once assigned to a school, a student shall remain at that school through the course of the school year. All students residing within the San Mateo-Foster City School District boundaries shall have a school of assignment by the first day of school.

The Superintendent or designee shall develop application and selection procedures for intradistrict transfers and each magnet program and disseminate annually, making parents aware of choices and timelines.

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EC 35160.5: District policies, rules and regulations

## ADMINISTRATIVE REGULATION 4140 (CSBA AR 5116)

### INTRADISTRICT TRANSFER REQUESTS

Parents of a student in the San Mateo-Foster City School District (SM-FCSD) may request approval for a student to transfer to another school in the District outside the student's school of assignment attendance area through the intradistrict transfer process. Parents transferring their children to another school or program are responsible for the student's transportation.

#### INTRADISTRICT TRANSFER REQUESTS TO ATTEND ANOTHER DISTRICT SCHOOL

##### Intradistrict Transfer Procedure

Parents may request an intradistrict transfer to another school in the District, which is not their school of assignment. If approved, a transfer will remain in effect until the completion of the highest grade at the school. Transfer applications are only approved until 10 days before the start of school. Once a student begins classes at a year-round calendar school, that student relinquishes the opportunity to transfer to a traditional calendar school for that year. (Exceptions are made only rarely, and only with permission of both school principals and Student Services administrators.)

Transfers will be granted only if there is room in the school and grade level requested after all school of assignment students are placed, and if the transfer does not contribute to racial isolation within a particular school. The district reserves the right to hold an average of one space per classroom for potential attendance area enrollees when deemed necessary.

Students may also be assigned to schools because of their eligibility for special programs and services such as special education classes and programs for English Learners. The Superintendent will establish the eligibility criteria for special programs in conformance with State and Federal law. The District reserves the right to reassign students in the case of unforeseen circumstances.

The following procedure will be used when parents request that their student transfer to a school other than their school of assignment:

- 1) The parent completes an *Intradistrict Transfer Application*, available at the school site, the Student Services office or the District website and returns the form to the Student Services office or any school office. Parents may submit transfer requests to no more than two schools. If more than two schools are indicated on the form Student Services will accept only the first two in the order in which they were indicated.
- 2) The completed form will be date and time stamped upon receipt.
- 4) *Intradistrict Transfer Applications* for the upcoming school year will be accepted according to the publicized District calendar. All transfer applications received by 12:00 pm (noon) by the deadline will be placed in a lottery for enrollment. Transfer applications received after the deadline will be placed on a wait list in the order in which they are received.

- 5) Applications received by the publicized deadline will be entered into the transfer lottery and parents will be notified of lottery results by mail before the first day of new student registration.
- 6) Parents whose transfer applications are approved before the first day of new student registration must follow the instructions in the acceptance letter to complete their enrollment at their approved school or their space will be forfeited.
- 7) New students placed on a transfer wait list should enroll at their school of assignment.
- 8) Continuing students placed on a transfer wait list should plan to attend their current school unless otherwise notified.
- 9) Transfer applications received after the publicized deadline will not receive written notification of wait list status.
- 10) Wait listed students will be contacted by phone only when space becomes available at the requested school. Parents/guardians have two (2) business days to accept the opening. If the parent/guardian has not responded within two (2) business days, the space will be offered to the next student on the wait list.
- 11) No transfer applications into year-round calendar schools will be approved past July 15th or 10 days before the start of school.
- 12) No transfer applications into traditional calendar schools will be approved past August 15th or 10 days before the start of school.

In order to provide stability for others in the enrollment process, parents must respond to an offer within the stated deadline. Parents/guardians may choose one of the following responses:

1. Accept the offer. Acceptance of the offer results in removal of the child's name from all other transfer wait lists for the current year.
2. Decline the offer and remain on other wait lists until the stated deadlines in numbers 11 and 12 above.
3. **All transfer wait lists expire once the school year has begun.**

#### San Mateo-Foster City School District Staff

Children of district employees working 20 hours or more per week or at least 50% of 1.0 (one) FTE at the time of application and during the year for which the application is made will receive priority in the transfer process provided they apply by the posted Employee Preference deadline and space is available. Employment status must be verified annually. Children whose parent is assigned to a particular school will receive priority status for that school provided the application is made by the posted Employee Preference deadline and space is available.

## Siblings

Siblings of concurrently enrolled students attending a school on an intradistrict transfer will receive priority in the intradistrict transfer lottery at the requested school if space is available. If applying concurrently and one sibling is approved through the lottery process, additional siblings will have enrollment preference if space is available. If siblings are placed on a wait list, they will receive priority.

## Priorities for Intradistrict Transfers

Student Services will review annually the enrollment capacity at all school sites to determine space availability for purposes of enrollment and transfer requests. Available space is determined by program capacity, staffing entitlement, program considerations and facilities. Student Services will annually establish and publish enrollment cutoff dates for the purpose of determining district enrollment priorities.

Transfer Applications are approved based on the following descending order of priorities:

1. **Continuing 5<sup>th</sup> and 8<sup>th</sup> Grade Students** - former residents of the school's attendance area who have moved into another school's attendance area within the District, provided space is available.
2. **District Employees** - children of district employees who have requested attendance through the Employee Preference transfer process.
3. **Overflow Students** – students overflowed to another school who want to remain at the overflow school.
4. **Siblings** – siblings of students concurrently enrolled on an approved intradistrict transfer.
5. **Continuing Students** - students who move to another attendance area within the district and wish to remain at their current school.
6. **Continuing Interdistrict Transfer Students** - students living outside the District currently enrolled in one of the District schools with an approved interdistrict transfer and requesting to continue at the same school, providing they continue to meet transfer student criteria.
7. **Preschool Students** - preschool students who live within the District and attend a feeder SM-FCSD preschool five days a week.
8. **IB Program Continuation Students** – students who have attended the Sunnybrae International Baccalaureate Primary Years program for five years who wish to continue to into Borel's International Baccalaureate Middle Years program.
9. **New Intradistrict Transfer Students** – students who live within the SM-FCSD who are requesting a transfer to attend another school in the District.
10. **Interdistrict Siblings** - siblings of interdistrict transfer students concurrently enrolled in the district.
11. **Elementary to Middle School Interdistrict Transfer Students** - elementary students on an interdistrict transfer requesting an ongoing interdistrict transfer to a district middle school.
12. **Out-of-District Preschool Students** - preschool students who live outside the District and attend a feeder SM-FCSD preschool five days a week.
13. **New Interdistrict Transfer Students** - all other out-of-district transfer requests.

Should the need arise to make an exception to these priorities, Student Services and the school Principal will review the case to determine whether cause exists to make a change.

Under rare circumstances, an administrative change of schools may occur through Student Services. Reasons may include but are not limited to 1) discipline, suspension; 2) health, safety, well-being considerations; 3) revoking of inter- or intradistrict transfer; 4) preservation of the integrity of an instructional program; 5) student best interest.

Homeless and Foster Youth students may be placed outside this priority order in order to comply with requirements of the law.

### Duration of the Transfer

Once a transfer is approved, it will generally remain in effect until the student completes the highest grade at the school, as long as the conditions of the transfer are upheld and space remains available. In some instances, such as when the school anticipates insufficient space for students living in the attendance area, transfers may be approved for only one year or may be revoked. It is not likely that such transfers will be revoked once the school year has begun. If transfers must be revoked, students will be withdrawn from a school beginning with those who transferred in under the lowest priorities listed above (Priorities for Intradistrict Transfer).

### Appeal Rights

If a parent believes that District procedures have not been appropriately followed, the parent may appeal the decision by putting the appeal in writing and sending it within ten working days from the date of the transfer notification letter to the Assistant Superintendent of Student Services. If a parent disagrees with the decision of the Assistant Superintendent, she/he may appeal to the Superintendent by submitting a written request within ten working days Revoking/Denying an Intradistrict/Interdistrict Transfer or Administratively Moving a Student to their School of Assignment

The District, for good reason, may revoke or deny an intradistrict transfer or may approve a request for a student to return to their school of assignment at any time. Reasons may include, but not be limited to, lack of space, irregular student attendance, unsatisfactory academic progress, failure to adhere to the District/school discipline policy, or discovery that the application had been falsified.

The process to revoke/deny a transfer or to administratively move a student to his/her school of assignment may also be initiated at the school site:

- The Principal or designee shall hold a conference with the parent/guardian stating that the pupil's transfer is at risk or that the student's request for a transfer to continue at their current school will not be considered or will be denied.
- The pupil shall be given an opportunity to remediate the problem(s).
- If the problem continues to exist, the principal or designee shall hold a second conference with the parent/guardian, stating that the problem(s) continues to exist and that he/she is recommending that the transfer be revoked/denied or that the student be moved to his/her school of attendance. This conference shall be followed up in writing.
- The Principal completes the "Recommendation to Revoke/Deny Intradistrict Transfer" form and sends it to Student Services along with any additional documentation deemed appropriate by the school.

- Student Services shall review the case and determine whether or not the transfer should be revoked/denied.
- If the transfer is revoked/denied, all parties shall be notified by Student Services.

In circumstances that may endanger the safety of staff or students or disrupt the educational process, transfers may be revoked/denied outside this process.

## SPECIAL PROGRAMS

Parents whose children attend special programs do not need to complete an intradistrict transfer form. The procedure for attending each of the programs shown below is as follows.

### Gifted and Talented Education Classes

This program is for 4<sup>th</sup> – 8<sup>th</sup> grade students only. Children eligible for this program will be invited by May 1. This program is competitive and student eligibility is based on criteria that have been established by the school district. Parents desiring further information regarding these eligibility criteria should contact the Educational Services Department.

### Special Education Classes

Students placed in a Special Day class through the IEP process will be assigned by the Special Education Department to the appropriate program. Pupils in the Resource Specialist Program (RSP) may participate in the normal intradistrict transfer process based on RSP space availability.

### Newcomers & English Learners Program

Students in the English Learners program may participate in the normal intradistrict transfer process based on EL program space availability.

### College Park Mandarin Immersion Program (K-5)

College Park offers a one-way Mandarin Immersion Program designed to help students become literate and fluent in English and Mandarin. Applications for students in grades 2 through 5 will not be considered unless the child is bilingual in English and Mandarin, as demonstrated through a District assessment. First grade applicants will be assessed by a teacher and the Principal to determine if they will be able to make a successful transition into the immersion program. If accepted, parents must attend a mandatory meeting with a College Park staff member during the time indicated in their acceptance letter to maintain their acceptance.

### Fiesta Gardens International School (K-5)

Fiesta Gardens offers a Spanish-English, Two-way Immersion Program, designed to help students learn about other countries and peoples of the world while becoming literate and fluent in English and Spanish. It features Stanford University's SPICE program, Amity Teacher Interns, and International Cultural Affairs.

Because Fiesta Gardens is a two-way language immersion program, an attempt will be made to have fifty percent of the student body be English speakers and fifty percent of the student body be Spanish speakers. Applications for students in grades 2 through 5 will not be considered unless the child is bilingual in English and Spanish, as demonstrated through a District assessment. First grade applicants will be assessed by a teacher and the Principal to determine if they will be able to make a successful transition into the immersion program. If accepted, parents must attend a mandatory meeting with a Fiesta Gardens staff member during the time indicated in their acceptance letter to maintain their acceptance.

Students applying to the Abbott Middle School Immersion Program must have completed the elementary program at Fiesta Gardens and be recommended by the Fiesta Gardens Principal.

#### North Shoreview Montessori (K-8) and Parkside Montessori (K-5) Programs

If applying to the North Shoreview or Parkside Montessori Program, students entering grades 1<sup>st</sup>-8<sup>th</sup> will need to be assessed by a teacher and the Principal to ensure they will be able to make a successful transition into the upper grade Montessori program. Equal priority will be given in the North Shoreview Middle Years Program intradistrict transfer lottery to students from both the North Shoreview and Parkside programs. If accepted, parents must attend a mandatory meeting with a North Shoreview or Parkside staff member during the time indicated in their acceptance letter to maintain their acceptance.

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