

March 15, 2007

To: Board Members

From: Trish Snider

Through: Tom Bishop

Subject: Second Reading of Administrative Regulation 5111, Admission

Board Policy/Administrative Reg. 5111 is presented for 2nd reading and approval. There have been no additional revisions since the 1st reading.

RECOMMENDED: The Superintendent Recommends Approval of Revised AR 5111.

7.1.a

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

BOARD POLICY 5111: ADMISSION

The Governing Board of the Del Mar Union School District believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The superintendent or designee shall maintain procedures, which provide for the verification of all entrance requirements specified in law and in Board policies and regulations.

Legal Reference:

EDUCATION CODE

- 46600 Agreements for admission of pupils desiring interdistrict attendance
- 48000 Minimum age of admission (kindergarten)
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48010 Minimum age of admission (first grade)
- 48011 Admission from kindergarten or other school; minimum age
- 48050-48053 Nonresidents
- 48200 Children between ages of 6 and 18 years (compulsory full-time education)
- 48211 Habits and disease
- 49076 Access to records by persons without written consent or under judicial order
- 49408 Information of use in emergencies

HEALTH AND SAFETY CODE

- 120325-120380 Education and child care facility immunization requirements
- 121475-121520 Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

- 200 Promotion from kindergarten to first grade
- 201 Admission to high school

CODE OF REGULATIONS, TITLE 17

- 6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

- 11431-11435 McKinney Homeless Assistance Act

Management Resources:

CDE MANAGEMENT ADVISORIES

- 0900.90 Changes in law concerning eligibility for admission to kindergarten

Board Policy/Administrative Regulation 5111 Approved by the Board of Trustees: March 23, 2005; Presented to the Board of Trustees for Review: March 28, 2006; Presented to the Board for 2nd Reading and Approval, March 21, 2007

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

ADMINISTRATIVE REGULATION TO BOARD POLICY 5111: ADMISSION

Age of Admission

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a ~~birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.~~ *certified copy of a birth record, a statement by the local registrar or a county recorder certifying the date of birth, a passport, a baptism certificate duly attested or an affidavit of the parent, guardian or custodian of the minor.*

A child who will reach the age of five on or before December 2 of the school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)

A child who will have reached the age of six years on or before December 2 of the current school year shall be eligible for enrollment in the first grade. (Education Code 48010)

March 14, 2007

To: Board of Trustees
From: Trish Snider
Through: Tom Bishop
Subject: Revisions to Administrative Regulation 5111.1, District Residency

Following discussion at the March 7, 2007 Board Meeting, staff reviewed AR 5111.1 criteria for residency number 6. The additional language will protect those valuable teachers who choose to work part time and desire to obtain an Interdistrict Transfer

RECOMMENDED: The Superintendent Recommends Revisions to Administrative Regulation 5111.1, District Residency

7.1.b

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

ADMINISTRATIVE REGULATION 5111.1: DISTRICT RESIDENCY

Criteria for Residency

A student shall be deemed to have complied with district residency requirements if he/she meets any of the following criteria:

1. The student's parents/guardians reside within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student lives with a care-giving adult within district boundaries. (Education Code 48204)
4. The student resides in a state hospital located within district boundaries. (Education Code 48204)
5. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)
6. The student's parent/guardian is employed by the school district. (Education Code 48204) Current out of district students, enrolled on the basis of their parent's employment in the district, will be allowed to continue through the sixth grade on an annually approved interdistrict transfer. Full-time employment will be required in September 2008 for staff members requesting enrollment for their students in the Del Mar Union School District, *with the exception of approved certificated shared contracts.*

Proof of Residency

Prior to admission in district schools, students shall provide proof of residency.

The superintendent or designee shall annually verify the student's residency and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

Upon enrollment of a student residing in the home of a care-giving adult within district boundaries, the care-giving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.

Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

1. Property tax payment receipts
2. Rent payment receipts
3. Utility service payment receipts
4. Declaration of residency executed by the student's parent/guardian

Pending Residency Considerations

When school offices open prior to the start of the new school year, registration forms may be accepted for students whose families have pending residency, based on the following specifications:

1. Parents who submit signed escrow documents indicating that they will occupy a residence in the district by October 15th of the current school year, will be allowed to register their children at the school of residence in which the home is located.

Parents who submit signed escrow documents after the start of the school year indicating that they will occupy a residence in the district within 6 weeks will be allowed to register their children at the school of residence in which the house is located.

If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets legal residency requirements.

Safe at Home Program

When a victim of domestic violence or stalking participating in the Safe at Home Program presents an actual residence address to establish residency within district boundaries, the Superintendent or designee shall not include the actual address in the student's file or any other public record and shall instead use the substitute address designated by the Secretary of State for all future communications and correspondence. (Government Code 6207)

Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision.

The parent/guardian shall be informed of his/her right to appeal to the Board within 10 days. A parent/guardian who appeals to the Board shall have the right to have a representative present and to rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. The student may continue to attend school during the period of the appeal. The Board's decision shall be final.

If a student's enrollment is revoked based on false evidence of residency, the District will not grant an Interdistrict Transfer request for that student for the remainder of that school year.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48980 Notification of parent or guardian

52317 ROP, admission of persons including nonresidents to attendance area

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6211 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNCODIFIED STATUTES

AB 687, Ch. 309, Statutes of 1995

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CDE LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Secretary of State, Safe at Home Program: <http://www.ss.ca.gov/safeathome>

*Administrative Regulation 5111.1 Approved by the Board of Trustees: March 23, 2005;
Revisions Presented to the Board of Trustees, Approved by Board of Trustees: May 24, 2006;
Presented to the Board of Trustees for 2nd Reading and Approval, March 21, 2007*

March 14, 2007

To: Board of Trustees
From: Trish Snider
Through: Tom Bishop
Subject: Second Reading of Revisions to Administrative Regulation 5116,
School Attendance Boundary

The paragraph on page 2 of the AR 5116 is rewritten to reflect the Board's request to provide more flexibility to students and parents who reside within the boundaries of the new Ocean Air Elementary School.

RECOMMENDED:

7.1.c

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

ADMINISTRATIVE REGULATION 5116: SCHOOL ATTENDANCE BOUNDARIES

Priorities for School Placement at Schools that Exceed Enrollment Capacity:

Currently enrolled students residing within the attendance area of a school shall continue enrollment at the school, provided the student's Pupil Placement form is received at the school office by ~~March 24, 2006~~ **30, 2007**. When the enrollment demand for a school exceeds the Board-approved enrollment capacity, students will be enrolled according to the priorities outlined below. If the number of students in each priority category exceeds the number of spaces available, enrollment will be determined by lot. Each time space becomes available, a new random, unbiased lottery will be held.

Priority 1:

Students who have siblings already in attendance at the school site where the new student is enrolling and who have registered by ~~March 31, 2006~~ **June 22, 2007**

Priority 2:

Students enrolling between ~~February 15, 2006~~ **March 14, 2007** and ~~March 31, 2006~~ **June 22, 2007** at their assigned school of residence.

Priority 3:

Students enrolling between ~~April 1, 2006~~ **July 5, 2007** and ~~August 15, 2006~~ **14, 2007** at their assigned school of residence.

Priority 4:

Students from other attendance areas within the Del Mar Union School District on a space available basis **and with an approved Intradistrict transfer.**

Priority 5:

Students from outside the attendance areas of the Del Mar Union School District on a space available basis and with an approved ~~interdistrict~~ **Interdistrict** transfer.

~~Priorities for enrollment for new student registration at Sage Canyon Elementary School~~

~~If the number of students in any of the priority categories exceeds the number of spaces available, enrollment will be determined by lot. Kindergarten students from Torrey Hills or Ocean Air, who were enrolled at Sage Canyon due to the kindergarten caps at Torrey~~

Board Policy/Admin. Reg. 5116 Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Further Revisions Presented and Approved by the Board of Trustees: May 24, 2006; Presented for 2nd Reading and Approval by Board of Trustees, March 21, 2007

~~Hills for the 2005/2006 school year, may continue enrollment at Sage Canyon for 1st grade during the 2006/2007 school year.~~

All Del Mar Union School District schools shall follow the above priorities in the event that enrollment demand exceeds Board approved enrollment capacity.

Ocean Air Elementary School

~~All students residing in the boundaries of Ocean Air Elementary School shall attend Ocean Air for the 2007-2008 school year. Students in the 6th grade during the 2007-2008 school year, residing in the boundaries of Ocean Air Elementary School, will be permitted to remain at the school they attended during the 2006-2007 school year, upon request through an Intradistrict Transfer.~~

All students residing within the boundaries of Ocean Air Elementary School are assigned to Ocean Air for the 2007-2008 school year unless they elect to request an Intradistrict Transfer. Students who will be in the 6th grade in 2007-2008 school year may remain at the school they attended in the 2006-2007 school year.

~~Priority 1:~~

~~Students who reside in the Sage Canyon attendance area and who have siblings already in attendance at Sage Canyon and who have registered between February 15, 2006 and March 31, 2006.~~

~~Priority 2:~~

~~Students registering between February 15, 2006 and March 31, 2006 and who reside in the Sage Canyon attendance area.~~

~~Priority 3:~~

~~Students who reside in the Ocean Air attendance area and have siblings already in attendance at Sage Canyon and register between February 15, 2006 and March 31, 2006. Any student admitted under this priority level will be guaranteed continuous enrollment at Sage Canyon until Ocean Air opens.~~

~~Priority 4:~~

~~Students registering between April 1, 2006 and August 15, 2006 and who reside in the Sage Canyon attendance area.~~

~~Priority 5:~~

~~Students registering between April 1 and August 15, 2006 who reside in the Ocean Air attendance area. Any student admitted under this priority level will be guaranteed continuous enrollment at Sage Canyon until Ocean Air opens.~~

~~Priority 6:~~

Board Policy/Admin. Reg. 5116 Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Further Revisions Presented and Approved by the Board of Trustees: May 24, 2006; Presented for 2nd Reading and Approval by Board of Trustees, March 21, 2007

~~Students from other attendance areas within the Del Mar Union School District on a space available basis, if Sage Canyon is under its Board approved site and grade level caps.~~

~~Priority 7:~~

~~Students from outside the attendance areas of the Del Mar Union School District on a space available basis, if Sage Canyon is under its Board approved site and grade level caps and who have an approved interdistrict transfer.~~

~~**Priorities for enrollment for new registration at Sycamore Ridge Elementary School**~~

~~If the number of students in any of the prioritized categories exceeds the number of spaces available, enrollment will be determined by lot. Each time space becomes available, a new random, unbiased lottery will be held.~~

~~Priority 1:~~

~~Students who reside in the Sycamore Ridge attendance area and register between February 15, 2006 and June 30, 2006.~~

~~Priority 2:~~

~~Students from the Torrey Hills, Sage Canyon or Ocean Air attendance area and register between February 15, 2006 and June 30, 2006.~~

~~Priority 3:~~

~~Students who reside in the Sycamore Ridge attendance area and register between July 1, 2006 and August 15, 2006.~~

~~Priority 4:~~

~~Students from other attendance areas within the Del Mar Union School District on a space available basis.~~

~~Priority 5:~~

~~Students outside the attendance areas of the Del Mar Union School District on a space available basis and with an approved interdistrict transfer.~~

~~**Priorities for enrollment for new student registration at Torrey Hills Elementary School**~~

~~If the number of students in any of the priority categories exceeds the number of spaces available, enrollment will be determined by lot. Each time space becomes available, a new random, unbiased lottery will be held.~~

Board Policy/Admin. Reg. 5116 Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006; Further Revisions Presented and Approved by the Board of Trustees: May 24, 2006; Presented for 2nd Reading and Approval by Board of Trustees, March 21, 2007

~~Priority 1:~~

~~Students who reside in the Torrey Hills attendance area and who have siblings already in attendance at Torrey Hills School and who have registered between February 15, 2006 and March 31, 2006.~~

~~Priority 2:~~

~~Students registering between February 15, 2006 and March 31, 2006 and who reside specifically in study area 23C, the study area in which Torrey Hills is located.~~

~~Priority 3:~~

~~Students registering between February 15, 2006 and March 31, 2006 and who reside in the Torrey Hills School attendance area.~~

~~Priority 4:~~

~~Students who reside in the Ocean Air attendance area and who have siblings already in attendance at Torrey Hills and register between February 15, 2006 and March 31, 2006. Any student admitted under this priority level will be guaranteed continuous enrollment at Torrey Hills until Ocean Air opens.~~

~~Priority 5:~~

~~Students registering between April 1, 2006 and August 15, 2006 and who reside specifically in study area 23C, the study area in which Torrey Hills is located.~~

~~Priority 6:~~

~~Students registering between April 1, 2006 and August 15, 2006 and who reside in the Torrey Hills School attendance area.~~

~~Priority 7:~~

~~Students registering between April 1, 2006 and August 15, 2006 who reside in the Ocean Air attendance area. Any student admitted under this priority level will be guaranteed continuous enrollment at Torrey Hills until Ocean Air opens.~~

~~Priority 8:~~

~~Students from other attendance areas within the Del Mar Union School District on a space available basis, if Torrey Hills is under its Board approved site and grade level caps.~~

~~Priority 9:~~

~~Students from outside the attendance areas of the Del Mar Union School District on a space available basis, if Torrey Hills is under its Board approved site and grade level caps and who have an approved interdistrict transfer.~~

March 13, 2007

To: Board of Trustees
From: Trish Snider
Through: Tom Bishop
Subject: Second Reading of Board Policy/Administrative Regulation 5116.1,
Intradistrict Open Enrollment

To address the many questions regarding the length of Intradistrict Transfer approvals, staff has continued to gather information.

The Board may grant multiple year Intradistrict Transfers. Districts in the north coastal region, because of the population fluctuation and parent desire to be in the neighborhood school, grant Intradistrict transfers for only one school year.

San Diego Unified City Schools grants Intradistrict Transfers for multiple years. With older established neighborhoods, the district determines the number of expected neighborhood residents and accepts a predetermined number of Intradistrict Transfers per site. If more resident students appear, the district uses portables/new staff to accommodate neighborhood students. San Diego schools have 20:1 in K-3 with no grade level caps in upper grades. The majority of Intradistricts are granted by lottery in kindergarten; very few are able to be accepted in other grades.

It may be in the District's best interest to grant Intradistrict Transfers for only one year during the 2007-2008 school year. Data on each neighborhood school could then be collected during the 2007-2008 school year. In the winter of 2008, in combination with Davis Demographic data, a specified number of Intradistrict kindergarten spaces could be determined by the Board. Then kindergarten Intradistrict Transfers could be granted through the 6th grade, as long as the family continued to live within the Del Mar Union School District boundaries.

The caution to this policy is that if the neighborhood kindergarten numbers grew unexpectedly, the District would have three choices: add another teacher, recombine classes into a combination k/1 class, and involuntarily transfer new neighborhood students to another school in the district.

Carlsbad Unified School District grants Intradistrict Transfers for one year only and notifies parents beginning in May for the following school year. According to Carlsbad staff, this policy causes many unhappy parental concerns because they have to attend a school other than the neighborhood school. Because we are a district that does not provide transportation, involuntary transfers often significantly impact our families.

In order to have families notified earlier than the current policy of August 15, 2007 the Board could move the date back to June 30, when school offices close, or August 3, which is the last date for summer enrollment. The information that would be missing would be the number of families who have moved out of the district during the summer break and new arrivals to the district who register August 14 and August 15, 2007. A safety net would be to reserve 5% of each grade level for new residents of each school site.

Issue 1: Length of Intradistrict Transfer

Recommendation: Staff recommends keeping the current one year approval policy for the 2007-2008 school year. Data gathered on all eight school's enrollment would then be presented for the Board to consider the viability of multiple year Intradistrict Transfers for the 2008-2009 school year and thereafter.

Issue 2: Parent Notification of the Approval/Denial of an Intradistrict Transfer

Option 1 Keep the current notification date of August 21, 2007.

Option 2 Move the notification date to August 6, 2007, and reserve 5% of each grade level at each site.
(Staff will not have information about families who move in/out during the summer.)

Option 3 Move the notification date to June 29, 2007, and reserve 5% of each grade level at each site.
(Staff will not know summer enrollment numbers.)

7.1.d

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

**ADMINISTRATIVE REGULATION TO BOARD POLICY 5116.1:
INTRADISTRICT OPEN ENROLLMENT**

Selection Procedures

1. Prior to the start of the new school year, the Superintendent or designee will identify those schools, which may have space available for additional students during the upcoming school year. The Superintendent or designee will determine, in his or her sole discretion, the number of seats that are available at each school for intradistrict transfers, taking into consideration factors such as existing building capacity, anticipated growth at the school, staffing needs, curriculum, safety and so forth. A list of these schools and open enrollment applications (Intradistrict transfer requests) will be available at all school offices.
2. Students who submit intradistrict transfer requests to the district at least 14 calendar days prior to the first day of school shall be considered for admission to their preferred school the following school year, subject to space availability and the restrictions set forth in BP 5116.1 and these regulations.
3. If applications exceed available space, enrollment in a preferred school will be determined randomly by lot from the eligible applicant pool within each priority. Whenever new space becomes available, enrollment will be determined randomly by lot from the current eligible applicant pool within each priority.
4. Prior to the first day of the new school year, the Superintendent or designee will inform applicants by U.S. mail/electronic mail/phone as to whether their applications have been approved, or denied. If the application is denied, the reasons for denial will be stated.
5. Applicants who receive approval must confirm their enrollment on the first day of the new school year or forfeit their space.
6. Admission to a particular school shall not be influenced by a student's academic or athletic performance except insofar as academic standards are required for admission to specialized schools or programs such as programs for gifted and talented students. Such standards shall be uniformly applied to all students.
7. Approved intradistrict transfers shall be effective for one school year. Students wishing to continue attending their school of choice on an intradistrict transfer shall be required to submit a new application for the following school year. Approval for one year does not guarantee approval for subsequent years.

Board Policy/Admin. Reg. 5116.1 (was BP 5117.1 Approved by the Board of Trustees June 8, 1994 • Replaced by BP 5010 Approved/Revised by the Board of Trustees March 13, 1996, April 9, 1997, May 2, 1999, May 10, 2000, April 25, 2001, April 15 and 24, 2002, April 30, 2003, March 30, 2004) Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006

8. Students who are unable to enroll in their schools of residence due to enrollment caps may be involuntarily placed at another district school where space is available. In addition, such students shall be entitled to request an intradistrict transfer to other district schools where space is available. Such students will have the opportunity to transfer back to their schools of residence, when space becomes available.

Priorities for Enrollment

Approval of intradistrict transfer requests will be based on the following priorities:

1. First priority for intradistrict enrollment will be given to students who attended the preferred school the prior school year on an approved intradistrict transfer. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
2. Second priority for intradistrict enrollment will be given to students residing in CFD 95-1 or CFD 99-1 who wish to attend a school located within their respective community facilities districts. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
3. Third priority for intradistrict enrollment will be given to siblings of children already attending the preferred school. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
4. Fourth priority for intradistrict enrollment will be given to students whose parent or guardian is assigned to that school. If the number of students in this category exceed the number of positions available, enrollment will be determined by lot.
5. A student may be given any order of priority for intradistrict enrollment, at the sole discretion of the Superintendent or designee, because of unusual, unique and compelling circumstances. A determination may be based upon at least one of the following: (1) A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official, social worker, or properly licensed or registered professional psychiatrist, psychologist, marriage, family and child counselor, or other professional; or (2) a court order, including a temporary restraining order and injunction. Upon making such a finding, the Superintendent or designee may approve the student's transfer to a district school that is at capacity and otherwise closed to transfers.
6. 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 parents/guardians shall be offered an option to transfer their child to an

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eligible school identified by the Superintendent or designee. The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.

Residents of School

No student currently residing within a school's attendance area at the start of the school year, commencing August 15, 2006 ~~2007~~ when the school sites conclude enrollment, shall be displaced by another student based on a new intradistrict transfer. Those students who have been involuntarily placed at a district school other than their school of residence shall be deemed residents of that school until they are able to be placed at their assigned school of residence.

Any student grandfathered under Attendance Boundary Plan DD, approved by the Board of Trustees on April 15, 2002 and amended on April 24, 2002, shall be deemed a resident of that school through the 6th grade so long as he or she remains continuously enrolled in that school and has not/does not relocate to another attendance area within the district after August 1, 2003, and will not be displaced by an intradistrict transfer.

Notifications

Notifications shall be sent to parents/guardians at the beginning of each school year annually describing all current statutory attendance options and local attendance options available in the district, including:

1. All options for meeting residency requirements 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 California Department of Education.

Special Considerations

In addition to the policies/regulation specified above, the following guidelines will assist school staff in the implementation of BP/AR 5116.1 regarding initial placement and enrollment:

Board Policy/Admin. Reg. 5116.1 (was BP 5117.1 Approved by the Board of Trustees June 8, 1994 • Replaced by BP 5010 Approved/Revised by the Board of Trustees March 13, 1996, April 9, 1997, May 2, 1999, May 10, 2000, April 25, 2001, April 15 and 24, 2002, April 30, 2003, March 30, 2004) Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: March 28, 2006

1. The 40 students involuntarily transferred from Ashley Falls School as the result of the April 15, 2002 boundary revisions shall remain guaranteed of their 2002/2003 placement for themselves and their siblings during the 2004/2005 school year (and for each subsequent year through their 6th grade year).
2. Students who have relocated within the boundaries of the district, and out of the attendance area of their current school of attendance will be transferred to their assigned school of attendance within ten school days of notification of the relocation unless the following conditions exist:
 - a. The student is currently attending Del Mar Hills or Del Mar Heights Schools on an approved-Intradistrict transfer request
 - b. The student relocates after March 1st.
 - c. The student is granted an intradistrict transfer.
3. When a student moves out of the district during the school year, the Del Mar Union School District will allow the student a maximum of ten school days from the date the school is notified of the move to transition to his/her new school. The student is withdrawn from enrollment on the last day of attendance in the district. If the student returns and again becomes a resident of the district any time within the same school year or subsequent years, the student may enroll and placement occurs according to the priority procedures of any new student enrollment.
4. In the event that a school is not able to place a student at their site during the school year due to lack of space available, school staff will follow specified procedures outlined in BP/AR 5116.1.
5. ~~Students who reside in the Torrey Hills School attendance area and/or School #8 attendance area, who could not be placed at Torrey Hills due to the reduced kindergarten grade level cap, and who enroll at Sycamore Ridge on an approved intradistrict transfer for the 2005/2006 school year, will be guaranteed continuous placement at Sycamore Ridge until the opening of School #8 in 2007.~~

To: Board of Trustees
From: Trish Snider
Through: Tom Bishop
Subject: Intradistrict Transfers

Because of the Board's questions regarding the issuance of Intradistrict transfers in the Del Mar Union School District, I have gathered information for the Board's consideration.

The following districts were contacted to determine whether or not they issue multiple year Intradistrict Transfers to students. Every one of the following districts requires that families request a new Intradistrict Transfer ANNUALLY. The reasons given for both basic aid and revenue limit districts is the inability of the individual school sites to predict the number of residents who will be enrolling at the school and the necessity to place residents of a school boundary PRIOR to placing students who live outside of that school's boundary.

Districts: Solana Beach
Carlsbad
Poway
Encinitas
Escondido
Oceanside
San Dieguito

An example of the difficulty which may arise if the Board were to grant Intradistrict Transfers for multiple years follows:

Del Mar Heights currently has 4 sections of Kindergarten and has only one space open currently. If all of the Intradistrict Transfers were allowed to remain next year and two new residents arrived in August of 2007 with first grade students, the district would only have two options: 1. Hire an additional teacher for an average cost of \$68,000 or 2. Create combination classrooms. The impact of combination classrooms is that the district has in the past supported parental and teacher concerns about combination classrooms by keeping the numbers low and providing aide support. The lack of predictability for individual grade level numbers and

the necessity to place resident students first, makes it fiscally necessary to restrict Intradistrict Transfers to one year at a time.

Please see the next memo for an additional idea.

Ocean Air Students by Grade Level

2007-2008 Grade	From Del Mar Heights	From Del Mar Hills	From Carmel Del Mar	From Ashley Falls	From Sycamore Ridge	From Sage Canyon	From Torrey Hills	Totals
1st	15	5	6	0	13	15	24	78
2nd	5	7	2	0	6	22	26	68
3rd	13	7	4	0	3	3	42	72
4th	3	6	3	0	3	1	59	75
5th	1	1	2	2	0	0	53	59
6th	0	2	2	0	1	5	36	46
								398

March 5, 2007

To: Board of Trustees

From: Trish Snider

Through: Tom Bishop

Subject: Magnet School

There are two possible ideas the Board may wish to consider as an alternative to granting multiple year Intradistrict Transfers.

First, the Hills and the Heights could be designated as "Magnet" schools rather than neighborhood schools as each is currently designated. Attendance at each of the schools would then be determined by a lottery for incoming kindergarten students each spring. This group of students would be guaranteed continued attendance for the next 7 years. The number of sections and the school size would be capped by the Board. If this method were chosen, residents of the current Hills and Heights boundary would need to participate in the lottery or attend one of the other schools in the district.

A second idea would have the Hills and the Heights develop a magnet "school within the school". In this way, the neighborhood residents would be provided space to enroll at one of the two schools, as is the current practice. The district would then determine the number of sections at each grade level which could be opened for incoming kindergarten students and conduct a lottery each spring. These students chosen by the lottery would be guaranteed placement at their respective school, Hills or Heights, for the next 7 years.

The timing of these two possible options would need careful consideration. The Board may want to allow for the opening of Ocean Air, gather data as to the number of Intradistricts requested for the 2007-2008 school year, give parents of the incoming kindergarteners for the 2007-2008 school year adequate notice of the new magnet opportunity and make this change for the 2008-2009 school year.

March 15, 2007

To: Board Members

From: Trish Snider

Through: Tom Bishop

Subject: Second Reading of Administrative Regulation 5117, Interdistrict Transfers

Administrative Reg. 5117 is presented for 2nd reading and approval. There have been no additional revisions since the 1st reading.

RECOMMENDED: The Superintendent Recommends Approval of Revised AR 5117.

7.1.e

DEL MAR UNION SCHOOL DISTRICT STUDENTS

BOARD POLICY 5117: INTERDISTRICT ATTENDANCE

The Governing Board recognizes that students who reside in one school district may apply to attend school in another school district and that such requests are made for a variety of reasons.

Interdistrict Attendance Agreements

The Superintendent or designee may approve interdistrict attendance agreements with other districts on a case-by-case basis to meet individual student needs.

The interdistrict attendance agreement shall not exceed a term of five years and shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied. (Education Code 46600)

The Superintendent or designee may deny applications for interdistrict transfers because of overcrowding within some district schools or limited district resources.

Legal Reference:

EDUCATION CODE

46600-46611 *Interdistrict attendance agreements*
 48204 *Residency requirements for school attendance*
 48300-48315 *Student attendance alternatives*
 48915 *Expulsion; particular circumstances*
 48915.1 *Expelled individuals: enrollment in another district*
 48918 *Rules governing expulsion procedures*
 48980 *Notice at beginning of term*
 52317 *ROP, enrollment of students, interdistrict attendance*

GOVERNMENT CODE

6250-6270 *Public Records Act*

ATTORNEY GENERAL OPINIONS

84 *Ops. Cal. Atty. Gen.* 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

Board Policy/Administrative Regulation 5117: Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: December 14, 2005; Approved by the Board of Trustees: May 24, 2006; Presented to the Board of Trustees for 2nd Reading and Approval, March 21, 2007

CSBA: <http://www.csba.org>

**DEL MAR UNION SCHOOL DISTRICT
STUDENTS**

**ADMINISTRATIVE REGULATION TO BOARD POLICY NO. 5117:
INTERDISTRICT ATTENDANCE**

The Superintendent or designee may approve interdistrict attendance permits for the following reasons, if there is sufficient room in the district:

1. The student's parent(s)/guardian(s) are employed by the Del Mar Union School District. Current employee's students will be grandfathered in September 2005. Full time employment will be required in September 2008.
2. To meet the childcare needs of a student. (Education Code 46601.5)

Once a permit has been issued based on childcare needs, a student in grades K-6 shall not be required to reapply for an interdistrict transfer as long as the student continues to receive childcare in the district. (Education Code 46601.5)
3. To meet a child's special mental or physical health needs as certified by a physician, school psychologist or other appropriate school personnel.
4. When a student has a sibling(s) attending school in the receiving district, to avoid splitting the family's attendance.
5. To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year.
6. To allow students to remain with a class graduating that year from an elementary school.
7. When the parent/guardian provides written documentation that the family will be moving to the district in the immediate future and would like the student to start the year in the district.
8. When a student will be living out of the district only for one year or less.
9. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff in documented cases of

Board Policy/Administrative Regulation 5117: Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: December 14, 2005; Approved by the Board of Trustees: May 24, 2006; Presented to the Board of Trustees for 2nd Reading and Approval, March 21, 2007

serious home or community problems, which make it inadvisable for the student to attend the school of residence.

10. When there is valid interest in a particular educational program not offered in the district of residence.
11. To provide a change in school environment for reasons of personal and social adjustment.

Every interdistrict attendance permit shall stipulate the terms and conditions under which the permit may be revoked. (Education Code 46600)

The Superintendent or designee may deny initial requests for interdistrict attendance agreements if the school's facilities are overcrowded at the relevant grade level and based on other considerations that are not arbitrary. *The Superintendent or designee may deny an interdistrict transfer request submitted for a student who has been found to be fraudulently enrolled in the Del Mar Union School District. Such denial will be for the remainder of the school year such student was determined to be fraudulently enrolled.* However, once a student is admitted based on childcare needs, his/her continued attendance may not be denied because of overcrowding.

The Superintendent or designee shall notify parents/guardians of a student who is denied interdistrict attendance regarding the process for appeal to the County Board of Education as specified in Education Code 46601.

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or decisions while expulsion proceedings are pending, or during the term of the expulsion. (Education Code 46601)

Because the Board recognizes the importance of appropriate class size and the potential for overcrowding within some of the district programs, an interdistrict transfer permit shall not be granted for any program, which is deemed by the district as impacted. The Del Mar School District general education classes and special education programs are deemed impacted at the following numbers:

Grades K-3	20 students
Grades 4-6	27 students
Resource Specialist caseload	28
Speech Language caseload	53
Preschool Speech Language caseload	40
Adapted Physical Education caseload	55

Board Policy/Administrative Regulation 5117: Approved by the Board of Trustees: March 23, 2005; Revisions Approved by the Board of Trustees: December 14, 2005; Approved by the Board of Trustees: May 24, 2006; Presented to the Board of Trustees for 2nd Reading and Approval, March 21, 2007

Regular Board Meeting of March 21, 2007

March 14, 2007

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Approval of the Second Reading of 2007/2008 Site and Grade Level Caps

Based upon feedback that was received during the February meeting of the Board relative to proposed site and grade level enrollment caps, district staff has revised the proposal to address potential excess enrollment at Sage Canyon only. Due to the fact that all other district sites will have sufficient capacity to accommodate all students who reside within the attendance boundaries for each of the sites, no other district site or grade level caps are proposed for any of the district's sites.

In response to Board member White's requests, included with this agenda item for your information are the following documents:

- Table of School Enrollment Capacity
- 2007-2008 Projected Enrollment Compared to Building Capacity
- Chart of Fifth Grade Enrollment by School of Residence and School of Enrollment
- List of the Number of Kindergarten Classrooms at Each District Site

Proposed Site and Grade Level Enrollment Caps for Sage Canyon

Sage Canyon:

Sage Canyon's current enrollment is 769 pupils; its current attendance area enrollment is projected by Davis Demographics to decline to 741 pupils in 2007/2008. At the present time, Sage Canyon's enrollment includes 68 students from other attendance areas in the district. Of these 68, 50 students reside in the Torrey Hills and Ocean Air School attendance areas.

In order to accommodate as many students as possible who reside in the attendance area for Sage Canyon, and, at the same time, insuring that enrollment does not exceed the building's capacity, the following caps are proposed for the 2007/2008 school year:

Gr. K	120		Gr. 4	108
Gr. 1	100		Gr. 5	108
Gr. 2	120		Gr. 6	108
Gr. 3	120			

The proposed cap of 784 is expected to provide sufficient space for all students who reside in the Sage Canyon attendance area during the 2007-2008 school year. The opening of Ocean Air School in the fall of 2007 should allow currently enrolled students who reside in the attendance areas for Torrey Hills and Ocean Air School to return to their school of residence, thereby creating sufficient capacity for Sage Canyon to accommodate all anticipated new enrollment from the designated attendance area for the school through the 2013/2014 school year.

Actual 2007/2008 enrollment at Sage Canyon is likely to be 723 if all of the following occur: all resident students, except sixth graders who currently attend Sage Canyon, remain enrolled for 2007/2008; the Davis estimate of 111 kindergarteners is accurate; and the 66 kindergarten through fifth grade students, who currently attend Sage Canyon but reside outside of the Sage Canyon attendance area return to their home schools. The cap is recommended to exceed 723 in order to allow for additional enrollment as residents move into the Sage Canyon attendance area or students who reside in the Sage Canyon attendance area and currently attend other district schools return to their school of residence.

Davis Demographics expects the enrollment in Sage Canyon's current attendance area to grow gradually during the next four years. Davis projects Sage Canyon's enrollment at 732 students in 2008/2009, 750 students in 2009/2010, and 780 students in 2010/2011.

FISCAL IMPACT: There is no fiscal impact associated with the establishment of site a grade level caps at Sage Canyon School.

RECOMMENDED: The Superintendent Recommends Approval of the Second Reading of 2007/2008 Site and Grade Level Caps

DEL MAR UNION SCHOOL DISTRICT
SCHOOL ENROLLMENT CAPACITY

The following table assumes that the class size reduction program will remain in place in grades K-3 and that contractual class size limits will remain at 27 for grade 4-6 and 15 for SDC.

The capacities listed below include all "loadable" classrooms at each school site. Please note that some of these classrooms are currently in use for purposes other than standard grade level classes. Classrooms that house specialist programs such as RSP, art, music, technology, science, Extended Studies and child care are not included as "loadable" classrooms in the table.

	AF	CDM	Heights	Hills	OA	SC	SR	TH	Total
Kind.	60	60	60	60	100	60	60	100	500
1-3	340	260	240	240	300	400	340	400	2180
4-6	351	270	270	189	324	324	270	432	2106
SDC	0	15	30	0	15	0	48	15	108
Total	751	605	600	489	739	784	718	947	5633

Revised: March 14, 2007

**2007-2008 PROJECTED ENROLLMENT
COMPARED TO BUILDING CAPACITY**

March 14, 2007

<u>School</u>	<u>Projected Enrollment*</u>	<u>Site Capacity</u>
Ashley Falls	532	751
Carmel Del Mar	445	605
Del Mar Heights	419	600
Del Mar Hills	347	489
Ocean Air	461	739
Sage Canyon	723	784
Sycamore Ridge	347	718
Torrey Hills	603	947

*Projected enrollment based upon the following assumptions:

- Except for fifth grade students, all students who were displaced from Sage Canyon, Torrey Hills and Ocean Air return to their schools of residence
- Kindergarten enrollment projected by Davis Demographics is accurate
- All students currently enrolled, except sixth grade students, remain enrolled for 2007-2008

DMUSD ENROLLMENT OF
FIFTH GRADE STUDENTS

March 14, 2007

School of Residence

School of Enrollment	AF	CDM	HTS	HILLS	OA	SC	SR	TH	TOTAL
AF						3	1	1	5
CDM	2		1	3	2	4		4	16
HTS	2	5					3	2	12
HILLS		4			2	3	1	4	14
OA									0
SC		1			5		2		8
SR		1			1	2		2	6
TH		1			36	1			38
TOTAL	4	12	1	3	46	13	7	13	89

KINDERGARTEN CLASSROOMS
BY SITE IN THE
DEL MAR UNION SCHOOL DISTRICT

The following list represents the number of classrooms that were specifically designed for kindergarten at each of the district sites. These classrooms typically have a restroom inside the classroom, lower counter top heights and lower plumbing facilities than other classrooms. In three cases, classrooms that were not designed specifically for kindergarten are being used as kindergarten classrooms throughout the district.

<u>Site</u>	<u>Number of Kindergarten Classrooms</u>	<u>Number of Kindergarten Classes in 2006-2007</u>
Ashley Falls	3	3
Carmel Del Mar	3	3
Del Mar Heights	3	4
Del Mar Hills	3	3
Ocean Air	5	0
Sage Canyon	3	6
Sycamore Ridge	5	3
Torrey Hills	5	6
Totals	30	28

March 21, 2007

To: Board Members
From: Tom Bishop
Subject: Scheduling of Special Board Meeting Date to Discuss the Process
for Short Term/Long Term Planning

The staff is seeking board direction regarding the process that the Board wants to use to establish short term/long term goals for the DMUSD. Included in the discussion will be the possible use of an outside facilitator.

Possible dates include Wednesday, April 4 (afternoon or evening); Friday, April 6 (morning or afternoon); Wednesday, April 18 (afternoon or evening).

RECOMMENDED: Superintendent recommends that the Board approve the date and time for a special board meeting to discuss the process for DMUSD short term/long term planning.

7.3

March 15, 2007

To: Board Members
From: Trish Snider
Through: Tom Bishop
Subject: Approval of Interdistrict Attendance Agreement Between the Del Mar Union School District and the Districts Listed Below

Interdistrict Attendance Agreements must be approved by the Board of Trustees in order for students residing in the Del Mar district to attend schools in other districts, and for students residing in other districts to attend Del Mar schools. This is a routine countywide procedure. The District administration is asking for Board approval of Interdistrict Attendance Agreements between the Del Mar Union School District and the following school districts for the 2007-2008 school year.

Cardiff School District
Carlsbad Unified School District
Encinitas Union School District
Escondido School District
Jamul-Dulzura School District
La Mesa-Spring Valley School District
Oceanside Unified School District
Poway Unified School District
San Diego Unified School District
San Marcos Unified
Santee School District
Solana Beach School District
Vista Unified School District

FISCAL IMPACT: There will be no fiscal impact.

RECOMMENDED: The Superintendent Recommends Approval of the School year 2007-2008 Interdistrict Attendance Agreement Between School Districts.

7.4

March 14, 2007

To: Board Members
From: Tom Bishop
Subject: Reminder of Upcoming Events and Schedules

Thursday, March 22, 2007

Police Station Dedication

Friday, March 23, 2007

Basic Aid School Districts meeting in Sacramento

Wednesday, March 28, 2007

- Ocean Air Open House for Staff, 2:30 p.m.
- District Band Festival, Del Mar Fairgrounds, Mission Tower B, 6:30 p.m.

Thursday, March 29, 2007

Special Board Meeting, Del Mar Hills Academy PAC, 6:00 p.m.

Monday, April 2, 2007

Board of Trustees visitation to Del Mar Heights School

Thursday, April 5, 2007

Open House at all seven DMUSD school sites

Monday, April 9, 2007

No School. Holiday in lieu of Admissions Day

Monday-Friday, April 9-13, 2007

Spring Break

Monday-Friday, April 16-20, 2007

6th grade camp, Torrey Hills School

Tuesday, April 17, 2007

DMSEF Board meeting, 7:00 p.m., Sycamore Ridge

RECOMMENDED: Information Item Only. No Action Required.

7.5