

# Pacifica School District



## Student Enrollment Procedures



Revised: July 2016

# Pacifica School District

## STUDENT ENROLLMENT PROCEDURES

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# Pacifica School District

## STUDENT ENROLLMENT PROCEDURES

### MISSION STATEMENT

*Pacifica School District, the community it serves, and the children they cherish, together prepare each child to meet the challenges of the future by providing an equitable, rigorous academic program which nurtures curiosity and inspires joy, confidence, and achievement in learning.*

### INTRODUCTION

Pacifica School District is an open enrollment district. Any student residing within the district boundaries may attend any school in the district.

### BACKGROUND INFORMATION

In 1969, Pacifica School District was known as Laguna Salada Union School District (LSUSD), consisting of 15 schools with approximately 10,000 students. The schools were located throughout the city which consists of seven self-identifying communities: Pacific Highlands, Pacific Manor, Sharp Park, Fairway Park, Vallemar, Rockaway Beach, Linda Mar, as well as a part of San Bruno.

As the years progressed, LSUSD, now Pacifica School District, experienced a decline in enrollment, which translated to school closures, sale of properties, and realignment of schools/grades and attendance areas. With the opportunity for facilities modernization, the district held many meetings and discussions to thoughtfully define the configurations of schools. During these discussions, there was strong support for both a single school K-8 model and K-5 to middle school model.

The decision was made to have three K-8 schools located throughout the district. A single middle school centrally located and three K-5 schools. As enrollment continued to decline, only two K-5 schools (one in the north and one in the south end of Pacifica) were modernized.

### OUTCOME OF THE COLLABORATIVE PROCESS

To provide access to either school environment, K-8 and K-5 & Middle School, the district instituted open enrollment policies and procedures so that families could choose either school model. Over the years, the open enrollment system has undergone modifications to keep current with needs of the local community at the same time supporting the underlying philosophy that every family has an equal opportunity for school choice. Pacifica School District has created a strong educational program for all students while allowing each school to create a unique school culture with the same goal in mind: Preparing students for an evolving world.

### CURRENT PATHWAYS

Our current design consists of two paths: Single School (K-8) and Dual (K-5 + Middle School). The main difference between the paths is the school environment in grades 6-8. All education is based on the California curriculum standards and is taught by credentialed, professional teachers who are supported by continuing education. Both paths offer enrichment that includes music, visual arts, performing arts, and physical education. The single school path provides class continuity from kindergarten through grade 8. The dual school path provides the comprehensive middle grade experience, geared to easing the transition to high school. The path that works for any individual child is a personal decision.

## SCHOOL DESCRIPTIONS

Within each path is an excellent set of schools, each with a slightly different focus. The following descriptions allow families to develop an understanding of our District and the distinct "flavor" of each school.

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### THE DUAL SCHOOL PATH: K - 5 + MIDDLE SCHOOL (INGRID B. LACY)

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#### **ORTEGA ELEMENTARY SCHOOL (TK - 5)**

1283 Terra Nova Boulevard  
(650) 738-6670  
[www.pacificasd.org/schools/ortega](http://www.pacificasd.org/schools/ortega)

Principal: Debbie Skiles

Ortega Elementary School offers a rigorous, comprehensive curriculum with emphasis on balanced literacy and mathematics aligned with Common Core. Teachers provide targeted services to ensure reading and mathematics achievement, utilizing research-supported teaching strategies in reading, writing and mathematics. In addition, the school places great emphasis on science and technology. Ortega Elementary School community actively participates and supports various school enrichment programs. Our combination of teaching strength, enrichment programs, and family participation works for all!

#### **SUNSET RIDGE ELEMENTARY SCHOOL (TK - 5)**

340 Inverness Drive  
(650) 738-6687  
[www.pacificasd.org/schools/sunsetridge](http://www.pacificasd.org/schools/sunsetridge)

Principal: Eleanor Cundiff

Sunset Ridge is located on the northern cliffs of Pacifica overlooking the Pacific Ocean. It is a neighborhood school with a sense of community that is unlike any other school. We have a TK-5th grade program with a diverse population that prides itself on valuing each other and welcoming everyone. Our teachers and staff are extremely dedicated to providing each child with a safe, creative, and positive learning experience that builds the love of learning. Our goal is to ensure that children have the academic and intellectual skills to be successful. Sunset Ridge provides a variety of educational programs that meet the social and emotional needs of our children. Our PTO is an integral part of our school and shares our philosophy of providing our children with experiences that support their educational journey.

#### **INGRID B. LACY MIDDLE SCHOOL (6 - 8)**

1427 Palmetto Avenue  
(650) 738-6665  
[www.pacificasd.org/schools/ibl](http://www.pacificasd.org/schools/ibl)

Principal: Dan Lyttle

Ingrid B. Lacy Middle School is focused on the needs of 11-14 year-olds, supporting and encouraging the growth from childhood to young adult. A rigorous curriculum, taught by credentialed specialist teachers, is enriched through partnerships with the San Mateo County Public Library System, Boys and Girls Club, full sports program, and numerous specialized programs, such as the applied technology laboratory, visual arts, and instrumental music all focused on providing a well-rounded educational foundation and an easy transition to high school.

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### THE SINGLE SCHOOL PATH: K - 8 SCHOOLS

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#### **CABRILLO ELEMENTARY SCHOOL (K-8) *Creative Arts Emphasis***

601 Crespi Drive  
(650) 738-6660  
[www.pacificasd.org/schools/cabrillo](http://www.pacificasd.org/schools/cabrillo)

Principal: Thomas Stafford

Cabrillo School emphasizes the visual and performing arts; and substantial parental involvement. The principal, staff, and parents are committed to providing instruction for every child that includes music, art, and drama.

Teachers present a rigorous academic curriculum, while many classes in the arts are parent-taught and teacher-assisted. Cabrillo was recognized as a California Distinguished School in 2008 due to teacher and parent collaboration and the high standards set for students.

**OCEAN SHORE ELEMENTARY SCHOOL (K-8) *Parent Participation Emphasis***

411 Oceana Blvd

(650) 738-6650

[www.oceanshoreschool.org](http://www.oceanshoreschool.org)

Principal: Joseph Funk

Ocean Shore School is a parent-participation program that strongly encourages parents to be involved in all aspects of the school community. Experienced, credentialed teachers incorporate parental support to teach and enrich the educational curriculum. Together, parents and teachers provide instruction that maximizes student potential in small groups, with hands-on activities, frequent field trips, project learning, and the arts.

**VALLEMAR ELEMENTARY SCHOOL (K- 8) *Balanced Program Emphasis***

377 Reina del Mar Avenue

(650) 738-6655

[www.vallemar.org](http://www.vallemar.org)

Principal: Monica Lobao

Vallemar School provides an enriching environment that cultivates character, fosters academic excellence, and develops future leaders. The teachers present a balanced, rigorous curriculum with added enrichments such as music, art, and technology. Vallemar strives to challenge each child to develop their full potential and promote in students a sense of citizenship, community involvement, and personal responsibility. The school's parent community is very active and supports school programs, creating a family atmosphere.

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The two paths provide students an excellent 21<sup>st</sup> Century education with a slightly different focus. One may go to the Pacifica School District website ([www.pacificasd.org](http://www.pacificasd.org)) and click on the Schools tab to develop an understanding of the District and the unique characteristics of each school.

	<b>Single Path School</b> <u>Cabrillo School; K-8 - Creative Arts Emphasis</u> <u>Ocean Shore; K-8 - Parent Participation Emphasis</u> <u>Vallemar; K-8 - Balanced Program Emphasis</u>	<b>Dual Path School</b> <u>Ortega Elementary School; K-5</u> <u>Sunset Ridge Elementary; K-5</u> <u>Ingrid B. Lacy Middle School; 6-8</u>
K - 5	The educational experience of each path is very similar through 5 <sup>th</sup> grade. The students are grouped into classes, and each class is taught, most of the time by the primary teacher. As in all Pacifica School District classrooms, the curriculum is rigorous, taught by exceptional teachers who are provided support.	
6-8	<b>In the single school path</b> students remain together through 8th grade. Students are blocked into core subject areas. All students experience elective classes. Older and younger students interact for mentoring.	<b>In the dual school path</b> students move to Ingrid B. Lacy Middle School at 6 <sup>th</sup> grade. 6 <sup>th</sup> grade students are blocked into core subject areas and move to single subject classes in 7 <sup>th</sup> and 8 <sup>th</sup> grades. All students experience elective classes.

## **GENERAL POLICIES**

### **REGISTRATION**

1. Students, new to the Pacifica School District, enroll at the Pacifica School District Office (375 Reina del Mar Avenue, Pacifica)
2. Students must reside within the district boundaries at the time of enrollment, or have an approved Interdistrict transfer agreement signed by both the district of residence and the Pacifica School District.
3. A space within the district shall be guaranteed for each resident student.
4. The Student Support Services Department shall be responsible for assisting parents/guardians in student enrollment.
5. Students are enrolled/wait listed in the following priority enrolling and assigning children to a school within the district (AR 5116.1):
  - a. All Kindergarten children who are enrolled in a K-8 school are guaranteed continued enrollment in that school through 8<sup>th</sup> grade.
  - b. All Kindergarten children who are enrolled in a K-5 school are guaranteed a space in Ingrid B. Lacy, middle school.
  - c. Students wishing to move from K-5 to 6<sup>th</sup> grade in K-8 school; or from a K-8 school to the middle school need to follow the 6<sup>th</sup> grade transfer policy/procedures outlined below.
6. An Administrative Placement is when the Associate Superintendent places a student before the wait listed students. Administrative Placement occurs after all classrooms at that grade level are at full capacity across the district. "Plus one" placement begins on a school rotation basis.
  - a. If the school receives an administratively placed student and has a wait list for the grade level of the placed student, the placement is for the remainder of that school year only.
  - b. Parents/guardians of the placed student have the option of placing their child on a wait list for any school per the standard wait list procedures as outlined below.

### **CHANGE OF ADDRESS**

1. When a student changes their address, residency must be re-established. The family must provide two acceptable documents establishing the new residency within 30 days of the change.
2. Sites will send a letter to families who report a change of address informing them that students may be excluded from attendance after 30 days and until residency is re-established.

### **IMMUNIZATION**

Under a new law known as SB 277, beginning January 1, 2016 exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Most families will not be affected by the new law because their children have received all required vaccinations. Personal beliefs exemptions on file for a child already attending child care or school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or 7th grade.

For more information about SB 277, please see the Frequently Asked Questions available at: <http://www.shotsforschool.org/laws/sb277faq/>.

For more information about school immunization requirements and resources, please visit the California Department of Public Health's website at [www.shotsforschool.org](http://www.shotsforschool.org), or contact your local health department or county office of education.

## WAIT LIST PROCEDURES

### OVERVIEW

1. The official wait list for each school is maintained at the District Office in Student Services.
2. Names can be on the wait list for one school only.
3. Names are placed in the order in which written requests are received once the wait list is established. In addition, a tour at Ocean Shore School is highly recommended due to the Parent-Teacher Organization (PTO) component of this program.
4. Pacifica School District area residents are above out-of-district residents on wait lists. However, once a student is admitted to the District, they have all the wait list rights of residents with the exception of out-of-district students attending the Homeschool Program through LMEC (see Alternative Instruction Options, pg 13).
5. Any student changing wait lists goes to the end of the new list.
6. When parents decline a placement offer, the parents of the next student on the list are called.
7. When parents decline a placement offer, their child's name is removed from the wait list.
8. Schools will stop filling vacancies from the wait list for that current year on the last day of the second trimester. The school year is divided into three sections, we use the term *trimester* and each trimester is approximately 60 days long. The second trimester typically ends in early March
  - a. As seats become available, wait listed students will be contacted to enroll for the upcoming school year.
  - b. Should hardship exist, a parent may submit a written request to the District for immediate placement.
9. Wait lists will be updated annually.
  - a. A letter will be sent to parents of students on the wait list (except fifth graders) by the second Friday in May notifying families to confirm in writing by the second Friday in June that they wish their child remain on the wait list for the next school year.
  - b. Students affirming their desire to remain on the wait list for the next school year will be listed in the same order as the previous year.
  - c. All students on the original wait list will receive a letter in July stating their wait list status.
10. The fifth grade wait list ends and is re-established as a result of the sixth grade lottery.
11. School Transfer Exchange: A school transfer exchange can take place at any time during the first two trimesters of the current school year. During the third trimester, the district office will confirm a school transfer exchange for the upcoming school year.
  - a. Typically, there are students currently enrolled at School A who are on the waitlist for School B, and students currently enrolled at School B who are on the waitlist for School A.
  - b. The first student that could be exchanged is done (e.g.: the first student on the wait list for IBL coming from Cabrillo is swapped with the first student on the wait list for Cabrillo coming from IBL). The school transfer exchange continues until there are no more possible school transfer exchanges.
  - c. Students who are new to the district do not get to exchange schools as they do not leave a space open for another child to fill.

### KINDERGARTEN

1. Wait lists for Transitional Kindergarten and Kindergarten are established at the time of the Lottery. (See Kindergarten Enrollment/Lottery Process for more information)

### RETENTION STUDENTS

1. A retained student has first priority on the wait list (if there is one) for the new grade level at their current school.
2. If a student being retained is on a wait list other than the current placement, their name is moved to the list to the new grade level and placed appropriately (sibling, resident, non-resident) at the bottom of the list.
3. Parents are responsible for informing the District office in writing that their child is retained and they wish to remain on a school's wait list.

#### **NOTIFICATION**

1. Between **August 15 and June 15** families will be contacted by phone and given **24 hours** to accept a placement offer.
2. Between **June 16 and August 14**, families will be contacted by phone and given **48 hours** to accept a placement offer.
3. Families who do not respond to offers within the allotted amount of time will be dropped from the wait list and must re-apply.
4. Families who will be on vacation must inform the district in writing of the dates they will not be available by phone and provide an alternate contact that has authority to respond for the family.

#### **SIBLING PREFERENCE**

**Guiding principle:** Keep siblings together

#### **DEFINITION**

1. In all situations, siblings must reside in the same household.
2. Sibling is defined as: a student whose other sibling is currently enrolled when the student begins attendance; all children for whom parents have custody; children of at least one parent; and children for whom the parents have legal responsibility. However in the case of “blended families”, children are not considered siblings unless the parents are married or are registered domestic partners.
3. Should a sibling change schools before the beginning of the school year, the sibling preference placement shall become void.

#### **SPECIAL EDUCATION**

1. The Individual Educational Placement (IEP) team determines the student placement. Student placement in terms of Open Enrollment refers to students placed in special education classrooms located at specific sites.
2. Siblings of students placed through the North County Collaborative and the County special education programs must follow the District Interdistrict Policy and procedures if the family resides outside of the District attendance boundary.
3. Siblings of students placed through the North County Collaborative and the County special education programs that have been accepted through the interdistrict transfer policy follow the Sibling Preference Wait list Procedure.

#### **PLACEMENT ON THE WAIT LIST**

1. Parents must notify the District office **in writing** that they have a child to be added to the wait list with sibling preference.
2. Except in the case of entering kindergarteners, siblings are added to the wait list in the order that the request is received by the District Office.
3. Except in the case of entering kindergarteners, sibling preference is effective upon acceptance of offer of placement/school of record.
  - a. Should the accepting student choose not to attend the school of choice/school of record, the sibling preference placement shall become void.



**SIBLINGS OF ENTERING KINDERGARTNERS AND SIXTH GRADERS WHO PARTICIPATED IN THE LOTTERY**

1. Parents with siblings of kindergarteners or sixth graders placed in the lottery should notify the District Office in writing after the lottery and on/prior to the last day of the second trimester that they have a sibling to be placed on the wait list.
2. On the last day of the second trimester, siblings of kindergarten and sixth graders placed in the lottery will be moved up in the order their names appeared on the original wait list.

**WAIT LIST ORDER**

1. Children retained or accelerated at their current school
2. Children of newly hired full-time district employees
3. Siblings of students presently enrolled in the school
4. Residents of the district who do not have siblings at the school
5. Out of district students

**TRANSITIONAL KINDERGARTEN**

Transitional Kindergarten (TK) is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

**ELIGIBILITY**

Pursuant Education Code 48000[c], a child is eligible for Transitional Kindergarten if a child will have his or her fifth birthday between September 2 and December 2.

Eligibility for Transitional Kindergarten is exclusively by age. Students of age for Kindergarten may request a TK placement in writing to Student Services. Requests will be held until mid-August, or until such time the District determines sufficient space is available after enrolling all eligible students. If determined sufficient space is available, requests will be processed in the order received.

**LOCATION**

The location for Transitional Kindergarten (TK) will be based on enrollment and capacity and is subject to change. The anticipated locations are Sunset Ridge and Ortega Elementary Schools.

**ENROLLMENT PROCEDURES**

1. Application forms for TK will be available at the Pacifica School District Office at 375 Reina del Mar Avenue. TK timelines will follow the Kindergarten enrollment timelines and applications must be submitted to the District Office at 375 Reina del Mar Avenue by 4:30 p.m. the Wednesday preceding the Kindergarten Lottery.
2. School site tours are recommended, but not necessary to apply for TK
3. If the number of TK applications exceeds the number of available openings for any given site, a lottery for the available spaces will be held immediately following the Kindergarten Lottery.
4. With the exception of interdistrict transfer students with sibling priority, TK students must reside within the District boundaries at the time of the lottery and must continue to live within District boundaries when school begins.

Attending Transitional Kindergarten at a site is not a guarantee of placement at that site for Kindergarten. It is the responsibility of Transitional Kindergarten families to follow the Kindergarten Enrollment Procedures for placement in Kindergarten the following year.

## KINDERGARTEN

### ELIGIBILITY

As stipulated in Education Code 48000[a],

A child shall be eligible for enrollment in kindergarten who will reach the age of five on or before September 1.

### KINDERGARTEN ENROLLMENT/LOTTERY PROCESS

1. Students may only participate in the Kindergarten Lottery once.
2. Parents are encouraged to tour all schools to get a better understanding of each school's program. It is highly recommended that parents tour the schools they select as their first and second choices on the Kindergarten enrollment card. Parents are encouraged to tour one K-5 school if a K-5 school is not one of the first or second choices. A tour of Ocean Shore School is highly recommended before selecting that site as any of the choices on the lottery card due to the Parent-Teacher Organization (PTO) component of this program.
3. Students eligible for Transitional Kindergarten participate in the Kindergarten lottery the second year of the two year program.

### ENROLLMENT PROCEDURES

1. The Kindergarten enrollment information packet will be available the third Wednesday in October.
2. Parents will receive a Kindergarten Enrollment Card as part of the Kindergarten Information Packet.
3. Parents should list all five schools ranked in their order of choice.
4. Parents contact schools to sign up for a tour. If a child does not receive their first choice school and parents do not list a school as a choice that has space available after the lottery, a school will be assigned.
5. Parents must complete only one card. If there is more than one child from one family (including twins, triplets, etc.), complete only one card, but list all names on the one card. Enrollment cards will be assigned a number to be used as identification.
6. All Kindergarten enrollment cards must be in the District office no later than 4:30 p.m. the Wednesday preceding the lottery.
7. Students who reside within the District boundaries on the day of the lottery are eligible to participate in the lottery and students must continue to live within District boundaries when school begins.

### KINDERGARTEN LOTTERY PROCESS

1. If the number of applications exceeds the number of spaces available for any given site, a lottery for the available spaces for that site will be held on the Friday preceding Presidents' Day. Parents are welcome, but not required, to attend the drawing.
2. At a central location, a separate lottery will be held for each school site for which there are more applicants than openings. Enrollment cards will be separated by parents' first choice of school for their Kindergarten children. The previously assigned numbers will be used during the lottery for identification; numbers will be transferred to ping-pong balls for drawing. The numbered ping-pong balls will be drawn until all available spaces are filled.
3. Once the first choice schools are filled, the remaining ping-pong balls will be drawn one by one to establish a waiting list for that school. Prospective Kindergarten students may only be on a waiting list for their first choice school.
4. After the waiting list for the first choice schools is established, those enrollments will be resorted by parents' second choices. A second lottery will be held to fill any available openings with parents' second choices where such openings exist.
5. Within seven days of the lottery, the District office will mail letters to each family indicating their child's placement. Registration packets, mailed to families in late February, must be completed and returned to the District office.

6. Students enrolling after the lottery do so at the District office. If the parent's first choice of schools is not available, the child may be placed on that school's waiting list. Wait list procedures are outlined above. The parent will then need to register for one of the schools where Kindergarten openings remain.
7. Parents are always welcome to contact the District office for information on school sites or assistance.
8. The District office will keep a current database of enrollments.

#### **KINDERGARTEN SIBLING PRIORITY**

1. Sibling is defined as: a student whose other sibling is currently enrolled when the student begins attendance; all children for whom parents have custody; children of at least one parent; and children for whom the parents/guardian have legal responsibility.
2. In all situations siblings must reside in the same household.
3. Incoming kindergarten siblings of students currently attending a school site (who will be returning for the following school year) have priority at that site provided notification is given to the district by 12:00 p.m. on February 1<sup>st</sup> or the next school day if February 1<sup>st</sup> falls on a weekend.
4. Kindergarten siblings who enter the lottery, give up their priority placement at the sibling's current site.
5. Schools will notify the District office by 12:00 p.m. February 1<sup>st</sup> or the next school day if February 1<sup>st</sup> falls on a weekend with the number of kindergarten spaces reserved for possible retentions.

#### **SPECIAL CIRCUMSTANCES**

##### **Transitional Kindergarten (TK)**

1. If a child with other siblings enrolled in the district attends TK, sibling priority may be requested for Kindergarten placement at their sibling's school.
2. Students who are placed in their first choice school through the Kindergarten lottery will hold a Kindergarten space at that site for the next year if, after a Kindergarten evaluation the District and parent agree the student is not ready for Kindergarten. The evaluation will be held by the school and may occur during the summer Kinder-Camp program. TK may be offered on a space available basis.

#### **KINDERGARTEN CHILDREN OF DISTRICT EMPLOYEES**

1. Children of full-time [\(full-time is defined as .80FTE to 1.0FTE\)](#) Pacifica School District employees have priority status at the school site of their choice until 12:00 p.m. on February 1<sup>st</sup> or the next school day if February 1<sup>st</sup> falls on a weekend.
2. Employees are to register their children at the District office.
3. Employees must participate in school tours when necessary.
4. Employees must obtain an Interdistrict Transfer Agreement from their district of residence if applicable.

#### **DETERMINING AVAILABLE KINDERGARTEN OPENINGS**

1. All priority siblings' names and applications for children of employees are to be in the District office by 12:00 p.m. on February 1<sup>st</sup> or the next school day if February 1<sup>st</sup> falls on a weekend.
2. Each site will have a specific number of slots available for Kindergarten enrollment. The number of open Kindergarten slots will be determined by subtracting the number of siblings, employees' children, and kindergarten retentions from the total Kindergarten spaces available at the site.

## 6TH GRADE TRANSFER PROCEDURES

1. Students completing the 5th grade at a K-5 school shall be guaranteed a space for the 6th grade at Ingrid B. Lacy Middle School. Students enrolled at Cabrillo, Vallemar School or Ocean Shore School shall be guaranteed a space in that program through the 8th grade.
2. On the last school day in November, letters and transfer request forms will be mailed to all current fifth graders in district, and district residents on the wait list but attending out of district, offering the opportunity to request a transfer.
3. Requests to transfer must be submitted to the District office no later than 4:30 p.m. two school days before the last Friday in January.
4. Students must reside within the Pacifica School District boundaries on the day of the lottery in order to participate in the lottery – and must continue to live in the Pacifica School District when school begins unless an interdistrict transfer agreement is approved by PSD and the district of residence.
5. If there are more requests than available openings, a lottery will be held at the District office on the last Friday in January.
  - a. Those transfer requests that were not given their first choice will be put on a wait list for their first choice school. If the family indicated a second choice, and if there are no openings at the first choice school, their child will be placed at the second choice school if space permits.
  - b. If the family indicated a third choice, and if there are no openings at the first or second choice school, their child will be placed at the third choice school if space permits.
  - c. If no second or third choice was selected or if the second and third choice schools are full, the student will be assigned to the school where s/he would have attended had no transfer been requested.
6. Incoming sixth grade siblings of students currently attending a school site (who will be returning for the following school year) have priority at that site provided notification is given to the district on the transfer request form.
7. Children of full time Pacifica School District employees will have priority at the site of their choosing provided notification is given to the district on the transfer request form.
8. Students who participated in the lottery will be notified by mail of their school assignment for the following school year.
9. Once a request to transfer is approved, the vacancy created by that transfer will be filled; therefore, transfer requests cannot be rescinded after 3:00 p.m. on the day of the lottery.
10. Parents with siblings of incoming sixth graders placed in the lottery must notify the District Office in writing on/prior to the last day of the second trimester if they are requesting sibling priority.

### 6<sup>TH</sup> GRADE TRANSFERS/LOTTERY PROCESS

Placements for 6<sup>th</sup> grade are done in a three part process. First is the placement of students with priority status where space is available for children of full-time (full-time is defined as .80FTE to 1.0FTE) district employees and siblings. Second is the lottery for available openings. Third is the exchange of students on the wait lists.

1. If the number of applications exceeds the number of spaces available for any given site, a lottery for the available spaces for that site will be held on last Friday in January. Parents are welcome, but not required, to attend the lottery drawing.
2. All 5<sup>th</sup> grade students entering 6<sup>th</sup> grade residing in the Pacifica School District boundaries and students currently attending under an approved interdistrict transfer are eligible to enter the lottery.
3. Transfer requests will be separated by parents' first choice of school for their child.

4. Transfer requests will be assigned a number to be used as identification during the lottery; numbers will be transferred to ping-pong balls for drawing. Each school's numbered ping-pong balls are drawn one by one and the order will be written on the transfer request, leaving a numbered stack of requests with #1 on top.
5. Beginning in alphabetical order (Cabrillo, Ingrid B. Lacy, Ocean Shore, and Vallemar) requests are drawn for that school until all available spaces are filled. The same happens for the next school and so on.
6. When a student transfers from one PSD school to another, a space is created and the drawing continues in alphabetical order until no spaces are left. The remaining students create a wait list for their first choice school in their numbered order.
7. School Transfer Exchange: Typically, there are students currently enrolled at School A who are on the waitlist for School B, and students currently enrolled at School B who are on the waitlist for School A.
8. The first student that could be exchanged is done (e.g.: the first student on the wait list for IBL coming from Cabrillo is swapped with the first student on the wait list for Cabrillo coming from IBL). The school transfer exchange continues until there are no more possible school transfer exchanges. The remaining school transfer requests create the wait list in their numbered order.
9. Students who are new to district do not get to exchange schools as they do not leave a space open for another student to fill.
10. Within seven days of the lottery, the District office will mail letters to each family indicating their child's placement.

## **ALTERNATIVE INSTRUCTION OPTIONS**

### **HOME AND HOSPITAL INSTRUCTION**

A student with a temporary disability which makes school attendance impossible or inadvisable shall receive individual instruction in the student's home within the District boundaries. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to a regular classroom setting. (Education Code 48206.3)

The district shall offer at least one hour of instruction for every day of instruction offered by the district in the regular education program. No student shall be credited with more than five days of attendance per calendar week.

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

Verification is required that the student needs home instruction. This verification shall state that the disabling condition will not expose the teacher to a contagious disease that can be transmitted through casual contact.

### **INDEPENDENT STUDY**

#### **SCHOOL BASED INDEPENDENT STUDY**

The phrase "independent study" refers to independent study provided to a classroom-based student who needs to be away from school and on independent study for a period of time but who will return to the classroom. The principal, teacher and parent must agree that independent study is in the best interest of the student. The student's classroom teacher serves as the independent study supervising teacher and provides the independent study assignments (coursework the student would have covered had he or she remained in the classroom during this period).

The length of this type of Independent study may be no less than five school days and no longer than one school year and may not cross school years.

Before the student begins the independent study, the written agreement shall be signed and dated by the student, the parent/guardian, the teacher responsible for the supervision of independent study.

A student will receive credit for the coursework and attendance by the terms stipulated in the agreement.

#### **LONG TERM / HOMESCHOOL PROGRAM**

The District's Homeschool Program, based at Linda Mar Educational Center, is an alternative instructional strategy. Homeschool students follow the district-adopted curriculum and meet the graduation requirements. The program offers flexibility to meet individual student needs, interests, and learning styles. Students work independently, according to a written agreement and under the general supervision of a credentialed teacher or teachers. The program involves an hour conference every two weeks, four hours of class time are offered on site every two weeks, individual tutoring is offered weekly as well as field trips each month.

The Homeschool Program agreement is renewed at the beginning of each school year.

Original: December 16, 2011

Revised: September 2014

Revised: August 2015

Revised: July 2016