



ADMINISTRATIVE PROCEDURE

CATEGORY: **Students, Admission/Withdrawal**

SUBJECT: **Program Improvement School Choice**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing the implementation and enrollment of students in the Program Improvement School Choice (PISC) program.
2. **Related Procedures:**

Race/Human Relations Program	4105
Interscholastic Athletic Program Eligibility Requirements	4172
Magnet Programs	4262
Eligibility for Participation in Co-curricular and Extracurricular Activities	4350
School-Initiated Placement/School-Initiated Placement Council	4605
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Classroom Grouping Practices and Counseling Procedures	6020
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Release of Directory-Type Student Information	6525

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policies A-4500, A-4510, A-4520, A-4600, A-4750, E-2150, E-2200, E-2250, E-2550, E-2900, F-1025, F-1500, F-2100, F-2120, G-5100, G-5150, H-1500, H-1501, H-1850, H-8900; Elementary and Secondary Education Act (ESEA) and No Child Left Behind (NCLB) Act, 20 USC 6301, *et seq.*

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Neighborhood Schools and Enrollment Options Office.
2. **Definitions.**
 - a. **Program Improvement (PI) School:** Title I schools that have not made Adequate Yearly Progress (AYP) for two (2) consecutive years based on state test scores.
 - b. **Program Improvement (PI) Priority:** The preference given to students from PI schools to attend non-PI schools. These students are placed on the non-PI school enrollment list ahead of applicants from schools that are not in PI status. Within the PI school applicant pool, students with lowest achievement and lowest income receive highest priority for enrollment and transportation.
 - c. **Program Improvement School Choice (PISC) pattern:** A network of one (1) or more PI schools eligible to send students to a non-PI school. PISC patterns are reviewed annually, and as schools are identified in PI status.
 - d. **Program Improvement School Choice (PISC) receiving school:** A non-PI school in the PISC pattern that receives PI students from a PI school in the PISC pattern.

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- e. **Geographic school of residence (neighborhood school):** The school that a student is assigned based on legal residence within the specific geographic boundaries for that school. Regardless of the level of school attended, PISC patterns are based upon the elementary geographic school of residence.
 - f. **Current school (official school of attendance):** The school in which the student is currently enrolled.
 - g. **Change of residence:** A move to another residence that takes the student out of the pattern for transportation. Such students may be allowed to continue at the non-PI school they are attending and allowed to articulate to the next level. Transportation will only be available from within the approved transportation patterns.
 - h. **Facility capacity:** Seating capacity of a school as determined by the Instructional Facilities Planning Department.
 - i. **Articulating students:** Students being promoted to the next school level, such as elementary to middle level, or middle level to senior high.
 - j. **Continued enrollment:** Year-to-year unchanged enrollment for a student at his/her current school.
 - k. **Student enrollment list:** A list of applicants selected for enrollment at a school of choice, including all transfer requests (i.e., Magnet, Voluntary Enrollment Exchange Program, School Choice, PISC) developed by the Neighborhood Schools and Enrollment Options Department. Students from PI schools and open enrollment schools have priority on all student enrollment lists for non-PI school enrollment.
3. **Responsibilities.**
- a. **Neighborhood Schools and Enrollment Options Department:**
 - (1) Implements and monitors Board of Education PISC policies, and develops recommendations for appropriate changes for Board of Education consideration, in conjunction with other divisions, departments, and offices.
 - (2) Drafts and revises operating procedures for the approval of the Superintendent.
 - (3) Develops PISC patterns based upon the most current district Title I PI data; analyzes and revises PISC patterns annually. Reviews changes in PISC patterns and proposed new patterns with appropriate staff for dissemination to Superintendent's Cabinet and site principals.
 - (4) Processes all student applications for PISC enrollment.
 - (5) Develops and maintains PISC student enrollment lists; beginning in April periodically makes information available to schools for September enrollment.
 - (6) Monitors enrollment in PISC schools and collaborates with school sites and the Instructional Facilities Planning Department in determining site capacities and projected enrollments.

- (7) Serves as liaison with parents/guardians and community organizations; disseminates information on all aspects of PISC.
- (8) Brings issues concerning PISC to next supervisory level for dissemination to Superintendent's Cabinet as appropriate.

b. **Program Improvement (PI) school:**

- (1) Provides parents/guardians with information about school's PI status and alternate school(s) that students are eligible to attend.
- (2) Provides computer access for parents to apply online or provides an application form as requested by eligible students and their families; reviews completed applications and forwards them to the Neighborhood Schools and Enrollment Options Department for processing to student enrollment lists.
- (3) Provides parents/guardians with information regarding PISC policies and procedures, including appropriate timelines for application and transfer.

c. **PISC receiving school:**

- (1) Periodically beginning in April, Neighborhood Schools and Enrollment Options Department makes available to schools the student enrollment lists. The principal is responsible for the day-to-day operation of the program including reviewing student enrollment lists and enrolling students that are selected.
- (2) Develops a quality program that involves parents/guardians of both resident and nonresident students.
- (3) Ensures that all PISC students have equitable access to classes.
- (4) Ensures that all students enrolled in PISC have full access to the programs and activities of the school, including all curricular and co-curricular activities, and that PISC students are afforded all of the rights, privileges, and responsibilities of resident students.
- (5) Implements race/human relations strategies with ongoing activities designed for students, staff, and parents/guardians to ensure a positive environment that recognizes and celebrates the diversity of the school community in curricular and co-curricular activities.
- (6) Ensures that the PISC community is equitably represented on the site governance team and that the governance team is apprised of PISC issues.
- (7) Provides parents/guardians with information regarding PISC policies and procedures, including appropriate times for application and transfer.
- (8) When a student moves out of the PISC pattern or upon articulation, informs parents/guardians of their school options (e.g., remaining at the current school, attending the new school of residence, or applying to another school).

- (9) Provides parents/guardians with current transportation information as appropriate.

4. Enrollment Regulations.

- a. Applications filed during the published Enrollment Options priority time period of each school year are considered to have priority for the next school year and will be approved for enrollment before all applications received thereafter. Applications will be ranked by the lowest achieving students from low income families as first on the list and receive the highest priority for transportation and enrollment.
- b. Schools shall accept all eligible PISC applicants based on the student's ranking on the student enrollment list with the lowest achieving and low income students receiving the highest priority for transportation. However, if a PISC receiving school reaches facility capacity, PISC students not enrolled will be offered enrollment at another PISC receiving school.
- c. Enrollment in PISC is a right granted by district policy and is limited by the student's neighborhood school's PI status. Priority for transportation (transfer from neighborhood PI school) will be extended to the lowest achieving students from low income families.
- d. The cutoff date for applications to enter or exit the program for the fall semester shall be the last workday before the opening of school for students identified prior to the fall start of school. Students sent letters in the fall with the new identification of PI schools will have until the last day of the first semester to enroll for the second semester. Students attending Title I schools identified as PI outside the above cutoff date will be notified of the new PISC pattern and enrollment dates within two (2) weeks.
- e. Exceptions to this policy shall be granted only to students new to the district (not enrolled in another district school). Students new to the district may enter PISC outside of the above timeline.
- f. A parent/guardian must submit proof of residence in the PISC geographic pattern area to the receiving school for enrollment.
- g. Upon entering PISC, a student's school of enrollment becomes the official school of residence. Parent requests to return to the neighborhood school are initiated by using the "Transfer Request Form."
- h. Students are eligible to participate in PISC based on the neighborhood school's PI status and the school that the student attends must also be in PI status. Priority for enrollment (transfer) is extended to the lowest achieving students from low income families.
- i. Middle level or senior high school students. When changing levels, parents/guardians shall be informed before articulation that the student may articulate in the regular feeder pattern. Students whose neighborhood middle or senior level schools are not in PI status or are not in the transportation pattern may matriculate in the regular feeder pattern without transportation, or may return to the resident school, or apply to the school in the pattern that would provide transportation.

5. **Voluntary withdrawal.** Participation in PISC is a commitment for the school year. PISC students are considered residents of the receiving school. Parents/guardians, however, may request the withdrawal of their students from PISC to return to the geographic school of residence by completing a "Transfer Request Form." Students may transfer back to the resident school without completing the form during the first four (4) weeks of the school year. After that timeline, the withdrawal of a PISC student must be agreed to by the principal of the neighborhood school and is dependent upon space availability. Students are to remain enrolled at the current school until notification of final approval of the transfer by the neighborhood school administrator.
6. **Exceptions** to this transfer policy are allowed for students who move out of the PISC pattern and no longer have transportation to the school.
7. **Filling enrollment vacancies** from student enrollment lists. The Neighborhood Schools and Enrollment Options Department notifies families in April via letter that they may enroll in their school of choice. The letter is printed in English and Spanish and includes the school contact information and list of documents that must be provided at the time of enrollment.
8. **Enrollment priorities.** All continuing and articulating PISC students in the regular feeder pattern are enrolled without application.
9. **Transportation.** Lowest performing and low income students have the first priority for transportation. Bus service is scheduled as described in Administrative Procedure 5411.
10. **Enrollment Period:**
 - a. Students will be notified and enrolled prior to the first day of school for the fall semester or prior to the first day of school for the spring semester.
 - b. Students may enroll in PISC if they apply during the open enrollment time period after being notified in the fall that the school they attend is in PI. They may enroll immediately, wait until the beginning of the second semester, or apply for the next school year during the open enrollment priority timeline.

D. IMPLEMENTATION

1. **Enrollment:**
 - a. **New PISC students.** Students new to the district may enter PISC during the school year and prior to enrolling in any other district school. All current district students must apply during the open enrollment time period or upon notification of the current school being in PI status.
 - (1) Parent/guardian:
 - (a) Applies for the program using the Neighborhood Schools and Enrollment Options online application at home or at school, completes a paper application form.

- (b) May select up to five schools (non-PI and PI schools) in the order of preference. Students will receive preference at all non-PI schools selected.
 - (c) Upon receiving notification of acceptance, completes registration and enrollment of student at PISC receiving school. Secondary students may need to make an appointment with a school counselor for scheduling classes.
 - (d) Receives transportation and bus pass information.
- (2) Geographic school of residence or current school:
- (a) Provides parents/guardians with information about the schools that students are eligible to attend.
 - (b) Provides access to a computer to apply online or provides an application form for all eligible students/parents; reviews completed applications and forwards to the Neighborhood Schools and Enrollments Options Department.
- (3) Non-PI receiving school:
- (a) Has access to student enrollment list from the Neighborhood Schools and Enrollment Options Department.
 - (b) Reviews and verifies student enrollment list information.
 - (c) Notifies parents/guardians of student's status in writing or by phone.
 - (d) Enrolls students according to established procedures.
 - (e) Forwards transportation application for enrolled students to the Transportation Services Department.
- b. **Continuing PISC students:**
- (1) As long as they reside in the PISC pattern and the neighborhood school is in PI status, students eligible to articulate to the next level in the pattern are automatically articulated in the spring.
 - (2) If they are no longer in the pattern or their neighborhood school is not in PISC, students may matriculate in the pattern without transportation.
 - (3) Special processing is *not* required; continued enrollment is handled the same as for resident students. No application is necessary.
2. **Student Transfer.** A "Transfer Request Form" must be completed for a student that wishes to exit before the end of the school year.

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- a. Parent/guardian completes "Transfer Request Form" to voluntarily withdraw a student from PISC (Section C.10).
 - b. Current school of attendance:
 - (1) Notifies the resident school of the family's request to transfer to the school to determine if the transfer is viable. The neighborhood school must have space availability. During the first four (4) weeks, students may return without completing a form.
 - (2) Notifies the Transportation Services Department by submitting "Transported Student Form" (TSF) to drop a student from bus manifest after transfer is approved.
 - c. School initiated placement (SIP). See Administrative Procedure 4605 for school-initiated placement information.

E. FORMS AND AUXILIARY REFERENCES

- 1. Program Policies, Stock Item 22-V-0500 (English); Item 22-V-0501 (Spanish); also available online via Neighborhood Schools and Enrollment Options Department website
- 2. Transfer Request Form, Stock Item 22-I-5050 (English); Item 22-I-5060 (Spanish)
- 3. Transported Student Form (TSF), available from the Transportation Services Department

F. REPORTS AND RECORDS

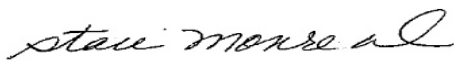
- 1. PISC Pattern

G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff