

Fullerton Joint Union High School District
1051 West Bastanchury Road
Fullerton, CA 92833-2247

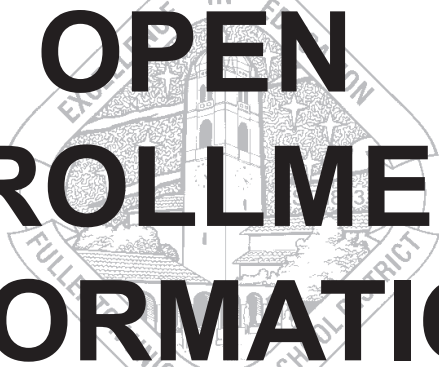
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**OPEN ENROLLMENT
ENCLOSED
INFORMATION**

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Fullerton Joint Union High School District

January 3 - January 21, 2011



OPEN ENROLLMENT INFORMATION

for
2011/12

District Administration

George J. Giokaris, Ed.D., Superintendent
Colleen Patterson, Assistant Superintendent,
Business Services
Ed Atkinson, Assistant Superintendent,
Human Resources
Carolyn Williams, Assistant Superintendent,
Education and Assessment Services
Jennifer Williams, Director of Administrative
Services

Board of Trustees

Marilyn Buchi
Bill Dunton
Robert N. Hathaway
Barbara Kilponen
Robert A. Singer, Ph.D.

Open Enrollment Window for the 2011/12 school year is: January 3 to January 21, 2011

The schools in the Fullerton Joint Union High School District from which parents may choose are listed below. To confirm your current school of residence, please look at the top left corner of the mailing label on this book. The three-digit code on the label will correspond to the code of one of the schools listed below.

- Buena Park (805) (714) 992-8602**
- Fullerton Union (803)..... (714) 626-3803**
- La Habra (804)..... (562) 266-5200**
- Sonora (809)..... (562) 266-2007**
- Sunny Hills (806)..... (714) 626-4201**
- Troy (808)..... (714) 626-4403**

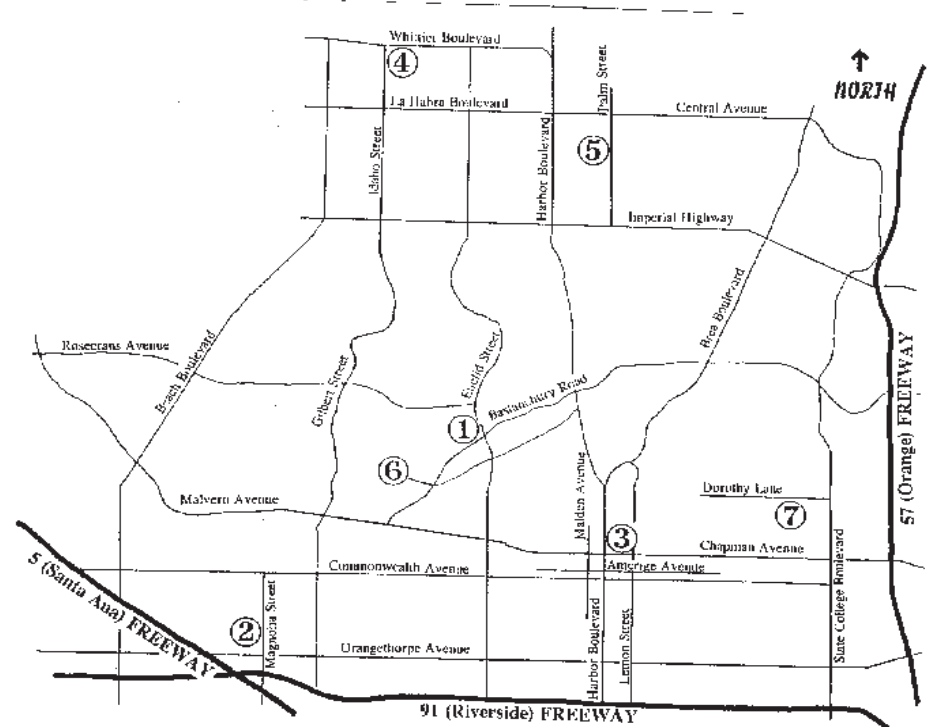
Please see page 8 for IB/Honors and Middle College testing dates for each school.

Si gusta escuchar esta carta en Español, favor de llamar al teléfono (714) 870-2865. Cuando escuche una voz, presione el número 1 para activar el sistema computarizado, y después presione el número 1 de nuevo para escuchar la carta en Español.

한국말로 번역된 내용은 714) 870-2865로 전화 하셔서 1번을 누르신후에 2번을 누르시면 들으실수 있습니다.

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

- | | |
|--|---------------------------|
| 1 EDUCATION CENTER
1051 West Bastanchury Road
Fullerton, CA 92833-2247
(714) 870-2800 | 4 LA HABRA HIGH SCHOOL |
| 2 BUENA PARK HIGH SCHOOL | 5 SONORA HIGH SCHOOL |
| 3 FULLERTON UNION HIGH SCHOOL | 6 SUNNY HILLS HIGH SCHOOL |
| | 7 TROY HIGH SCHOOL |



DISTRICT SCHOOLS

BUENA PARK HIGH SCHOOL, 8833 Academy Dr., Buena Park

(714) 992-8602 Principal Jim Coombs
Buena Park/Cypress Middle College, Advance Placement International Diploma, Advanced Academics Academy (AAA), Agri-Science Academy, Air Force JROTC, AVID

MIDDLE COLLEGE/HONORS/AAA TESTING DATES: January 15 & February 5, 2011
(714) 626-5708 Coordinator, Tamara-Rodriguez-Kam

FULLERTON UNION HIGH SCHOOL, 201 E. Chapman Ave., Fullerton

(714) 626-3803 Principal Cathy Gach
IB Diploma, Academy of the Arts, Digital Arts Academy, Advanced Placement, AVID, Agri-Science Academy, Army JROTC, Culinary Academy, Speech & Debate

IB/HONORS TESTING DATES: January 29 & February 12, 2011
(714) 626-3994 IB Coordinator, Mark Henderson

LA HABRA HIGH SCHOOL, 801 W. Highlander Ave., La Habra

(562) 266-5001 Principal Dr. Sylvia Kaufman
Heritage of the Americas Magnet, Agri-Science Academy, Navy JROTC, Advanced Placement International Diploma, AVID, Marketing and Business Academy, Forensic Science

HONORS TESTING DATE: January 11, 13, 19 & 25, 2011
(562) 266-5047 Coordinator, Derek Marshall

SONORA HIGH SCHOOL, 401 S. Palm Street, La Habra

(562) 266-2001 Principal John Oldenburg
IB Diploma, Medical Careers Academy, Army JROTC, Agri-Science Academy, Advanced Placement International Diploma, AVID, Chinese, Culinary Academy

IB/HONORS TESTING DATES: January 22 & February 26, 2011
(562) 266-2013 IB Coordinator

SUNNY HILLS HIGH SCHOOL, 1801 Warburton Way, Fullerton

(714) 626-4201 Principal Dr. Judy Fancher
Advanced Placement, AVID, Engineering, IB Diploma, Chinese, Korean, Latin, Agri-Science Academy, Conservatory of Fine Arts

IB/HONORS TESTING DATE: January 8 & January 22, 2011
(714) 626-4389 IB Coordinator, Brian Wall
<http://ib.sunnyhills.net/ibprogram>

TROY HIGH SCHOOL, 2200 E. Dorothy Lane, Fullerton

(714) 626-4401 Principal Maggie Buchan
Troy Tech Magnet, IB Diploma, Navy JROTC, Japanese, Latin
IB/TROY TECH/HONORS TESTING DATES: January 8, 22, & 29, 2011
(714) 626-4425 Troy Tech/IB Secretary, Ruth Hernandez

A Parent and Student Guide To Open Enrollment 2011/12

Between **January 3 and January 21, 2011**, the District will be offering an open enrollment option to all students entering the ninth through twelfth grades in the 2011/12 school year. Open enrollment is a procedure to provide your student with the opportunity to apply for admission to the District school of choice. Students residing within the District's attendance boundaries may apply for enrollment in any District school.

The purpose of this booklet is to provide you with information on open enrollment and pertains only to families who live within the District. You **do not** need to take part in open enrollment if you would like your child to attend the school serving your current attendance area or if you would like your child to continue at his/her current high school.

If you are interested in having your child participate in the District's open enrollment option for the 2011/12 school year, please study the information in this booklet closely. There is a process and timeline which must be followed. Information to keep in mind is:

- (1) A student may apply to attend any District school on a space-available basis;
- (2) Transportation to and from the requested school will be the responsibility of the parent/guardian;
- (3) *Once a student is enrolled at a District school using open enrollment, the student is **required to remain at the school for at least one year; and***
- (4) Applicants should investigate athletic eligibility issues since CIF (California Interscholastic Federation) school transfer regulations may affect a student's eligibility to play sports.

To be considered for open enrollment, applications must be submitted during the designated open enrollment window. Should you decide to apply for open enrollment for the 2011/12 school year, the application form must be obtained, completed, and returned to the student's school of residence between **Monday, January 3 and Friday, January 21, 2011.**

Through the open enrollment process, you choose a school, not a program. If you are interested in a specific high school's programs/courses, please contact the school as soon as possible. Testing may be required for specific programs.

Although open enrollment provides the opportunity to choose a school other than the school of residence, it is important to note that under current State law and District Board Policy, an open enrollment application may be denied for any one of the following reasons:

- √ Actual student enrollment at a school may not fall below or exceed previously established guidelines.
- √ Open enrollment will not change significantly the ethnic balance of any school. Each school's ethnic population balance will be reviewed annually.
- √ No student currently residing in the attendance area of his/her assigned school shall be displaced from his/her assigned school by students transferring from outside the school's attendance area.
- √ Students exercising the option to transfer to an alternate District school must provide their own transportation.
- √ A request to attend a District school other than the school of residence may be denied based upon documented misconduct of the student at another District school.

The full text of Board Policy 5116 and Administrative Regulation 5116.1 governing open enrollment is contained on pages 4 through 7 of this booklet.

Open enrollment space is available at every campus, although it is anticipated that some schools may have a limited number of spaces available. In any instance where the number of open enrollment requests exceeds the space available, the filling of spaces will be determined by lottery. Requests that are not selected through the lottery will be placed on a waiting list at the appropriate school.

Appeals Procedure

Eligible applicants not selected during the open enrollment selection process may not appeal the fact that they were not selected unless it can be demonstrated that there is good reason to believe the random and unbiased selection process was not conducted properly.

- a. The student has medical, emotional, or behavioral problems which make attendance in the school of residence inadvisable, and, in the judgment of the Principal of the school of residence, a transfer is necessary for the continuance of the student's education, and the transfer will not disrupt the program of the accepting school. Documentation from a medical doctor may be required by the Principal reviewing a transfer request.
 - b. The student has definite plans for a change of residence into a new attendance area within the District and can present satisfactory evidence that the change of residence will be completed during the semester in which the application is filed. Failure to move during the semester in which the application is filed may result in the student's permit being revoked and the student returned to the school of residence.
 - c. The student has a sibling already enrolled in the school the student is requesting to attend.
 - d. Approval of an intradistrict attendance permit request may be granted for exceptional reasons. Such approval may require appropriate documentation and will be reviewed by the Superintendent or his/her designee.
 - e. If an instructional program meeting the needs of the student is available at a District school other than a student's school of residence, and if the student is eligible to participate in the program, an intradistrict attendance permit may be granted for the duration of the student's enrollment in the program. If, upon completion of the program, a student has not yet graduated and wishes to remain at the school, the student may do so.
3. A request to attend a District school other than the school of residence cannot be granted on the basis of academic or athletic performance.
4. A request to attend a District school other than the school of residence may be denied based upon documented misconduct of the student at another District school.
5. The Superintendent or designee may reject transfer applications in order to maintain appropriate racial and ethnic balances among the schools in the District.
- D. Transportation
- 1. The District will not provide transportation.
- E. Appeal Procedures
- 1. Eligible applicants not selected during the open enrollment selection process may not appeal failure to be selected unless it can be demonstrated that there is good reason to believe the random and unbiased selection process was not conducted properly.
 - 2. A student request considered and denied outside of the open enrollment period may be appealed. All appeals shall be in writing and be directed to the Assistant Superintendent, Education and Assessment Services. A response to an appeal shall be in writing. The next level of appeal is to the Assistant Superintendent, Education and Assessment Services. The appeal must be in writing, and a response to an appeal shall be in writing. The Board of Trustees is the final level of appeal for intradistrict attendance permit requests.

Board Policy/Regulation Approved: September 12, 2000

4. In the event that the net effect of students transferring into and out of a school leaves the school student enrollment below the minimum student enrollment number identified for the school, the number of students permitted to leave the school as a result of the open enrollment process will be limited to ensure that the net effect does not result in an enrollment below the established minimum enrollment. In such cases, students permitted to leave through the open enrollment process will be determined by process of random selection from the eligible applicant pool, and a waiting list shall be established to indicate the priority order in which students may be granted transfers out of the school.
 5. In the event that the net effect of students transferring into and out of a school leaves the school student enrollment above the maximum student enrollment number identified for the school, the number of students permitted to enter the school as a result of the open enrollment process will be limited to ensure that the net effect does not result in an enrollment above the established maximum enrollment. In such cases, students permitted to enter through the open enrollment process will be determined by process of random selection from the eligible applicant pool, and a waiting list shall be established to indicate the priority order in which students may be granted transfers into the school.
 6. When a random selection process is necessary to determine the number of transfers into or out of a school, the random selection process will be administered under procedures approved by the Superintendent.
 7. Open enrollment will not change significantly the ethnic balance of any school. Each school's ethnic population balance will be reviewed annually using the CBEDS (California Basic Educational Data System) data. If, as a result of CBEDS data, a school is declared to be ethnically impacted, the open enrollment process for the impacted school will be limited during the next school year. Also, if a school's ethnic balance is changed significantly as a result of the number of open enrollment requests, the open enrollment process for the impacted school will be limited for that year's open enrollment cycle.
 8. The Superintendent or designee shall inform applicants by mail as to whether an application has been approved, denied, or placed on a waiting list.
 9. Applicants receiving approval must confirm in writing intentions to enroll by April 1. If enrollment intentions are not confirmed by April 1, the permit may be revoked.
 10. Students applying for enrollment in a District specialized secondary school program at a specific school must meet the enrollment criteria for the program which shall be uniformly applied to all applicants.
 11. A request to attend a District school other than the school of residence may be denied based upon documented misconduct of the student at another District school.
- C. Intradistrict Attendance Permits Outside Open Enrollment Period Provisions
- Outside the open enrollment period, consideration will be given to intradistrict attendance permits submitted for reasons outlined below:
1. All intradistrict attendance permit applications reviewed and acted on outside the open enrollment period will be evaluated by the Principal of the student's school of residence.
 2. Principals reviewing intradistrict attendance permit applications outside the open enrollment process may recommend approval to the Superintendent or designee for one or more of the following reasons:

Open Enrollment PROCEDURES AND TIMELINES

December 17 Information regarding the open enrollment policy is mailed to all current ninth, tenth, and eleventh grade students and all incoming ninth grade students.

January 3 through January 21 Parents interested in having their a child participate in the 2011/12 school year open enrollment program must pick up an application at the high school of residence and must:

1. Complete an application for each student;
2. Return the application to the school of residence no later than **3:00 p.m.** on **Friday, January 21, 2011**.

It is the parent/guardian's responsibility to make sure the application has been received by the school of residence. The school of residence is not responsible for any application that is not received or is received after the **Friday, January 21, 2011, 3:00 p.m.** deadline. The District office does not distribute or accept applications; please contact the school of residence.

February 7 The District will begin processing applications. Where the number of applications to leave a school of residence or to transfer into another exceeds the limitations established in the District's regulations, a computer-generated random selection process will be used to select the appropriate number of applications. All applications not selected will be placed on a waiting list.

February 21 Letters indicating approval, denial, or placement on a waiting list will be mailed to everyone who submitted an application. Students whose applications are approved will receive instructions regarding enrolling in the school requested.

April 1 Any student not registered at the school of choice by **April 1, 2011**, will have the open enrollment request revoked permanently.

April 29 Spaces resulting from revoked applications will be declared available and will be filled from the waiting list. **Transfers based upon open enrollment will not be made after this time.**

Board Policy 5116 and Administrative Regulation 5116.1

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

BP 5116 Students

INTRADISTRICT ATTENDANCE

The Fullerton Joint Union High School District Board of Trustees is committed to providing high quality curricular, cocurricular, and extracurricular programs at all District comprehensive high schools. Each comprehensive high school provides a full range of programs and opportunities to meet the diverse capabilities, interests, and needs of all students. In addition, at selected schools, the District provides specialized programs, courses, and activities that address the special needs or interests of some students. Students are encouraged to maximize the high school learning experience by taking advantage of the wide range of instructional opportunities available at each high school.

Most students attend the high school of residence. The comprehensive qualities of each District school, coupled with the identity of the school within the community in which the student lives, provide a strong foundation for a high school experience that meets the student's academic, social, and special interest needs. The Board of Trustees believes strongly that in attending the school of residence the student is enhancing the strength of the bond between the school and the community the school serves. However, because a student may need to access a specialized curriculum or instructional program or because the student needs an alternative school environment, a student may desire to enroll in a District school other than the school of residence.

To assist the student wanting to enroll in a District school other than the school of residence, the Board of Trustees directs the Superintendent to establish intradistrict attendance permit procedures. The procedures will provide the student with two options. The student may seek enrollment in a District school other than the school of residence by submitting an intradistrict attendance permit request during the annual open enrollment period or by submitting an intradistrict attendance permit request with accompanying rationale for consideration outside the open enrollment period window.

The Board of Trustees recognizes that a comprehensive and effective instructional program that meets the needs of students at a school is, in part, a function of the size of the school and the makeup of the student population. The Board of Trustees believes it is important to consider the impact of the number of students requesting transfers into and out of a school. Therefore, as part of the annual open enrollment process, the Superintendent will establish minimum and maximum student enrollments for each school and review ethnic distribution to determine if any school would be ethnically impacted as a result of open enrollment transfers.

The Superintendent or designee shall establish administrative rules and regulations and will annually report to the Board of Trustees on implementation of the policy on intradistrict attendance.

FULLERTON JOINT UNION HIGH SCHOOL DISTRICT

AR 5116.1 Students

INTRADISTRICT ATTENDANCE

Students seeking an intradistrict attendance permit have two options. The first option, open enrollment, is based on space available at each school. The open enrollment procedures make it possible for students to request an intradistrict attendance permit during the annual open enrollment window. The second option involves consideration of all applications submitted at any time outside the open enrollment window. Intradistrict attendance permit applications submitted under the second option will be evaluated and granted or denied for reasons consistent with the criteria outlined below.

A. General Provisions

The following are applicable to all intradistrict attendance permit requests:

1. Students attending the school of residence within the District or the school of residence of the student's legal guardian at the time of first enrollment in a District school shall not be displaced by students residing in the attendance area of another District school.
2. Entering ninth grade students will be assigned to the school of residence unless an intradistrict attendance permit is granted.
3. Once a student has been enrolled in a District school other than the school of residence, the student will not have to apply for readmission each year as long as the conditions of the approved intradistrict attendance permit are met.
4. Annually, parents/guardians and students will be advised of all current statutory and local enrollment and attendance options available in the District and the process to be followed by students requesting to attend a school other than the school of residence.
5. All requests for a student to attend a school other than the school of residence must be initiated by obtaining an intradistrict attendance permit application from the school of residence and returning the completed application to the principal or designee at the school of residence.
6. Once an intradistrict attendance permit has been approved and the student is attending the school requested, the student may be required to remain at the school requested for a minimum of one school year.
7. California Interscholastic Federation (CIF) athletic school residency eligibility rules will apply equally to all District students.

B. Intradistrict Attendance Permits During the Open Enrollment Period

Each year, the District provides an open enrollment opportunity to students requesting enrollment in a school other than the school of residence.

1. For purposes of the annual open enrollment selection process, the Superintendent shall identify those schools which may have space available for additional students for intradistrict attendance permits granted during the open enrollment period.
2. To be considered during the open enrollment period, intradistrict attendance permit applications for a designated school year must be submitted during the window designated for the open enrollment cycle of each year.
3. In the event that a school receives applications in excess of the number of available spaces, enrollment shall be determined by random selection from the eligible applicant pool, and a waiting list shall be established to indicate the priority order in which students may be accepted as openings occur.