



Sequoia Union High School District: Open Enrollment Policy

Issue

Did the Sequoia Union High School District Board of Trustees follow its own open enrollment policy when it allowed student enrollment at Carlmont High School to exceed the stated capacity of 2,100 students?

Background

In late spring 2007, the Sequoia Union High School District (SUHSD) placed open-enrollment applicants to Carlmont High School in Belmont on a waiting list instead of automatically accepting them into Carlmont. At a regularly scheduled SUHSD Board meeting on May 30, 2007, San Carlos parents protested SUHSD's restricting the open-enrollment policy for their children to attend Carlmont.

At this same board meeting, SUHSD's Superintendent informed the board that the stated capacity at Carlmont was 2,100 students based on a capacity study he commissioned pursuant to Board Policy (BP) 5116.1(a). At the next board meeting, on June 27, 2007, the Board of Trustees knew that SUHSD's open enrollment policy exceeded Carlmont's stated capacity based on the capacity study.

Investigation

Members of the Grand Jury conducted a total of four interviews. The Grand Jury was provided with SUHSD's open enrollment policy¹, Administrative Regulation 5116.1(a), and Board Policy 5116.1(a).² Further, the Grand Jury received a copy of the capacity study commissioned by the Superintendent titled "Sequoia Union High School District: School Plant Enrollment Capacity Calculations," and "Sequoia Union High School District Site Enrollment/Open Enrollment Analysis, June 27, 2007."³ This latter report was prepared for the board of trustees meeting on the same date.

Members of the Grand Jury also reviewed various articles from local newspapers. The following relevant articles include: *Redwood City Daily News*, *San Mateo Daily News*, June 1, 2007 "Sequoia's Enrollment Scrutinized"; *Examiner.com*, June 27, "Students

¹ Attached hereto as Appendix 1 is a copy of SUHSD's Site Enrollment/Open Enrollment Analysis, 6/07.

² Attached hereto as Appendix 2 is a copy of SUHSD's board policies and administrative regulations.

³ Attached hereto as Appendix 3 is a copy of the SUHSD's capacity study for school year 2007-08.

Crowding Into Carlmont High”; *Burlingame Daily News, San Mateo Daily News*, June 29, "Sequoia District Probes Enrollment Imbalances”.

Findings

The open enrollment policy’s Administrative Regulation (AR) states that “selection [into a district high school] will be subject to capacity.” (AR 5116.1(a), item 2). Further, the Board Policy states that “the District Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school’s attendance area. In accordance with law, no student currently residing within a school’s attendance area shall be displaced by another student.” (BP 5116.1(a)).

The Grand Jury found that Carlmont’s stated capacity of 2,100 was exceeded by 180 students in 2006-07, most of whom enrolled under the district’s open enrollment policy. SUHSD’s Board of Trustees allowed these students to enroll at Carlmont under the district’s open enrollment policy. The Open Enrollment Analysis dated June 27, 2007 revealed that even without the open enrollment policy, Carlmont high school’s student population may exceed the stated capacity for the next two years. The Board of Trustees did not come to a consensus on how or whether to restrict the capacity for students enrolling at Carlmont under SUHSD’s open enrollment policy. All students requesting enrollment at Carlmont were permitted to attend Carlmont.

To accommodate the additional enrollment, three new teachers and one administrator were hired for Carlmont. The annual cost to hire the additional staff was approximately \$350,000. These funds came from the district’s general funds.

Carlmont's enrollment is determined by three factors:

1. Students from designated attendance areas (feeder schools).
2. Students from open enrollment district wide.
3. Siblings of open enrollment students who are automatically entitled to attend.

The Grand Jury also found that Menlo-Atherton, Sequoia, and Woodside high schools are not yet at full capacity and that Sequoia is especially under-enrolled. Menlo-Atherton and Sequoia high schools, as well as Carlmont, were designated by the California Department of Education as Distinguished Schools for 2007.

Conclusion

The Board of Trustees did fail to observe the policy of limiting open enrollment to Carlmont’s stated capacity as recommended by staff pursuant to Board Policy 5116.1(a).

The Board Policy should be clarified by the Board of Trustees so that the public, including parents, students, teachers, press and taxpayers, can set reasonable expectations and will understand future actions of the Board.

Recommendations

The Grand Jury recommends that the Board of Trustees of the Sequoia Union High School District:

- 1) Establish a policy and guidelines it can follow, addressing such issues as:
 - a. Should there be an open-enrollment policy in the SUHSD?
 - b. Should the schools in the District have capacity limits?
 - c. If yes, what are the limits?
 - d. How should the limits be implemented?

- 2) Consider various options if it chooses to maintain capacity limits, with or without open enrollment, including:
 - a. Changing school boundaries or feeder-school assignments.
 - b. Increasing capacity at the school site.

- 3) Direct the District's Superintendent, with the help of the principals to:
 - a. Improve its projected enrollment data for all the high schools in the district.
 - b. Create more community awareness of the district's open enrollment policy, especially to the middle schools that feed into SUHSD.
 - c. Help increase enrollment at Sequoia High School, which is the most under-enrolled school in the district, by better marketing its high quality programs, e.g. the International Baccalaureate Program.

APPENDIX 1

Agenda Item: 10a

Date: 6/27/07



Sequoia Union High School District Site Enrollment/Open Enrollment Analysis June 2007

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Impact of Open Enrollment on Site Enrollment

Year	Carlmont			Menlo- Atherton			Sequoia			Woodside		
	# In	# Out	Dif	# In	#Out	Dif	# In	# Out	Dif	# In	# Out	Dif
00-01	108	46	+62	98	57	+41	39	155	-116	83	70	+13
01-02	114	26	+88	54	54	+0	29	163	-134	94	48	+46
02-03	138	59	+79	84	74	+10	79	169	-90	89	88	+1
03-04	154	47	+107	68	78	-10	87	202	-115	102	8	+18
04-05	167	41	+126	76	82	-6	106	237	-131	122	111	+11
05-06	166	35	+131	72	69	+3	66	216	-150	108	92	+16
06-07	182	73	+109	109	74	+35	82	249	-167	124	101	+23

**Average Difference for the Last Three
Years Between Open Enrollment Transfers
In and Open Enrollment Transfers Out
at Each School Site**

	Carlmont	MA	Sequoia	Woodside
Ave. Dif.	+122	+11	-149	+17

Site Enrollments - 1998 to Present

Year	CARLMONT		MENLO-ATHERTON		SEQUOIA		WOODSIDE	
	St. of Color	Total	St. Of Color	Total	St. of Color	Total	St. of Color	Total
1998-99	891 (57.5%)	1549	1153 (61.2%)	1883	1115 (65.6%)	1699	1111 (57.2%)	1941
1999-00	767 (52.6%)	1457	1199 (62.4%)	1922	1093 (64.8%)	1687	1081 (57.4%)	1883
2000-01	774 (47.2%)	1639	1234 (61.3%)	2013	1027 (67.1%)	1531	1092 (55.2%)	1980
2001-02	791 (45.4%)	1743	1183 (60.2%)	1965	1054 (70.9%)	1487	1086 (56.7%)	1917
2002-03	820 (43.2%)	1900	1207 (58.8%)	2052	1115 (72.7%)	1534	1127 (58.2%)	1935
2003-04	820 (42.3%)	1938	1200 (57.3%)	2096	1110 (71.7%)	1549	1122 (58.3%)	1923
2004-05	867 (42.9%)	2022	1100 (54.4%)	2023	1200 (72.4%)	1657	1143 (59.5%)	1921
2005-06	864 (41.4%)	2089	1120 (56.7%)	1975	1135 (71.4%)	1589	1093 (59.0%)	1854
2006-07	940 (43.5%)	2159	1055 (55.2%)	1911	1121 (72.2%)	1552	1131 (59.4%)	1903

Students of Color = The combined African American, American Indian, Asian Filipino, Latino, and Pacific Islander populations.

School Site Projections for 2008-09

	CA	MA	SQ	WD
9th	472	584	470	528
10th	564	519	425	544
11th	522	422	349	445
12th	549	439	314	430
Total –W/O OE	2107	1964	1558	1947
+/- AVE. OE				
Trans in and out	+122	+11	-149	+17
TOTAL				
With Average # of Open Enrollment Transfers	2229	1975	1409	1964

School Site Projections for 2009-10

	CA	MA	SQ	WD
9 th	500	568	478	529
10 th	464	556	465	539
11 th	553	496	400	499
12 th	495	369	311	387
Total –W/O OE	2012	1989	1654	1954
+/- AVE OE				
Trans in and out	+122	+11	-149	+17
TOTAL				
With Average # of Open Enrollment Transfers	2134	2000	1505	1971

2256

2011

1356

1988

School Site Projections for 2010-11

	CA	MA	SQ	WD
9 th	459	563	467	524
10 th	491	541	473	540
11 th	456	530	437	489
12 th	525	433	356	433
Total – W/O OE	1931	2067	1733	1986
+/- AVE OE				
Trans in and out	+122	+11	-149	+17
TOTAL				
With Average # of Open Enrollment Transfers	2053	2078	1584	2003

2297

~~2084~~
2100

1286

2037

K-* Enrollments in October 2006

District	K	1	2	3	4	5	6	7	8	K-8
Belmont	294	310	275	267	258	247	269	237	293	2450
Las Lomas	135	121	143	113	135	111	112	118	108	1096
Menlo Park	312	290	265	257	223	242	220	224	215	2248
Portola Valley	87	75	82	82	86	77	71	62	59	681
Ravenswood	529	502	508	464	422	471	529	556	523	4504
Redwood City	1100	1020	950	917	966	930	930	933	960	8706
San Carlos	320	295	345	326	326	277	318	282	264	2753
Woodside	46	49	56	58	54	57	52	48	35	455
Total	2823	2662	2624	2484	2470	2412	2501	2460	2457	22893

APPENDIX 2

SEQUOIA UNION HIGH SCHOOL DISTRICT

Students

BP 5111.1

DISTRICT RESIDENCY

The Superintendent or designee shall establish procedures to determine residency of students. Such procedures will include documentation, including documentation of district residency, as outlined in state and local requirements.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48053 Nonresidents

48200-48204 Persons included (compulsory education law)

48204-5 Districts adjacent to international border

48204.6 Evidence of residency

48206-3-48208 Students with temporary disability

48980 Notification of parent or guardian

52317 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

CODE OF REGULATIONS, TITLE 22

87001 Definitions

Management Resources:

CDE LEGAL ADVISORIES

0303.95 Verification of residency, LO:1-95

1115.88 Application of residency requirements for homeless children and youth, LO:5-88

SECRETARY OF STATE

Letter re: California Confidential Address Program Implementation (SB 489)

WEB SITES

California Secretary of State: <http://www.ss.ca.gov>

DISTRICT RESIDENCY

Prior to admission, students living within the District must provide proof of residency.

(cf. 5111 - Admission)

A student may establish residency by documenting that he/she lives with a parent/guardian within the District, is an emancipated minor living in the District, is in the court-appointed care of a licensed foster home, family home, or student's institution within the District, or lives in the home of a care-giving adult within the District. (Education Code 48204)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Students)

The District shall retain a copy of the document or written verification offered as proof of residency. In addition, the District shall annually verify the student's residency and retain a copy of the document or written statement offered as verification. (Code of Regulations, Title 5, Section 432)

(cf. 5125 - Student Records)

A student not residing within the District shall be deemed a district resident if admitted through the District's interdistrict attendance program or if the student is confined to a district-area hospital or residential care facility for treatment of a temporary disability. (Education Code 48206.3-48208)

(cf. 5117 - Interdistrict Attendance)

(cf. 6183 - Home and Hospital Instruction)

District residency is not required for enrollment in a regional occupational center or program. (Education Code 52317)

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. (Education Code 48204.6)

Reasonable evidence of residency may be established by documentation, including but not limited to any of the following: (Education Code 48204.6)

1. Property tax payment receipts
2. Rent payment receipts
3. Utility service payment receipts

DISTRICT RESIDENCY (continued)

Revocation of Enrollment

If the Superintendent or designee, upon investigation has determined that a student's enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment at the end of the semester.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48053 Nonresidents

48200-48204 Persons included (compulsory education law)

48204.5 Districts adjacent to international border

48204.6 Evidence of residency

48206.3-48208 Students with temporary disability

48980 Notification of parent or guardian

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0303.95 Verification of residency, LO: 1-95

1115.88 Application of residency requirements for homeless students and youth, LO:5-88

SCHOOL ATTENDANCE BOUNDARIES

The Board of Trustees shall regularly review school attendance boundaries, taking into account school capacities and enrollment data, geographic features, student safety and transportation, racial and ethnic balance, educational programs and community input.

If boundary changes are advised, the Board will hold a public hearing before approving any boundary change.

(cf. 5116.1- Intradistrict Open Enrollment)

Changes of attendance boundaries by the Board will not affect any student currently enrolled at any district school.

Enrollment Guidelines

It is the policy of the Board to establish limits of the capacity at each school.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

35160.5 District policies; rules and regulations

35291 Rules

35350 Transportation of students

35351 Assignment of students to particular schools

29 Ops. Atty. Gen. 63

GOVERNMENT CODE

53312.7 Establishment of community facilities district; goals and policies

Jackson v. Pasadena City School District (1963) 59 Cal. 2nd 876, 879

Crawford v. Board of Education (1976) 17 Cal.3d 280

INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS

Open Enrollment

The Board of Trustees desires to provide enrollment options that meet the diverse needs and interests of district students and shall annually review these options.

Subject to parental choice rights as established in AB 1114, Intradistrict Transfers, each student living in the District will be assigned to the school serving the attendance area designated by the Board in which his/her parents or legal guardians live. If parents and legal guardians both live in the District, the student must attend the school serving the attendance area in which the legal guardians live. If the student's parents or legal guardians do not live in the District, the student shall attend the school *district school* serving the attendance area in which the foster parents/guardian live.

While it is important that each facility is utilized efficiently and that assignment of students to schools supports this efficient use, it is also recognized that parents/guardians frequently wish to choose their child's school. Therefore, students who reside within district boundaries may apply for enrollment in any district school. The Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. In accordance with law, no student currently residing within a school's attendance area shall be displaced by another student.

(cf. 5116 - School Attendance Boundaries)

~~The Board retains the authority to maintain appropriate racial and ethnic balances among district schools. (Education Code 35160.5)~~

Open Enrollment Priorities

Schools receiving requests for admission shall give priority for attendance to siblings of students already in attendance in that school.

Once enrolled, a student shall not have to apply for readmission.

Transportation will be provided to intradistrict transferees only to the extent provided to all other district students at established district bus stops.

INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS

(continued)

Adjustment Transfers

Other intradistrict transfers may be granted for the convenience of the District, for out-of-district residence, or for change of residence. Such transfers shall be in accordance with administrative rules approved by the Superintendent. Request for transfer because of health or because of identifiable negative factors in the student's school of residence will be authorized by the Superintendent only in those rare instances in which evidence is produced indicating that the transfer is essential. Request for transfer may be initiated either by parents/guardian or by school principals. See AR 6184 for rights of parents in cases of school-initiated transfers. Parents/guardians may also request a transfer so that students may attend the same school that their sibling attends.

Any time that a student changes his/her legal residence following enrollment in one of our high schools, the parents/guardians will have the choice of having the student remain at the school in which the student was legally enrolled upon entry into high school or moving the student to the school in the attendance area of the later new residence. The decision to stay or move must be made no later than the appropriate semester break following the change in residence. In the event that a student does not inform the school of a change in residence but continues in attendance at the school beyond a semester break, the student should be considered as having made a decision to stay at the school. Once the decision has been made to stay or to move, the decision is final until there is another change in the legal residence of the student. ***The change of address must be within the boundaries of the SUHSD. Students who move outside the SUHSD boundaries must apply for an interdistrict transfer to stay in a SUHSD school.***

*Legal Reference:*EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

Crawford v. Board of Education (1976) 17 Cal.3d 280

Policy
 adopted: December 10, 1997
 revised:

SEQUOIA UNION HIGH SCHOOL DISTRICT
 Redwood City, California

INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS

OPEN ENROLLMENT

Selection Procedures

1. The Superintendent or designee shall identify those schools which may have space available for additional students. Open enrollment applications shall be available at all school offices.
2. Students who submit applications to the District by a designated date in February (as stipulated in an annual letter to parents) may be eligible for admission to their school of choice the following school year under the District's open enrollment policy. Selection will be subject to capacity.
3. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which applicants may be accepted as more openings occur. Late applicants shall not be added to the waiting list and must go through the adjustment transfer process.
4. The Superintendent or designee shall inform applicants by mail by March 15 as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated. The waiting list will expire each year on the Friday after the second full week of school in April.
5. Applicants who receive approval must confirm their enrollment by May 1.
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. (Education Code 35160.5)
7. Special education students will be eligible for open enrollment if there is an instructional program to meet the student's needs as prescribed in their IEP and space is available in the requested school.
8. Students who wish to return to the school in the student's original attendance area must apply for the transfer through open enrollment or adjustment transfer process.

Any complaints regarding the selection process should be taken to the Superintendent or designee.

(cf. 1312 - Complaints Concerning the Schools)

INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS
(continued)

Notifications

Notifications shall be sent to parents/guardians of ninth, tenth and eleventh grade students at the beginning of each school year and of all eighth grade partner elementary district students by January 15 describing all current statutory attendance options and local attendance options available in the District, including: (Education Code 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Students)

2. Program options offered within local attendance areas

3. A description of any special program options available on both an interdistrict and intradistrict basis

(cf. 5117 - Interdistrict Attendance)

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

(cf. 5145.6 - Parental Notifications)

ADJUSTMENT TRANSFERS

Requests for intradistrict attendance permits outside of the open enrollment policy shall be handled as follows:

An intradistrict transfer may be requested for adjustment or sibling reasons. The request for transfer will be approved or disapproved by the Director of Public Information and Communications, upon receipt of recommendations by the principals of both the sending and receiving schools.

INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS

(continued)

Transfer requests for reasons related to a student's special needs will be addressed by the IEP or Section 504 teams' processes.

Adjustment Transfer Criteria and Conditions

Although the recommendation to approve or disapprove the adjustment transfer request will have to be a matter of professional judgment, factors usually considered include serious emotional disturbance, serious health condition, unavoidable and highly punitive harassment, previous serious behavioral problems, behavior detrimental to the welfare of other students, or other conflict for which a change of school environment appears to be necessary for a satisfactory education. Recommendations from the probation departments, welfare, family service agencies and therapists in private practice will be considered. All adjustment transfers are conditional. Students who violate transfer conditions will be returned to the home school at the end of the semester. Students may be returned immediately for severe behavior infractions.

Students with siblings at the desired schools who missed open enrollment, may apply for an adjustment transfer.

Boundary Exceptions

The current Sequoia Union High School District boundaries were designated in 1986. Exceptions to established boundaries are as follows:

1. The Fair Oaks/Friendly Acres area is an area of no boundaries. Although the students in this area are automatically assigned to Menlo-Atherton, they will be granted adjustment transfers to other Sequoia district schools upon request.
2. Students at La Estrada living in the Woodside attendance area will be allowed to transfer to Menlo-Atherton upon request as established with 1986 boundary change.

Other Special Adjustment Transfer Agreements

Space permitting, the following are special adjustment transfer criteria established by action of the Board of Trustees or Principal's Council agreement:

1. Students attending Flood School will be allowed to transfer to Menlo-Atherton upon request.
2. After attending a private school for at least one year, intradistrict transfer requests of returning Sequoia district students will be approved.

INTRADISTRICT OPEN ENROLLMENT AND ADJUSTMENT TRANSFERS
(continued)

3. Transfer requests to the Sequoia High School IB Program will be approved.
4. Transfer requests to take an academic course not offered at the home school will be given strong consideration.

Regulation
approved: December 10, 1997
revised: June 27, 2007

SEQUOIA UNION HIGH SCHOOL DISTRICT
Redwood City, California

INTERDISTRICT ATTENDANCE

Following the principle that the financial and educational responsibility for a student's education rests primarily with the school district of legal residence, it is the policy of the Board of Trustees that students should attend school in the district of legal residence.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117.1 - Interdistrict Attendance Agreements)
(cf. 5145.6 - Parental Notifications)

The Board discourages transfers into the District and will consider approving such transfers only on a case-by-case basis through an interdistrict attendance agreement. Students residing outside the District who are discovered to be attending district schools without an authorized interdistrict attendance agreement will be disenrolled barring extenuating circumstances.

Interdistrict agreements for special education students are subject to procedures outlined in the San Mateo County Special Education Local Plan (SELPA), Regulation Section IV, F-1 and F-2 (Exhibit Y).

*Legal Reference:*EDUCATION CODE*46600-46611 Interdistrict attendance agreements**48204 Residency requirements for school attendance**48209-48209.16 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 Admission of persons including nonresidents to attendance area; workers' compensation for pupils*

Policy

adopted: December 10, 1997

revised: April 2, 2003

revised: August 24, 2005

SEQUOIA UNION HIGH SCHOOL DISTRICT

Redwood City, California

INTERDISTRICT ATTENDANCE AGREEMENTS

The Superintendent or designee may approve interdistrict agreements for the following reasons after considering the effect of such decisions on the District's resources and total enrollment.

1. To meet a child's special mental or physical health needs, as certified by a physician, school psychologist or other appropriate school personnel which could not be met at the school district of residency.
2. When the student has a sibling(s) attending school in a receiving district, to avoid dividing the family.
3. To complete a school year when parents/guardians have moved out of the District during that year.
4. To permit seniors attend the same school they attended as juniors, even if their families moved out of the District during the junior year.
5. When recommended by the School Attendance Review Board or by county child welfare, probation or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence.
6. When there is valid interest in a particular educational program not offered in the district of residency. "Program" is defined as meaning a series of courses, not a single course, critical to the well-being of the individual, because of special circumstances, not based on student preference.
7. When a program (other than special education) not offered in the district of residency is offered in the Sequoia Union High School District and is critical to the well being of the student because of special circumstances.
8. To accommodate students of district employees and employees of partner districts living outside the SUHSD boundaries.

Interdistrict attendance agreements or applications shall not be required for students enrolling in an ROC or ROP program. (Education Code 52317)

The Board of Trustees reserves the right to revoke any interdistrict attendance permit at any time should the reason for granting the permit cease to exist. Nonresident students who pose significant discipline or truancy problems may have their permits revoked immediately.

INTERDISTRICT ATTENDANCE AGREEMENTS (continued)

Transportation

With the approval of the Superintendent or designee, transportation normally provided for students living in the District may be provided for students attending on an interdistrict attendance agreement when space is available.

Denial of Interdistrict Transfer Agreement

The parent/guardian of a student who is denied a transfer requested pursuant to Education Code 46600-46611 shall receive timely notice, in accordance with law, regarding the process for appeal to the County Board of Education. This notice shall be provided by the district denying the request, or, in the absence of an agreement between the districts, by the district of residence.

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)

(cf. 5119 - Students Expelled from Other Districts)

Regulation
approved: December 10, 1997
revised: April 2, 2003
revised: August 24, 2005

SEQUOIA UNION HIGH SCHOOL DISTRICT
Redwood City, California

APPENDIX 3

**SEQUOIA UNION HIGH SCHOOL DISTRICT
SCHOOL PLANT ENROLLMENT CAPACITY CALCULATIONS**

Based on room Available for the 2007-2008 School Year

Type of Classroom	Average Capacity	Carmont		MA		Sequoia		Woodside		Four School Totals	
		Number of classrooms	capacity	Number of classrooms	capacity	Number of classrooms	capacity	Number of classrooms	capacity		
Standard	30	51	1530	57	1710	58	1740	57	1710	223	6690
Science	30	11	330	10	300	10	300	12	360	43	1290
Business	30	3	90	1	30	2	60	5	150	11	330
Art	30	4	120	4	120	3	90	1	30	12	360
Shop / HM	30	0	0	2	60	3	90	1	30	6	180
Music / Drama	30	2	60	2	60	3	90	3	90	10	300
RSP	12	4	48	6	72	5	60	4	48	19	228
SDC	15	2	30	3	45	5	75	3	45	13	195
TDS / ED / LIF	12	2	24	2	24	3	36	3	36	10	120
Total Number of Classrooms		79		87		92		69		347	
Total 100% Indoor Capacity			2232		2421		2541		2499		8693
Total 80% Indoor Capacity			1786		1937		2033		1999		7754
PE capacity at 10%			179		194		203		200		776
Potential School Capacity			1964		2130		2236		2199		8530
TOTAL DISTRICT CAPACITY FOR SCHOOL YEAR 2007-08 without charter schools or Redwood High School											
										8530	

SCHOOL PLANT ENROLLMENT CAPACITY CALCULATIONS

MELO-ATHERTON HIGH SCHOOL

103
ED

Room Number	Standard	Science	Business	Art	Shop	Music	RSP	SDC	LF
	C-10	C-0	E-26	L-1	S-1	M-2	E-4	D-4	E-25
	C-11	C-1			S-2	M-3	E-5	D-7	H-1
	C-12	C-2		D-23			E-6	E-22	
	C-14	C-4		D-24			E-7		
	C-15	C-13		D-22			G-8		
	C-16						B-22		
	D-5	D-1							
	D-6	D-2							
	E-23	E-1							
	E-20	E-2							
	E-11								
	F-13	F-10							
	G-2	F-11							
	G-3								
	G-5								
	G-9								
	G-13								
	H-3								
	M-2								
	D-8								
	D-9								
	D-10								
	D-11								
	D-12								
	D-13								
	D-14								
	D-15								
	D-16								
	D-17								
	D-20								
	D-21								
	E-3								
	F-14								
	G-4								
	G-6								
	G-12								
	B-1								
	B-2								
	B-3								
	B-4								
	B-5								
	B-10								
	B-11								
	B-21								
	B-23								
	G-5								
	G-7								
	G-8								
	G-11								
	E-21								
	E-10								
	E-12								
	E-13								
	E-14								
	E-15								
	E-16								
	E-17								
Number of rooms	57	10	1	4	2	2	6	3	2
Total Indoor Classrooms									87

English

Math

Soc. studies

Language

Room Number	Standard	Science	Language	Art	Shop	Music	PE	SP	Other
22	28	300	21 Coram	Wd Shop	M5 Drama	113	157		
23	30	301			M20 Mus La	114	158		
29	31		19 Art	13 Food	M26 Band	140	105		
30	33		20 Art	15 Cloath		105			
41	36		25 Photo			302			
42	137						26		
43	LL1						27		
B1	NN2								
B3	LL3								
B4	LL4								
B5									
B6									
B7									
P6									
B7									
44									
IB Title 1	201								
Novariet									
Math	103 LAB								
	104								
	106								
	108								
	109								
	110								
	111								
	112								
	116								
	117								
	118								
	133								
	120								
	121								
	122								
	123								
Social Studies	124								
	126								
	127								
	128								
	130								
	132								
	135								
	141								
	142								
Language	202								
	203								
	204								
	205								
ESL	138								
	139								
	206								
	207								
	208								
	209								
Academics	302								
	LL 5								
	304								
	305 lab								
	306 lab								
	308								
	302 Lab								
Number of rooms	10	2	4	3	3	5	5		
Total Indoor Classrooms									

3 = 1
 92

SEQUOIA UNION HIGH SCHOOL DISTRICT

480 JAMES AVENUE, REDWOOD CITY, CALIFORNIA 94062-1098

ADMINISTRATIVE OFFICES (650) 369-1412

BOARD OF TRUSTEES
DON GIBSON
GORDON LEWIN
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SALLY D. STEWART

March 6, 2008

PATRICK R. GEMMA
SUPERINTENDENT

Honorable Joseph C. Scott
Judge of the Superior Court
Hall of Justice
400 County Center, 2nd Floor
Redwood City, CA 94063-1655

Dear Judge Scott:

The Board of Trustees of the Sequoia Union High School District met on March 5, 2008, to approve the following responses to the 2007-08 Grand Jury recommendations issued on December 19, 2007.

Recommendations:

The Grand Jury recommends that the Board of Trustees of the Sequoia Union High School District:

- 1) *Establish a policy and guidelines it can follow, addressing such issues as:*
 - a. *Should there be an open-enrollment policy in the SUHSD?*
 - b. *Should the schools in the District have capacity limits?*
 - c. *If yes, what are these limits?*
 - d. *How should the limits be implemented?*

Response: Agreed. In fact, much of this recommendation has already been implemented.

With regard to the subpart (a) of the above recommendation, state law requires that school districts have open enrollment policies. Specifically, Education Code section 35160.5(b)(1) states that the governing board of each school district, as a condition for the receipt of school apportionments from the state school fund, adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. Accordingly, the question posed by the Grand Jury as to whether the District believes it "should" have a policy is discretion that the District does not possess pursuant to state law. The more appropriate question is whether the District has an open enrollment policy as required by state law and whether the policy the District has adopted is consistent with state law. The District has maintained an open enrollment policy since 1997. Moreover, in conjunction with legal counsel, the District has reviewed its open enrollment policy and finds that it is in compliance with the provisions of Education Code section 35160.5(b)(1).

With regard to subpart (b) of the recommendation, the District agrees that its schools should have capacity limits. In fact, District's policy BP 5116 entitled "School District Boundaries" unequivocally states that "it is the policy of the Board to establish limits of the capacity at each school." Additionally, Board Policy 5116.1, entitled "Intra District Open Enrollment and Adjustment Transfers" states that "the Superintendent or designee shall determine the capacity of each district school and establish a random and unbiased selection process for the admission of students from outside a school's attendance area." These policies are consistent with state open enrollment law which states that districts "shall determine the capacity of the schools in the district." Education Code section 35160.5(b)(2)(B).

Consistent with state law and board policy referenced above, the District has expended significant efforts in analyzing and revising the student enrollment capacity for each of the four comprehensive high schools, particularly in consideration of the new construction that has taken place over the last five years on each campus. Thanks to the generosity of the taxpayers, the four campus facilities have undergone substantial and dramatic renovation and modernization in recent years, causing the District to re-evaluate capacity. These new capacities were reported in public at a school board meeting in the Spring 2007.

With regard to subpart c) of the recommendation, the capacity at Carlmont High School (which was the focus of the Grand Jury report) remains at 2100 to 2125. The current enrollment at Carlmont High School is approximately 2300 students. It is a widely held view, including that of the Principal of Carlmont High School, that while the educational program at Carlmont is not currently negatively impacted by this enrollment number, the school is stretched.

With regard to subpart (d) of the recommendation, the District has undertaken a very aggressive approach to reduce the enrollment at Carlmont High School in future years and thereby better the balance enrollment among the four schools. First, the District has notified the parents of incoming 9th-grade students that entrance to Carlmont under its open enrollment policies will be limited to approximately 80 students for the freshman class of 2008, including siblings. The freshman class will be limited to approximately 550 students, down from the current freshman class size of over 600. Second, the District has taken significant measures to advertise the limitation of open enrollment transfers to Carlmont in the San Carlos community, as it is this community that is most impacted by the limitations of open enrollment transfers due to the growth in student enrollment at Carlmont. Third, the school district will continue to limit open enrollment transfers to Carlmont over the next three or four years. During this time period, it is expected that the enrollment at Carlmont will gradually be reduced to the 2100 enrollment capacity established by the District.

- 2) *Consider various options if it chooses to maintain capacity limits, with or without open enrollment, including:*
- a. *Changing boundaries or feeder-school assignments.*
 - b. *Increasing capacity at the school site.*

Response: Disagree. The school board believes that the current school boundaries, the feeder school assignments and the current and revised capacity figures, are appropriate.

On February 5, 2008, the electorate approved a \$165 million dollar school bond. A portion of the school bond proceeds will be used to build a small high school in East Palo Alto. This small high school will accommodate approximately 400, 9th-12th-grade students. Currently there are 470 students who live in East Palo Alto and attend Carlmont High School. Many of these 470 students reside within the attendance boundaries of Carlmont High School (East Palo Alto is divided into school attendance areas). It is expected that with a small local neighborhood high school available some of the East Palo Alto students will choose that school as opposed to commuting the approximately 14 miles to Carlmont. The enrollment at Carlmont High School may reduce faster than anticipated should this new high school be built.

Moreover, with increased emphasis on informing the San Carlos community about other high school options within the District, the Board of Trustees does not believe it is necessary to change boundaries and feeder school assignments at this time. However, because the Board considers the issue of school capacity important to the educational mission of the District and vital to the learning environment and experience of the students, it will continue to closely monitor school enrollment/capacity. The Board believes it is important that the schools be balanced, but at the same time recognizes the often competing interest and importance in maintaining school choice in the form of open enrollment. Open enrollment is a free market of choice among student residents of the District, which can impact school enrollment balance. The Board will continue to honor and value both the importance of school capacity/enrollment balancing and the importance of school choice.

- 3) *Direct the District's Superintendent, with the help of the principals to:*
- a. *Improve its projected enrollment data for all the high schools in the District.*
 - b. *Create more community awareness of the District's open enrollment policy, especially to the middle schools that feed into SUHSD.*
 - c. *Help increase enrollment at Sequoia High School, which is the most under-enrolled school in the District, by better marketing its high quality programs, e.g. the International Baccalaureate Program.*

Response: The District agrees with this recommendation.

With regard to subpart (a) of the recommendation, projecting student enrollment at each of the high school campuses is both an art and a science. If one were to review enrollment projections based on actual enrollment over the last ten years, one would find an extremely efficient methodology is in place. At the same time, the District understands the importance of reviewing its enrollment projection procedures each year to ensure that its

methodology is sound and up to date. The District understands the critical effect of accurate enrollment projections on employee contracts and the effective expenditure of public dollars.

With regard to subpart (b) of the recommendation, with the beginning of the 2007-08 school year the District has reemphasized the components of its open enrollment and adjustment transfer policies with all eight communities it serves. This has been accomplished through numerous night meetings with the parents of incoming 9th-graders as well as literature made available to all students and their families. The District prides itself on the job it does in informing parents of open enrollment options and uses a maximum effort in that regard.

With regard to subpart c) of the recommendation, the District initiated an aggressive and creative marketing plan to better educate and inform the community of the wonderful benefits and offerings of Sequoia High School, the district's "flagship" school. Over a dozen meetings have been held with parents of incoming 9th-graders. These meetings have included the San Carlos, Redwood City, and Belmont-Redwood Shores communities. Indeed, students in the Sequoia attendance area were required to attend an open house meeting at Sequoia High School, as a condition of applying to transfer to another school under the District's open enrollment policy.

The International Baccalaureate program has been advertised throughout the District as a districtwide program that is open to all students within the entire District's boundaries. It just so happens that this program exists at the Sequoia High School campus and as such, through effective marketing, will provide increased enrollment to the Sequoia campus, which has ample room for growth.

SUMMARY

The Sequoia Union High School District is confident that through its current and continued efforts to market all schools within the District, and to more closely adhere to the open enrollment policies and procedures that have recently reviewed and reconfirmed, at least two things will happen: 1) Student enrollment at the four comprehensive high schools throughout the District will become more balanced, and 2) The District will maintain levels of cultural and ethnic diversities on each of its campuses that is necessary to provide our students with the skills and competencies they will need to excel in our global society.

Sincerely,

Patrick R. Gemma, Ed.D.
Superintendent and Secretary, Sequoia Union High School District Board of Trustees

c: Lorraine Rumley, President, Board of Trustees