

**INTERDISTRICT ATTENDANCE**

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. The Board desires to communicate with parents/guardians and students regarding the educational programs and services that are available in the district.

*(cf. 5117.1 Interdistrict Attendance Agreements)*

The Board recognizes that the district may be capable of serving additional students. Therefore, the Superintendent/Principal or designee may approve interdistrict attendance agreements with other districts.

*Legal Reference:*

EDUCATION CODE

*46600-46611 Interdistrict attendance agreements*

*48204 Residency requirements for school attendance*

*48300-48315 Student attendance alternatives*

*48915 Expulsion; particular circumstances*

*48915.1 Expelled individuals: enrollment in another district*

*48918 Rules governing expulsion procedures*

*48980 Notice at beginning of term*

**LIBERTY SCHOOL DISTRICT**  
Petaluma, California

Policy adopted: May 12, 1998

Revised: February 19, 2015

**Students**

## **INTERDISTRICT ATTENDANCE AGREEMENTS**

The Superintendent/Principal or designee may approve interdistrict attendance permits on a case by case basis for the following reasons:

- To meet the child care needs of a student. Once a permit has been issued based on child care needs, a student in grades K-6 shall not be required to reapply for an interdistrict transfer as long as the student continues to receive off-campus child care in the district. (Education Code 46601.5)
- When a student has a sibling(s) attending Liberty School, to avoid splitting the family's attendance
- To allow a student to complete a school year when his/her parents/guardians have moved out of the district during that year
- To allow students to remain with a class graduating that year
- When the parent/guardian provides written evidence that the family will be moving into the Liberty District within 60 days and would like the student to start the year at Liberty
- When a student will be living out of the district only for one year or less
- When there is valid interest in a particular educational program not offered in the district of residence

Any interdistrict agreement denied or revoked by the Superintendent/Principal and/or teacher will, if the parent so requests, be reviewed by the Board for a final decision.

### **Bases for denial**

Appropriate bases for denial/revocation include:

1. Transfer requires that the District establish a new program or new service not currently provided by the District to meet the student's educational needs.
2. The transfer would cause the District's enrollment figures to exceed capacity in the program/level that Liberty School District finds appropriate for the student.
3. A history of unsatisfactory attendance.
4. A history of suspension or expulsion or disciplinary incidents that have persisted despite corrective efforts.
5. Failure to maintain satisfactory performance while at Liberty School District.
6. Approval displaces students residing within the district or precludes anticipated future enrollment of resident students.
7. Material information on the application or supporting documentation has been falsified or omitted.

**INTERDISTRICT ATTENDANCE AGREEMENTS (continued)**

8. Application was incomplete.
9. Parent/guardian's repeated inaccessibility for purposes of receiving notices, obtaining consent, or communicating with District personnel as necessary, appropriate, or required by law.
10. Parent/guardian's failure to comply with Parent Expectation Agreement and regulations of the District.
11. Change in qualifying circumstances

**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.

*(cf. 5145.6 - Parental Notifications)*

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)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

It is important to note that interdistrict agreements occur on a year to year basis and are contingent upon space available and the student's ability to follow school rules and maintain classroom work standards. At any point during the academic year and prior to the year an interdistrict transfer is renewed, the teacher and Superintendent/Principal will review the Student and Parent Expectation Agreement to ensure compliance and to determine if the interdistrict agreement will be approved and maintained. In addition, class size will also be a determining factor in continuing the interdistrict agreement.

The Student and Parent Expectations Agreement needs to be signed by both student and Parent/guardian.

**Transportation**

Transportation shall not be provided for students attending or leaving on an interdistrict agreement.

**Process for Interdistrict Admission**

Interdistrict applications for admission to Liberty School will include:

- Complete registration packet
- Copies of the student's most recent report card and the California STAR Test Results
- A screening of the student's academic levels by a Liberty teacher

**INTERDISTRICT ATTENDANCE AGREEMENTS** (continued)

Commitments and or decisions regarding student acceptance will not be made until two weeks before the start of the new school year.

Interdistrict Transfer Permits are granted for one school year and must be renewed annually. If there is sufficient capacity to place all “accepted” interdistrict transfer applicants, the Governing Board shall place all such applicants.

If there is insufficient capacity to place all “accepted” or “approved” applicants, the district will look at the following priorities for acceptance or repositioning of a request on any waiting list, or possible removal of a tentatively approved request from a class list:

Priority order for approval of interdistrict transfer requests or placement on a waiting list:

- Priority 1. Nonresident students who attended Liberty the prior year and have met all criteria of the Student and Parent Expectations
- Priority 2 Nonresident students whose immediate families currently have a sibling attending Liberty School and have the greatest cumulative longevity (Nonresident students whose parents are employed by the Liberty District and currently have a sibling attending Liberty School will have priority within Priority 2)
- Priority 3 Nonresident students whose parents are employed by the Liberty District
- Priority 4 Nonresident students whose parent/guardian’s are employed within the district boundaries
- Priority 5 Nonresident students whose immediate family has previous attendance at Liberty
- Priority 6 Newly enrolling nonresident students with newly enrolling siblings for whom there is space in the other grade levels
- Priority 7 Newly enrolling nonresident students whose interdistrict transfer requests have been approved by the district of residence and received by Liberty
- Priority 8 Newly enrolling nonresident students whose interdistrict transfer requests have been applied for but not yet received by Liberty

Within each of the above, order of placement will be further governed in the order of date and time of original application at Liberty for enrollment.

If all of the above priorities have been applied and there are still more students on the list and there is room, then random selection will be made by a Board representative.

Regulation approved: June 9, 1998  
 Revised: May 11, 2006  
 Revised: February 19, 2015

**LIBERTY SCHOOL DISTRICT**  
 Petaluma, California  
 E 5117.1

**Liberty School District  
170 Liberty School Road  
Petaluma, CA 94952**

**INTERDISTRICT AGREEMENT  
OF PARENT/GUARDIAN AND STUDENT  
WITH LIBERTY SCHOOL DISTRICT**

**Student and Parent Expectations**

**Students are expected to:**

- Arrive at school on time and attend regularly
- Be prepared and ready to work
- Complete required class work and homework
- Become aware of and follow all school and classroom rules
- Conduct themselves in a manner that allows other students to learn and teachers to teach
- Respond in an appropriate manner when confronted with a difficult situation and/or when being corrected
- Demonstrate respect for other students and adults

**Parents are expected to:**

- Attend school functions and have regular responsive contact with District staff:
  - Back-to-School Night
  - Parent Conferences
  - Open House
- Willingly participate in and support resource programs if referred:
  - Tutoring
  - Summer school
  - Cloud room and conference
  - Student Study Team and recommendations

**The following signatures signify that:**

1. Both parent/guardian and student have read and discussed and agreed to abide by the expectations listed above, and
2. Understand that disregarding one or more of the above rules may lead to the revocation of the interdistrict agreement.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Petaluma, California