

YEAR-ROUND SCHEDULES

To assure that families with more than one student enrolled in the Murrieta Valley Unified School District may have their children assigned to the same year-round education (YRE) track/calendar (A, B, C, or D), the following procedures shall be observed:

Initial Enrollment

- When a child and subsequent children of a family enroll in school, their YRE track placement shall be the same as for the first child whenever possible.
- When multiple children of the same family are being enrolled in the District for the first time, the school at which the family enrolls the first child will call the school where the other children of the family would be enrolled to determine the availability of classroom space in a common YRE track. If such space exists, the schools shall reserve the space until the family is able to appear at the school(s) to complete the formal registration process.
- If the initial contact by the school indicates that common YRE track placements may not be available, the school shall refer the family to the Office of Pupil Services where appropriate placement arrangements can be made. At this time the parent will complete a Request for Common Track Assignment form which will provide the necessary information to facilitate the students' assignment to classes.
- If a family of multiple children enters the District after the start of a school year, and the schools to which the students would be assigned do not have classroom space in a common track for the students' grade level, the children will be given track assignments where the appropriate grade level space exists. The parents shall be assured that the District will schedule a common track assignment for their children at a time that can be coordinated with the beginning of an instructional block.
- No new student will be given a confirmation at the time of pre-enrollment as to track assignment until the multiple children of the same family have been assigned to a common track.

YEAR-ROUND SCHEDULES (continued)

- Except for students enrolled in the District the previous school year, all new enrollees will be assigned a conditional track assignment until the 10th school day, when their track assignment for the ensuing year becomes permanent. During this 10 day period following the first day of school for each track (A, B, C, and D), the District will give priority placement in a common track to families of multiple children. As the need arises, single student families under conditional placement may be reassigned to an alternate track with available space.
- Any student who was registered in attendance at the school of his/her normal attendance area at the close of the prior year will be guaranteed class placement the following year, up to and including the third school day. Students will be considered "no-shows" beginning the fourth day of school. Beginning of the fourth school day the school will no longer be required to reserve a place for students who were in attendance the prior year who have not notified the school. A place may be held for a student, up to ten school days, whose parents have been in contact with the school prior or during the first week to explain an illness or emergency.
- If the school at which a child(ren) would normally attend is filled in all tracks (A, B, C, and D) and there is no opportunity for a necessary grade-level placement, parents of new enrollees will be referred to the Office of Pupil Services for an alternate school assignment.
- Employees of Murrieta Valley Unified School District will have the opportunity for track placement of their children that coincides best with the employee's assignment.

Requests for Transfer From One Track to Another

While the District will attempt to accommodate requests for transfer of child(ren) from one track to another, it shall be done in accordance with the following criteria:

- Students must have been enrolled in the District during the previous school year. Such students may initiate their request for a change in tracks by completing a *Change of Track Request Form* which is available from the school principal or the Office of Pupil Services. These requests may be submitted at any time during a school year, and will be honored as space becomes available within the 10 day conditional enrollment period following the commencement of the new school year for each track. Such requests will be considered on a first-come, first-served basis. If a request for track transfer has not been granted by the 10th school day following the track's new school year, the request is denied and the student's previous track placement becomes final for the ensuing school year. A parent, however, may re-submit a *Change of Track Request Form* for consideration for the following school year.

YEAR-ROUND SCHEDULES (continued)

- Track re-assignments will be made only during the initial 10 day period following the first day of classes for tracks A, B, C, and D.
- All newly enrolled children of one family will have priority in track placement before track transfers are granted.

Special Accommodations

The Murrieta Valley Unified School District maintains a number of special classes/ programs which are offered on one track. In an effort to accommodate families with a child(ren) assigned to such classes, special consideration will be given to schedule all children in the same track as the child(ren) enrolled in these special programs.

The classes offered on designated tracks may include but are not limited to:

- SDC (Special Day Class)
- Primary Language Instruction

Continuity of Track Assignments

It shall be the intent of the District to provide continuity of track assignments from kindergarten through grade twelve insofar as is possible.