

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 25, 2016

To: Principals and Vice Principals

Subject: TRANSFER OPTIONS FOR VICTIMS OF VIOLENT CRIMES

Department and/or Persons Concerned: Principals, Vice Principals, Counselors, All School Staff Members

Due Date: Immediate

Reference: ESEA, Unsafe School Choice Options, Non Regulatory Guidance E1-F5

Action Requested: Implement Transfer Option Procedures for Victims of a Violent Crime

Brief Explanation:

Unsafe School Choice Options established by federal law (ESEA) requires that any student attending a California public school and is the victim of a violent crime in or on school grounds is provided a transfer option to attend another school in the district. In order to demonstrate compliance with the federal requirement, the district must maintain appropriate records for three years and review the policies to ensure that the governing board has an adopted policy that includes this transfer option.

The district has developed a process for implementation of the transfer option. School administrators must work with the local law enforcement in determining if a student is the victim of a violent crime as provided by the California *Penal Code*. The student must be provided the opportunity to transfer within 10 calendar days of the incident. Once the student has been identified as the victim of a violent crime, the following is the procedure for transfer.

- A school administrator will provide parent with the informational letter (Attachment 1) and form (Attachment 2) for transfer option.
- School staff notifies the Neighborhood Schools and Enrollment Options Office (619) 260-2410 or mmarques@sandi.net of the incident. If the parent needs assistance with school choice options, the school staff may refer the parent to the Neighborhood Schools and Enrollment Options Office.
- Parent completes the form and the school staff faxes it to the Neighborhood Schools and Enrollment Options Office at (619) 260-2410.
- Neighborhood Schools and Enrollment Options Office reviews form and as appropriate, notifies the preferred transfer school of the impending enrollment. If athletic eligibility is an issue, the parent will be referred to Scott Giusti, Director of Physical Education, Health & Athletics. Athletic eligibility is not guaranteed.

- Parent is notified by the Neighborhood Schools and Enrollment Options Office to enroll student in the preferred school.
- Records are maintained in the Neighborhood Schools and Enrollment Options Office.

Questions concerning this circular should be directed to the Neighborhood Schools and Enrollment Options Office (619) 260-2410.

Marceline Marques
Director
Neighborhood Schools and Enrollment Options Office

APPROVED:



Lee Dulgeroff
Chief Facilities Planning and Construction Officer

Attachments (2)

Distribution: Lists B, D, E, and F



Date:

To:

This letter is to inform you that in accordance with the Unsafe School Choice Option established by federal law, any student attending a public elementary school, secondary school or charter school who becomes a victim of violent crime, must be allowed to attend a safe public elementary school, secondary school or charter school within the local educational agency.

According to our records, your child was a victim of violent crime while in or on school grounds; therefore, if you so choose, you have the right to exercise the above transfer option.

Please complete the attached form and return to your child's current school or to the San Diego Unified School District, Neighborhood Schools and Enrollment Options Office, the address is provided on the form. If you are considering a transfer for your child, upon receipt of the form, I will contact you regarding your options. If you have any questions you may contact my office at (619) 260-2410.

Respectfully,

Marceline Marques
Director
Neighborhood Schools and Enrollment Options Office

Attachment - 1



Fecha:

Para:

El propósito de esta carta es informarle que, de acuerdo con la Opción de Selección por Inseguridad Escolar establecida por la ley federal, a cualquier alumno que asista a una escuela primaria, secundaria/preparatoria o escuela autónoma pública que ha sido víctima de un crimen violento se le debe permitir asistir a una escuela primaria, secundaria/preparatoria o escuela autónoma pública segura dentro de la agencia educativa local.

Según nuestros expedientes, su hijo/a fue víctima de un crimen violento mientras se encontraba en el plantel escolar; por lo tanto, si usted lo desea, tiene el derecho de llevar a cabo dicha opción de traslado.

Por favor, llene el formulario anexo y devuélvalo a la escuela actual de su hijo/a o al Distrito Escolar Unificado de San Diego, Oficina de Escuelas de la Zona y Opciones de Inscripción, la dirección se encuentra en el formulario. Si está considerando trasladar a su hijo/a, en cuanto recibamos el formulario, me comunicaré con usted sobre sus opciones. Si tiene preguntas, puede comunicarse con mi oficina al (619) 260-2410.

Muy respetuosamente,

Marceline Marques
Directora
Oficina de Escuelas Comunitarias y Opciones de Inscripción

Spanish version: Victims of Violent Crimes Letter Attachment 1



Taariikh:

Ku:

Warqadanu waxay idin ku wargelineysaa sida uu dhigeyo sharciga dawlada-dhexe ee ku saabsan Unsafe School Choice Option, in ardey kasta oo dugsiyada guud ee hoose, sare iyo kuwa gaarka (charter) ah oo dembi dhacay ay dhibaato ka soo gaadho in loo oggolaado dugsiyada nabadgelyada iyo badbaadada leh ee hoose, sare ama kuwa gaarka ah ee ha'aayada waxabarashadda ee deegaanka.

Sida diiwaankeyagu sheegayo, ilmahaagu waxay dhibaato ka soo gaadhey dembi dugsiiga dhexdiisa ka dhacay. Sidaas darteed, haddii aad rabtid inaad ilmaha dugsiiga ka beddeshid waxaad xaq u leedahay inaad codsatid ikhtiyaariyada lagu siiyey ee halkan kore ku cad.

Fadlan foomka halkan ku dheggan soo buuxi, waxaadna ku soo celisaa dugsiiga uu hada ilmahaagu dhigto ama Xafiiska Isdiiwaangelinta Ikhtiyaariyada ah ee San Diego Unified School District, Neighborhood Schools and Enrollment Options Office, oo ciwaankiisu foomka ku qoran yahay. Haddii aad ku fekerasid inaad ilmahaaga dugsiiga ka beddeshid, marka aad foomkaas hesho, Aniga ayaa kula soo xidhiidhi doona si aan kuugu sheego ikhtiyaariyada aad leedahay. Haddii aad arrimahaas wax su'aalo ah ka qabtid waxaad igala soo xidhiidhi kartaa telefoonka xafiiskeyga oo ah (619) 260-2410.

Si Xushmad leh,

Marceline Marques
Director
Maamulaha Xafiiska Isdiiwaangelinta Ikhtiyaariyada ah

Somali version: Victims of Violent Crimes Letter Attachment 1



Petsa:

Sa:

Ang liham na ito ay upang ipaalam sa inyo na batay sa Unsafe School Choice Option na itinatag ng pamahalaang batas, sinumang mag-aaral na pumapasok sa publikong mababang paaralan, mataas na paaralan o paaralang charter na naging biktima ng marahas na krimen, ay dapat payagang pumasok sa ligtas na publikong mababang paaralan, mataas na paaralan o paaralang charter sa loob ng bayang sangay ng pag-aaral.

Batay sa aming talaan, ang inyong anak ay naging biktima ng marahas na krimen habang nasa o sa looban ng paaralan; kung gayon, kung inyong pipiliin, kayo ay may karapatang gumamit ng nasa itaas na paghiling ng pagpili.

Pakiusap na tapusin ang nakalakip na papel at ibalik sa kasalukuyang paaralan ng inyong anak o sa San Diego Unified School District, Neighborhood Schools and Enrollment Options office, ang address ay nakalagay sa papel. Kung inyong ninanais ang paglipat para sa inyong anak, pagkatanggap ng inyong paghiling, tatawagan ko kayo tungkol sa inyong napili. Kung mayroon kayong katanungan maaari ninyo akong tawagan sa aking tanggapan sa (619) 260-2410.

Gumagalang,

Marceline Marques
Director
Neighborhood Schools and Enrollment Options Office

Tagalog version: Victims of Violent Crimes Letter Attachment 1



School Transfer Option Parent Request Form

Please complete the top half of this form and return to your child's current school or to:
San Diego Unified School District
Neighborhood Schools and Enrollment Options Office Attn: Marceline Marques
4100 Normal Street, Annex 12
San Diego, CA 92103-2682
(619) 260-2410 Telephone (619) 725-7311 Fax

_____ I do not wish to consider a transfer for my child at this time.

_____ I would like to consider a transfer for my child.

_____ Please contact me regarding my options.

School Options Requested _____

Name of Parent/Guardian _____

Name of Student _____

Address _____

Daytime Phone # _____

Student's Current School _____

I have read my rights concerning the transfer option for victims of violent crimes.

_____ Date: _____
Signature of Parent/Guardian

(For School Office use only)

Site Administrator _____ Phone _____ Email _____

Police Officer _____ Phone _____ Email _____

*Schools mail or fax (619-725-7311) completed form to Neighborhood Schools and Enrollment Options Office,
Eugene Brucker Education Center, Annex 12.*

(For Neighborhood Schools and Enrollment Options Office use only)

Exercised Transfer Option: YES NO

If **Yes**, transferred from _____ to _____

Date transferred _____

Attachment - 2

Revised 8.16



**Opción Escolar
Formulario de Respuesta de los Padres**

Favor de llenar la mitad superior de este formulario y devolverlo a la escuela actual de su hijo/a o a:

San Diego Unified School District
Neighborhood Schools and Enrollment Options, Attn: Marceline Marques
4100 Normal Street, Annex 12
San Diego, CA 92103
619-260-2410 Teléfono 619-725-7311 Fax

_____ No deseo considerar un traslado para mi hijo/a en este momento.

_____ Deseo considerar un traslado para mi hijo/a.

_____ Contáctenme referente a mis opciones.

Opciones Escolares solicitadas _____

Nombre del padre/tutor _____

Nombre del alumno _____

Domicilio _____

Teléfono durante el día _____

Escuela actual del alumno _____

He leído mis derechos con respecto a la opción de traslado para las víctimas de crímenes violentos.

Firma del padre/tutor:

_____ Fecha: _____

(For School Office use only)

Site Administrator _____ Phone _____ Email _____

Police Officer _____ Phone _____ Email _____

Schools mail or fax (619-725-7311) completed form to Neighborhood Schools and Enrollment Option Office, Eugene Brucker Education Center, Annex 12.

(For Neighborhood Schools and Enrollment Options Office use only)

Exercised Transfer Option: YES NO

If **Yes**, transferred from _____ to _____

Date transferred _____



**Ikhtiyaarka Doorashada Dugsiga
Foomka Jawaabta Waalidka**

Fadlan foomkan xagiisa kore ee badhka ah soo buuxi, waxaadna ku soo celisaa dugsiga uu ilmahagu hada dhigto ama:

San Diego Unified School District
Neighborhood Schools and Enrollment Options Office, Attn: Marceline Marques
4100 Normal Street, Annex 12
San Diego, CA 92103
619-260-2410 Telephone 619-725-7311 Fax

_____ Ma rabo inaan ilmahayga dugsiga ka beddelo wakhtiga hada lagu jiro.

_____ Waxaan rabaa inaan ilmahayga dugsiga ka beddelo.

_____ Igala soo xidhiidha wixii ikhtiyaariyadeyda ku saabsan.

Waxaan Codsadey Ikhtiyaariyada ah _____

Magaca Waalidka ama Qofka ilmaha masuulka ka ah _____

Magaca Ardeyga _____

Ciwaanka _____

Telefoonka maalinimada lagala xidhiidhi karo # _____

Dugsiga uu Hada Ardeygu dhigto _____

Waxaan akhriyey xuquuqdeyda ku saabsan ikhtiyaariyada aan u leeyahay inaan ilmahayga dugsiga ka beddelo marka ay dhibaato ka soo gaadho rabshado dugsiga ka dhacay darteed.

Saxiixa Waalidka/Qofka ardeyga masuulka ka ahi:

_____ Taariikhda: _____

(For School Office use only)

Site Administrator _____ Phone _____ Email _____

Police Officer _____ Phone _____ Email _____

Schools mail or fax (619-725-7311) completed form to Neighborhood Schools and Enrollment Options Office, Eugene Brucker Education Center, Annex 12.

(For Neighborhood Schools and Enrollment Options Office use only)

Exercised Transfer Option: YES NO

If **Yes**, transferred from _____ to _____

Date transferred _____



**Paghirang ng Pipiliing Paaralan
Kasagutan ng Magulang**

Pakiusap na tapusin ang itaas na bahagi ng papel na ito at ibalik sa kasalukuyang paaralan ng inyong anak o sa:

San Diego Unified School District
Neighborhood Schools and Enrollment Options Office, Attn: Marceline Marques
4100 Normal Street, Annex 12
San Diego, CA 92103
619-260-2410 Telephone 619-725-7311 Fax

_____ Hindi ko nais na mabigyan ng paglipat ang aking anak sa ngayon

_____ Nais kong mabigyan ng paglipat ang aking anak

_____ Tawagan ako sa aking magiging pasiya

Hihilinging Pipiliing Paaralan _____

Pangalan ng Magulang/Tagapag-alaga _____

Pangalan ng Mag-aaral _____

Tirahan _____

Telepono sa araw _____

Kasalukuyang Paaralan ng Mag-aaral _____

Nabasa ko ang aking mga karapatan sa paglipat na pipiliin ng mga biktima ng marahas na krimen.

Lagda ng Magulang/Tagapag-alaga:

_____ Petsa: _____

(For School Office use only)

Site Administrator _____ Phone _____ Email _____

Police Officer _____ Phone _____ Email _____

Schools mail or fax (619-725-7311) completed form to Neighborhood Schools and Enrollment Options, Eugene Brucker Education Center, Annex 12.

(For Neighborhood Schools and Enrollment Options Office use only)

Exercised Transfer Option: YES NO

If **Yes**, transferred from _____ to _____

Date transferred _____