



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Opportunity Transfer (O.T.) - Policy and Procedures

NUMBER: BUL-6362.0

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School Operations

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School Operations

DATE: August 14, 2014

ROUTING
 Instructional Area
 Superintendents
 Administrators of Operations
 Instructional Directors
 Operations Coordinators
 Principals
 Assistant Principals
 Counselors
 Deans

POLICY: An Opportunity Transfer (O.T.) is a carefully planned school or District initiated transfer of a student within LAUSD schools for remedial and corrective reasons. It is issued as an alternative means of correction to address student misconduct after prior interventions have failed to bring about proper conduct or when the student’s continued enrollment at the current school presents a safety risk to others. The purpose of an O.T. is to minimize factors that interrupt the academic process, and thus to create a school climate that is safe and conducive to learning for all. To minimize disruption to the academic process, an O.T. may not be issued or terminated within the last six weeks of each semester. All student transfers shall be recorded and documented in the District’s My Integrated Student Information System (MiSiS).

Administrators and school officials must ensure that an O.T. is utilized in a manner that is aligned with all District discipline policies, including the District’s Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support; and is not used in an arbitrary, capricious, or discriminatory manner. Using an O.T. as an effective intervention tool can greatly assist schools in accomplishing the District’s goals of increasing graduation rates, decreasing student dropouts, and maintaining safe school communities.

California Education Code (E.C.) Sections 35160 and 35160.1 grant school districts authority to initiate and carry on any program or activity that addresses the common, as well as unique, needs of their school community. The policy and procedures of this bulletin apply to transferring students to another comprehensive school or an Educational Options alternative program. To consider a change of placement for students eligible under Section 504 for nondiscrimination protection and for those with Section 504 plans, follow the procedures described in Section II of this bulletin. The O.T. process does not apply to students with an Individualized Education Program (IEP).

Transfers for students’ safety/protection, academic needs, or other appropriate reasons, follow BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013.



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MAJOR CHANGES: This bulletin replaces BUL-4478.0, Opportunity Transfers (O.T.s) Policy, issued December 15, 2008. It revises District policy and procedures and provides clear guidelines regarding school or District initiated involuntary transfer of students, the referral and appeal process of the transfer, as well as the documentation and recording requirements in the LAUSD MiSiS Student Support.

GUIDELINES: I. GENERAL INFORMATION

An Opportunity Transfer (O.T.) is a school or District initiated student transfer for the purposes of behavioral intervention or compliance with other District-level procedures. O.T. may be issued as an alternative means of correction to address student behavior that violates E.C. Section 48900 *et. seq.* (See Attachment A.) except for the misconducts listed under Category I of the Matrix for Student Suspension and Expulsion Recommendation. (See Attachment B.) Parental consent is not required for O.T. issuance; however, school officials should engage parent involvement to ensure the success of the transfer.

An O.T. may be issued as an alternative means of correction, as appropriate, following a suspension; however, it is imperative that schools ensure that there is no additional loss of instructional time on the student's behalf during the O.T. process. The Pupil Services and Attendance Counselor or other school personnel shall be utilized to facilitate a smooth transition. In addition, the sending school should ensure that pertinent student records and information are properly forwarded to the receiving school to facilitate the success of the transfer. (See Section V. A. for details.) The school principal may designate one or more certificated staff to be responsible for implementing the provisions of this bulletin; however, the issuance of the O.T. shall be the authority of the principal or the principal's administrative designee.

An O.T. shall not be used to remedy low academic achievement, attendance issues, or for being a victim of a fight. To consider a transfer for the student's safety or protection, follow BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013.

II. STUDENTS WITH DISABILITIES

A. The O.T. process does not apply to students with an IEP. An O.T. also may not be issued to a student who is not yet eligible as a student with disability but the District has knowledge or suspects that the student may have a disability. For detailed guidelines, refer to the Special Education Policies and Procedures Manual, issued July 2, 2007; BUL-6269.0, Multi-Tiered System of Behavior Support for Students with Disabilities, issued April 7, 2014.

B. To issue an O.T. for students who are eligible for nondiscrimination protection under Section 504, a manifestation determination meeting must first be held.



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Students with a Section 504 Plan or identified as eligible for nondiscrimination protections under Section 504 may not be given an O.T. until a manifestation determination meeting has been held and determined that there is no link between the disability and the misconduct, or that the misconduct is not a result of the District's failure to implement the Section 504 Plan. Following this, the student may be considered for an O.T. with the assurance of full implementation of the Section 504 Plan at the receiving school. For detailed guidelines, refer to BUL-4692.2, Section 504 of the Rehabilitation Act of 1973, issued October 8, 2013.

III. ACCOUNTABILITY AND RESPONSIBILITY

A. Educational Services Center (ESC) Level

ESC Administrators of Operations (AOO) are responsible for implementing the District's O.T. policy and have the authority to monitor the O.T. process of their schools. The ESC AOO or designee shall:

1. Ensure schools establish and implement an O.T. process that is in compliance with the District's policy and procedures. (See Attachment C for O.T. Checklist.)
2. Review monthly statistical reports regarding student transfers to ensure compliance with the District policy.
3. Provide technical support, guidance, and assistance to schools that are out of compliance with the provisions of this bulletin.
4. Conduct an O.T. Appeal Review meeting to review the parent's appeal for their child's O.T. and render a decision in a timely fashion. (See Section VI for details.)
5. Record and document O.T. appeals in the Opportunity Transfer tab of the MiSiS Student Support.
6. Review school principal's request to cancel an O.T. and render a decision to approve or disapprove the O.T. cancellation.

B. School Level

School principals are responsible for the school's compliance with the District's O.T. policy and procedures and hold the final authority of issuing an O.T. Principals shall:

1. Designate only administrative staff to issue O.T.s and designate other



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certificated staff to assist in implementing the school's O.T. process.

2. Ensure that the school's Discipline Review Team (DRT) or Student Success Team (SST) is viable and actively engaged in the O.T. process.
3. Seek guidance and assistance from the ESC AOO or designee for compliance with and improvement of the school's O.T. process.
4. Require designated staff to attend mandatory professional development training pertaining to student discipline, positive behavior support, and related matters.
5. Properly advise students and their parents of the District's O.T. policy and procedures as well as the appeal process.
6. Provide ESC AOO or designee with the Request for O.T. Cancellation memorandum and obtain the approval from the AOO or designee prior to cancelling an O.T. (See Attachment D)

IV. IMPLEMENTATION GUIDELINES

A. Frequency and Duration

An O.T. may only be issued once during the student's matriculation through elementary school, twice during middle school, and twice during high school; and the number allowed at each education level shall not roll over to the next level. That is, a student who has not received an O.T. during elementary and middle school levels can still only be subject to two O.T.s during his/her high school years. The cancellation of an O.T. does not, itself, constitute a separate O.T. However, if the student is transferred a second time after the cancellation of his/her initial O.T., the re-issued O.T. then is considered as the second and final O.T. A student may not be issued a second O.T. without the cancellation of the initial O.T. and the transfer history shall be clearly documented and recorded in the Opportunity Transfer tab of the MiSiS Student Support.

When the student is undergoing expulsion, the interim placement at another school or program is not considered as an O.T. The term of an O.T. shall be no longer than the remainder of the current semester plus the following semester. When the O.T. term ends, the student shall be returned to the sending school.

B. O.T. Cancellation

During the term of the O.T., an O.T. may be cancelled by the principal of the receiving school with the approval of the ESC AOO or designee, if the student commits a violation listed under E.C. Section 48900 *et. seq.*, except for the



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misconducts for which the principal is required to recommend expulsion. The cancellation of an O.T. shall not be based solely on attendance or academic reasons. Upon the O.T. cancellation, the student shall be returned to the sending school for immediate enrollment with no instructional days lost in the process. To cancel an O.T., the principal/designee shall:

1. Submit the Request for O.T. Cancellation memorandum to the ESC AOO or designee and obtain the approval from the AOO or designee in order to cancel the O.T. (Attachment D)
2. Hold a conference with the student and the parent to discuss the misconduct and inform them of the cancellation of the O.T.
3. Provide the parent with the Opportunity Transfer (O.T.) Exit/Cancellation Notice with an effective date of re-enrollment at the sending school. (Attachment E)
4. Notify the sending school official of the O.T. cancellation, circumstances surrounding the cancellation, and the student's effective date of return.
5. Proceed with the student's withdrawal upon notification that the student has returned to the sending school, as dual enrollment is not permitted.
6. Document the O.T. cancellation in the Opportunity Transfer tab of the MiSiS Student Support.

C. O.T. Re-issuance

After the O.T. was cancelled and the student has returned to the sending school, the principal or designee of the school shall employ the DRT/SST review process to determine the next intervention measure. If the team decides to issue another O.T., the re-issuance of the O.T. then constitutes the student's second, and also final, O.T.

D. Requirement of Discipline Review Team (DRT) and/or Student Success Team (SST) Review Process

A student may not be issued an O.T. without being first reviewed by the school's DRT or SST. Prior to issuing each O.T., the school must first hold a DRT and/or SST meeting to determine that the appropriate interventions, school resources, and options have been explored. This is of particular significance in instances where students have received their second O.T. and their conduct continues to be disruptive. The team shall conduct an analysis of the case particulars and also review the provisions of BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014, to



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determine the best course of action for the student. This is to activate the systematic team approach to deal with student misconduct as opposed to using the O.T. process as the sole resolution for all student misconduct.

V. SCHOOL SITE PROCEDURES

A. Sending School Responsibilities

To issue an O.T., the principal/designee shall:

1. Solicit parental input, even though it is not required, arrange for one or more schools that are safe and meet the student's needs that will accept the student, and provide information for receiving school officials regarding student behavior issues.
2. Seek assistance from the ESC AOO or designee if the principal/designee encounters difficulty in securing or identifying a receiving school.
3. Obtain agreement and confirmation from the principal of the selected receiving school.
4. Conduct the Pre-O.T. conference with the parent and the student to review student records, discuss the reason for the transfer, advise the O.T. appeal procedures, and provide the "Opportunity Transfer (O.T.) Appeal Form" along with instructions (Attachment F). The O.T. may not be issued without the Pre-O.T. conference being held with the parent.
5. If the parent appeals the O.T. decision, ensure that the student continues to attend school during the period of the parent's appeal; wait for the outcome of the appeal and proceed accordingly.
6. If the parent does not appeal within three (3) days of the Pre-O.T. conference, issue the O.T. and provide the parent with the Pupil Opportunity Transfer (O.T.) Notice containing the reason for the transfer, effective date, and information of the intake conference with the receiving school. (See Attachment G.)

Note: In order to avoid unnecessary complications of the O.T. process, the Pupil Transfer Notice should only be generated after the completion of the Pre-O.T. conference when there is no appeal, or after the O.T. is upheld at the appeal.

7. Provide the receiving school with pertinent student information, including, but not limited to, the student's social adjustment report and DRT/SST meeting documentation, and schedule an intake conference with the



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receiving school for the parent and the student.

8. Proceed with the student's withdrawal upon notification that the student has arrived at the receiving school, as dual enrollment is not permitted. If the student has not arrived at the receiving school within 24 hours, it is the responsibility of the sending school to follow up with the family and not withdraw the student until obtaining verification of the student's enrollment at the receiving school.
9. Utilize the Pupil Services and Attendance (PSA) counselor or other school personnel to ensure the student's immediate enrollment at the receiving school if the student has failed to enroll.
10. Record and document the O.T. in the Opportunity Transfer tab of the MiSiS Student Support.

B. Receiving School Responsibilities

The principal/designee of the receiving school shall:

1. Conduct an intake conference with the parent and the student which includes, but is not limited to, reviewing the terms and conditions of the transfer, signing the O.T. contract (Attachment H), and discussing a plan for the student's success at the receiving school.
2. Provide the parent and student with a copy of the school's student behavior expectations and resources to support the student.
3. Advise the sending school of the student's arrival and request for the student to be withdrawn, so that the school may then complete the enrollment process at the receiving school, as dual enrollment is not permitted.
4. Provide the parent and the student with a list of school and community resources and, if needed, the transportation options.
5. Review the student's academic, attendance, and discipline records periodically; monitor the student's progress, and provide support to facilitate the success of the O.T.
6. Report the student's progress during the O.T. period to the school official of the sending school and initiate the student's re-enrollment back to the sending school at the end of the term.
7. During the O.T. term, after obtaining approval from the ESC AOO or designee to cancel an O.T., conduct an O.T. Cancellation conference with the



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parent and the student to discuss the E.C. violation(s) that warrant the cancellation, and further provide the parent the Opportunity Transfer (O.T.) Exit/Cancellation Notice with an effective date to return the student to the sending school. (See Attachment E)

8. At the end of the O.T. term, conduct an O.T. Exit conference with the parent and the student to discuss the successful or unsuccessful outcome of the transfer, and provide the parent the Opportunity Transfer (O.T.) Exit/Cancellation Notice with an effective date to return the student back to the sending school. (See Attachment E)

VI. TRAVELING PROGRAMS

O.T.s for students of traveling programs follows the same procedures described in this bulletin. Students that are issued an opportunity transfer from a traveling program may be transferred to another traveling program if space and transportation are available. Principals considering an O.T. involving a student participating in a traveling program should also adhere to the specific guidelines described below and consult with the appropriate personnel to complete the transfer.

A. Magnet Schools

1. All assignments in Magnet programs are to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. Students in Magnet programs may be offered the opportunity to be transferred to another voluntary integration program, if available.
3. The sending school Magnet program administrator is responsible for working with the Student Integration Services coordinator to determine potential receiving schools, and to contact the Magnet program administrator of the identified school to secure the transfer. If there are no potential receiving schools for the O.T., the student will default to the resident school for placement.
4. The sending school must notify the Student Integration Services coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in the Magnet Application Processing System (MAPS). The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.
5. Once a student exits a Magnet program due to an opportunity transfer, re-enrollment into the sending school or into another Magnet school can only



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occur through the application process detailed in the Choices brochure.

B. Permits with Transportation (PWT)

1. All assignments in PWT programs are to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. Students attending PWT receiving schools may be offered to be opportunity-transferred to another PWT receiving school, if space and transportation is available.
3. The sending school PWT program administrator is responsible for working with the Student Integration Services coordinator to determine potential receiving schools, and to contact the PWT program administrator of the identified school to secure the transfer. If there are no potential receiving PWT settings for the O.T., the student will default to the resident school for placement.
4. The sending school must notify the Student Integration Services coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in MAPS. The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.
5. Students who successfully complete the conditions of the O.T. contract may return to the original PWT school pending available space.
6. Students who have received an O.T. and are unsuccessful will be withdrawn from the PWT program and returned to the school of residence.

C. No Child Left Behind Public School Choice (NCLB-PSC)/Priority School Matriculate Choice Program (PSMCP)

1. All assignments in NCLB-PSC/PSMCP are to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. Students attending NCLB-PSC/PSMCP schools may be offered an opportunity transfer to another NCLB-PSC/PSMCP school, if space and transportation are available.
3. The sending school administrator will discuss the O.T. with the NCLB-PSC/PSMCP coordinator to determine the existing transportation pattern and the Non-Program Improvement school(s) available for the transfer.



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4. If there is an existing transportation pattern to a Non-Program Improvement school, a NCLB-PSC/PSMCP student who receives an O.T. will continue to receive transportation funded by NCLB-PSC/PSMCP. The school administrator of the sending and receiving schools must facilitate the transfer based on the transfer patterns and school availability provided.
5. The sending school administrator must notify the NCLB-PSC/PSMCP coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in MAPS. The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.

D. Capacity Adjustment Program (CAP) and Satellite Zone (SAT) Assignments

1. All assignments in these programs are for the school year, and the school of assignment is to be considered the student's home school for most purposes, including the issuing and reporting of O.T. activity.
2. The first choice of receiving school should be another school which receives students from the same general area.
3. Once the student satisfies the conditions of the O.T. Contract, the student may return to the sending school.
4. The sending school must notify the Student Integration Services coordinator of the effective date and related details of the transfer. Student Integration Services will then update the student record in MAPS. The sending and receiving schools must also complete the fields in the Opportunity Transfer Tab of the MiSiS Student Support.

VII. APPEAL PROCEDURES

A parent may appeal the O.T. to the ESC AOO or designee within three (3) school days after the Pre-O.T. conference if the parent disagrees with the school's decision. The principal/designee shall advise the parent of the appeal process and provide the parent with the "Opportunity Transfer (O.T.) Appeal Form" along with instructions at the conclusion of the Pre-O.T. conference. School officials shall ensure that the student remains enrolled and continues regular attendance at the current school during the appeal period until the outcome of the appeal is obtained. The following are steps of the O.T. appeal process:

- A. Within three (3) school days of the Pre-O.T. conference, the parent shall submit to the ESC AOO or designee the "Opportunity Transfer (O.T.) Appeal Form" with a clear description of the reason for appeal and any supporting documents



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for the appeal.

- B. Within five (5) school days after receiving the appeal request from the parent, the ESC AOO or designee shall conduct an O.T. Appeal Review meeting and notify the parent in writing of the Committee's decision to uphold or overturn the school's decision. The school official and/or the parent may be present, if they have so requested.
- C. The ESC AOO or designee will enter all appeal information in the Opportunity Transfer tab of the MiSiS Student Support.

The decision of the O.T. Appeal Committee is the District's final decision and may not be further appealed. Parents may submit written objection to the appeal decision which shall be kept in the student's discipline file, the "Yellow Folder." For detail information, refer to BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010.

VIII. ADDITIONAL CONSIDERATIONS

A. Interscholastic Athletic Eligibility

Students who receive an O.T. or whose O.T. has been terminated, are subject to suspension from their interscholastic athletic eligibility as follows:

1. A student who is O.T.'d is ineligible for athletic competition at the receiving school for a period of one calendar year from the date of the transfer. The student may become eligible upon return to the sending school if the O.T. is deemed successful by the receiving school.
2. If the student was, or would have been, ineligible for other reasons, such as academics, at the issuing or terminating school, these reasons would carry over to the new school.
3. Interscholastic athletic eligibility for all students on an O.T., following any initial period of ineligibility, shall be based on the standards of the school of attendance.

For additional questions on athletic eligibility, contact the office of Interscholastic Athletics at (213) 241-5847.

B. Transportation

The principal/designee shall consider the student's transportation needs including, but not limited to, factors such as: distance, availability of public transportation, and availability of bus routes. If bus passes and/or tokens are to



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be used, they can be requested from the Transportation Services Division. The passes and/or tokens are to be requested and to be disbursed by the receiving school. For further information, contact the Transportation Services Division Accounting Unit at (213) 580-2910.

C. Mandatory Reporting to Teachers

The receiving school principal shall ensure that all teachers of the O.T.'d students be notified, as required by E. C. Section 49079. For more information, refer to BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010.

ATTACHMENTS: A - Grounds for Suspension and Expulsion
B - Matrix for Student Expulsion Recommendation
C - Opportunity Transfer (O.T.) Checklist
D - Request for Opportunity Transfer (O.T.) Cancellation Memorandum
E - Opportunity Transfer (O.T.) Exit/Cancellation Notice
F - Opportunity Transfer (O.T.) Appeal Form
G - Pupil Opportunity Transfer (O.T.) Notice
H - Opportunity Transfer (O.T.) Contract

AUTHORITY: This is a policy of the Superintendent of Schools. The following legal standards are applied in this policy:

California Education Code Sections 35160, 35160.1, 48900, 48900.5, 48915, and 49079

RELATED RESOURCES: BUL-6231.0, Discipline Foundation Policy: School-Wide Positive Behavior Intervention and Support, issued February 14, 2014

BUL-5347.1, Intra-district (school to school) Permits and Student Transfers in Elementary and Secondary Schools, issued June 10, 2013

BUL-2430.0, Enrollment in Continuation High School, issued May 9, 2006

BUL-4696.1, Section 504 of the Rehabilitation Act of 1973, issued October 8, 2013

BUL-6269.0, Multi-Tiered System of Behavior Support for Students with Disabilities, issued April 7, 2014

Special Education Policy and Procedures Manual – Disciplinary Procedures for Students with Disabilities, issued July 2, 2007

BUL-3927.2, Mandated Reporting of Certain Student Behavior, issued September 13, 2010



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BUL-5655.2, Guidelines for Student Suspension, issued August 19, 2013

BUL-6050.1, Expulsion of Students – Policy and Procedures, issued August 19, 2013

BUL-5808.2, LAUSD MAX Discipline Module Required Usage, issued August 19, 2012

Board of Education Resolution: School Discipline Policy and School Climate Bill of Rights, enacted May 14, 2013

ASSISTANCE: For assistance, please contact:

Educational Service Center Administrator of Operations or Operations Coordinator

School Operations at (213) 241-5337

Student Discipline and Expulsion Support Unit at (213) 202-7555

Office of General Counsel at (213) 241-7600

Educational Equity Compliance Office at (213) 241-7682

Pupil Services and Attendance at (213) 241-3844

Office of Student Integration Services at (213) 241-6532

Office of Interscholastic Athletics at (213) 241-5847

Transportation Services Division Accounting Unit at (213) 580-2910