

## Admissions and Lottery Procedure

### 1. General Admissions Information

Admission to the Charter School of Morgan Hill is open to any resident in the State of California. The school maintains the following Admissions Procedure in compliance with all existing laws.

In the event a situation arises that is not covered by this procedure, the Principal will determine the fairest method for resolution of the issue.

#### A. Charter law: Student enrollment and admissions (as stated in the California Charter Schools Act)

- (1) A charter school shall admit all pupils who wish to attend the school.
- (2) However, if the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district. Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law.
- (3) In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of the charter school and, in no event, shall take any action to impede the charter school from expanding enrollment to meet pupil demand.

#### B. Admission Requirements (as stated in the Charter document)

A student is eligible for enrollment and attendance at the Charter School of Morgan Hill when he/she is a resident of the state of California. Students shall be considered for admission without regard to ethnicity, national origin, gender, disability or sexual orientation.

The School's annual open enrollment period will be held every spring for the upcoming school year. The enrollment period will be widely and thoroughly publicized before and during this time. CSMH shall strive to achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the MHUSD. The School shall also strive to achieve a student/family population from the Morgan Hill area who understands and values the School's mission and vision statements and is committed to the School's instructional and operational philosophy.

In the event that there are more applicants than spaces available per grade level, a public random drawing for enrollment, except for students returning to the School, will be conducted.

The school shall maintain an Admissions Procedure that is consistent with all federal, state and charter school laws and with the charter document, section SIV (a). The procedure will outline the processes to be followed for all student admissions to the Charter School of Morgan Hill, including specific details of how the open enrollment period, lottery, waitlists and filling of available slots will be conducted.

Students who are currently under an expulsion from a public school may not enroll in the School until the expulsion term has been documented as completed, and the student completes the rehabilitation plan created by the former school or as created by CSMH on behalf of the student.

Admission to CSMH requires a commitment from both students and parents, to the mission and vision of the School as set forth in the Charter. Prior to admission, all parents or guardians shall be required to complete an application packet and sign an agreement indicating they understand the School's philosophy, program, and volunteer policy.

A child shall be admitted to kindergarten at the beginning of a school year, or as space allows, at any later time in the school year if the child will have his or her 5<sup>th</sup> birthday on or before September 1 of that school year. Students not of age by September 1 may not be enrolled for early entry into kindergarten.

**C. Attendance Commencement**

Students may enroll and begin attending CSMH at any time during the school year provided space is available. In general, no new 8<sup>th</sup> grade students will be enrolled after the first trimester of the school year.

**2. Definitions**

- A. Sibling:** relationship must include 1. Same immediate family/shares same household as an existing CSMH student, or 2. Shares at least one biological parent or legal guardian with an existing CSMH student.
- B. Existing Students:** those attending CSMH during the current school year, and prior to the closing of the enrollment period, that have been re-enrolled for the following school year, or in the case of an 8<sup>th</sup> grade student, a currently enrolled and attending student.
- C. Carryover Waitlist:** **(a)** A student who has had 1. His/her position on the current waitlist determined by a previous year's lottery and, 2. has been continuously on the current year's waitlist without a placement offering, may choose to maintain that position and not go through the lottery again. **(b)** A student's waitlist or carryover waitlist position applies to that waitlist only. In the event that a waitlisted student needs to change his/her grade level

for the following school year, he/she will be removed from the current waitlist and placed behind the last waitlist carryover in their category. **(c)** Requirement to remain on carryover waitlist: all required enrollment paperwork must be submitted annually. This applies to both in-district and out-of-district students. **(d)** The carryover waitlist does not apply to students who were added to the waitlist after the lottery was completed, as their position was determined first-come, first-served. **(e)** In the event that a student on the carryover waitlist changes his/her priority level, the student will be moved to the bottom of the carryover list in the new level.

### **3. Open Enrollment**

- A.** An annual open enrollment period consisting of a minimum of three weeks will be scheduled during the late winter/early spring.
- B.** A completed enrollment packet must be received by the deadline for a student to be eligible for the lottery should it be necessary. In addition to basic enrollment information, birth certificate, medical information and proof of residency are required. Documents acceptable to demonstrate proof of residency include; recent PG&E/utility bill, lease document, rental agreement, escrow documents.
- C.** Enrollment forms will be sorted by grade, and counted.
- D.** Capacity will be determined for each grade.
- E.** Existing students regain their slots and are not subject to the lottery.
- F.** Students may be enrolled for only one grade by the parent. In the event that the parent is unsure of the grade that is most appropriate for the child, it is the parent's responsibility to request and schedule an evaluation for the student prior to the enrollment application due date.
- G.** The school may opt to enroll a student in an additional grade pending placement testing. The school administration is responsible for making the final determination regarding appropriate grade placement for each student.
- H.** The school administration may hold a specific number of slots in every grade available for existing school students in the event that retention is necessary. Slots available following assignment of these students (which will be done following the conclusion of the school year) will be filled from the waitlist as soon as possible.
- I.** In the event that capacity is not met at a certain grade level, all students applying for enrollment into that grade will be enrolled by priority level, as space allows.
- J.** In the event that the number of enrollment applications exceeds capacity at any grade level, a public, random lottery will be held on a designated date. Records will be kept by multiple individuals to ensure accuracy.
- K.** Available spaces in a class may be prefilled prior to the lottery when there are spaces for all students in a priority level. Pre-filling ends when the number of applications in any priority group exceeds the number of available slots.

- L. The administration reserves the right to insert a child into a position on the waitlist when it is necessary to ensure the hiring or retention of a staff member after the lottery has been completed.
- M. The Administration reserves the right to deny admissions to any student who has 2 or more suspensions at another school, who has been expelled from another school or who is currently involved in an expulsion process elsewhere. \*
- N. Falsifying of documents – If it is discovered that residence, age or other information given to the school has been falsified or is inaccurate and that the student’s admission status benefited from the incorrect information, action by the school will be determined on a case-by-case basis and may include the following: loss of preference for sibling, loss of good standing status, loss of priority the following school year or disenrollment during the current year.\*

\*In these instances, the action will be taken by the Principal in a closed session meeting of the Board of Directors to allow the opportunity for due process for all the parties involved.

#### **4. Lottery Procedure**

- A. Capacity is determined by the number of classes offered in each grade and the number of student slots in each class as determined by the Administration and the CSMH Board of Directors.
- B. Enrollment for each grade will be determined by priority level until capacity is met pursuant to section VIII of the charter document for the Charter School of Morgan Hill or as amended by the Board of Directors. The priority levels apply to new students only. The order of the priority levels is as follows:
  - (1) Children of CSMH teachers and/or staff members working half-time or greater (limited to 5% of total enrollment)
  - (2) Siblings of existing students
  - (3) Children of CSMH teachers and/or staff members working less than 50% time (limited to 5% enrollment cap)
  - (4) Residents of the District
  - (5) All other applicants

**\*In addition, to facilitate the enrollment of what is deemed to be an underserved population, the lottery will be weighted at a ratio of 2:1 for pupils who:**

- (a) Qualify for the Free and Reduced Lunch Program, and/or**
- (b) Have been identified as English Learners through testing documentation**

**In the case of pupils who are identified as “Potential English Learners” based on their Home Language Survey and who have not been officially tested, these students may be unofficially tested using the CELDT or an English Language Development Test equivalent, prior to the lottery to accurately determine status.**

- C. When a priority level exists where the number of enrollment forms in a priority level exceeds the grade's remaining capacity, the matching numbers assigned to all the student/enrollment forms in that priority level will be put into a "bingo ball" machine, raffle drum, or equivalent random number generator, and drawn until capacity is reached. A student whose enrollment form number is drawn will be enrolled.
- D. Once a class is filled to capacity, the process continues to determine waitlist position.
- E. In the instance of a family with multiples (twins, triplets...), the family name will be entered in the lottery only once, and when the name is drawn, all siblings in that grade level will be enrolled or placed on the waitlist.

**5. Waitlists and filling of available slots**

- A. Waitlists will be maintained for the current enrollment year.
- B. Waitlisted students whose position on the waitlist was determined by lottery, and who have not been offered a slot may opt to carry over their position within their priority level to the following year only if those applicants re-enroll for the following year during the open enrollment period.
- C. Any student submitting forms after the open-enrollment deadline shall have the date and time received recorded. The application will (a) be automatically enrolled if applying for a grade that is not yet at capacity; or (b) be placed at the end of the waitlist in the order the form was received; or (c) be placed in the first position on a waitlist if applying for a grade that is at capacity but which does not yet have a waitlist. If the applicant has not received placement by the time of the spring enrollment period, those students who were placed on the waitlist on a first-come, first-served basis must re-enroll and proceed through the lottery process.
- D. Once placed on a waitlist, a student will remain on the list until one of the following occurs:
  - (1) The student is accepted into the school as space becomes available and begins attending school.
  - (2) The parent/guardian requests that the student be removed from the waitlist.
  - (3) The student is not re-enrolled.
  - (4) The parent declines placement.
- E. If a parent declines placement for his or her child who is on the waitlist, the child's name will either be removed from the waitlist or will be placed at the bottom of the waitlist for the remainder of the school year per parent request.
- F. If the waitlisted child is not placed by the open enrollment period, the parent must reinitiate the entire enrollment process for the following year during the Open Enrollment period in order for the student to be eligible for fall placement.
- G. If a student accepts placement and begins attending CSMH, his/her siblings' positions on the waitlists are not affected for that current year.
- H. Immediately following the results of the lottery, parents of children selected in the lottery will have two weeks to sign and return acceptance forms.

- I. If openings occur during the summer or the school year, parents have two school business days to verify residency and accept the placement offered for the child or the child's name will be removed from the waitlist or moved to the bottom of the waitlist, per the parent's request.
- J. If placement is accepted during the school year, the student is expected to verify residency and begin attending CSMH no later than the beginning of the next week following acceptance of the placement.

**6. Specific Procedure for Lottery**

- A. All enrollment forms submitted during the Open Enrollment period will be sorted by grade, and counted and assigned a priority level and a number. **\*Applicants who are certified for Free and Reduced Lunch Program or English Learners will be given 2 numbers to weight the lottery in their favor.**
- B. Available slots are determined by grade taking into account returning students.
- C. For each grade do the following:
  - (1) Check each priority level for that grade. If the number of enrollment forms in each priority level would not exceed the grade's capacity, all students applying for enrollment in that priority level will be enrolled.
  - (2) When a priority level is reached where the number of enrollment forms would exceed the grade's remaining capacity, put the numbers assigned to those students/enrollment forms into the "bingo ball" machine and draw until class capacity is reached. A student whose enrollment form number is drawn will be enrolled.
  - (3) Once capacity is reached, continue to draw for the waitlist until all enrolling students have been placed.
  - (4) Go to the next grade and fill it to capacity, progressing to waitlist as outlined above.