



STUDENT ADMISSIONS AND ENROLLMENT POLICY

Board Approval June 15, 2018

I. Introduction

The goal of the admissions policy of ICEF Public Schools (“ICEF”) is to attract, enroll and retain at all of its schools the broadest spectrum of students and families who are representative of the rich diversity existing in the County. All ICEF schools will be nonsectarian in its programs, admissions policies, employment practices and all other operations. No ICEF school will charge tuition or discriminate in admissions against any pupil on the basis of ethnicity, national origin, gender, disability or any other legally protected category.

II. Admission and Requirements for Admission

All ICEF schools are open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend any specific ICEF school exceeds the school’s capacity, attendance (except for existing pupils of the charter school) shall be determined by lottery. A lottery is a random selection process by which applicants are admitted to a charter school. Legislation requires a charter school to hold one lottery that provides qualified students with an equal opportunity to attend the school, but only if enrollment interest exceeds available seats at time of enrollment deadline.

Under California state law, enrollment into an ICEF school is governed by a public random drawing. The steps in this process are detailed in each school’s charter.

Admission Eligibility and Requirements

In order to be eligible for enrollment in the School, students must meet the following eligibility requirements:

- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.

- If a student will turn five years of age after December 2 during the school year, that student may be eligible for admission on a case by case basis at the discretion of the Principal.
- No student may concurrently attend a private school that charges the student's family for tuition.
- All students shall reside in the State of California.
- A student that has been previously expelled from an ICEF school or another educational institution may be admitted to the school at the discretion of the governing board on a case-by-case basis.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from the any ICEF school if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- Complete enrollment package for admission must be timely submitted to the School no later than the deadline published for that school year.
- The application for admission shall include, but is not limited to, the following:
 - Indication of whether the student may require special education or related services, the student's home language and whether the student may be an English language learner;
 - Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;
 - Proof of full immunization;
 - Proof of health examinations and oral examination required by the Health and Safety Code;
 - Proof of age;
 - Emergency card;
 - Free/reduced lunch application;
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 - Proof of California residency;
- Parents/guardians/caregivers shall attend a pre-admission Information Open House Meeting or its equivalent.
- The signed receipt of Parent & Student Handbook and the signed Student/Parent Compact shall be returned to the specific ICEF school of attendance.

Each application will be reviewed by staff to ensure it is complete. Incomplete enrollment packages will not be accepted for admission. If the enrollment package is incomplete, staff will follow up with the family to request any incomplete items. Each application will include a description of ICEF's formal dispute resolution process. Any student that has been denied admission for failure to meet ICEF's Admission Requirements and Process may avail him/herself to this process for reconsideration.

III. Enrollment Process and Guidelines

There will be an open enrollment period each year, which will be advertised within the school community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated.

Applications will only be accepted for grades TK-7 and 9-11 and only during the first semester. No applications will be accepted for grade 8 or 12 or during the second semester.

An overview of the process for enrollment proceeds as follows and may vary slightly from school to school:

- All ICEF schools will determine class size/configuration for the school year;
- All ICEF schools will solicit from current students their intention to return the following year;
- All ICEF schools will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
- All ICEF schools will design program informational materials;
- All ICEF schools will plan one or more Information Open House Meetings (attendance at which is mandatory for admission);
- Parents and/or Guardians of new students are required to meet with a school administrator prior to admission;
- All ICEF schools will actively recruit students throughout the community;
- All ICEF schools will mail information packets to families on wait/interest lists, including invitations to the Open House;
- All ICEF schools will establish and hold an open enrollment period so that all interested students may have an equal opportunity to apply for admission;
- Each ICEF school will determine the number of returning students at each grade level;
- Each ICEF school will determine the number of new students at each grade level;
- Each ICEF school will hold a random public drawing, if necessary;
- Each ICEF school will notify the families of the applicants who are accepted and rejected.

A wait list is maintained from year to year in accordance with the language of the charter.

IV. Preferences

Enrollment preferences for each ICEF school are outlined in each school's charter.