



# Clayton Valley Charter High School

## Governing Board Policy

### STUDENT ENROLLMENT AND PUBLIC RANDOM DRAWING

#### OVERVIEW

This Policy shall apply to Clayton Valley Charter High School (“CVCHS” or the “Charter School”). This Policy shall be published on the **Enrollment & Admissions** page on the CVCHS website, <http://www.claytonvalley.org>.

All students who wish to attend the Charter School shall be enrolled subject to capacity. If there are more applications than school capacity, enrollment, except for pupils currently enrolled in the program, shall be determined by public random drawing (“PRD”), conducted in accordance with the procedures described below.

The PRD is held in February each year. Information about the date, time and location of the PRD will be posted on the CVCHS website, at the school site, included in public notices, newsletters and/or flyers posted in the community. It also will be available by calling the school information number that will be included on all student admissions/PRD materials. Individuals do not need to attend the PRD as a condition of enrollment but all members of the public are welcome.

CVCHS strongly encourages all potential applicants to review the CVCHS Charter and CVCHS Parent and Student Handbook (available on the CVCHS website), and published information regarding the Charter School prior to submitting an application.

CVCHS updates the Charter School’s enrollment timeline annually to account for shifting dates. The current enrollment timeline can be found at the end of this document and on the CVCHS website.

#### ASSURANCES

In addition to any other requirements imposed under law, CVCHS shall be nonsectarian in its programs, admission policies, employment practices, and all operations, shall not charge tuition, and shall not discriminate against any pupil on the basis of race or ethnicity, nationality, gender, gender expression, gender identity, sexual orientation, disability, creed, ancestry or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status. Admission to CVCHS is open to any resident of California **who will be an incoming 9th grader (defined as students attending 8th grade, or the equivalent of 8th grade, in the 2018-19 school year) or who wishes to transfer from another high school.** CVCHS admits all pupils who wish to attend as outlined in Education Code Section 47605(d). CVCHS has no requirements for admission.

The CVCHS Board of Directors shall ensure that student outreach activities and information sessions, including but not limited to those activities as described in the CVCHS Charter, which are designed to recruit a broad, diverse representation of students, are conducted in accordance with the CVCHS

Charter. There is no fee to apply to or attend CVCHS.

**A. Application for Enrollment**

1. All applicants must complete an Open Enrollment Application. Applications are made available in November of the previous year on the CVCHS website and in hardcopy. Spanish language applications will be made available upon request, and directions for how to request a Spanish language application will be on the website in English and Spanish. Applications for enrollment for each academic year are valid solely for that academic year. Any offers of enrollment to CVCHS or wait list positions from one academic year shall not carry over to other academic years. Any applicant who was not offered enrollment in one academic year who wishes to reapply to CVCHS in the future must submit a new application for the new academic year.
2. Submission of an Open Enrollment Application is not a guarantee of enrollment in CVCHS; the application is an entry into the CVCHS PRD. If an applicant does not submit an application by the printed deadline (January 30th, 2019), the applicant will not be entered into the CVCHS PRD. **Late applications will be marked with the date and time of receipt and will be added to the waiting list in the chronological order received by CVCHS.**
3. Applications for enrollment must be submitted online through the CVCHS website or submitted to the CVCHS front office no later than 4:00 p.m. on the last Wednesday in January of the same academic year of enrollment (e.g., January 30, 2019 for enrollment in academic year 2019-20). Applications will be date- and time-stamped by CVCHS school office personnel. The application deadline will be posted on the CVCHS website and indicated on all admission applications. Email and facsimile copies of applications will be accepted. Information for submitting applications through the CVCHS website will be provided on the CVCHS website.
4. All applications submitted by the deadline are “on file” for entry in the PRD. Applicants will receive a receipt of the application via email. **Applications received after the deadline (January 30th, 2019) will be marked with the date and time of receipt and will be added to the waiting list in the chronological order received by CVCHS.**

**B. Admissions Selection Process and Public Random Drawing**

1. Executive Director (or designee), will approve a plan for the upcoming academic year, which shall include the number of slots available for new students (if applicable) per grade, and in accordance with the CVCHS Charter.
2. If CVCHS receives more applications for a particular grade than slots made available in the school for that grade, as determined by the CVCHS Board of Directors, except for currently enrolled students of CVCHS, admission shall be determined by a public random drawing (“PRD”) in accordance with Education Code Section 47605(d)(2).
3. **PRD Date and Time:** The PRD shall be held on the first Monday in February at 7:00 p.m. CVCHS will hold the PRD in the evening so that parents who work during the day are able to

attend. Public notice of the PRD will be posted on the CVCHS website and on information sheets sent by email regarding the date, time, and location of the PRD, encouraging people to attend.

4. **PRD Location:** The PRD is held in the CVCHS multi-use room, or a larger venue on campus if needed, to ensure maximum parent participation in a public space large enough to safely accommodate all interested families.
5. As specified in the CVCHS Charter, preference in the PRD will be given in the following order:
  - a) Students who reside in the former attendance area of Clayton Valley High School
  - b) Siblings of existing CVCHS students.
    - i) Please note that the sibling preference is the only preference that will remain in effect beyond the PRD.
  - c) Students who reside in the Mt. Diablo Unified School District.
  - d) All other students residing in the State of California.
6. If a student is extended an offer for enrollment through one of the preferences, CVCHS shall require supporting documentation from the parent in the student's registration packet. CVCHS shall conduct verification of such documentation prior to finalizing the student's enrollment. If the student was offered enrollment via a preference and CVCHS deems that the student does not qualify, the student will be placed at the end of the waiting list at the time CVCHS determines the student failed to qualify for the preference.
7. Currently enrolled students are exempt from the PRD and are guaranteed enrollment in the next academic year. CVCHS will make every effort to identify the number of students who will not be returning to the School in advance of the PRD to determine the number of potential open slots for new students.
8. Admission for siblings of currently enrolled students is not guaranteed. Siblings of currently enrolled CVCHS students must submit an Open Enrollment Application in accordance with CVCHS policy. Applicants must indicate on their application if they have a sibling currently enrolled at CVCHS. For purposes of this policy, the term "sibling" is defined as a child who has at least one birth or adoptive parent in common with the existing pupil, or who has been legally adopted by or placed under legal guardianship of at least one birth or adoptive parent of the existing pupil, or are step-siblings through marriage.
9. **PRD Procedures:** The PRD will be led by the Executive Director or Designee who is authorized to address any issue that arises during the PRD that is not described within this policy. The PRD will be open to the public and families will be encouraged to attend; however, families are not required to be present at the time of the drawing to be eligible for admission.

All applicants will be assigned a unique number and will be entered into the drawing. Names will be formatted to be able to indicate the preferences applicable for the student named (i.e. in the enrollment zone, sibling (either in the school or in the drawing), in district, etc.). Numbers will be randomly drawn one at a time and will be shared once drawn using the

unique number associated with only their name. Once the drawing for the grade level is complete, all numbers drawn will be posted along with the status of that number, which will be either offered a spot for enrollment or the number's place on the waitlist. Numbers drawn after maximum capacity in the grade level is reached will be given a numerical ranking for the wait list based on the order they were chosen. The drawing will continue until all numbers have been drawn **and** all have been assigned a numerical ranking. These rankings will be recorded in an electronic database.

Separate drawings shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All drawings shall take place on the same day in a single location. Drawings will be conducted in ascending order beginning with the lowest applicable grade level. Due to preference given to siblings of CVCHS students, if a number is drawn for admission to CVCHS that indicates a sibling (of any grade) is also applying, the sibling will be given the appropriate preference as outlined earlier in this policy.

10. If the number of applications within a preference category exceeds the school's established capacity, application acceptance shall be determined by a PRD of the students within the preference category. If the school's established capacity is exceeded before reaching a preference category, the numerical ranking on the waitlist for the entire preference category shall be determined by a PRD of the students within the preference category.
11. **Waiting List:** During the PRD, once maximum enrollment is reached, the remaining numbers will continue to be drawn randomly and will be placed on a waiting list in the order drawn. If vacancies occur during the school year, the vacancies, if filled, shall be filled according to the waiting list. Once all enrollment slots have been filled, remaining students will be added to the waiting list in the order in which they were randomly drawn and remain on the list until October 31st of the applicable academic year unless otherwise requested by the parent to be removed. The waiting list shall be cleared at the end of the academic year for which the PRD was drawn and shall not carry over from one year to the next. In addition, as stated in the preferences section above, the sibling preference is the only priority that will continue beyond the PRD, meaning that if a student admitted off the waitlist has a sibling on the waitlist, the sibling will be given a preference.
12. Records will be kept on file at the school documenting the fair execution of the PRD for at least two (2) years.
13. Families will be notified of their placement on the waiting list within two (2) days of the PRD.

### **C. Admissions Offers and Acceptance of Offers/Registration and Enrollment**

1. Families who were selected for admission during the PRD will be notified by email or phone call of enrollment eligibility and will be required to submit a Letter of Commitment to Enroll. The Letter of Commitment to Enroll and instructions will be attached to the acceptance email and must be returned by 4:00 p.m. on the second Friday in February.

2. Families who do not submit a Letter of Commitment to Enroll by the posted due date (4:00 p.m. on the second Friday in February) will lose enrollment eligibility. The student's space is no longer reserved and may be filled by the next student on the CVCHS waiting list.
3. Families who submit a timely Letter of Commitment to Enroll will be contacted and required to submit a completed registration packet by the posted deadline to ensure enrollment in the next academic year. The deadline for completion will be included in the information received as part of the registration packet. If the completed registration packet is not received by CVCHS by the deadline, the student's space at CVCHS is no longer reserved and may be filled by the next student on the CVCHS waiting list.
4. Enrollment offers are valid only for the applied-for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. Students and their Parents/Guardians will be notified in the registration packet that the student may only be enrolled in one school. If a student is determined to be enrolled at another school at any point, CVCHS will communicate with student's parent and require proof of disenrollment in the other school before allowing the student's registration at CVCHS.
5. If the student does not attend school within the first three days of the school year and does not communicate with CVCHS prior to or during that time regarding the reason for their absence, they will be presumed to have declined enrollment at CVCHS and their slot will be offered to the next eligible student on the waitlist. If an applicant accepts his or her enrollment offer and is enrolled at CVCHS, but does not attend the first day of school, CVCHS will call that student's contact number and send them an email to let them know that they missed the first day of school. If the student then does not attend school in the next two days or does not communicate with CVCHS within that time regarding the reason for their absence, they will be presumed to have declined enrollment at CVCHS and their slot will be offered to the next eligible student on the waitlist.
6. If slots become available because an accepted student declines acceptance or a student leaves the school after the start of the academic year, or as spots become available, CVCHS staff may notify families on the waiting list via email or phone call in the order they appear on the waiting list. Families shall accept the enrollment slot by submitting a Letter of Commitment in-person or via email or FAX, no later than 48 hours following notice of enrollment eligibility. Families shall then proceed with the enrollment process by submitting a completed registration packet prior to the deadline specified by school officials. This procedure may be repeated until all slots for the upcoming/current academic year have been filled with applicants who confirm their enrollment in CVCHS.