



STUDENT POLICY #1

ADMISSIONS AND ENROLLMENT POLICY

Introduction

The goal of the admissions policy of Chico Country Day School (CCDS) is to attract, enroll and retain at CCDS the broadest spectrum of students and families representative of the rich diversity existing in the Chico Unified School District and surrounding areas. CCDS will be nonsectarian in its programs, admissions policies, employment practices and all other operations. CCDS will not charge tuition and the CCDS will not discriminate in admissions or outreach against any pupil on the basis of ethnicity, national origin, gender, disability or any other legally protected category.

Admission and Requirements for Admission

CCDS is 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 the School exceeds the school's capacity, attendance (except for existing pupils of the charter school) shall be determined by a public random drawing, the process for which is described below.

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.
- Prospective kindergarten students must be age 5 on or before September 1 of the school year in which he/she seeks enrollment. Provision: If the teacher and parent feel the enrolled child is not ready for kindergarten within the first month of school, the student may be dis-enrolled from school for the year and be re-enrolled the following year without repeating the random drawing process.
- All students must be at least age 6 by September 1 of the school year in which he/she seeks enrollment in first grade.
- All students shall be documented as residents of the State of California.
- All students applying for enrollment to CCDS should be in good standing academically and behaviorally at the current or previous school. Students will be placed in the recommended grade placement from the previous school.
- No student will be admitted if he/she has been previously expelled from another educational institution. A student that has been otherwise expelled may not be admitted to the school.
- Students with SARB (School Attendance Review Board) contracts will be expected to complete the terms of their contracts before being considered for admittance to CCDS.
- 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 CCDS if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:



- Complete applications for admission must be timely submitted to CCDS no later than the deadline published for that school year.
- The application for enrollment shall include, but is not limited to, the following:
 - Authorization for CCDS to request and receive student records from all schools the student has previously attended or is currently attending;
 - Proof of full immunization or exception from the requirement;
 - Proof of health examinations required by the Health and Safety Code;
 - Proof of age with the application for admission through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian or a passport.
 - Proof of residency through documents such as the following: parent or guardian's drivers' license, ID card or DMV printout, a copy of a lease, utility bill or similar showing the address of the residence, etc., California tax returns giving California as the home address (within acceptable dates); car registration and/or car insurance; California health insurance or Medi-Cal ID;
- If any information provided to by the parents/guardians could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the School shall not sue such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.
- Parents/guardians/caregivers and students shall sign and return to the School an acknowledgement of receipt and review of the Student Handbook with the application for admission. Students must agree to follow attendance and behavior standards outlined in the handbook.

CCDS shall follow any required procedures for the transfer of a program between SELPAs. Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Each application will include a description of the School's dispute resolution process. Any student that has been denied admission for failure to meet the School's Admission Requirements and Process may avail him/herself to this process for reconsideration.

CCDS personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, School personnel shall solicit that documentation or information separately from the school enrollment process. Pursuant to this policy and where permitted by law, the CCDS Dean of Students shall enumerate alternative means to establish residency, age or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation



or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

If CCDS solicits the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the School shall explain the limited purpose for which the information is collected. It is the School's policy that a failure to provide this information will not bar the student from enrolling in or attending the School, and such policy will be explained at the time the School asks for this information.

Preferences

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

- Pupils currently attending CCDS;
- Siblings of students currently enrolled in CCDS;
- Children of staff (not to exceed 10% of the total student population).
- Students residing within the boundaries of the Chico Unified School District. Statistical weighting for the available openings in the lottery are as follows: Forty percent (40%) students residing in the Barber Neighborhood, Twenty percent (20%) students residing in the Chapman School attendance boundary, Twenty percent (20%) students residing in the Citrus School attendance boundary. Then preference is given to students residing within the remaining Chico Unified attendance boundary at the time of lottery. Proof of residency is required at the time of application.

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 enrollment. The deadline for accepting applications will be clearly stated. The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

- CCDS will determine class size/configuration for the school year;
- CCDS will solicit from current students their intention to return the following year;
- CCDS will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
- CCDS will solicit from staff members their intention to apply for admission for their children;
- CCDS will design program informational materials;
- CCDS will issue press releases and utilize other communication strategies and actively recruit students throughout the community;
- CCDS will establish and hold an open enrollment period so that all interested students may have an equal opportunity to apply for admission;
- CCDS will determine the number of returning students at each grade level and the number of new students at each grade level;



- After the students in the preferred categories are placed, the remaining students will be placed pursuant to a random public drawing, if necessary;
- CCDS will hold a random public drawing, if necessary;
- CCDS will notify the families of the applicants who are accepted on the day of the random public drawing.
- Families who are not randomly selected for available openings will be placed on the waitlist in the order in which the students are drawn from the random public drawing. Children who complete the application process after the published deadline will be added to the existing wait list.
- The CCDS wait list is not maintained from year to year. Once on the wait list, a student would remain in that position for the school year until he/she is offered a spot in the school or expresses no further interest. If families from the wait list are offered a position, they must accept that position within 24 hours or if they decline or fail to respond within 24 hours they will be removed from the wait list or placed at the bottom of the wait list at the parent/guardian's request. The waitlist is reestablished every year based on the random public drawing.