

ADMISSIONS POLICY FOR AMERICA'S FINEST CHARTER

Date approved: Nov. 7, 2018
Board President: GARY RUBIN
Signature: Gary Rubin

I. Introduction

America's Finest Charter (AFC) admissions process will be designed to reach out to all families to enable the school to have a diverse student body. All students will be admitted, space permitting, and not determined according to the place of residence of the pupil or of his or her parent or guardian. AFC will be non-sectarian in its programs, admission policies, employment practices, and all other operations, and will not charge tuition or discriminate against any student based on ethnicity, national origin, gender, disability or any other reason disallowed by law.

II. Admission and Requirements for Admission

Specific procedures, policies and timelines associated with student selection and the operation of the lottery will be developed and adopted by the AFC Board upon approval of the Charter. The Board will be responsible for adopting a process that meets all specified and associated requirements. Initial fodder for the Board policy could include the following:

A. Admission Eligibility and Requirements

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

- ❖ AFCS will admit all pupils who wish to attend as called for in Education Code §47605.
- ❖ The admissions process will be designed to reach out to all families to enable the school to have a diverse student body.
- ❖ Preference will be given to siblings of admitted students.
- ❖ The school will be open to all students including those with special education needs.
- ❖ 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 Director.
- ❖ 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 the School or another educational institution may be admitted to the school at the discretion of the Director 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 School 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 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 or exemption from the requirement;
 - Proof of health examinations and oral examination required by the Health and Safety code;
 - Proof of age;
 - Free/Reduced Lunch Application;
 - Proof of residency;

Each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. 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.

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.

The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

- ❖ The School will determine class size/configuration for the school year;
- ❖ The School will solicit from current students their intention to return the following year;
- ❖ The School will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
- ❖ The School will design program informational materials;
- ❖ The School will plan one or more Information meetings
- ❖ The School will issue press releases and utilize other communication strategies;
- ❖ The School will actively recruit student throughout the community;

- ❖ The School will mail information packets to families, including invitations to the Open House;
- ❖ The School will establish and hold an open enrollment period so that all interested student may have an equal opportunity to apply for admission;
- ❖ The School will determine the number of new students at each level;
- ❖ The School will notify the families of the applicants who are accepted and rejected;

A wait list is maintained from year to year. Once on the waitlist, a student would remain in that position until he/she is offered a spot in the school or expresses no further interest. If families from the waitlist are offered a position, they must accept that position within seven (7) business days or if they decline or fail to respond within seven (7) business days they may be removed from the waitlist or placed at the bottom of the waitlist if they desire.

IV. 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 the school;
- ❖ Siblings of students currently enrolled in the school;
- ❖ Students residing within the boundaries of the San Diego Unified School District;
- ❖ Students residing outside the boundaries of the San Diego Unified School District.

V. Single Public Random Lottery

A lottery is a random selection process by which applicants are admitted to the charter school. Legislation requires a charter school to hold one lottery that provides qualified students with an equal opportunity to attend the school.

- ❖ The school will enlist the services of an outside agency or auditor to monitor and verify the fair execution of all activities related to holding the lottery.
- ❖ The lottery will take place within 30 days of closing the open enrollment period, which will be at least 90 days long.
- ❖ All interested parties will know, prior to the holding of the lottery, how many openings are available in the school and in the different grades served by the school.
- ❖ The lottery will take place on the school's campus in facility large enough to allow all interested parties to observe the drawing, or at another public venue near the school large enough to accommodate all interested parties.
- ❖ The lottery will take place on a weekday evening or other time when most interested parties who wish to attend may do so.
- ❖ The lottery shall draw names from pools of ballots differentiated by grade level.
- ❖ Beginning with the lowest grade, the ballots shall be drawn by a representative of the outside agency or organization confirming the results of the lottery.
- ❖ The drawing shall continue until all names for that grade level are drawn.

- ❖ Those individuals whose names are drawn after all spaces have been filled will be placed on the waiting list in the order drawn, except if the preferences described above require otherwise.
- ❖ The outside organization or agency verifying the fair execution of the lottery shall confirm in writing the lottery was conducted fairly, and the school shall keep on record copies of that confirmation.