



## ADMISSIONS AND ENROLLMENT POLICY

### Admissions

For admission to ASA Thrive, students must apply directly to the school. ASA Thrive will use an open enrollment admission policy for all California students, and will not discriminate on the basis of residency, gender, sexual orientation, disability, national origin, immigration status, ethnic and racial background, language spoken, religion or political belief, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or any other characteristics described in Ed Code 220. ASA Thrive will not charge tuition.

ASA Thrive shall maintain complete and accurate records of its annual admissions and enrollment processes.

Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. As noted above, students and their parent(s)/guardian(s) must complete an application and submit it directly to ASA Thrive. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In accordance with California State Education Code 47605 (d) (2), a public random drawing shall be used when admissions requests exceed the available space. In the event that this happens, the Charter School will hold a public random drawing to determine admission for the impacted grade level, with the District-approved exemptions. Admission preferences in the case of a public random lottery will be given to the following students in the order below:

- Currently enrolled students (exempt from lottery);
- Siblings of currently enrolled students (exempt from lottery; the purpose of this exemption is to keep families together and is permissible if approved by the chartering authority pursuant to Education Code section 47605(d)(2)(B));
- Children of ASA Thrive staff and children of Founding Members and Founding Board of Directors combined (exempt from lottery; shall not exceed 10% of total enrollment);
- Children residing within CVUSD boundaries (2:1 weighting in lottery); and If the Charter School is physically located in the attendance area of a District public elementary school in which at least 50% of the enrollment is eligible for free and reduced price lunch, then students currently enrolled in that school and **students who reside in that elementary school attendance area** will be given preference in accordance with Education Code Section 47605.3 (**3:1 weighting in lottery**).

These admissions preferences provide for siblings of current students to attend the Charter School so as not to split families between various schools. For employees of the Charter School, these preferences would provide an opportunity for their children to attend the Charter School, while not exceeding 10% of the total enrollment. Preferences for siblings of students currently enrolled, staff member children, and children of Founder Members and Founding Board Members will help ensure buy-in and pride in the educational community.

ASA Thrive and the District shall mutually agree that the preferences in the ASA Thrive public random drawing as listed above are consistent with Education Code Section 47605(d)(2), and applicable federal law and non-regulatory guidance.

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall have the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a wait-list carry over to the following school year.

Public random drawing rules, deadlines, dates and times will be communicated in the intent to enroll form and on the Charter School's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The lottery shall take place within one-hundred twenty (120) calendar days of the closing of the open enrollment period. The Charter School will also inform parents of all applicants and all interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date. Families do not have to be present to participate in the lottery drawing. Those individuals whose names are drawn after all spaces have been filled shall be placed on the waiting list in the order drawn, except if the preferences described above require otherwise. The waiting list shall expire at the end of each school year. Students remaining on the waiting list at the end of each school year must go through the open enrollment process for the upcoming school year, if they remain interested in attending the school.

All lottery protocols may be refined as deemed necessary by the Board of Directors.

Families promoted from the waiting list will be contacted when there is an opening. Contact may include email, personal phone call, and/or U.S. Postal Service. Parents/Guardians will have five (5) business days from the date of first notification to respond. In addition, the school will attempt on at least one (1) additional occasion to contact the parent(s)/guardian(s) of students promoted from the waiting list during the five (5) day period. Those families not responding within the five (5) day period will forfeit their right to enroll their student in the school, and the next student on the waiting list will be contacted to fill the open position. Parents who forfeited their right to accept enrollment when offered, but are still interested in enrolling at ASA Thrive at another time, must reapply.

Adopted: 9/27/18

### *Enrollment and Orientation*

After admission, students will be required to submit an enrollment packet, which shall include the following:

- o Student enrollment form;
- o Proof of Immunization;
- o Home Language Survey;
- o Completion of Emergency Medical Information Form;
- o Proof of minimum age requirements, e.g. birth certificate; and
- o Release of educational records (from previous schools).

ASA Thrive shall provide orientation information to parents and students that explains the instructional program and policies, including, but not limited to the following:

- o Student behavior codes, including the suspension and expulsion provisions; o Student dress codes;
- o Student attendance policy;
- o Parental involvement opportunities;
- o Care of school property; and
- o Commitment to the academic program.