Cesar Chavez Language Academy

DESCRIPTION OF ELEMENTS REQUIRED BY THE CHARTER SCHOOLS ACT OF 1992

ELEMENT H – ADMISSION REQUIREMENTS [PROPOSED MATERIAL REVISION]

"Admission requirements, if applicable." Education Code 47605(b)(5)(H)

 Admission shall be open to all pupils who wish to attend the school. Parents/guardians are encouraged to familiarize themselves with, and commit to, the educational program and any parent participation duties set forth in the Charter.   Enrollment will be limited only by the capacity of the Charter School in any given year.

Each year, the Charter School shall set its maximum student admission cap. The Charter School shall use the following admissions procedure to determine enrollment:

1. Admission Requirements: In the event that fewer students than the maximum cap apply to attend the school by the deadline for submitting applications ("admissions deadline"), the Charter School shall admit all pupils that apply.

2. Deadline Requirements: Charter School shall only extend the admissions deadline should fewer than the maximum cap apply for admission before the deadline. The Charter School shall only accept applications to admit students after the admissions deadline to reach the maximum cap. After the Charter School receives applications up to the maximum cap, any remaining applicants will be placed on a waitlist and placed in order under the procedure set forth in Step 6, with the exception of applicants for admission to 7th and 8th Grade residing at the time of application within the attendance area of Lawrence Cook Middle School, as that attendance area stood during the 2019-2020 school year, who shall be placed at the top of the wait list.

3. Geographic Preference: In the event that the Charter School receives a number of applications for admission to 7th and 8th Grade exceeding the maximum cap prior to the close of the admissions deadline, it shall determine which students shall enroll in the school in the following manner:

   a. First, beginning with the admissions process for enrollment during the 2020-2021 school year, all applicants for admission to 7th and 8th Grade residing at the time of application within the attendance area of Lawrence Cook Middle School, as that attendance area stood during the 2019-2020 school year, shall be admitted before all other applicants. If there are more applicants for admission to 7th and 8th Grade residing within the attendance area of Lawrence Cook Middle School than openings, the Charter School shall skip to and use the lottery process set forth in Step 5 to determine admissions.

4.   Sibling Preferences: ~~In the event that the Charter School receives applications exceeding the maximum cap prior to the close of the admissions deadline, it shall determine which students shall enroll in the school in the following manner:~~

All siblings of students enrolled at and attending the Charter School at the time of the lottery, or, for all Dependent Charter Schools Serving fewer than nine (9) grade levels (i.e., less than K-8), who were matriculated at the school at any time during the seven (7) school years prior to the school year for which the lottery is being conducted, shall be admitted.

(i).   In the event that, after admitting all applicants under step 3, there are remaining spaces, the Charter School shall apply the lottery procedure set forth below, starting with Step 4(a), with respect to any remaining applicants.

(ii).   In the event that, in the course of implementing step 3, there are a number of applicants who meet the sibling requirement set forth in step 3 that exceeds the maximum cap, the Charter School shall apply the lottery procedure set forth below, starting with Step 4(a), to the group of siblings only, to determine admission to the Charter School.

5.   Lottery Procedure: The Charter School shall employ the following lottery procedure to determine admission to the school in the event that the number of applicants exceeds the number of available slots:

(a)   The lottery shall be conducted by District personnel. The District and/or Charter School shall provide all applicants 72 hours written notice of the conduct of the lottery, and also post the time and place of the lottery at the Charter School and District Office. The lottery shall take place at a public facility at the District Office or charter school and shall be made open to the public.

(b)   A slip of paper bearing the name of each applicant shall be placed into a sealed envelope. Each envelope shall be marked on the outside "Free and Reduced Eligible – in District," "Child of current Charter School employee" and "District Resident." Envelopes for applicants not falling into any of the above categories shall be marked "Other."

Each envelope shall be numbered sequentially on the outside, along with the above-identified category, for tracking purposes. No other information, such as the students' name, shall appear on the envelope.

In-District Applicants whose parents/guardians provide written verification that they are eligible for Free and Reduced lunch under that program's guidelines shall be designated "Free and Reduced Eligible." Applicants residing within the boundaries of the Santa Rosa City Schools elementary or high school districts[1] shall be designated "District Resident." Applicants not meeting any of these three criteria shall be designated as "Other."

In the event that an applicant falls under more than one of the above-identified categories, they shall be designated only in the first category in the order in which they appear above in the first paragraph of Subsection 4(b).

(c)   The District shall place the envelopes into separate containers labeled with each of the categories listed in Step 4(b). The District will then draw envelopes in the following sequential order, and shall repeat the sequence, until all envelopes are drawn:

Draw No. 1:

(i)   Free and Reduced Eligible – in-District: Draw 4 times

(ii)   District Resident: Draw 1 time

(iii)   Child of current Charter School employee: Draw 1 time

(iv)   <u>For Dual-Immersion Charter Schools Only</u>: For a Charter School that offers a dual-immersion language program as part of its Charter, if the Charter School, to optimize the effectiveness of the dual-immersion program, requires a higher proportion of native speakers in the target language to reach a 50/50 ratio of native and non-native speakers, for all students whose parents identify as native speakers, or non-native speakers, as needed, of the target language in their Home Language Survey submitted to their school District (requires submission of completed Home Language Survey with application for admission): Draw 1 time

When all of the envelopes from categories (i) and (iv) are drawn, then, if there are remaining envelopes, then the lottery shall proceed to Draw No. 2:

Draw No. 2:

(v)   Other: Continue drawing 1 time until no envelopes remain.

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[1] Families residing within the Rincon Valley Union School District, Wright Elementary School District, Piner-Olivet Union School District and Bennett Valley Union School District all fall within the enrollment boundaries of the Santa Rosa City School high school district.

(d) District personnel shall then open the envelopes and record in writing the students who have been admitted, and the order in which they were selected, with no reference to the category in which the student fell. District personnel shall then provide the list of the admitted students, in order of admission, to the District Office, with a signature certifying that the results of the lottery are accurate to the best of their knowledge.

(e) The District shall take the following steps to protect the confidentiality of all pupil information: 1) During the conduct of the lottery, student names shall not be announced at any time, but, upon selection, shall be immediately recorded on the written log pursuant to Step 4(d) ; 2) Once the lottery has been completed, the student name slips and envelopes created pursuant to Step 4(b) shall be destroyed, and the list of students in order of admission created pursuant to Step 4(d) shall be retained; and 3) by the end of the next business day following the lottery, the District shall post an alphabetized list of admitted students at the District Office and at the administrative offices of the Charter School, with no reference to the category in which the student fell or order of selection.

6. Wait List:

(a) In the event that the maximum cap is reached without use of the lottery, subsequent applications from unadmitted students under Step 2 shall be placed on a waitlist in the order in which their applications were received, starting with applications received in the first enrollment window (*i.e.,* before the deadline for applying for admission.) ,with the exception of applicants residing at the time of application for admission to 7th and 8th Grade within the attendance area of Lawrence Cook Middle School, as that attendance area stood during the 2019-2020 school year, who shall be placed at the top of the wait list.

(b) In the event that there are applicants remaining after the conduct of the lottery in Step 5, those applicants not admitted to the school shall be placed on the waitlist in the order that their names were drawn under the process set forth in Step 5 (c), with the exception of applicants for admission to 7th and 8th Grade residing at the time of application within the attendance area of Lawrence Cook Middle School, as that attendance area stood during the 2019-2020 school year, who shall be placed at the top of the wait list..

(c) District personnel shall provide the list of the waitlisted students, in the order in which they were placed on the waitlist, to the District Office, with a signature certifying that the waitlist is accurate to the best of their knowledge.

(d)   To the extent that openings occur at the Charter School during the school year for which the lottery is conducted, applicants shall be offered admission in the order in which they appear on the wait list.