

## DISCOVERY CHARTER SCHOOL II

### **Board Policy: BP151216.1**

**Approved: March 16, 2016**

### **Title: Admissions Drawing to Determine School Placement Applicability**

This policy applies to all qualified applicants, as defined in the application packet, to Discovery Charter School (Discovery) during the Open Enrollment Period.

#### **Policy Statements**

1. If the number of students applying for any grade exceeds the expected capacity for that grade, an admissions drawing shall be conducted for the Open Enrollment Period applicants for the oversubscribed grades by an independent outside party to determine school placement. The date and location of the public random drawing will be posted on the Discovery website and in the school office.
2. The expected number of classes and class size for each grade will be specified by the Board and announced in advance.
3. Each family will be assigned a family number and each child in the family will be assigned a student number to create a child ID number. For example, the ID's for the children of Family 001 would be 001.1, 001.2, 001.3, and so on.
4. An "Applicant List" shall be prepared. Each applicant on the list will be assigned a Drawing ID in the following format:  
Preference Group – Grade – Family# . Student# – Last name . First name  
  
For example: A – K – 001.1 – Smith.John  
                  B – 2 – 003.1 – Jones.Michael  
                  C – 4 – 007.1 – Chavez.Emilio  
                  D – 6 – 007.2 – Chavez.Maria

Detailed explanation of each Drawing ID element:

#### **Preference Group**

Enrollment preferences shall be given in the following order:

- A. Siblings of currently enrolled students at Discovery Charter School II, including siblings of students from the Home School classes.
- B. Children of Discovery Employees
- C. Home School families who desire to move back to Discovery II, providing their most recent previous enrollment was at Discovery II.
- D. Residents of San Jose Unified School District students who are eligible to receive free or reduced price meals as determined by federal guidelines\*.
- E. Students located outside the San Jose Unified School District who are eligible to receive free or reduced price meals as determined by federal guidelines\*.

- F. Residents of San Jose Unified School District.
- G. All other California residents

\*Following admission, Discovery will conduct an audit of the records of students who utilize this preference. Any student who utilizes this preference but is not eligible to receive free or reduced price meals will forfeit admission and be placed at the end of the waitlist.

Where a Discovery Employee is defined as:

1. Any person working for Discovery more than 20 hours per week and who receives their paycheck directly from Discovery, or
2. Any person working for Discovery more than 20 hours per week and who receives their paycheck from a company contracted by Discovery, AND who has worked for Discovery through this contractor for at least one full school year at more than 20 hours per week.

Applicants from the prior year's wait lists, categories D and F above, will remain on the waitlist in the same order, and in their respective new grades, provided that they submit a new complete application for the current school year during open enrollment period. Their Lottery ID's will not be drawn at the public lottery, rather they will move onto the current year's waitlist in their respective order with regards to their position on the prior year's waitlist, and the above preference categories.

Upon accepting an offer at either campus, the student will be removed from any waitlists for other schools.

**Grade**

The grade this student is applying for. Options are: TK, K, 1, 2, 3, 4, 5, 6, and 7

**Family Number & Student Number**

Family Number is a sequential number of the enrollment application, e.g. 001, 002, 003, etc. Student Number is a sequential number of the student on that enrollment application, e.g. 1, 2, 3, etc. For a family with three students applying the construct would therefore be:

001.1, 001.2, and 001.3

Family is defined as children and parent(s)/guardian(s) living at the same address.

**Last Name & First Name**

Student's last and first name, e.g. Smith.John.

5. The "Applicant List" will be certified by signatures of two Discovery Charter School Board Members. The original and two copies will be kept in the Discovery II office in sealed envelopes. The envelopes will remain sealed until such time as a dispute arises between a family included in the lottery and Discovery Charter School, or the school year ends.
6. A single lottery ticket will be created for each family. The ticket will include the Abbreviated Lottery ID for all students from that family in the following format:

Preference Group – Grade – Family# . Student#

Definitions of the Abbreviated Lottery ID elements are equivalent to the definitions of the Lottery ID elements and are listed in bullet 4.

7. Families will be informed of their Lottery ID(s) prior to the admissions lottery by email via the email address provided on the enrollment application. Families that do not have email access will be notified by US Mail.
8. Prior to commencement of the admission lottery, two Discovery Charter School Board Members shall verify that the Abbreviated Lottery ID(s) on the lottery tickets match the information on the certified “Applicant List”, and that there is a 1 to 1 correlation.
9. The tickets shall be sorted by admissions preference category.
10. A Discovery Director shall choose an unbiased party to draw the lottery tickets.
11. The admissions lottery will be structured by preference category in the order specified in bullet 4 under the Preference Group heading.
12. For each admissions preference category, tickets shall be drawn randomly to determine placement on the relevant grade list. A number showing the order in which the ticket was drawn shall be written on the ticket.
13. As each ticket is drawn, the Abbreviated Lottery ID(s) of all children on the ticket shall be announced and sequentially added to the relevant grade list.
14. Tickets for applicants from the prior year’s wait lists, categories D and F above, will not be drawn at the public lottery, rather they will move onto the current year’s grade list in their respective order with regards to their position on the prior year’s waitlist, and the above preference categories.
15. After the admissions lottery is complete, Discovery shall post the lottery results on the Discovery website and in the Discovery II school office.
16. The lottery result list will be used to fill available grade level spaces. The remaining applicants on the lottery list will form the wait lists for each grade.
17. Families who receive offers of acceptance for available spaces in a given grade level will receive registration forms via U.S. Mail. If the completed registration forms are not returned to Discovery by the date required in the offer letter, the admission slot will be forfeited and offered to the top wait-listed student in that grade.
18. It is the parent/guardian’s responsibility to update their contact information with Discovery. Discovery shall not be responsible for failure to contact the parent/guardian of either accepted or wait-listed applicants due to expired contact information.
19. A student placed on a wait list will remain on the wait list until either:
  - The student is accepted into a Discovery Charter School, or
  - The parent/guardian declines an offer of acceptance for their student, or
  - The parent/guardian requests in writing that the student be removed from the wait list, or

- The school year ends at which time wait-listed students are transferred into an appropriate preference category pursuant to the charter. Prior year waitlisted students must submit a new application during each open enrollment period in order to be considered for enrollment.
20. In the event a situation arises that is not covered by this policy, no more than three Discovery Charter School Board Members present at the lottery will determine the fairest method for resolution of the issue.