

## **ELEMENT H: ADMISSIONS REQUIREMENTS**

### **Student Admissions Policies and Procedures**

#### **General Plan**

The Board of Trustees, with recommendations from the Charter School Committee, shall determine all policies, processes, and procedures governing application, admission, and enrollment policies of the school.

Families wishing to enroll a child in the school will receive an application packet for admission. Its content will be offered in English and in Spanish. The packet will include information that allows students and parents to be informed about the school's operation as a charter school, its educational programs, the academic and behavioral expectations of students, and the rights and responsibilities of students and parents who wish to become part of the school. Among the items that will be included in the packet will be:

- A brief description of what a charter school is and how it differs from regular public schools.
- A description of the school.
- The mission statement of the NHU Foundation and a summary of the school's educational philosophy.
- A description of the school's programs including the school calendar, daily schedule, core curriculum, enrichment and extracurricular programs, attendance expectations, grading policy, testing and evaluation procedures, promotion and retention policy, and graduation standards.
- An invitation to parents to become involved in the school.
- A description of the school's governance structure.
- A listing of the rights and responsibilities of parents, teachers, and students.
- Descriptions of admission criteria, public random drawing preferences, and conditions of enrollment.
- A description of school capacity

#### **Implementation of Lottery System If Needed**

Parents of prospective attendees will be informed by means of the school application packet of the school's capacity and the possibility of a lottery if demand for school slots exceeds the number of slots available. The packet information will apprise prospective school families of the order of preference in selection of students. That order is: Current families have the first priority. Families within the East Side Union High School District have second priority. And non-district students have third priority. If such a lottery becomes necessary, it will be held as many days from the start of the school year as is possible from the time it becomes clear there will be more applicants than slots. This will be done to give those families not chosen sufficient time to register in another school should they not be chosen for the proposed charter school.

#### **Admissions and Enrollment Timeline**

The below timeline of Recruitment and Admissions activities is a general outline of the sequence and timing of the general activities relating to new students. The general order of the events will remain, however the details of the events (including enrollment targets) may be modified over time in accordance with best practices. All modifications will be communicated to

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the district and on the school's website in the interest of transparency. All admissions forms, including lottery information, can be found in appendix Q.

**December – February:** Bilingual (English and Spanish) open houses, middle school presentations, community meetings, home visits and enrollment drives with interested families; intent to enroll forms and interest cards collected. In school presentations will be ongoing.

**January – February:** Application period officially opens; application materials sent to target students (contact information from first semester presentations); enrollment target of 30% (30-40 students) of entering freshman class

**End of February:** Application deadline, if waitlist is achieved. Otherwise, applications will be accepted continually.

**First week of March:** Public random drawing held, if necessary (more than 120 applications). Status of application mailed to families; Placement Exam testing.

**End of April:** Enrollment target of 60% (60-80 students) of entering freshman class.

**May:** Enrollment seminars to complete enrollment process (lunch application, student records acquisition, etc); Family Orientations and Summer School Enrollment.

**June:** Enrollment target of 100 with a projected 95 ADA. Enrollment figures less than 80 and more than 120 are considered a material change and will be communicated to the district.