

CITY HEIGHTS PREP

CHARTER SCHOOL

ADMISSION POLICIES AND PROCEDURES

*Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (e).
Education Code § 47605(c)(5)(H)]*

ADMISSION CRITERIA

City Heights Prep is open to all students at the appropriate grade levels who wish to attend within the minimum and maximum age requirements specified in applicable law. City Heights Prep is open to all students without regard for the place of residence of students or parents within San Diego Unified School District and all other districts as allowed by California Education Code Section 47605(e)(2).

City Heights Prep is nonsectarian in its admission and enrollment policies and does not discriminate against any student on the basis of the characteristics listed in California Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics.)

There shall be no admission testing or other evaluation required of any applicant. City Heights Prep does not charge an application fee nor shall it charge tuition. In accordance with Education Code Sections 49011 and 47605(e)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

In accordance with Education Code Section 47605(e)(4)(A), City Heights Prep shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(e)(4)(C), City Heights Prep shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(e)(4)(D), City Heights Prep shall post a notice developed by the CDE on City Heights Prep's website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents.

The only admission requirement is that students who wish to attend City Heights Prep must follow the school's admission procedures with respect to completing an application and submitting enrollment forms and documents by the announced deadlines. Applications will be accepted during a publicly advertised open enrollment period each year for the following school year.

Late applications are accepted on a space-available basis. Late return of enrollment packets following notification of admission shall result in loss of place on the admission priority list. If applicants are unreachable using the contact information provided on the application for admission, their space will not be held.

Requirements for Admission

The School is open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend the School exceeds the school's capacity, attendance (except for existing pupils of the charter school) shall be determined by a public random drawing, the process for which is described below.

Admission Eligibility and Requirements

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

- All students must have successfully completed education through grade 5.
- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code
- All students must be at least age 6 (by December 2 of the school year in which he/she seeks enrollment in first grade, with some exceptions in accordance with the Board's age-admission policy and in accordance with law), and not exceeding age 19, unless the student was continuously enrolled in public school prior to age 19, the student is being served under the term of an Individualized Education Program, and/or the school or program qualifies for an exemption from the general prohibition on serving students over age 19 and in accordance with the California Education Code.
- No student may concurrently attend a private school that charges the student's family for tuition.
- All students shall be documented as residents of the State of California.
- If enrolled in an independent study program, a student shall be documented as a resident of the county in which the charter school reports its apportionment claims or an adjacent county.
- No student will be admitted during the term of an expulsion for bringing to or possessing a firearm at any school, unless the Director makes a determination based on the specific facts of the situation in accordance with the School's discipline policy. A student that has been otherwise expelled may be admitted to the school in the discretion of the governing board 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:

- 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 exception from the requirement;
 - Proof of health examinations required by the Health and Safety Code;
 - Proof of age with the application for admission;
 - Proof of residency;
 - Indicating 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.
- Parents/guardians/caregivers shall attend a pre-admission Information Open House Meeting or its equivalent.
 - Parents/guardians/caregivers shall attend a School Tour

The School shall follow any required procedures for the transfer of a program between SELPAs. Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Each application will include a description of the School's dispute resolution process. 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.

PUBLIC RANDOM DRAWING

If oversubscribed, admission to City Heights Prep, except for existing students, shall be determined by public random drawing in accordance with the preferences given below. Existing students are exempt from the public random drawing ("lottery").

1. The lottery will take place within 30 days of closing the open enrollment period.
2. The lottery will take place at the school site or via-Zoom if school is engaged in distance learning.
3. All interested parties will receive notice prior to the holding of the lottery as to how many openings are available in the school and in the different grade levels served by the school.
4. In accordance with California Education Code § 47605(e)(2), City Heights Prep reserves the right to provide admission preference in the public random drawing for any of the following:
 - a. Children of employees and Board members of City Heights Prep (not to exceed 10% of total enrollment).
 - b. Siblings of students admitted to or attending City Heights Prep.
 - c. District residents.
 - d. All other applicants.
5. The lottery shall draw names from the pool of students who have applied.
6. The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Director). Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that

preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

7. The drawing shall continue until all names 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.
8. Parents of students who are offered spots must accept the offer of enrollment and return the required enrollment packet within the allotted time after offer notification.

Potential students on the waiting list shall provide contact information to be used in the event space becomes available. This waiting list, called an admission priority list, will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waiting list carry over to the following school year.

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(e)(2)(B)(i)-(iv).

Enrollment Process and Guidelines

The enrollment process will begin immediately upon obtaining Charter Status. 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.

Enrollment Process

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 solicit from founders, staff members, and board members their intention to apply for admission for their children;
- The School will design program informational materials;
- The School will plan one or more Information Open House Meetings (attendance at which is mandatory for admission);
- The School will issue press releases and utilize other communication strategies;
- The School will actively recruit students throughout the community;
- The School will deliver information packets to families on wait/interest lists, including invitations to the Open House;
- The School will host Information Open House Meeting(s) and record attendance;

- The School will schedule School Tours beginning the second year of the program (attendance at which is mandatory for admission);
- 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 returning students at each level;
- The School will determine the number of new students at each level;
- Priority placement will be given to eligible students who timely completed their application for admission as identified in the previous section;
- After the students in the preferred categories are placed, the remaining students will be placed pursuant to a random public drawing;
- The School will hold a random public drawing, if necessary;
- The School will notify the families of the applicants who are accepted and rejected;
- Non-accepted families will be placed on the waitlist in the order in which the students are drawn from the random public drawing. Children who complete the application process after the published deadline will be added to the next lottery pool if a wait list already exists.

A wait list is maintained from year to year. Once on the wait list, a student would remain in that position until he/she is offered a spot in the school or expresses no further interest. During enrollment, volunteers and paid employees return calls and answer questions from prospective families. If families from the wait list are offered a position, they must accept that position within three business days or if they decline or fail to respond within three business days they may be removed from the wait list or placed at the bottom of the wait list of they desire.

Admission Guidelines

The Board of Directors shall determine all policies, processes, and procedures governing application, admission, and enrollment at City Heights Prep. All students attending City Heights Prep must follow the application, admission, and enrollment policies of the school. The application packet for admission to City Heights Prep shall 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 City Heights Prep.

The Board shall have the sole authority to determine the size and grade-level breakdown of the student body at City Heights Prep. The determination of school capacity shall be based on, among other things, the school's academic program, the school's fiscal viability, the educational needs of currently enrolled students, the capacity of the school site, and the level of interest shown by students who want to attend the school.

Admission tests will not be required; however, assessments will be administered to determine individual instructional programs once students are admitted. These tests will serve as diagnostics of students' English language, reading, writing and math skills.