

FRESNO INNOVATIVE CHARTER SCHOOLS, INC.
STUDENT ENROLLMENT AND PUBLIC RANDOM DRAWING POLICY AND PROCEDURES

Overview

This Student Enrollment and Public Random Drawing Policy and Procedures shall apply to Morris E. Dailey Elementary Charter School (“Dailey” or the “Charter School”) and shall be published in the instructions for student application for admission, the Charter School’s Parent/Student Handbook, and on the Dailey website at <http://fics.us/dailey/enroll/enrollment/>.

The Charter School will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition or discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

Dailey Elementary Charter School is an open enrollment, tuition-free public school with no specific requirements for admission (e.g., minimum grade point average, test scores, discipline records, etc.). Admission shall be open to any resident of the State of California. Dailey admits all pupils who wish to attend to the extent that space allows. The Charter School will comply with all laws establishing minimum and maximum age for public school enrollment in charter schools.

If the number of students who wish to attend the Charter School exceeds capacity, admission shall be determined by a public random drawing (“lottery”) in accordance with Education Code 47605(e)(2) and all applicable federal requirements. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state. 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.

Dailey ensures that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth.

Dailey shall not require a parent/legal guardian/student to provide information regarding a student’s disability, gender, gender identity, gender expression, nationality, legal or economic status, primary language or English Learner status, 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, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admissions or enrollment. The Charter School does not request or require submission of a student’s IEP, 504 Plan, or any other record or related information prior to admission, or as a condition of admission or enrollment. Dailey may request information necessary to apply specific admission preferences set forth in this charter.

No test or assessment shall be administered to students prior to admission and enrollment into the school. Post-matriculation, various assessments may be administered to further determine readiness or maintenance of the said grade. Post-matriculation testing is done for all students.

In accordance with Education Code Section 47605(e)(4)(A), the Charter School 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), the Charter School 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), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents/guardians in accordance with Section 47605(e)(4)(D)(i)-(iii).

The lottery is held in late February or early March each year. Information about the date, time and location of the lottery will be posted on the Dailey website, at the Charter School's physical site, included in public notices, newsletters and/or flyers posted in the community, and will be available by calling the Charter School.

Dailey strongly encourages all potential applicants to review the charter and the Parent/Student Handbook (available on the Dailey website), and/or any published information regarding the Charter School and its admission policies and procedures, prior to submitting an application for admission.

A. Application for Admission

1. Interested students must submit an Admission Application form by the stated deadline that includes the student's name, grade, birthdate, and contact information for the family. Application materials are available in English, Spanish, and Hmong.
2. Submission of an Admission Application is not a guarantee of admission to Dailey; the application is an entry into Dailey's lottery. If an applicant does not submit an application by the posted open enrollment deadline, the applicant will not be entered into Dailey's primary lottery.

3. There is no fee to apply to or attend Dailey.
4. Admission Applications are available online at the Charter School website and/or in-person through the school office. All interested families are required to submit a completed Admission Application directly to the Charter School (in person or electronically) before 4:30 p.m. on the date of the annual deadline, which will be clearly indicated on the form and in all communications and notices (websites, flyers, etc.).
5. The dates of the open enrollment period and application deadline will be published annually, typically each fall. Applications may be submitted prior to the specified application deadline date. Submitted applications will be date- and time-stamped by Dailey's staff, and student names will be added to an application roster to track receipt. The open enrollment deadline will be posted on Dailey's website and also indicated on all admissions applications.
6. Once an application is received, it is "on file" for entry in the lottery. Applicants may phone Dailey staff to confirm receipt of the application.
7. Applications received electronically or with a postmarked date after the specified application deadline date, or hand-delivered after that date, will not be placed in the primary lottery but are marked with the date and time of receipt and will be held in abeyance for a subsequent lottery, if necessary.

B. Admissions Selection Process and Public Random Drawing/Lottery

1. Each year, the Board of Directors, acting on recommendations from Dailey's Executive Director (or designee), will approve a plan for Dailey's growth for the upcoming academic year, which shall include the capacity per grade level, and in accordance with the charter.
2. If, at the end of the open enrollment period, Dailey receives more applications than it has capacity as determined by the Board of Directors, except for existing students of Dailey, admission shall be determined by a public random drawing in accordance with Education Code Section 47605(e)(2)(B)(i)-(iv).
3. **Lottery Date and Time:** The lottery shall be held within two weeks of the application deadline. Public notice of the lottery will be posted at Dailey's physical site and on Dailey's website, regarding the date, time, and location of the lottery.
4. **Lottery Location:** The lottery will be held at Dailey's facilities (3135 N. Harrison Avenue, Fresno, CA 93704), or at any other publicly accessible location as may be

- determined. If necessary, the location of the lottery will be arranged to ensure maximum parent participation in a public space large enough to safely accommodate all interested families.
5. As specified in Dailey’s charter, **admission preferences** in the case of a lottery will be given in the following order:
 - a. Siblings of students admitted to or attending the Charter School, including foster siblings;
 - b. Children of Charter School staff or Board directors;
 - c. Residents of the District
 - d. All other applicants
 6. Upon receipt of a complete application, Dailey shall verify whether an applicant is eligible to receive a claimed admission preference. If the applicant is eligible, the preference will be applied at the time of the lottery.
 7. **Currently enrolled students** are exempt from the lottery and are guaranteed enrollment in the next academic year. Currently enrolled students must submit an “Intent to Re-Enroll Form” by the published deadline in order to secure their enrollment.
 8. For purposes of this policy, the term “sibling of students admitted to or attending the Charter School, including foster siblings” is defined as a child who has at least one biological, adoptive, or foster parent in common with the currently enrolled Dailey pupil, or who has been legally adopted by or placed under legal guardianship of at least one biological, adoptive, or foster parent of the currently enrolled pupil. Cousins are only considered siblings if they reside at the same address. Siblings of students admitted or attending Dailey must submit an application for enrollment in accordance with Dailey’s policy and posted timeline. Applicants must indicate on their application if they have a sibling currently enrolled at Dailey.
 9. For purposes of this policy, the term “Children of Charter School staff or Board directors” is defined as a child of an employee of the Charter School who works at least 30 hours per week or a child of a director, then in office at the time of the application submission, on the Charter School Board of Directors. Children of Charter School staff or Board directors must submit an application for enrollment in accordance with Dailey’s policy. Applicants must indicate on their application if they are the child of a current employee or Board director.
 10. For purposes of this policy, the term “Residents of the District” is defined as a child who resides within the boundaries of the Fresno Unified School District. Residents of the District must submit an application for enrollment in accordance with Dailey’s

policy. Applicants must indicate on their application if they are a resident of the District.

If offered admission, applicants indicating that they live within District boundaries will need to present an official document in the applicant's enrollment package to verify proof of residency. Acceptable proof of residency will include the following:

- a. Utility bill (current bill within 30 days)
- b. Homeowner's or renter's insurance policy
- c. Lease agreement
- d. Current property tax bill from the County Tax Collector's Office
- e. Official letter or form from a social services or government agency (current within 30 days)

11. **Lottery Procedures:** The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are drawn in order of grade level by the Executive Director-designated lottery official and recorded by a Dailey employee. The lottery will be open to the public and families will be encouraged to attend; however, families are not required to be present at the time of the drawing to be eligible for admission.

The assigned number of each applicant will be put on chips that are of equal size, shape, and weight. All chips will be placed into a container or lottery device that will randomly mix the chips. 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.

The lottery official will draw the chips one at a time and read the number on the chip. As each chip is pulled it will be read aloud and entered into a spreadsheet in the order it was chosen. Numbers will be given a numerical ranking based on the order they were drawn.

The drawing will continue until all chips have been drawn and all numbers have been assigned a numerical ranking. These rankings will be recorded in an electronic database that will be double checked by Dailey administrators.

12. During the lottery, once maximum admission is reached, the remaining numbers will continue to be drawn and will be placed on a **waiting list** in the order drawn. If vacancies occur during Dailey's school year, the vacancies may be filled according to the waiting list. Once all admission slots have been filled, remaining applicants will be added to the wait list in the order in which they were randomly drawn, which takes into account their admission preference, if any. Records will be kept on file at Dailey documenting the fair execution of the lottery.
13. Applicants who are not offered seats for the academic school year for which the lottery was held will remain on the waiting list, unless otherwise requested by the parent/guardian to be removed.

C. Admission Offers and Acceptance of Offers/Enrollment

1. Families are informed of lottery results in writing within 10 days of the lottery.
2. Following the lottery, families who are offered admission at Dailey will have two weeks to complete an enrollment packet, which is comprised of the following:
 - a. Completion of Student Enrollment Form
 - b. Proof of Immunization
 - c. Home Language Survey
 - d. Completion of Emergency Medical Information Form
 - e. Proof of Age Requirement
 - f. Parent/Student Handbook
 - g. Release of Records¹
3. Dailey staff are available to assist families in completing the enrollment forms. An optional orientation meeting ("Community Night") is held during the enrollment period to provide parents and students with more information about the Charter School and answer their questions. Attendance is not required.
4. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment. No additional future consideration will be given to an applicant who was offered a slot and declined that slot.
5. Vacancies that occur during the school year will be filled according to the wait list. When an offer occurs during the school year, families are contacted in the order of the wait list and typically will be given 48 hours to decide whether or not to accept a space at the Charter School and proceed with the enrollment process, including completion of the enrollment packet, as described above.

¹ The Charter School shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to the Charter School before enrollment.

Board Policy #:5031
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Issues Not Covered Under this Policy

In the case that the procedures herein do not cover a situation that arises during the admission and enrollment process, the Executive Director has authority to take any additional steps necessary to execute the admission and enrollment process.