



Application Checklist Open Enrollment Period: February 1, 2010 – March 19, 2010

Thank you for your interest in enrolling your child in Discovery Charter School. Enclosed in this packet are the registration materials that **must** be fully completed before your child is eligible for enrollment to Discovery Charter School for Fall 2010. Incomplete or late Application Packets will not be eligible for consideration for this Open Enrollment Period. All complete applications submitted within the Open Enrollment period are treated equally.

Please note: Submitting a completed Application Packet does not automatically guarantee enrollment. If your child is accepted to Discovery Charter School, additional enrollment forms will be sent to you and must be completed prior to admission. Your enrollment or wait-list confirmation as well as the additional enrollment forms will be mailed or emailed at the conclusion of the School Lottery, April 7, 2010.

It is important that **all** required forms are completed and submitted within the dates of the Open Enrollment Period in order to be eligible for the lottery for Fall 2010. Incomplete applications or applications received after March 19, 2010 will be placed on a waitlist in the order in which they are received.

Required for each student:

- (1) Application for Enrollment
- (2) Responsible Party Information
- (3) Signed Parent Agreement
- (4) Signed Fingerprint/Background Check Release Form
- (5) Copy of California driver's license (or equivalent) – 1 per Adult Volunteer
- (6) **Moreland School District residents only:** two (2) proofs of residency
Please submit (1) a copy of your escrow papers, mortgage statement, or lease/rental agreement, **AND** (2) a recent utility or phone bill. Each must show family name and address, and bills must be dated within the past 60 days.

New Students/Families Only:

- (7) Birth certificate for incoming kindergarteners, students coming from outside the US, or students new to the California public education system.
- (8) Attendance at a school Information Meeting must be verified by the end of the Open Enrollment Period for the application to be part of the lottery. However, you may submit your application prior to attending the meeting. Be sure to sign in at the meeting!
- (9) Attendance at a school Open House is *recommended* to see Discovery in action, but not required.
- (10) Registration Health Requirements (*This form is not required for application, however, all health requirements MUST be complete before a child is allowed to attend school. K/1 applicants – please note physical exam and dental exam requirements.*)
(See www.discoveryk8.org for details.)

Additional information for kindergarten applicants: All kindergarteners and their parents are expected to attend a kindergarten readiness meeting and a parent meeting to be held prior to the start of school. Kindergarten applicants that are admitted to the school will receive additional information by U S mail regarding these meetings.

Any information submitted to Discovery Charter School may be shared with the Santa Clara County Office of Education, the chartering agency, or the school and/or school district in which your child is presently enrolled.

Please fill out your application forms electronically before printing them.

**Send your completed Application Packet to:
Discovery Charter School
4021 Teale Avenue, San Jose, CA 95117**

Please contact the office if you do not receive email confirmation of your completed application within two weeks of submitting the application.

If you have questions about the application process, please contact us at 408-243-9800.

Additional copies of these forms can be downloaded from the Discovery Charter School Website at:

www.discoveryk8.org



Application for Enrollment
School Year Applying for: 20__ 20__

Grade level applying for: K [] 1 [] 2 [] 3 [] 4 [] 5 [] 6 [] 7 [] 8 []

Student Information: (Please complete a separate application for each student.)

Name: Last, First MI Nickname Gender: M [] F []

Home Address: Number Street Apt. #

City, State Zip Home phone

Age: Birthdate: Current school:

MM/DD/YYYY

Are you applying for more than one student? Y [] N []

If so, please list the names of the other students:

[] []

Do you live within the borders of Moreland School District? Y [] N []

If yes, please provide 2 forms of evidence of residency as described on the cover sheet. Each must show the family's name and address, and bills must be dated within the past 60 days.

If no, in what district do you reside? []

Before this application can be considered for enrollment a School Information Meeting must be attended by at least one parent/guardian and a Parent Participation Agreement and a Background/Fingerprint Release Form must both be signed by at least one parent/guardian. Please note: if you are submitting this application during the Open Enrollment Period, you may submit the application prior to attendance at the Information Meeting, but you must attend Information Meeting before the end of the Open Enrollment Period in order for the Application for Enrollment to be considered complete.

Signature of Parent/Guardian: []

For Office Use only:
School Open House attended on: []
School Information Meeting attended on: []
Parent Participation Agreement signed on: []
Background/Fingerprint Release signed on: []



Responsible Party Information

(These are the parties who can act on the student's behalf. The first party listed will receive all school correspondence and will be the primary contact. You may specify other responsible parties on an additional page if needed.)

Parent/Legal Guardian (Primary Contact):

Name: Last	First	MI	Nickname
Home Address (If different than student): Number	Street	Apt. #	City, State Zip
Home Phone	Cell Phone	Email Address	
Relationship to Student	Employer	Work Phone	

Parent/Legal Guardian:

Name: Last	First	MI	Nickname
Home Address (If different than student): Number	Street	Apt. #	City, State Zip
Home Phone	Cell Phone	Email Address	
Relationship to Student	Employer	Work Phone	

Do you have siblings currently enrolled in Discovery Charter School? Y N

Are you a Discovery Charter School Alumni? Y N

Are you a current employee of Discovery Charter School? Y N

Are you on the 2009-10 school year waitlist? Y N

If you answered yes to any of the above, please provide the following information for each current or alumni student or staff member:

Student Name: Last, First	Years attended
Student Name: Last, First	Years attended
Student Name: Last, First	Years attended

Discovery Charter School 2010 – 2010 Parent Agreement

As the parent(s)/guardian(s) of _____ (“Student”), I/we desire to have Student enrolled in the Discovery Charter School (“Discovery”). We recognize and agree that parent participation is important for the education of our children. We further recognize and agree that such participation is an integral component of Discovery’s educational philosophy and program and is necessary for the successful functioning of Discovery’s educational program.

In signing this Agreement, we agree to support the Discovery educational philosophy and program in the following ways:

1. To ensure that the developmentally-based small group learning environment of the Discovery program can be effectively implemented, we agree that we will participate in a regularly scheduled shift of up to two (2) hours per week per child (with a maximum of 6 hours per family). In the event of family needs such as pregnancy, family emergency, or illness, an accommodation may be negotiated with the Executive Director.
2. To ensure that we will be effective partners in our child’s education at Discovery we understand that we are required to, and we will, attend all Parent Academy sessions.
3. To ensure that we will be effective partners in our child’s education at Discovery we will participate in Back to School Night and all parent conferences.
4. To ensure that we will be effective partners in our child’s education at Discovery, our family will participate in a minimum of four (4) Parent Education Meetings during each school year. This requirement may be satisfied by attending Parent Education meetings at Discovery or by attending other Parent Education events off-site, with approval of the Executive Director.
5. To help ensure that our child’s school has an environment conducive to learning, we will participate in at least one Work Day per year. This Work Day may be one of the regularly scheduled workdays, or special projects may be assigned at the staff’s discretion.
6. To help take care of the many tasks that need to be done at our school and to allow the Discovery teachers more time to focus on teaching our children, we will serve in at least one classroom or school-wide support position in addition to the regularly scheduled work shift.
7. To help maintain a safe and healthy school environment, we will submit TB verification prior to participating.
8. To ensure a safe school environment for the children attending Discovery, we agree that prior to participation, each volunteer will submit to be fingerprinted and have a background check made by an agency authorized by the Discovery Board. Results of such background checks may, at the discretion of the Executive Director, be a basis for determining the scope and terms of participation.
9. To provide a consistent learning environment, in the event that we are unable to work on our scheduled shift, we will arrange for a person on the approved Discovery volunteer list (with TB verification, fingerprints, and background check on file) to substitute for us. We will notify the teacher of any substitution.
10. To support our children in learning by taking part in field trips, we will participate in a minimum of three field trips per year per child as a driver or chaperone. We agree that if we normally work on a day and time when a field trip is scheduled, we will be expected to drive or chaperone.



11. In order to respect the privacy of the students, parents, and staff, we agree to abide by the confidentiality policies of Discovery.

The Executive Director of Discovery has the authority and responsibility for the administration of this Agreement, including how and when we participate in the classroom or in other forms of participation.

In the event of inappropriate conduct by any of us on campus or during a school-sponsored activity, the Executive Director has discretion to make an alternative plan for any volunteer's participation.

I/We understand that the Parent Agreement is signed on behalf of all individuals volunteering on behalf of this student and I/we will communicate its content and expectations to all such volunteers.

I/We also understand that the Parent Agreement will be renewed annually to reflect ongoing commitment to our participation.

I/We, the parent(s)/guardian(s) of _____, have read and understood the Discovery Charter School Parent Agreement. We agree to comply with the terms of the Parent Agreement as set forth herein.

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date



REGISTERED VOLUNTEER FINGERPRINT/ CRIMINAL BACKGROUND CHECK AUTHORIZATION FORM NOTIFICATION AND RELEASE

Please print clearly.

NAME: _____ DATE OF BIRTH: _____ SEX: _____
Last/First/Full Middle (as it appears on your driver's license) MM/DD/YYYY

OTHER NAMES PREVIOUSLY USED: _____

ADDRESS: _____
Full Street Address

CITY: _____ STATE: _____ ZIP + 4: _____

CALIFORNIA DRIVER'S LICENSE/ID CARD NO: _____

SOCIAL SECURITY NUMBER: _____

Providing your social security number on this form is voluntary. If you choose not to disclose your social security number, this will not be a basis of denial of your application. If you do provide the number it will be used as an additional identifier and can expedite the return of your background data. Your social security number will be used as stated above. State and federal laws protect the privacy of your records.

NOTE: A person who is required to register as a sex offender pursuant to Penal Code Section 290 shall not serve as a volunteer instructional aide or as a volunteer non-teaching aide under the direct supervision of a certificated employee, per Education Code 35021. Discovery Policy requires the disclosure of any arrest and/or conviction of any serious or violent misdemeanor or felony. All volunteers who will be working with students in any capacity are required to submit to a criminal fingerprint background check through the DOJ and FBI to ensure they have no arrest or conviction for any of the above, and are subject to DOJ subsequent arrest notification during the term of their volunteer work with Discovery. Clearance to volunteer is contingent upon obtaining a criminal background check clearance through a review by school administration. Clearance must be obtained before volunteer work at Discovery commences.

- A. Have you EVER been convicted of a sex-related crime? YES NO
If YES, was the conviction outside of California? (Please specify location) _____
- B. Have you EVER been convicted of a crime involving violence or threat of violence? YES NO
If YES, was the conviction outside of California? (Please specify location) _____
- C. Have you EVER been convicted of a crime involving drugs or alcoholic beverages? YES NO
If YES, was the conviction outside of California? (Please specify location) _____
- D. Have you been arrested within the last three years for a crime for which there has not yet been an acquittal or dismissal? YES NO

The information contained in this volunteer authorization for criminal background check, notification, and release is true to the best of my knowledge and belief. In order to determine my suitability for volunteering at Discovery, I hereby authorize Discovery to conduct a fingerprint criminal background check pursuant to Penal Code Section 11105.3. I understand that this will include a search of local, state, and federal law enforcement agency records and hereby expressly release any and all information these agencies may provide. After eligibility to volunteer is determined, all records received will be destroyed.

I acknowledge reading and the receipt of this notice.

APPLICANT'S SIGNATURE: _____ DATE: _____

REGISTRATION HEALTH REQUIREMENTS

The following health requirements are **mandatory** for enrollment:

Immunizations:

<p>Kindergarten/ 1st Grade</p>	<ul style="list-style-type: none"> • 4 doses Polio (3 doses, if last one given after 4th birthday) • 5 doses DPT (4 doses, if the last one given after 4th birthday) • 2 doses MMR (both after 1st birthday) • 3 doses Hepatitis B • 1 dose Varicella <p><i>*Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.</i></p> <ul style="list-style-type: none"> • 1 TB skin test <p><i>*Must be administered at the time of the physical exam, prior to entering kindergarten.</i></p> <ul style="list-style-type: none"> • Physical exam done no earlier than 18 months before entering 1st grade • Dental exam completed by May 1st of Kindergarten year
<p>Grades 2 - 8</p>	<ul style="list-style-type: none"> • 4 doses Polio (3 doses, if last one given after 2nd birthday) • 4 doses DPT (3 doses, if the last one given after 2nd birthday) • 2 doses MMR • 3 doses Hepatitis B (or must start series of 3 shots) • 1 dose of Varicella for children under 13 years; 2 doses if immunized on or after 13th birthday) <p><i>*Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.</i></p> <p>If student is transferring from a school outside of Santa Clara County:</p> <ul style="list-style-type: none"> • 1 TB skin test, unless written evidence of a Mantoux (PPD) skin test given within 6 months prior to school entrance is presented

Please note: School verification of immunization, physical exam, and dental exam is to be by written medical records from a physician or immunization clinic.

All new and transfer students must present a current immunization record at the time of enrollment to Discovery Charter School. There is no grace period.