



Application Checklist

Open Enrollment Period: January 30, 2012 – March 14, 2012

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, 2012. 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, which will be held on April 4, 2012.

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. Incomplete applications submitted during the Open Enrollment will be discarded. Applications received after March 14, 2012, 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 and an Open House offered for the 2012-13 school year must be verified for the application to be part of the lottery. (Returning families do NOT need to attend the Information Meeting.) Applications may be submitted prior to attending the meeting. **Be sure to sign in at the meetings!**
- (9) 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:

****Please note that the California state school entry date for Kindergarten has been changed. For the 2012-13 school year, children must be five years of age on or before November 1, 2012 to eligible for Kindergarten.****

Kindergarten applicants that are admitted into the school, and their parents, are expected to attend a kindergarten readiness meeting and a parent meeting to be held prior to the start of school. Only those Kindergarten applicants that are admitted to the school will receive additional information by US 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



Discovery Charter School

4021 Teale Avenue, San Jose, CA 95117
Phone: (408) 243-9800 Fax: (408) 243-9812
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

My child was born between November 2, 2007 and December 2, 2007.

Are you applying for more than one student? Y N

If so, please list the names of the other students: (You must submit a separate application for each student.)

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

If yes, please provide two (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? _____

Signature of Parent/Guardian: _____

Before this application can be considered for enrollment, a School Information Meeting and Open House 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 required meetings, but you must attend both the Open House and Information Meeting offered for the 2012-13 school year in order for the application to be considered complete. (Returning families need not attend Information Meetings and Open House.)

For Office Use only:	
Information Meeting attended	_____
Open House attended	_____
Parent Participation Agreement signed	_____



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 2011-12 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 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 as classroom aides and on yard duty we will attend the Positive Discipline class held at Discovery. This is a one-time only training and is required for families joining during or after the 2011/2012 school year.
3. To ensure that we will be effective partners in our child’s education at Discovery we understand that we are required to, and will, attend all Parent Academy sessions, including all classroom parent meetings (PA101, PA102).
4. 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.
5. 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 (including Positive Discipline classes) at Discovery or by attending other Parent Education events off-site, with approval of the Executive Director.
6. 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.
7. 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.
8. To help maintain a safe and healthy school environment, we will submit TB verification prior to participating.
9. 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 will, at the discretion of the Executive Director, be a basis for determining the scope and terms of participation.



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- 10. 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.
- 11. To support our children in learning by taking part in field trips, we will participate in a minimum of three (3) 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.
- 12. In order to respect the privacy of the students, parents, and staff, we agree to abide by the confidentiality policies of Discovery.
- 13. I/We have read and understood the Discovery Charter School Attendance Policy. (attached)

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) • 5 doses DPT (4 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
<p>Grades 7 – 8</p>	<ul style="list-style-type: none"> • 1 Tdap booster (on or after 10th birthday)

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.



Board Policy: 111116.2
Approved: 01/18/2012

Discovery Charter School Attendance Policy

Your child's attendance patterns often have a direct link with their achievement. Frequent absences hurt academic performance. California State Law mandates that unless children are ill, they must be in school on time every day school is in session.

Excused Absences:

1. Student illness
2. Student medical appointment
3. Bereavement (for member of immediate family)
4. Observance of religious holiday
5. Special circumstances approved at the discretion of the Superintendent/Executive Director

For any of the above reasons, parents must notify the Discovery Charter School office within 24 hours. This can be done by phone by calling the attendance line.

All other absences shall be considered unexcused including absences for family vacations and/or trips.

POLICY OVERVIEW **UNEXCUSED ABSENCES**

Four (4) or more unexcused absences may result in referral to the School Attendance Review Board (SARB). Excessive excused absences and excessive tardies may also be cause for referral to SARB.

FIRST DAY OF SCHOOL POLICY

Students who are not in attendance due to an unexcused absence by the end of the fifth day of school will be dis-enrolled from the school roster. If the student is ill, parents must notify the school of the absence and provide documentation.

EXTENDED ABSENCE POLICY

Students who have more than five (5) consecutive unexcused absences surrounding a school break during the academic year, or ten (10) consecutive unexcused absences during the school year will be at risk of being dis-enrolled from the roster after a hearing with the SARB.

CUMULATIVE ABSENCE POLICY

Students who have more than eighteen (18) combined excused and unexcused absences during the year (10% of the school year) may be referred to the SARB.

Process for upholding the Attendance Policy:

First Day of School Policy:

- Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
- Students who have indicated their intent to enroll, but have not attended by the third day will receive a communication (phone call, letter, and email) indicating the student will be dis-enrolled after the end of the fifth day.
- Students who have indicated their intent to enroll, but have not attended by the end of the fifth day will receive a phone call and letter indicating they have been dis-enrolled. Students who have not attended by the end of the fifth day, and do not have a valid reason for not being in attendance will be dis-enrolled from the roster.

Extended Unexcused Absence Policy:

- Parents/Guardians of students who have more than five (5) consecutive unexcused absences surrounding a school break during the academic year, or ten (10) consecutive unexcused absences during the academic year will be contacted by phone to review the policy and its consequences.
- If required a follow up letter will be sent after the phone conversation stating possible consequences and a referral to the SARB.

Cumulative Unexcused Absence Policy:

- Students who have unexcused absences totaling 2% of the school year (4 days) will receive a communication notice (written – email/letter)
- Students who have unexcused absences totaling 3% of the school year (6 days) will receive a second communication notice (written – email/letter) and a follow up phone call.
- Students who have unexcused absences totaling 6% (11 days) of the school year will be referred to the SARB.

These policies will be enforced fairly, uniformly, and consistently without regard to race, creed, color, sex or physical or mental handicaps.

Student Attendance Review Board (“SARB”)

Discovery Charter School has implemented a Student Attendance Review Board (“SARB”) process to address attendance and tardy issues. The SARB is designed to meet with parent/guardians of children who have exceeded the allowable amount of unexcused absences. The purpose of the meeting is to discuss the child’s attendance record and develop a plan for the child’s regular participation in school drawing from community resources where possible. The team shall include representatives of the school, including teachers and the Executive Director, as well as community members.

Procedures for Excessive Absences /Tardies

STEP 1: FORMAL WRITTEN NOTICE

Formal Written Notice sent home to parents/guardians alerting them to their child’s absence or tardiness pursuant to the above referenced attendance issues.

STEP 2: FORMAL MEETING NOTICE – SARB MEETING

(Parent/guardian and student are required to be in attendance)

When a student is referred to the SARB, the parent/guardian will be sent a formal meeting notice inviting them to a mandatory SARB meeting.

The parent/guardian and the Student will be required to attend the SARB meeting, during which time the SARB will consider whether it is in the best interest of the student to remain enrolled in Discovery Charter School. This meeting shall be held as soon as possible. The parent/guardian may request one postponement, not to exceed five (5) school days, of the SARB meeting for good cause.

At the SARB meeting, the parent/guardian and student shall be informed of the reason for the Attendance review and the evidence of the student’s violations of this policy. If the parent and/or representative do not attend the SARB meeting, the SARB will review the relevant information and make a determination in the student’s absence.

The parent and/or his/her representative shall be given the opportunity to present information and/or witnesses to the SARB either orally or in writing or both during the meeting. The SARB shall take any information presented by the parent/guardian and student into consideration when determining whether to recommend that the student be placed on an attendance contract and subject to dis-enrollment upon further violation of this policy. Additional factors to be considered include but are not limited to the following:

- Students’ grades at the time of the evaluation
- Teacher observation/feedback
- Student’s progress in the curriculum
- Disruption to other students when student arrives late

The SARB’s decision shall be provided in writing to the parent/guardian within two (2) days of the meeting.



The SARB may:

- Place the student on probation and require an attendance contract be signed by both the Parent and the Student acknowledging that any further unexcused absences or tardies shall be cause for another hearing in front of the SARB which may result in dismissal from Discovery Charter School,
- Place the student on attendance probation to be evaluated again at a later time if the student continues to fail to attend school on time,
- Use other alternatives to improve attendance,
- Dis-enroll the student from Discovery Charter School; and/Refer parent and student to the district attorney.

APPEAL OF DIS-ENROLLMENT

If a student is dis-enrolled from Discovery Charter School by the SARB, the parent/guardian may appeal the SARB decision to the governing Board of Discovery Charter School.

The appeal must be in writing and delivered to the Executive Director within five (5) business days after the postmarked date of the notice of disenrollment. During the appeals process the student must continue to attend Discovery Charter School until the Board makes the final decision regarding the appeal.

The Board shall schedule the appeal to be heard within thirty (30) days. The Board shall send out written notice of the date, time and location of the meeting to the parent/guardian.

The appeal shall proceed as follows:

The Board shall review the attendance records and any documents submitted by the Parent. The Board shall also review all records considered by the SARB.

The Student/Parent or his/her representative may address the Board regarding the matter.

The Executive Director or SARB representative may address the Board regarding the Student's attendance.

The final decision with regard to continued enrollment at Discovery Charter School shall be made within ten (10) school days following the conclusion of the hearing. The parent shall be informed in writing of the Board's decision.

The decision of the Board is final.

Referral to County District Attorney

If a child's attendance does not improve after a SARB meeting, or if the parents fail to attend a required SARB meeting, the parents and the child may be referred by Discovery Charter School to the District Attorney's office for prosecution through the court system. Students 12 years of age and older may be referred by the district attorney to the juvenile court for adjudication.