

Integrated Day Charter School
Governing Board



Policy Series: 5000
Policy Number: 5000.1

Admissions Policy

Admission to the IDCS

The Integrated Day Charter School is a free public school open to all children in Norwich and surrounding areas. Transportation is guaranteed to students in the Norwich school district. Up to 15% of the school population may be admitted from towns other than Norwich. Other towns may elect to provide transportation.

Families interested in participating in the program offered at the Integrated Day Charter School will participate in an informational and educational admission process. The admission process will allow prospective students and their families to learn about the IDCS and will articulate the difference between the IDCS and traditional education. This process is designed to allow students and their families to make an informed choice.

If the number of students applying exceeds the number of spaces available at a given grade level, a waiting list will be established. Students will remain on the waiting list until the caregiver requests removal. If we cannot reach the caregiver using the contact information given on the initial application, the student will be removed from the waiting list. Student applications are available at our web site, www.idcs.org, or through the school office.

If a child leaves the program, the first student on the waiting list will fill the remaining space. If we are at maximum enrollment of non-Norwich students (15%), the first Norwich student will be contacted. If the number of students applying for pre-kindergarten exceeds the number of available spaces, a lottery will be held to fill the spaces and to establish a waiting list.

When a child leaves the school, the next student on the waiting list at that grade level will be contacted by phone. If necessary, a message will be left on an answering machine or cell phone, or with a household member. If there is no response within two or three days, a letter will be sent, giving the caregiver one week from the date of the letter to respond. If there is no response, or if the letter is returned, the child's name will be removed from the waiting list.

If an opening occurs and all students on the waiting list for that grade level have been called, a student from the other grade level in the exiting student's class may be offered the seat.

If an opening occurs when we are at maximum for non-Norwich students, and there are no Norwich students on the list, the next non-Norwich student on the waiting list will be called.

In order to best meet the needs of incoming students with IEP's (Individual Educational Plan) the parent or guardian of a student with an IEP is required to meet with the director and or special education coordinator before the admission process can begin.

Lottery

1. Pre-kindergarten Lottery—The pre-kindergarten lottery will be held each April. Applications for Norwich and non-Norwich students will be accepted until 3 p.m. the day of the lottery. Students need to be four years old by January 1 (of the school year they will attend) to be eligible for pre-kindergarten. The number of siblings and staff children/grandchildren, plus any repeating pre-K students, determine the number of remaining openings for the lottery. When the pre-K lottery is held, the following children will be given seats first—siblings of current students and children and grandchildren of staff.

2. Non-Norwich Students--All names submitted to the lottery will be drawn and entered on a list, regardless of where they reside. If we are at maximum for non-Norwich students (15% of student body) at the time of the lottery, we will fill openings from the next Norwich students on the list.

3. Definition of "staff" and length of service--Regularly scheduled full or part time staff that have worked 90 days or more and are employed by the IDCS at the time of the lottery or admission of their child/grandchild.

Definition of "Sibling"—Children of a parent/guardian of a current IDCS student whose primary residence is in the same household will be considered siblings.

4. Sibling of IDCS Students—Siblings of students already enrolled at the IDCS will be assigned pre-kindergarten spots before the lottery. Parents will need to fill out an application before the lottery occurs to ensure a spot is held for their child.

5. Siblings of students who are graduating—If a student in eighth grade has a sibling that will enter IDCS the following fall, a seat will be held for the sibling. If a student graduates and has attended another school for a year or more, a seat cannot be held for a sibling.

6. Siblings entering the IDCS after the pre-K lottery has been held--the parent will fill out an application for the pre-kindergarten, who will be added to the waiting list established at the lottery. He or she will not enter until his or her name is reached on the waiting list.

If an older child gains entry that has a pre-K sibling on the waiting list, that pre-K sibling moves to the top of the list and would follow any students who opt out of the pre-K year and children and grandchildren of staff on the list.

7. When the Number of Siblings and Staff Children Exceeds Preschool Openings—a lottery will be held for sibling and staff children/grandchildren to determine who is in the prekindergarten and the order of the waiting list.

8. Siblings Not Attending IDCS Prekindergarten—If a parent of a sibling chooses to skip prekindergarten, they will be put on the top of the waiting list for kindergarten for the following year. The list established at the pre-K lottery will follow these siblings.

9. Pre-Kindergarten Twins, Triplets—Parents of twins or triplets will be asked if they are willing to send one child without the other, assigning each child a number in the lottery. Parents who prefer to keep multiples together would be assigned one number. If that number is drawn each child would received a spot unless there are not enough openings. If all openings are filled, the remaining twin or triplet would be next on the waiting list.

10. Repeating Pre-Kindergartners—A child who attended pre-K elsewhere that will repeat pre-K at the IDCS will be placed in the lottery even if the child has already been in the pre-K lottery.

11. Non-attending Pre-Kindergartners—A child who has not attended pre-K elsewhere and is starting their school career a year late will be placed in the lottery, even if the child has already been in the pre-K lottery.

12. Pre-Kindergartners Applying After the Lottery—Pre-Kindergartners who apply after the lottery will be added to the waiting list created at the lottery.

13. Toilet Training for Entering Pre-Kindergartners—Pre-Kindergarten children must be toilet trained prior to admittance to our pre-kindergarten program. Pre-Kindergarten students who are not toilet trained will remain at home until trained but will maintain their place on the class roster.

Waiting List

When a waiting list exists for a particular grade, children and grandchildren of staff will be placed first on the waiting list. Should there be more than one student at any given grade level, names will be placed in order of staff seniority.

14. Full Enrollment for Opening Day—In order to fill all seats for the first day of school, the customary procedure of sending a letter and allowing a week to respond when a family cannot be reached by phone will be suspended during the two week period before opening day. If the phone is out of service or if no one responds to messages left, a letter will be sent, asking the parent/guardian to call the school immediately and the next student on the list will be called. If a parent responds after the next child on the list has accepted the opening, the child will remain at the top of the list.

15. If the opening is declined before January 1, the student will go to the bottom of the waiting list. **If the opening is declined after January 1,** the student will maintain their place on the waiting list.

16. Siblings of Non-Norwich Students—The requirement for Norwich residency is waived for children on the waiting list who have a sibling attending the school, provided that child is next on the waiting list.

17. Foster Siblings—Foster children who are placed in the home of an IDCS student will be treated as siblings if the foster child is being adopted by the foster caregiver. This will be determined by contacting the foster child's caseworker. Foster children who are being adopted will receive a seat as a sibling when they enter pre-kindergarten only. All others will be added to the waiting list.

Calling During the Summer-By July 1, the home number or a cell number of the first two Norwich families on the waiting list for grades pre-K through 7 will be called. Out of town families will be called when less than 15% of our student body is from out of town (50 students). **If the phone is out of service or if no one responds to messages left, a letter will be sent, asking the parent/guardian to call the school immediately. The student will be removed from the waiting list after one week if there is no response to the letter.**

It is the parent/guardian's responsibility to notify the school when there is a change in address or phone numbers. If a student is close to the top of the list, the parent/guardian should notify the school if they will be away on vacation. A student's status on the waiting list can be checked by calling the school between 8:30 a.m. and 3:30 p.m.