

## COMMUNITY HIGH SCHOOL ENROLLMENT PROCESS

1. Selection is by a validated, double blind, random drawing, and is only for incoming 9th graders. Selection is not influenced by application responses. In grades 10-12, enrollment is based on available openings, determined no more than two weeks before each semester, from each grade level waiting list. CHS does not offer rolling enrollment.
2. Families moving into the district may place their 8th grade student's name in the lottery. Proof of future residency is required (see AAPS District residency requirements).
3. In the lottery for incoming 9th graders, the first 132 numbers will be offered seats. The remaining numbers establish a waitlist for that grade. This wait list is used to maintain enrollment levels as follows:
  - 9th grade – 132 seats
  - 10th grade – 132 seats
  - 11th grade – 135 seats
  - 12th grade – 135 seats
4. In order to be entered into the lottery, students and their families must meet/complete all required elements of the Application Process and Timeline included in this Enrollment Process document.
5. Enrollment priorities are in the following order:
  - a. Correct number of students in grade.
  - b. Enrollment will be offered for up to three foreign exchange students residing with a full-time CHS student, pending final approval of the Dean. These foreign exchange students are accepted above the target enrollment for that grade and may not have previously earned a high school diploma in their home country.
  - c. Children of CHS faculty members are accepted above the target enrollment for each grade level.
  - d. No more than 2 children of AAPS employees (not at CHS) are accepted above the target enrollment for each grade level, in waitlist order from the random selection.
  - e. CHS does not offer sibling or legacy enrollment.
6. Students with disabilities will be afforded an equal opportunity to attend Community High School through the lottery process. Once students are selected to attend Community High School, CHS will promptly notify the Special Education Department to convene an individualized education planning meeting (IEP) or Section 504 meeting to make an individualized determination as to what services the student requires for a free appropriate public education (FAPE); whether the student can educationally benefit from the program offered at Community High School; and, if so, what steps need to be taken to provide the student with FAPE at CHS. Students will retain their lottery standing until the IEP or Section 504 process has been completed. Students will not be denied the opportunity to attend CHS unless the IEP or Section 504 team decides that they cannot participate in or benefit from the unique curriculum or programs offered. Parents will be notified in writing that any such decision may be challenged through an impartial due process hearing. Decisions to deny enrollment will not be based on administrative considerations such as availability of special education classes or services at Community High School.
7. During the initial phases of enrollment, no students will be enrolled in a grade in excess of the target enrollment. If a student leaves the school but the number of students in the grade remains at or above the target enrollment, that student's space will not be filled.
8. When called to fill a spot, parents have one week to respond. At the Dean's discretion, this time could vary if consistent with others being called at that time.
9. If parents are called and turn down an opening, their child will be removed from the waitlist.
10. At the discretion of the Dean, a spot may be reserved for a student who travels overseas (semester abroad) or who transfers to another specialized educational program or treatment center with the intent of returning to Community High School.
11. The school community places a high value on maintaining a diverse student body. Every effort will be made to attract and retain families from a variety of backgrounds by encouraging them to enter the lottery.

### NON-DISCRIMINATION POLICY

*No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity available in any school on the basis of race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, or disability.*