

# Admission Requirements

The charter school shall not charge an application fee nor shall it charge tuition. The charter school shall be nonsectarian in its admission and enrollment policies and shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability.

The Mark West Charter School will actively recruit a diverse student population from the district and surrounding areas who understand and value the school's mission and are committed to the school's instructional and operational philosophy. Admission to the school shall be open to any resident of the State of California. Prospective students and their parents or guardians will be briefed regarding the school's instructional and operational philosophy and will be informed of the school's student-related policies. The school will establish an annual recruiting and admissions cycle, which shall include reasonable time for all of the following: (1) outreach and marketing, (2) orientation sessions for parents and students, (3) an admissions application period, (4) an admissions lottery if necessary, and (5) enrollment. The school may fill vacancies or openings that become available after this process using either a waiting list or any other non-discriminatory process. (In the case of Home Study students admission is open to students residing in Sonoma County or any contiguous county per Ed code section 51474.6 and 46300.2).

In the event that the number of students seeking admission to any grade or class exceeds capacity, the school shall have the right to grant priority in admissions to siblings of current students, children of staff, and residents of the charter-granting district or county.

Enrollment in the Mark West Charter School requires the following:

- Student Registration form
- MWCS Student and Parent Pledge
- Parent/Guardian Application Questionnaire and Student Application Questionnaire
- Student Profile must be submitted by the student's current teacher
- Home Language Survey
- Birth Certificate
- Immunizations
- Copy of most current report card

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Existing students of the Mark West Charter School who have successfully honored the student pledge and policies of MWCS will be guaranteed a placement for the following year.

## **Important Dates for 2017 – 2018 School Year**

November 14, 2016	Application Packets Available Online and at the MWCS Office
November 9, 2016	Information Night @ 6 PM
January 18, 2017	Information Night @ 6 PM
February 15, 2017	Information Night @ 6PM
March 1, 2017	Priority Application Deadline
March 2, 2017	Applications now accepted first-come, first-served until filled
March 17, 2017	Lottery Drawing if necessary
August 2017	Student Orientation
August 2017	Classes Begin

\*\* Students may spend a morning or afternoon on campus shadowing another student. Please call for an appointment during the month of January 2017. Only tours will be given after March 1, 2017. \*\*

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4600 Lavell Road, Santa Rosa, CA 95403

Phone: (707) 524-2741

Fax: (707) 524-2782

STUDENT REGISTRATION FORM

Child's LEGAL Name: Last First Middle

Program: Regular Program Home Study Program Grade Entering:

SEX: M F Date of Birth: Month Day Year

Address:

City: Zip: Phone:

Previous School: City: State: Zip: Phone:

Form with fields for Date Stamp Rec'd, Application #, Enter Date, Permanent ID, and checkboxes for Tdap Booster, Immunization Record, Emergency Form, Review Records/Rights Notif., and Cum Request.

Birthplace: City: State: Country: US Citizen: Yes No
Date first attended school in the U.S.: Date first attended school in California:

Mother/Guardian's Name: Last First Relationship

Father/Guardian's Name: Last First Relationship

Other's Name: Last First Relationship

Mother's email: Father's email:

Parent/Guardianship Information (with whom the student lives) (Please check all that apply)
Includes checkboxes for Father, Mother, Both, Step-Father, Step-Mother, Guardian, Foster/Group Home, Other, and questions about LEGAL or GUARDIANSHIP information.

Student Programs & Behavior
Please check any student programs your student has been enrolled in:
Special Education: Resource (RSP), Special Day Class (SDC), Speech/Language, 504, Full Inclusion
Other Programs: Gifted (GATE), Remedial Math, Remedial Reading, Counseling, English Language Development, Help to Improve Attendance/Behavior, Other (Specify)
Are there psychological or confidential reports available from your student's former school?
Has your student been suspended? Has your student ever been expelled?

Residence - where is your child/family currently living? (Federally mandated by NCLB) - check all that apply
Includes checkboxes for single family permanent residence, doubled-up, shelter or transitional housing, motel/hotel, unsheltered, and other.

Brothers, Sisters, Others in Your Home (Please state name, relationship, birth date/grade)
Listed as 1., 2., 3., 4.

**Highest education level by either parent/guardian** (Confidential information needed for State Testing)

- Graduate school / Post-graduate training       College graduate       Some college (includes AA Degrees)  
 High school graduate       Not a high school graduate

**Duplicate Mailing**

If divorced/separated & joint custody allows duplicate mailing/information to be given to other parent, please include their name, address, and phone number:

Full Name: \_\_\_\_\_ Phone #: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

*\*\*Please provide 2 self-addressed stamped envelopes. Reports are mailed for the 2<sup>nd</sup> and 4<sup>th</sup> quarters.*

**Ethnic Data**

*(Confidential information needed for Federal/State reports)*

**What is your student's ethnicity? (Please check one)**

- Hispanic or Latino       Not Hispanic or Latino

**Racial Data**

*(Confidential information needed for Federal/State reports)*

**Please select one or more boxes to indicate what you consider your student's race to be.**

- African American or Black (not of Hispanic origin)       Filipino / Filipino American  
 American Indian or Alaskan Native: of Native American descent (for example, descendents of the Navajo, Pomo, Aztec, Inca, or Mayan people)  
 White: Of European descent (for example, descendents of the Spanish, French, Italian or Portuguese people)

**Asian**

- Chinese  
 Japanese  
 Korean  
 Vietnamese  
 Asian Indian  
 Laotian  
 Cambodian  
 Hmong  
 Other Asian

**Pacific Islander**

- Native Hawaiian  
 Guamanian  
 Samoan  
 Tahitian  
 Other Pacific Islander

**Is either parent/guardian on active duty in the US Armed Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) or on full-time active duty with the National Guard?**

- YES       NO

\_\_\_\_\_  
**Parent / Guardian Signature**

\_\_\_\_\_  
**Date**

Verified by: \_\_\_\_\_

# MWCS Student, Parent and Faculty Pledge

It is important that families and schools work together to help students achieve high academic and character standards. The following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and life. We understand that fulfilling these responsibilities is considered an important way for all of us to support our school.

By signing this pledge, we are each committed to working together for our success. Each of us has an important role to play in order to create a positive and productive learning environment. The extent to which we each do our part determines our success.

## Student Pledge

### As a student I will:

- Maintain a good attendance record and commit to the academic calendar.
- Effectively utilize all of the time in the school day.
- Keep my backpack, books and materials organized.
- Show responsibility and trustworthiness in all that I do.
- Communicate with my parents daily about school so they can be informed and can help me when I need it.
- Commit myself to completing my assignments on time and in a quality manner.
- Treat everyone with respect.
- Participate in service learning projects.
- Use all technology wisely and appropriately.
- Set goals for my learning and my participation in the community.
- Abide by the school rules and conduct myself in a responsible manner.
- *Dream* about the future I want, *learn* with the desire for success, and *achieve* the goals I set for myself.

Student Signature: \_\_\_\_\_

## Parent Pledge

### As a parent or guardian I will:

- Demonstrate to my child through my actions and deeds that learning and education are important.
- Commit to the academic calendar and ensure my child's regular school attendance.
- Uphold expectations set by the school
- Send my child to school with backpack, books and materials organized.
- Support and participate in school activities.
- Volunteer as much as I am able so I know my teen's friends and help build school success.
- Support service learning opportunities.
- Support appropriate technology use
- Update myself regularly about my child's progress, and if I have questions or concerns, contact the staff right away.
- Treat everyone with respect.
- Help my child to develop *dreams* for the future and support the *learning* process needed to *achieve* those dreams.

Parent/Guardian Signature: \_\_\_\_\_

## Faculty Pledge

### As a member of Mark West Charter School staff we will:

- Ensure quality education for every student, addressing each child's learning modality.
- Communicate and hold high expectations for every student.
- Endeavor to motivate our students to learn.
- Teach and involve students in classes that are interesting, challenging and relevant.
- Provide a safe learning environment for all students.
- Communicate regularly with families regarding student progress.
- Provide opportunities for parents to volunteer at school and at home.
- Work with parents to resolve difficulties so that the students can be successful.
- Continue to research new educational theories and apply best practices.
- Treat everyone with respect.

Faculty Signature: *Mark West Charter School Staff and Administration*

## MWCS Parent/Guardian Application Questionnaire

Parent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Please choose one: \_\_\_ Traditional Education Program \_\_\_ Home Study Program

**\*Please attach a copy of student's latest report card, and most recent standardized test scores.**

1. I am interested in the Mark West Charter School for my child because:
  
  
  
  
  
  
  
  
  
  
2. Keeping in mind that MWCS is an accelerated academic school, what about your child makes you think the Mark West Charter School is the optimal educational environment for him/her?
  
  
  
  
  
  
  
  
  
  
3. What areas of strength do you feel your child has?
  
  
  
  
  
  
  
  
  
  
4. What areas of weakness do you feel your child needs to develop to fulfill his/her potential?
  
  
  
  
  
  
  
  
  
  
5. What math class/book was your student using last year and what grade did he/she receive?
  
  
  
  
  
  
  
  
  
  
6. In order to help us best meet the academic and social needs of your student, please let us know any programs your student has been involved in and whether you anticipate him/her continuing to need these programs through middle school. (Examples: Academic support, GATE, Counseling, RSP, 504 Plan, English Language Support).
  
  
  
  
  
  
  
  
  
  
7. How did you hear about Mark West Charter School?

<input type="checkbox"/> Press Democrat	<input type="checkbox"/> Elementary School	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Windsor Times	<input type="checkbox"/> PTA Directory	<input type="checkbox"/> MWCS Website
<input type="checkbox"/> Mailer	<input type="checkbox"/> Family Life Magazine	<input type="checkbox"/> Other: _____





# Mark West Charter School Student Profile

(To be filled out by current teacher, may be submitted separately)

Thank you for taking the time to fill out this student profile. Please return this form to either the student, or directly to Mark West Charter School, 4600 Lavell Road, Santa Rosa, CA 95403 or FAX 707-524-2782. If you have any questions, please feel free to contact us at 707-524-2741.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

District: \_\_\_\_\_ Current Teacher's Name: \_\_\_\_\_

Expected to meet grade level promotional standards? Yes No

Please indicate by placing an X on the continuums above each level that best describes this student:

## Attendance

Good Fair Poor

## Homework Habits

Consistent Inconsistent Poor

## Math Ability

Ready for Algebra (above grade level) Ready for Pre-Algebra (at grade level) Difficulty with Math (below grade level)

## Group Work/Cooperation

Usually a leader Situational, acts accordingly Usually a follower Uninvolved

## Self-Directedness/Organization

Good Average Poor

Additional Comments:

Signature of Teacher: \_\_\_\_\_

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