

ADMISSION POLICIES AND PROCEDURES

“Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (e).” Education Code Section 47605(c)(5)(H).

The Charter School will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

The Charter School shall admit all pupils who wish to attend the Charter School. No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School. The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state. In accordance with Education Code Sections 49011 and 47605(e)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

In accordance with Education Code Section 47605(e)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(e)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(e)(4), and make this notice available to parents.

The Charter School shall require students who wish to attend the Charter School to complete an application form. After admission, a parent or guardian must complete and/or provide all documents required for enrollment in a public school including, but not limited to, immunization records, proof of residency, enrollment form, release of records, emergency medical information form, and a home language survey.

Public Random Drawing: Applications will be accepted during a publicly advertised open enrollment period each year for

enrollment in the following school year. Following the open enrollment period, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the Charter School will hold a public random drawing to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following school year.

Admission preferences in the case of a public random drawing shall be given to students in the following order:

1. Siblings of students admitted to or attending the Charter School
2. Students who reside in the former attendance area
3. Children of employees and Board trustees (not to exceed 10% of student enrollment)
4. Students who reside in the District
5. All other applicants permitted by law

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(e)(2)(B)(i)-(iv). Public random drawing rules, deadlines, dates and times will be communicated to enrollment applicants and displayed on the Charter School's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The Charter School will also inform all applicants and all interested parties of the rules to be followed during the public random drawing process in person, by phone, mail or email at least two weeks prior to the lottery date.

- All interested parties will know, prior to the holding of the lottery, how many openings are available in the Charter School for each grade served by the Charter School.
- The lottery will take place on the Charter School's campus in a facility large enough to allow all interested parties to observe the drawing, or at another public venue near the school large enough to accommodate all interested parties.
- During an open enrollment period, interested parties will complete an application with the name, grade, and contact information of their students in order to participate in the lottery, if one is needed.
- The lottery will take place on a weekday, within 30 days of closing the open enrollment period.
- Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Executive Director/Principal).
- Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending.
- Lotteries will be conducted in ascending order beginning with the lowest applicable grade Level.
- Within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all

students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

- An adult citizen of good standing, not employed by the Charter School, will testify in writing, under penalty of perjury, that he or she personally witnessed the lottery pursuant to the above, and that it was random, public and fairly executed as described above. This documentation will be on file in the Charter School main office and available upon request.
- All applicants who are admitted to the Charter School will receive notification in writing U.S. mail and will receive three business days to respond to the Charter School either in writing, in person, by phone, or e-mail of their intention to accept or decline the offer for enrollment. If there is no response after three business days, at least one phone call will be made to the prospective applicant and then the vacancies will be considered declined and the application will be withdrawn and will be offered to the next student on the waiting list.
- At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a waiting list according to their draw in the lottery. Those who apply after the lottery deadline are added to the end of the lottery waitlist in the order they are received. Vacancies that occur during the school year are filled according to the waitlist.
- When a vacancy occurs during the school year, families are contacted in the order of the waitlist and typically are given a reasonable amount of time, but not less than 48 hours, to decide whether or not to accept a space at the Charter School. In the event that no such wait list exists where the space is available, the space is made available on a first come, first served basis to the next interested student at the appropriate grade level.
- All waiting lists extinguish annually at the end of the Charter School's formal academic year, or as otherwise determined by the Charter School Board of Trustees. Applications are only valid for the current year. In no circumstance will a waitlist carry over to the following school year.
- Applicants must re-apply for the lottery annually if the Charter School is unable to offer them admission for the current year.