

**-DRAFT-**  
**Wildflower Open Classroom Charter School**

**ADMISSIONS AND ENROLLMENT POLICY**

**I. Introduction**

The goal of the admissions policy of Wildflower Open Classroom Charter School (WOC) is to attract, enroll and retain at WOC the broadest spectrum of students and families representative of the rich diversity existing in the County. WOC will be nonsectarian in its programs, admissions policies, employment practices and all other operations. WOC will not charge tuition and WOC will not discriminate in admissions against any pupil on the basis of ethnicity, national origin, gender, disability or any other legally protected category.

**II. Admission and Requirements for Admission**

WOC is open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend WOC exceeds the school's capacity, attendance (except for existing pupils of the charter school) shall be determined by a public random drawing, the process for which is described below.

**A. Admission Eligibility and Requirements**

In order to be eligible for enrollment in WOC, students must meet the following eligibility requirements:

- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- Turn at least five years of age on or before December 2 of the academic school year. If a student will turn five years of age after December 2 during the school year, that student may be eligible for admission on a case by case basis at the discretion of the Principal.
- Not be concurrently attending a private school that charges the student's family for tuition.
- Reside in the State of California.
- If enrolled in an independent study program, a student shall be documented as a resident of the county in which the charter school reports its apportionment claims or an adjacent county.
- A student that has been previously expelled from WOC or another educational institution may be admitted to the school at the discretion of the governing board on a case-by-case basis.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An

admitted student will be removed from WOC if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- Timely submit a completed application for admission to WOC no later than the deadline published for that school year. The application for admission shall indicate whether the student may require special education or related services and the student's home language.
- Parents/guardians/caregivers shall attend a pre-admission Information Open House Meeting or its equivalent.
- Upon registration and prior to enrollment, student must provide the following information:
  - Authorization for WOC to request and receive student records from all schools the student has previously attended or is currently attending;
  - Proof of full immunization or exception from the requirement;
  - Proof of health examinations and oral examination required by the Health and Safety Code;
  - Proof of age;
  - Emergency Card;
  - Proof of residency
  - A signed Receipt of Family Handbook and The Parent Agreement shall be returned to WOC

Each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Each applicant will be provided a description of WOC's formal dispute resolution process. Any parent/guardian of a student that has been denied admission for failure to meet WOC's Admission Requirements and Process may avail him/herself to this process for reconsideration.

### **III. Enrollment Process and Guidelines**

There will be an open enrollment period each year, which will be advertised within the school community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated.

The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

- WOC will determine class size/configuration for the school year;
- WOC will solicit from current students their intention to return the following year;
- WOC will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
- WOC will design program informational materials;
- WOC will plan one or more Information Open House Meetings (attendance at which is mandatory for admission);

- WOC will issue press releases and utilize other communication strategies;
- WOC will actively recruit students throughout the community;
- WOC will mail information packets to families on wait/interest lists, including invitations to the Open House;
- WOC will host Information Open House Meeting(s) and record attendance;
- WOC will schedule School Tours beginning the second year of the program;
- WOC will establish, announce, and hold an open enrollment period so that all interested students may have an equal opportunity to apply for admission;
- WOC will determine the number of returning students at each level;
- WOC will determine the number of new students at each level;
- WOC will hold a random public drawing, if necessary;
- WOC will notify the families of the applicants who are accepted and rejected;
- Non-accepted families will be placed on the waitlist in the order in which the students are drawn from the random public drawing. Children who complete the application process after the published deadline will be added to the wait list if it already exists.

A wait list is maintained from year to year. Once on the wait list, a student would remain in that position until he/she is offered a spot in the school or expresses no further interest. If families from the wait list are offered a position, they must accept that position within three business days or if they decline or fail to respond within three business days they may be removed from the wait list or placed at the bottom of the wait list if they desire.

#### **IV. Preferences**

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

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##### *Kindergarten*

- Siblings of currently enrolled students
- Children of teachers or founders (total not to exceed 10% of school enrollment)
- Kindergarten siblings of newly enrolled students
- CUSD Residents

##### *1st through 8th Grade*

Students from previous grades are promoted and numbers are established in January from parent "Intent to Re-enroll" surveys indicating if students will return. This will determine if there are any spaces available. If spaces are available, the following enrollment priorities will occur, if not, enrollments will go on a wait list.

- Siblings of currently enrolled students
- Children of Wildflower Open Classroom teachers and founders (total not to exceed 10% of school enrollment)
- Siblings of newly-enrolled students
- Students on the waiting list
- CUSD Residents

## **V. Single Public Random Lottery**

A lottery is a random selection process by which applicants are admitted to the charter school. Legislation requires a charter school to hold one lottery that provides qualified students with an equal opportunity to attend the school.

Under California state law, enrollment to WOC is governed by a Public Random Drawing (PRD). WOC shall conduct a single PRD for admission to the school for the following academic year. In order to be part of the PRD, a family must complete the short application and submit it to the school in a timely manner. Each completed application will be assigned a number, and before the drawing, each number will be placed on a chip and put into a container. During the PRD, numbers will be drawn out of the container at random by a person other than a staff member or current WOC student family member. At the PRD, the numbers drawn out of the container at random are recorded, and the students will be admitted to the school in that order until all available spaces are filled. Those students who do not get picked in the PRD for the available spaces will be placed on a waiting list.