

ENCORE

Junior & Senior High School for the Arts

BP 5111

ADMISSIONS POLICY



ELEMENT 8: ADMISSION POLICES AND PROCEDURES

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

- Encore will admit all students who wish to attend and are residents of the State of California, subject to Encore's capacity.
- Encore 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.
- Encore shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate against any pupil based upon any of the characteristics listed in Education Code Section 220.
- Encore administration reserves the right to reasonably increase (by not more than 10%)/decrease student population numbers.
- Only students who are California residents and who are properly enrolled in Encore as their full-time educational program may participate in Encore's educational program.

Recruitment and Enrollment

Encore's recruitment and enrollment processes are described below and shall be consistent with the law. Encore may not change or deviate from the admissions or public random drawing processes set forth below without the approval of a material revision to the Charter. While

prospective families are encouraged to tour the school, or attend an in person or virtual interest meeting, in no event shall attendance at a school recruiting or information event, school tour, or equivalent have any impact on admission to Encore nor shall Encore indicate that such attendance affects admission.

Encore shall maintain on its website instructions for applying and information on the public random drawing and enrollment processes, including all pertinent dates and deadlines, and hardcopies of all such instructions and information shall be provided upon request. Copies of all such materials, including both information and application materials, shall be publicly available on Encore's website without the need to establish a password, account, or similar, though the use of an account or password in order to submit the application shall be permitted if necessary to protect the privacy of individual student and family application, admissions, and enrollment information. Applications may also be obtained and submitted in hardcopy format.

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.

[Admission and Application Procedures](#)

In accordance with Education Code Section 47605(c)(5)(H) and (e), in order for students apply for admission and to be included in the public random drawing for admission to Encore (if a public random drawing is necessary), families must submit an application that includes **only** the student's name, grade, birthdate, and contact information for the family, including address, the current school that the student may attend, as well as voluntary disclosure of information directly and specifically limited to information necessary in order to determine if the pupil is entitled to a District Board-approved admission preference. The admission application and information submitted prior to any public random drawing and before a student is offered a space at Encore shall specifically be limited only to the above-listed general information, and in no event shall any application/registration/admission materials that are requested or required prior to the student

being offered a place at Encore include any additional information, including any information concerning any protected characteristic of the student or his/her parent/guardian, including, but not limited to, mental or physical disability or current or prior eligibility for services pursuant to the IDEIA, Section 504, or the Americans with Disabilities Act or any information indicating whether the parent/guardian attended or participated in any Encore recruitment or informational event, and shall not include any type of parent involvement or volunteer agreement. **As mandated by Education Code Section 47605(e)(4)(B), Encore shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to Encore before enrollment.** A parent or guardian can fill out the application online or in person.

Encore shall advertise its open enrollment period prominently on its website for at least 30 days prior to the commencement of the open enrollment period. Encore's admissions process, including applicable dates and links to the admission application, shall be prominently posted on its website.

As required by the Charter Schools Act, Education Code Section 47605(c)(5)(H) and (e), Encore shall admit all students who are residents of California, subject only to capacity limitations. In the case that there are more applicants than spaces, admission shall be determined based on a public random drawing ("lottery"). Only current students of Encore are exempt from the lottery requirement. Admission preference shall be granted in accordance with the admission preferences approved by the District Board, though the approved preferences are not exemptions from the public drawing. In no event may admission be provided to students who apply after the close of the open enrollment period ahead of students who applied during open enrollment and were either granted admission or placed on the waitlist in the drawing, without regard to whether the later applicant would have qualified for an admission preference had s/he applied during the open enrollment period.

The lottery procedures shall be as follows:

- The Encore Board will make all necessary efforts to ensure lottery procedures are fairly executed.
- The lottery will take place within 90 calendar days of closing the open enrollment period.
- The lottery will take in a location open to the public.
- The number of open spaces in each grade level shall be publicly stated prior to the commencement of the lottery.
- The lottery will be conducted in accordance with all laws.
- Lottery spaces are pulled by the designated lottery official (appointed by the Chief Executive Officer).
- The lottery shall continue until all names are drawn.

- Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending.
- All lotteries shall take place on the same day in a single location.
- Lotteries will be conducted in ascending order beginning with the lowest applicable grade level.
- There is no weighted priority assigned to the preference categories; rather, 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 below.
- After all spaces are filled, students' names will continue to be drawn in the preference category order until all applicants' names have been drawn, and names will be placed on a waitlist in the order drawn.

Any admissions waitlist shall remain in place only for the school year for which it was created, and in no event shall it carry over from year to year. Instead all students, except existing Encore students, shall be subject to the application process for each new school year.

A minimum of 30 days before the open enrollment period for 2021-22, Encore shall update its Admissions and Enrollment Policy and corresponding admissions and enrollment information on Encore's website to be consistent with the Charter.

Admission Preferences

The following admission preferences will be used in the event that there are more applicants than places for students at Encore in any year. These admission preferences may not be amended or deviated from without prior approval by the District Board in accordance with the procedures and requirements specified in the Charter Schools Act. These admissions preferences are preferences, not exemptions from the admissions process, including the public random drawing process, and the drawing shall be implemented in the manner described in the Charter.

Admission preferences in the case that there are more applicants than space shall be given to the following students in the following order:

1. Siblings of students admitted to or attending Encore High School
2. Children of Encore educators, administration, and staff

3. Students attending or residing in the attendance area for Juniper Elementary (if Encore is receiving an SB 740 Charter School Facilities Grant)
4. Residents of the Hesperia Unified School District
5. Other California residents

Should Encore qualify for a grant that includes requirements relative to admissions preferences and/or procedures that differ from those described and approved by the District Board in the Charter, Encore must seek approval of the additional preference(s) in accordance with the requirements of Education Code Section 47605(e)(2) in order to adopt and/or implement any such changes.

Notice to Families on Waitlist

At the completion of the lottery, all families will be notified of their admission or their place on the waitlist.

When a vacancy in any grade level occurs, Encore will call the first family on the waitlist for that grade level to notify them of the vacancy. Families promoted from the waitlist shall be notified by phone. The school will call all numbers listed on the application in order to make every attempt to contact the family. Families called shall have two business days from the date of first notification to respond. Those families not responding within the two day period will forfeit their right to enroll their student in Encore, and the next student on the waitlist shall be contacted to fill the open position. Families who forfeit their right to accept enrollment when offered, but who are still interested in enrolling at Encore at another time, must reapply.

School Transcripts

Once accepted and enrolled, a student must supply the final transcripts from the last school attended before enrolling in Encore. These records are critical to creating an appropriate academic plan. Fax and/or certified copies of transcripts are acceptable for out of state transcripts for initial enrollment, but must be replaced with actual transcripts within 90 days of enrollment.

Mid Term Acceptance

If a student is accepted for admission midterm, they will have a maximum of two days to respond and enroll into Encore. If they do not enroll within two business days, their spot will go to the next available candidate.

Conservatory Arts Audition

Students wishing to enroll in CONSERVATORY LEVEL arts courses are required to take part in an arts audition. This audition DOES NOT exclude any person from admission into Encore. It is a placement test for the level at which they should be placed in our Arts Conservatories.

Specific audition requirements will be posted on the Encore web site. This is a school of the Arts and will have intensive Arts training for all students. Students will be expected to fully participate in the arts programs that they are enrolled in. Under no circumstances will poor academic or arts performance result in a student being encouraged to disenroll or transfer or in a student being disenrolled, including involuntary dismissal, from Encore.

Free Schools

Encore shall at all times comply with the terms and requirements of the free schools guarantee of the California Constitution, Article IX, Section 5, Education Code Section 49010-49013, Education Code Section 47605(n), and California Code of Regulations, Title 5, Section 350, in all aspects of Encore's program. Pursuant to these legal requirements, under no circumstances shall any student be adversely impacted, in any manner, in admission, registration, offers of course credit, or educational activities for financial reasons, including without limitation a failure to make a financial contribution of any kind or for failure to make donations of goods or services, including in-kind or volunteer services, to Encore, nor shall any course credit or privileges related to Charter School education activities be provided in exchange for money or donations of goods or services, including in-kind and/or volunteer services. Any and all volunteer policies, documents, or other communications requesting or encouraging parents/guardians to volunteer or make donations, including any information (whether written or oral) regarding volunteering included during recruitment or admissions events or documents that the parents/guardians of admitted students are requested to sign as part of the registration process, shall clearly specify that donations and volunteer hours, while encouraged, are purely optional, and are not required as a condition of or factor in admission, continued enrollment, or any other privilege offered by Encore. In no event shall any parent/guardian be requested to sign any type of agreement or other indication of interest in volunteering during the application process prior to being offered admission. In no event shall any parent/guardian be *required* to sign any type of agreement or other indication of interest in volunteering, as a requirement for enrollment at Encore. Encore shall notify parents/guardians of applicant students and currently enrolled students on all admissions and enrollment applications/forms, in font at least as large as the font on the remainder of the document(s), and at least annually, that parental involvement is not a requirement of acceptance to, or continued enrollment at, Encore.

While Encore may encourage parents/guardians to volunteer, including by explaining the educational benefits of parent involvement, volunteer hours are not mandatory at Charter School, and parents may volunteer at Encore only to the extent that they choose to do so. Charter School shall train all officers and employees, including teachers and coaches, as well as members of volunteer groups, team parents, and similar, who may seek additional parent volunteers, on free schools requirements and the prohibitions against mandating volunteer hours and/or donations or in any way implying to parents that such volunteer hours and/or donations are required. Available volunteer opportunities will include on-campus and off-campus opportunities for parents who are unable to help during school hours. Parents will be offered multiple ways to be involved at Encore. Some involvement activities may include working the box office, chaperoning a school dance, field trips, general school maintenance, attending

classes or events, attending events and conferences, or compiling forms at home.

Any complaints alleging unlawful pupil fees shall be processed by Encore in accordance with Education Code Section 49013 and the Uniform Complaint Procedures.