

Admissions & Enrollment Policy

Clarksville Charter School

BP5111

Adopted: 01/19/21

Revised: 06/06/24, v7

Clarksville Charter School (“School”) is committed to providing quality education to all students who wish to attend in accordance with applicable law. Based on available resources, it may be necessary to limit admissions, and in that event, a Public Random Drawing/Lottery will be held to determine admission.

The School will implement this policy in compliance with Education Code Section 220. In addition, admission preferences will not limit enrollment access for 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.

The purpose of the Clarksville Charter School Governing Board approving the Admissions and Enrollment Policy is to accomplish the following:

1. Establish the procedures for admissions and enrollment in Clarksville Charter School (“School”) in accordance with School’s charter petition and applicable law.
2. Establish the procedures under which Clarksville Charter School (“School”) will conduct the School’s public random drawing/lottery in the event that applications for enrollment exceed the School’s capacity.

Application and Enrollment: The School is a nonclassroom-based charter school that operates solely as an independent study program. Admission to the School is open to any student who resides within the boundaries of El Dorado County or an adjacent county. The School will accept all students who wish to attend, so long as it has the capacity to serve them in accordance with Education Code Section 47605(e).

1. **Determining Capacity:** The School’s Board or Executive Director will annually determine the maximum enrollment by “grade level” (by specific grade level or encompassing all grade levels served) for each school year based on, among other factors, the annual budget, staffing, applicable legal requirements, and available resources prior to the start of the Open Enrollment Period. The Executive Director may update the School’s capacity throughout the year as needed to meet the school's needs.
2. **Open Enrollment Period and Application Deadline:** The Board or Executive Director will set an Open Enrollment Period each year. Applications will be accepted during the publicly advertised Open Enrollment Period each year for enrollment in the following school year.
3. No student who resides outside of the granting agency county or a county directly adjacent thereto will be admitted to the School, unless a legal exception applies.
4. No student who does not meet the minimum age for admission in accordance with

California law will be admitted to the School. According to *EC 48000[a]*, a child shall be admitted to a kindergarten maintained by the school district at the beginning of a school year or at a later time in the same year if the child will have his or her fifth birthday on or before September 1 for the 2014-15 school year and **thereafter**.

- In the 2024–25 school year, children who turn five years old between September 2 and June 2* are eligible for TK.
- In the 2025–26 school year, and in each school year thereafter, children who will turn four years old by September 1* are eligible for TK.

***Inclusive of these dates**

5. Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;
6. Proof of full immunization or exemption from the requirement;
7. Proof of health examinations required by the Health and Safety Code;
8. Proof of age with the application for admission through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, a duly attested, declaration from the parent/guardian or a passport;
9. Proof of residency through documents such as the following: parent or guardian's driver's license, ID card or DMV printout, a copy of a lease, utility bill, or similar showing the address of the residence; California tax returns giving California as the home address (within acceptable dates); car registration and/or car insurance; California health insurance or Medi-Cal ID;
10. If any information provided by the parents/guardians could indicate immigration status, citizenship status, or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school; [Note: These statements relating to immigration, citizenship status, and national origin information are required by Education Code section 234.7.]

Current Families Required to Confirm Intent to Return: Families with currently enrolled students must submit a form/application to confirm their intent to return to the school next year and/or continue with their current teacher by the end of the Open Enrollment Period to remain enrolled in the School for the following school year. If an enrolled student fails to provide this form/application, they will not have guaranteed admission for the following school year as a currently enrolled student. This means the student loses their spot and will have to submit another application if they are interested in enrolling in the School for the following school year.

1. Determine if a lottery is Needed: Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment lottery each year, applications shall be counted to determine whether the School has received more applications than capacity.

- If there are more spots available than applicants, the School will not conduct a lottery. The School will enroll all applicants and inform them that they are enrolled.
- If the School receives more applications than spaces available, the School will hold a public random drawing conducted in accordance with the procedures set forth in this Policy, the School's charter, and applicable law to determine admission for the impacted grade level or levels, with the exception of existing students,^{1,2} who are guaranteed admission in the following school year.

Lottery Procedures: If a Lottery is necessary, the School will conduct a Lottery during the spring semester before the academic year for which enrollment is sought.

1. Enrolling Current Students: Students currently enrolled in the school at the close of the Open Enrollment period¹ and who have completed the Intent to Return Form are exempt from the lottery and guaranteed admission.

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 School²;
2. Students who are the children of teachers and staff of the School; and
3. Students who reside within the Buckeye Union School District boundaries.

2. Notice about Lottery

Public notice of the Open Enrollment Period and public random drawing rules, deadlines, dates, and times will be communicated in the enrollment applications and on the School's website. A public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The School will inform parents/guardians of all applicants and all interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date. This information will also be included in application forms. The School will provide sufficient notice to applicants if it finds it necessary to change the Lottery date.

3. Lottery Preferences

¹ Enrolling Current Students: Students currently enrolled in the school at the close of Open Enrollment Period 1 and who have completed the Intent to Return Form are exempt from the lottery and guaranteed admission.

² Sibling" is defined as an applicant (1) who has at least one biological or adoptive parent in common with an admitted pupil; or (2) who has been legally adopted by or placed under the legal guardianship of at least one biological or adoptive parent of an admitted pupil. Step-siblings are only considered siblings if they reside at the same address as the admitted pupil.

There is no weighted priority assigned to most preference categories; rather, students will be drawn from pools beginning with all applicants who qualify for the first preference category and continuing with that preference category until all vacancies 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, 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. Students who reside in the District will be grouped with students who reside outside the District, and the former will be given a weighted priority in that drawing.

4. Lottery Procedures

Randomly Drawing Applicants: Admission spaces are pulled by the designated lottery official (appointed by the Executive Director). Unique identifiers will be assigned to each applicant. The lottery will be open to the public, and families are encouraged but not required to attend.

Creation of Lottery Waitlist: Once the enrollment cap has been reached, all students who were not granted admission due to capacity shall be given the option to put their name on a waitlist according to their draw in the lottery. This waitlist will allow students the option of enrolling in the event of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

Supporting Siblings: The Board recognizes that schools that serve families are more effective because of the enhanced ability for parents and children to align around a single, unified set of learning and behavioral objectives. If multiple children from the same family apply, the family will be assigned one total number to ensure equity with other applicants. If the family number is pulled, all siblings will be admitted in furtherance of the School's mission to effectively serve families.

5. Notifying Applicants After Lottery

The School will notify applicants who were successfully drawn from the Lottery to offer admission. Following the Lottery, parents/guardians have three business days to confirm the enrollment offer via email. Students who are offered admission at the School at the time of the Lottery will have five business days, or another deadline as may be set by the Executive Director, to complete the registration process. If the Executive Director establishes a different deadline, this deadline will be communicated to families when admission is offered after the Lottery. If a student fails to timely complete the registration process, the spot will be filled from the waitlist, and the student will be presumed to no longer have interest in enrolling with the School.

If a student is offered admission due to one of the preferences noted in this policy and the School's charter, the School may request supporting documentation as part of the enrollment process. The School will conduct a verification of such documentation before finalizing the

student's enrollment and may disqualify an applicant who submitted materially false information. After the Lottery process, and once an offer has been accepted by the family, additional information may be requested as part of the registration process in accordance with applicable law. The School shall not request a pupil's academic records or require the family to submit the pupil's academic records before enrollment in accordance with Education Code Section 47605(e).

Enrollment offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer of enrollment. Students accepting enrollment must generally complete the required independent study agreements within seven (7) days of the beginning of the school year, unless otherwise advised by the School.

6. Master Agreement and Communication

- a. From the original date the Master Agreement was emailed, the parent/guardian/caregiver and student have five school days to sign and complete the document. If, after the fifth school day, the Master Agreement is not signed by both the parent/guardian/caregiver and the student, the student will be disenrolled by the school.
- b. If, after three communication attempts (phone & email) over a period of five school days, the HST has not received communication returned from the parent/guardian/caregiver, the HST will disenroll the student from the school.

Waitlist Management: If a spot becomes available because an accepted student declines enrollment or fails to timely complete the enrollment process, a student leaves the School after the start of the academic year, or as spots become available, the School may notify families on the waitlist in the order they appear on the waitlist.

Students drawn from a waitlist will have three business days to confirm the enrollment offer via email. Students who are offered admission will have five business days, or another deadline as may be set by the Executive Director, to complete the registration process. 10 calendar days, or another deadline as may be set by the Executive Director, to complete the registration process. Applicants must complete the registration process by the deadline given by the School to confirm enrollment.

If a student is offered a spot in writing three times and does not respond or does not complete the application in full with the required enrollment documents by the deadline given, the student shall be removed from the waitlist. Students who did not meet the enrollment document deadline may resubmit an application to the school.

Students who are not offered a spot for the academic school year for which the Lottery was held may remain on the waitlist for that academic year unless the parent or guardian requests that the student be removed from the waitlist earlier.

If there is no waitlist and there is capacity during the school year, School shall admit applicants in accordance with the School's charter petition and applicable law. If School did not conduct a Lottery

because spots were available but got oversubscribed during the school year, School should create a waitlist and add students to the waitlist on a first come, first served basis.

School waitlists shall not carry over from one year to the next. Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the Lottery if space is limited.

Declining Enrollment: Throughout the enrollment process, all email communication will contain a link allowing parents to decline enrollment should they no longer be interested in enrolling their students in Clarksville Charter School. By completing and submitting the declining enrollment form, the parent/guardian acknowledges that they are declining enrollment and that their student(s) will be removed from the interest/waitlist. If at any point after the form is submitted, the parent/guardian wishes to pursue enrollment in Clarksville Charter School, they will need to complete a new Intent to Enroll/Waitlist form.

This Policy serves as a technical amendment to Element 8 of the School's charter petition effective for the 2020-21 school year.

