

Subject: Student Admissions and Public Random Drawing ("Lottery")

Effective Date: May 15, 2014

Approved By: Board of Directors

Policy: 5017.1

This board policy only goes into effect if the entire charter school is at its capped enrollment. This policy does not going into effect for single program waitlists.

A. Overview

This Policy shall apply to Harbor Springs Charter School ("HSCS" or the "Charter School"). This Policy shall be published in the instructions for student application for admission, the Homeschool and Academy Parent and Student Handbooks, and on the Springs Charter Schools ("SCS") website under the board policies page.

All students who wish to attend the Charter School shall be enrolled subject to capacity. If there are more applications than school capacity, enrollment, except for pupils currently enrolled in the program, shall be determined by public random drawing ("lottery"), conducted in accordance with the procedures described below.

The lottery is held in June each year. Information about the date, time and location of the lottery will be posted on the SCS website, at the school campuses, included in public notices, and will be available by calling the number that will be included on the Student Application or the SCS website.

HSCS strongly encourages all potential applicants to review the HSCS charter and the Homeschool and Academy Parent and Student Handbooks (available on the SCS website), and published information regarding the HSCS prior to submitting an application.

B. Assurances

In addition to any other requirement imposed under law, HSCS 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 on the basis of ethnicity, national origin, gender, gender expression, gender identity, disability, or any of the characteristics listed in Education Code Section 220. Admission to HSCS is open to any resident of California that is of legal age to attend public school and that lives within the boundaries HSCS is able to serve per the charter. HSCS admits all pupils who wish to attend as outlined in Education Code Section 47605(d)(2). HSCS has no requirements for admission.

The HSCS Board of Directors shall ensure that student outreach activities and information sessions, including but not limited to those activities as described in the HSCS charter, which are designed to recruit a broad, diverse representation of students, are conducted in accordance with the HSCS charter. There is no fee to apply to or attend HSCS.

C. Application for Enrollment

1. All applicants must complete a Student Application and submit the required documentation which is listed on the Application (birth certificate, immunizations, etc.). Applications are made available on the SCS website in English and Spanish.
2. Submission of a Student Application and required documentation is not a guarantee of enrollment in HSCS; the application is an entry into the HSCS lottery. If an applicant does not submit a signed application, along with all required documentation by the printed deadline, the applicant will not be entered into the HSCS lottery.
3. Applications for enrollment must be received by the HSCS front office, the SCS website, or postmarked by no later than 4:00 p.m. on the last calendar day in May of the same academic year of enrollment. Submitted applications will be date- and time-stamped by HSCS school office personnel and applicant names will be added to an application log to track receipt of all applications in the chronological order received. The application deadline will be posted on the SCS website and also indicated on all admissions applications. Information for submitting applications through the SCS website will be provided on the SCS website.
4. Once an application is submitted, it is “on file” for entry in the lottery. Applicants may phone HSCS staff to ensure receipt of the application and status in the lottery pool.

5. Applications not received by the deadline on the last calendar day in May will not be placed in the lottery but will be marked with the date and time of receipt and will be added to the waiting list in the chronological order received by HSCS.

D. Admissions Selection Process and Public Random Drawing

1. Lottery Date and Time: The lottery shall be held on the first Monday in June at 4:00 p.m. Public notice of the lottery will be posted on the SCS website regarding the date, time, and location of the lottery, encouraging people to attend.
2. As specified in the HSCS charter, preference in the lottery will be given in the following order:
   a. Residents of San Diego County and contiguous counties
   b. Siblings of current students
   c. Children of currently employed staff
3. If a student is extended an offer for enrollment through one of the preferences, they will continue into the Intake Process. If the student was offered enrollment via a preference and HSCS deems that the student does not qualify, the student will be placed on the waiting list.
4. Currently enrolled students are exempt from the lottery and are guaranteed enrollment in the next academic year.
5. Siblings of currently enrolled students will be given preference in the admissions process if a lottery is held, but admission is not guaranteed. Siblings of currently enrolled HSCS students must submit a Student Application and required documentation in accordance with HSCS policy. Applicants must indicate on their application if they have a sibling currently enrolled at HSCS. For purposes of this policy, the term "sibling" is defined as a child who has at least one birth or adoptive parent in common with the existing pupil, or who has been legally adopted by or placed under legal guardianship of at least one birth or adoptive parent of the existing pupil, or who is the foster child (with documented proof) of at least one parent of the existing pupil.
6. **Lottery Procedures:** The lottery will be led by the Superintendent or designee. The lottery will be open to the public; however, families are not required to be present at the time of the drawing to be eligible for admission.

   Numbers, each representing an application submitted to HSCS, will be placed on cards that are of equal size and shape. The cards will indicate if the applying student has any siblings that are applying for admission the same year. The name on each card will be read as it is placed into a container or lottery device that will randomly mix the cards. The person leading the lottery will draw the cards one at a time at random and read the name on the card. As each card is

pulled it will be posted visibly on a display in the order it was chosen. Names will be given a numerical ranking based on the order they were chosen. The drawing will continue until all cards have been drawn and all names have been assigned a numerical ranking. These rankings will be recorded in an electronic database that will be double checked by the lottery official.

Separate lotteries shall be conducted for each grade and program 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. Due to preference given to siblings of HSCS students, if a card is drawn that indicates a sibling (of any grade) is also applying, the sibling will also be assigned the next available numerical ranking for the appropriate grade level.

7. If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current enrollment period and for the same grade level, that sibling(s) will be offered the next available slot(s) or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waiting list. If maximum capacity has been reached in a particular grade level and the applicant drawn in the lottery has a twin, triplet, or other siblings of a multiple birth that has also submitted a timely application, enrollment shall be determined on a case-by-case basis as determined by the Superintendent. If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current enrollment period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an open slot, if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current enrollment period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above) at the time of assignment of slots for their grade level.
8. **Waiting List:** Once maximum enrollment is reached, the remaining names will be placed on a waiting list in the order received. If vacancies occur during the school year, the vacancies may be filled according to the waiting list, which will be prioritized in the same manner described in the previous section according to rank on the list of preferences.
9. Families will be immediately notified by phone call or email of their placement on the waiting list within two (2) weeks of the lottery. Families may call the main office to track their status on the waiting list.
10. Students who are not offered seats for the academic school year for which the lottery was held will remain on the waiting list until the end of that academic school year unless otherwise requested in writing by the parent to be removed.

Students who remain on the waiting list at the end of the academic year will be required to enter the lottery again for the next school year.

E. Admissions Offers and Acceptance of Offers/Registration and Enrollment

1. Families who were selected during the lottery will immediately be notified by email or phone call of enrollment eligibility.
2. Families who were selected during the lottery will continue the Intake Process and complete a Student Agreement.
3. Lottery enrollment offers are valid only for the applied-for academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot.
4. If slots become available because an accepted student declines acceptance or a student leaves the school after the start of the academic year, or as spots become available, HSCS staff may notify families on the waiting list via phone call or email (as stated in the student's application for admission) in the order they appear on the waiting list.

F. Issues Not Covered Under this Policy

In the case that the procedures herein do not cover a situation that arises during the admissions and enrollment process, the Superintendent will take any additional steps necessary to execute the admissions and enrollment process.