



**Subject:** Student Admissions and Public Random Drawing (“Lottery”)

**Effective Date:** September 12, 2016

**Revised Date:** March 8, 2021

**Approved By:** Board of Directors

**Policy:** 5017.1

***Governing Law :** Admission policy and procedures, consistent with [Education Code Section 47605.6] subdivision (e). Education Code Section 47605.6(b)(5)(M).*

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.

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

A lottery will be held in the spring semester of each year when there are more applications than school capacity. Information about the date, time and location of the lottery will be posted on the SCS website, in public notices, and will be available by calling the number that will be included on the Student Application or the SCS website.

The Charter staff strongly encourages all potential applicants to review the school’s charter and the homeschool and academy parent and student handbooks (available on the SCS website), and published information regarding the school prior to submitting an application.

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.

**Administrative Regulations  
Charter Document  
Element H: Admissions Policies and Procedures**

**Admission Requirements**

CSCS actively recruits a diverse student population from Orange County and surrounding contiguous counties eligible for enrollment under state law. The Charter School will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition.

CSCS 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. CSCS 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, unless required by Education Code Section 51747.3. 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.

Students admitted to CSCS must understand and value the school's mission and be committed to the school's instructional and operational philosophy. Admission to CSCS shall be open to any resident of Orange County or the contiguous counties. Prospective students and their parents will be briefed regarding CSCS's instructional and operational philosophy and will be informed of any student-related policies. CSCS has established an annual recruiting and admissions cycle which shall include: (1) outreach and marketing, (2) orientation sessions for parents and students, (3) an admissions application period, (4) an admissions lottery if necessary, and (5) enrollment.

The nature of Personalized Learning allows for a great deal of flexibility in time management and instructional options without regular teacher supervision. Students who enroll in Personalized Learning must be properly motivated and have adequate home supervision. To ensure that students and parents clearly understand these requirements, all prospective students will undergo a pre-enrollment application and orientation process.

CSCS may enroll students from a wide geographic area that includes Orange, Los Angeles, San Bernardino, Riverside, and San Diego Counties. Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that the number of students who wish to attend CSCS exceeds the charter school's capacity, a public random lottery will be used to determine those selected to attend, with the exception of existing students, who are guaranteed admission in the following school year. Admission preference in the case of a public random drawing shall be granted in the following order: 1) residents of Orange County and contiguous counties, 2) siblings of current students, 3) children of currently employed staff, and 4) residents of the District.

The current enrollment application can be found on the school website at <https://springscs.org/apply>.

### **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 CSCS, 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 CSCS 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.

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.

### **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.

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.

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.

CSCS and the County mutually agree that the preferences in the public random drawing as listed above are consistent with Education Code Section 47605(e)(2) and applicable federal law and non-regulatory guidance.

Students otherwise eligible for enrollment will not be denied admission due to ethnicity, nationality, race, gender, gender expression, gender identity, disability, religion, sexual orientation, or upon any of the characteristics listed in Education Code Section 220, including immigration status. Further, students with exceptional needs may not be denied admission to CSCS solely due to missing copies of IEP or 504 plans, or due to the nature, extent, or severity of his or her disability or due to the student's request for, or actual need for, special education services.

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 wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

Prior to admission, all parents must sign a parent/student contract regarding CSCS outcomes, philosophy, program, and any other applicable requirements. Continued enrollment for all students depends upon fulfilling the terms of the parent/student contract.

Students who are enrolled in CSCS may not be concurrently enrolled in a private school.

Citrus Springs Charter School is requesting that the language on page 108, paragraph 3, be changed as follows:

Admission preference in the case of a public random drawing shall be granted in the following

order: ~~1) residents of Orange County and contiguous counties, 2) siblings of current students, 3) children of currently employed staff, and 4) residents of the District.~~

- 1) Foster and Homeless students
- 2) Siblings of currently enrolled students
- 3) Children of Citrus Springs staff members
- 4) Students currently enrolled in another Springs program
- 5) Students who are in Santa Ana Unified School District boundaries
- 6) Other residents of Orange County (not in Santa Ana Unified boundaries)
- 7) Residents of contiguous counties