

## **Element 8 – Admission Requirements**

*“Admission requirements, if applicable.” (Ed. Code § 47605(b)(5)(H).)*

### **DOCUMENTATION OF ADMISSIONS AND ENROLLMENT PROCESSES**

Charter School shall maintain complete and accurate records of its annual admissions and enrollment processes, including but not limited to documentation of implementation of lottery and waitlist criteria and procedures in accordance with the terms of the Charter. These records shall be made available to the District upon request.

### **HOMELESS AND FOSTER YOUTH**

Charter School shall adhere to the provisions of the federal McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. Charter School shall provide specific information, in its outreach materials, websites, at community meetings, open forums, and regional center meetings, that notifies parents that Charter School is open to enroll and provide services for all students, and provides a standard District contact number for access to additional information regarding enrollment.

Charter School shall comply with all applicable federal and state laws regarding homeless and foster youth, including but not limited to the provisions of AB 379 (2015) and Chapter 5.5 (commencing with Section 48850) of Part 27 of Division 4 of Title 2 of the Education Code, as amended from time to time. Charter School shall extend its uniform complaint procedure to complaints filed pursuant to the applicable provisions of AB 379.

### **NON-DISCRIMINATION**

Charter School shall not require a parent/legal guardian/student to provide information regarding a student’s disability, gender, gender identity, gender

expression, nationality, legal or economic status, primary language or English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in section 422.55 of the Penal Code, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. Charter School may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this Charter.

Charter School shall not request or require submission of a student's IEP, Section 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment.

## **Admission Requirements**

Ocean Charter School shall be nonsectarian in its programs, admission policies, employment practices, and all other operations, and shall not charge tuition. Ocean Charter School shall not discriminate against any pupil on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code. Ocean Charter School will admit any student in the state of California who wishes to attend. Admission to Ocean Charter School shall not be determined according to the place of residence of the pupil, or of his or her parent or guardian, within this state. Ocean Charter School will not enroll pupils over 19 years of age unless continuously enrolled in a public school and making satisfactory progress toward high school diploma requirements.

## **Student Recruitment**

Ocean Charter School is committed to bringing its unique, arts-integrated curriculum to a diverse community of families, reflective of the school's surrounding neighborhood.

Ocean Charter School actively recruits a diverse student population, including academically low-achieving students, students with disabilities, and economically disadvantaged students. Specific activities the school employs in its student recruitment efforts include: distribution of all open enrollment materials, admissions requirements

and applications in both English and Spanish; a streamlined, user-friendly website with all of the school's lottery and admissions information available; lottery and admissions information is also made available to the public in each campus' office, via the Ocean Charter School Yahoo email group, and at all enrollment events; our simple, online application is available for both lottery and post-lottery applicants; participation in local outreach events hosted by the Chambers of Commerce, LMU and preschools in our neighborhood. Ocean Charter School will continue to inform our diverse surrounding community about the OCS educational program and how to enroll by several methods, including but not limited to: advertising in local community centers in Spanish and English; distributing and presenting informational, Spanish/English brochures to local preschools and early education centers; and conducting multiple Open House Events for interested families in both Spanish and English.

## **Lottery Preferences and Procedures**

The following shall be given preference for admission to the charter school in this order: siblings of currently enrolled students, children of faculty, staff and board members, not to exceed 10% or enrollment openings, and residents of LAUSD.

## **Open Enrollment Process**

Families must fill out an application for each child. OCS 2018-2019 Lottery Application in Spanish and English and OCS Guide to Open Enrollment in Spanish and English are attached as Appendices 8.1 and 8.2.

## **Admission Requirements**

Ocean Charter School serves students eligible for Transitional Kindergarten and Kindergarten through 8<sup>th</sup> grade.. In keeping with our goal to provide a developmentally appropriate arts- integrated education, OCS maintains the following age requirements for all students.

The minimum age of children applying to the school will be:

\*Transitional Kindergarten: age 5 on or before December 2 of the year they enter Transitional Kindergarten.

Kindergarten: age 5 on or before May 31 of the year they enter Kindergarten.

First Grade: age 6 before June 1 of the year they enter 1<sup>st</sup> grade. \*Transitional Kindergarten age requirements listed above include students meeting the state cut-off and additionally serve students who are eligible for our two-year Kindergarten program. In previous years, this eligibility was identified as —K2ll.

Although the First Grade age policy continues in this manner through all grades for returning students, students newly enrolling in grades 2 through 8 at Ocean Charter from another district will be eligible for grade placement according to their continued district eligibility.

Upon admission to Ocean Charter School, parents are asked to read the OCS Parent-Student Handbook to become familiar with school policies and gain understanding of our standards-based implementation of Waldorf Education. Ocean Charter School requests:

Active support of the school through volunteering time and/or other resources.

Commitment to provide a home environment that is conducive to learning. In particular, this means agreeing to limit children's exposure to electronic media influences such as television, movies, video games, etc.

The willingness of the parent to gain understanding of our standards-based implementation of Waldorf Education to support their child's education in the home. The Ocean Charter School Parent-Student Handbook is attached as Appendix 8.3.

## **Enrollment Lottery Process**

If the number of pupils who wish to attend Ocean Charter School exceeds the school's capacity, attendance, except for existing pupils of the Charter School, shall be determined by a public random drawing. The random public lottery determines applicants' waitlist status. Those who apply after the lottery deadline are added to the end of the waitlist in the order they are received.

Lottery rules, deadline, and lottery date and time are communicated on the school's website, in both campus' offices, via the Ocean Charter School Yahoo email group, and at all enrollment events. Ocean Charter School's annual open enrollment period typically occurs from October to January of each year, with the enrollment lottery typically following in February.

The lottery is a public event. The date, time and location of our enrollment lottery is

announced on our website, on our campuses, on all enrollment materials and at our informational meetings.

The Ocean Charter School Director and at least one other Charter School employee conduct the Enrollment lottery as a public event to ensure that lottery procedures are fairly executed. Procedures include announcing each applicant's name and lottery number, recording the number on paper and entering the number in the Charter School's database. The enrollment lottery is conducted on campus and is open to all interested parties to attend and observe. We promote the date, time and location of our annual enrollment lottery on our website, on all enrollment materials and at each informational meeting we hold.

The enrollment lottery takes place at the charter school and is usually scheduled for the last week of February. In 2017, the lottery was conducted on February 22, 2017.

The waitlist for each school year remains active until Ocean Charter School's open enrollment period for the next year commences. Applications are only valid for one school year. Applicants must reapply to the charter school annually if we were unable to offer them admission for the current year. Our waiting list is maintained in our database using the order of eligibility according to lottery number and by enrollment priorities, which include LAUSD residents and siblings, staff and board members children and non-district applicants.

Ocean Charter School's administration offers enrollment openings in waitlist number order until all openings are filled or the waitlist is exhausted. Initial enrollment offers to all eligible applicants are sent by email and/or U.S. mail, while any subsequent offers made to eligible lottery and post-lottery applicants who have been placed on the waitlist are made through contacting applicants by email or phone. When an offer is made, Ocean Charter School requests that applicants notify the school within 2 days to indicate whether or not they will accept. If offers are declined or applicants do not respond in the given timeframe, their application becomes void and the opening is then offered to the next eligible applicant.

The Ocean Charter School administration records all dates and communications regarding enrollment activity for each applicant within the database. The manual record of all lottery participants and their assigned lottery numbers is also physically filed at the charter school. Each applicant's enrollment application is kept on file for the academic year with his or her assigned lottery number in the school database and on his or her enrollment application.

