

ADMISSIONS AND ENROLLMENT

The goal of this Admissions policy is to ensure that the Academy will continue to attract, enroll and retain a student population that represents the spectrum of diversity extant in the Los Angeles area. The Charter School will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

The Charter School 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. The Charter School 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. The Charter School shall adhere to the provisions of the 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.

The Charter School shall require students who wish to attend the Charter School to complete an application form. After admission, students will be required to submit an enrollment packet, which shall include the following:

1. Completion of student enrollment form
2. Proof of Immunization
3. Home Language Survey
4. Completion of Emergency Medical Information Form
5. Proof of minimum age requirements, e.g. birth certificate
6. Release of records

Parents and students admitted to the Charter School attend an orientation session to review RenArts' program and policies. Staff works to assure that all families understand the program and are aware of ways to be involved in the learning community. Each student will receive a student handbook in the native language of the parent/guardian, provided a translator for that language can be secured, unless they indicate that a copy in English is preferred.

Applications will be accepted during a publicly advertised open application period, typically between the end of winter break and the end of spring break, 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 this happens, the Charter School will hold a public random drawing to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission in the following school year. Admission preferences in the following order will be given in the event of a lottery:

1. All students currently enrolled in the Charter School
2. Children who have siblings already enrolled in the Charter School
3. The Children of Renaissance Arts Academy employees, and Board Members (not exceed, combined, 10% of the Charter School's total enrollment)
4. Residents of the District who are eligible to receive Free and Reduced Price Meals
5. Residents of the District
6. Students who reside outside of the District who are eligible to receive Free and Reduced Price Meals
7. All other applicants

LOTTERY PROCEDURES: As per EC 47605(d)(2), if the number of applicants exceeds enrollment capacity at the time of the application deadline, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing held to determine which students will be accepted for the upcoming academic year. Students

whose applications are received by the posted deadline will be included in the admissions lottery for the upcoming year. Applications will be divided by grade level and new students will be admitted in the order in which their names are drawn. The RenArts Admissions and Enrollment Policy, including Lottery Procedures, is posted on the Charter School website and copies are available in the Charter School office or by request, which are ways in which the Charter School will communicate to all interested parties the rules to be followed during the lottery process.

1) Lottery will be a public random drawing of numbers from a hat, or similar process.
2) There will typically be an open enrollment period of approximately two months prior to the lottery date. Enrollment period will be publicized so that all interested students may have an equal opportunity to apply for admission. A deadline for accepting applications will be clearly stated and published on website and application. Prior to enrolling students for the upcoming academic year, Co-Directors will:

- Determine school configuration for the coming year.
- Actively recruit students throughout the community and disseminate informational materials.
- Schedule and advertise Informational Meetings.
- Host Informational Meetings that inform applicant families about RenArts' mission, goals, curriculum, and enrollment procedures.
- Ascertain the number of returning students at each grade level.
- Determine the number of new students to be accepted by grade level.

3) Lottery will be open to the public and held at the Charter School's facility at a time to maximize access for all interested parties to observe the lottery. Lottery will be held within a reasonable amount of time following close of open enrollment period (typically, approximately two weeks). Time and date of lottery will be posted on the website and announced at informational meetings as soon as it is available. (Typically after spring break, mid-week, in the evening.)

5) Students will be accepted first into grades levels in which there is space available without the necessity of a lottery. Once accepted for admission, a student is deemed a "currently enrolled student." Accordingly, siblings listed on the applications of accepted students will be admitted into their respective grade(s) or placed at the top of the waiting list, on a space available basis.

Remaining attendance slots will be determined by a random lottery drawn from applicants on a per-grade-level basis.

6) Notification of initial acceptance or waitlist placement will be sent by one of the Co-Directors or their designee by U.S. Mail to families within five (5) days of lottery. Letters sent to accepted families will include a deadline by which to accept offer of enrollment. Letters sent to non-accepted families will include a placement number on the appropriate grade-level wait list indicating the order in which the application was drawn in the lottery. If families will not be at the address listed on the application during the notification period, they may notify the Charter School office as to how to best contact them in case of acceptance.

7) As additional openings become available, families will be accepted according to grade-level waitlist number. Applications received after the published deadline will be added to the bottom of the appropriate grade-level wait list in the order received.

8) Applications and lottery lists will be kept at the Charter School office as documentation of the fair execution of lottery procedures.

Adopted: 5-17-04

Amended: 9-18-12