

POLICY on Application, Enrollment and Admissions

The goal of BRIDGES Charter School (the “School” or “BRIDGES”) is to attract, enroll, and retain the broadest spectrum of students and families representative of the diverse culture existing in the Conejo Valley. The School will be nonsectarian in its programs, admission policies, employment practices, and all other operations. The School will not charge tuition and will not discriminate in admissions or outreach against any pupil on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, 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 or association with an individual who has any of the aforementioned characteristics).

If the number of pupils who wish to attend BRIDGES Charter School exceeds the School's capacity, enrollment, except for existing pupils of the School, or placement on a Wait List and subsequent admission shall be determined by a Public Random Drawing (“PRD”). Pupils currently enrolled in the School are exempt from having to reapply. Additional exemptions and preferences, which appear in order of priority, shall be extended to pupils as noted below.

Public Random Drawing (PRD)

In the event that more applications are received during the Open Application period for any grade level than capacity exists for that grade, BRIDGES will hold a classroom-based program PRD and an Independent Study (Homeschool) program-based PRD in March or early April, on a date and at a location to be publicized, to determine enrollment, except for existing pupils of the School, for the impacted grade levels. Kindergarten classrooms will be filled first, First Grade classrooms will be filled second, and so on and so forth through the grade levels, until capacity is reached.

Preference, in the case of a PRD, shall be provided as follows:

1. Siblings of students currently enrolled in the School. For the purpose of maintaining family continuity relative to admission of siblings, a student will be considered to be enrolled, space permitting at his/her grade level, immediately upon being selected in the PRD, effectively exempting siblings from the PRD once a student sharing the same legal parent/guardian is drawn. (A sibling is defined as a child who shares a parent and/or legal guardian with another student who is currently enrolled in BRIDGES Charter School. Legal documentation is required if siblings do not share a home, last name, or parent in the home.) If space does not exist for all siblings at their respective grade levels, those not placed immediately will be placed according to their family's PRD Draw Number.
2. Children of all BRIDGES employees. (Employees are defined as currently employed educators and other staff of the School.)

3. Students who applied but were not admitted in the prior school year, and;
4. Residents of the CVUSD.

The PRD shall be held in stages in the order of preference group. If there is insufficient capacity to fully enroll a specific preference group listed above in its entirety, a PRD of the applicants within the preference group and all subsequent preference group(s) will be performed in order to determine the applicants within the group(s) that will be offered enrollment and/or to determine the order of the Wait list.

Applicants not offered admission due to capacity will be placed on a Wait List according to their draw in the PRD.

Pre-Admission Requirements/Procedures

In order to ensure that all students will be placed appropriately and benefit fully from the School's educational program, the following pre-admission requirements/procedures will be enforced. Failure to comply with any of the following may result in denial of admission:

- 1) Applicant's Parent/Guardian(s) attends a current Information Meeting to learn about the School's philosophy, curriculum, and parental commitments, and at least one of the following: a School Tour on a scheduled tour date and/or a visitation in an age-appropriate classroom (visitations extended on a case-by-case basis). Sign-in sheets will be provided at qualifying events for purposes of tracking compliance with this requirement. In addition, attendance at a BRIDGES community event in support of the School prior to admission is strongly encouraged. (A current Information Meeting is one offered during the same school year in which the application is submitted.)
- 2) Applications to the School shall be signed by applicant's Parent/Guardian(s).
- 3) Upon acceptance to BRIDGES, applicant's Parent/Guardian(s) agrees to provide the School more detailed information about applicant by completing all components of an Admissions Packet (Admissions Form with copies of any applicable IEP, 504, SST or similar documentation, Media Release, Parent Volunteer Contract, Healthy Food Policy and Attendance Agreement, Parent Interest & Skills Survey and any other forms applicable), due back to the School within 1 calendar month from the postmark date on the Admissions Packet.
- 4) To finalize admission to BRIDGES, applicant's Parent/Guardian(s) agrees to complete all required registration procedures and forms (including but not limited to authorization for student records release, proof of minimum age requirement, proof of immunizations, proof of residency, Parent/Guardian TB clearance, and Emergency Medical Information Card) and all required procedural forms (Confidentiality Agreement, Internet Safety Agreement and any other forms

applicable) by the 3rd day of school, or within 3 days of registration and in-class attendance at the School.

Application Process and Guidelines

Should the Open Application period, for the upcoming school year, fail to fill all classrooms to capacity after closing on March 15th, openings in each unfilled grade level will be available to students on a first-come, first-served basis (determined by application postmark or by date stamp if hand-delivered), beginning with the kindergarten classrooms and extending in order through the grades, until capacity is reached,. However, should there be more applicants than spaces available for any given grade level upon close of the Open Application period, the selection of all applicants in that grade level will be determined by a PRD as described above.

Each year, the Open Application period will be advertised within the community surrounding the School so that all interested students may have an equal opportunity to apply for admission. To be included in the PRD (if necessary), applications to the School must be postmarked or hand-delivered to the School office by the Open Application deadline preceding the beginning of the school year in which the applicant wishes to attend.

The Application process proceeds as follows:

- o The School determines the estimated number of returning students at each grade level.
- o The School estimates class size/configurations and openings for the upcoming year.
- o Promotional materials are prepared.
- o Information Meeting and School Tour dates are scheduled. (Attendance at both a current Information Meeting and at a School Tour is **mandatory** for admission of all new applicants; a current Information Meeting is one offered during the same school year in which the application is submitted.)
- o A calendar of Information Meeting(s) and School Tours is advertised. Parents attending an Information Meeting will be provided an opportunity to sign a School Tour Interest List.
- o Application, Enrollment and Admissions information is distributed to the School community and to families on the email Interest List and includes invitations to the Information Meeting(s).
- o Information Meeting(s)/Tours are conducted and attendance is recorded.
- o The School actively recruits students throughout the community.
- o The School verifies that each new applicant completes all pre-admission

requirements/procedures.

- o Applications are collected.
- o Students qualifying for exemptions and preferential placements, as outlined above, are identified.

If the number of students who wish to attend the School exceeds the School's capacity, attendance (except for existing students of the School) shall be determined by a PRD as described above.

The School's Enrollment and Admissions Committee members and one BRIDGES Charter School Board Member will conduct the PRDs on a publicly advertised date each year, after the Open Application period closes. A public servant of the Conejo Valley and/or County of Ventura and/or state of California may be present at the PRDs. The PRDs will take place at a location accessible to the general public, on a day and at a time when the majority of interested persons is available to attend.

Public Random Drawing Preparation

So as to ensure that the focus and concentration of the School's Enrollment and Admissions Committee members are not compromised during the PRD procedure, and so as to minimize opportunities for resultant interruption, distraction and error, no discussion nor questions from the audience will be permitted until the PRD has been concluded. Families need not be physically present at the PRD in order to be included in the drawing.

A list of all applicants for each preference group will be recorded onto the School's Master Application List. Each child will be listed alphabetically, family/last name followed by first name. Each family/last name will then be assigned a unique Family Identification Number ("FIN"). Every child within one family will receive the same FIN designation. (Upon request, a family's FIN will be provided to applicant's Parent/Guardian(s) in advance of the PRD. Family FINs will also be available at the PRD, for those families inquiring at that time; verification of corresponding identification will be required in order to obtain FIN information.) Each FIN designation will be printed on a ticket and placed into a tumbler.

Public Random Drawing Procedures

The PRDs shall be held in stages in the order of preference group. If there is insufficient capacity to fully enroll a specific preference group listed above in its entirety, a PRD of the applicants within the preference group(s) will be performed in order to determine the applicants within the group(s) that will be offered enrollment. Accordingly, one FIN ticket per family will be placed in the tumbler so that each family, whether with one child or multiple children applying to the School, will be given the same drawing odds. Each FIN will be assigned a Lottery Draw Number ("LDN") according to the order in which the FIN ticket was drawn. Each child in a family will receive the same LDN.

The 4-step process to record the LDN to its corresponding FIN occurs as follows:

- 1) The FIN tickets will be scrambled and drawn one at a time. The Family Identification Number will be read aloud from each FIN ticket as it is drawn.
- 2) Lottery Draw Numbers will be assigned, in numerical order, to FIN tickets as they are drawn. Each LDN will be announced and checked off on a Master Lottery Draw Number list.
- 3) Each LDN will be recorded on a hardcopy form of the Master Applicant list and directly onto the FIN ticket, while the corresponding FIN is simultaneously recorded on the Master Lottery Draw Number list as a triple check.
- 4) The recorder of the Master Applicant List will verbally confirm the LDN and FIN. (To maintain confidentiality, children's family/last and first names will not be stated aloud; however, a family's FIN will be provided to applicant's Parent/Guardian(s) in advance of the PRD upon request.)

The PRD drawing will conclude when the last ticket has been drawn. Thus, the number of FINS will equal the number of LDNs.

One BRIDGES Charter School Board Member will be appointed to act as PRD Supervisor and will have the responsibility to decide the resolution of any unforeseen issues which may arise during the course of the PRD and which have not been anticipated by this policy and procedure. The decision of said Supervisor will be considered final.

Within one week of the PRD, the School Director and/or staff will organize applicants into grade-level lists and then tentative class configurations and will begin to notify Parents/Guardians of their child(ren)'s admission status.

Once capacity is reached in each grade level, the remaining Lottery Draw Applicants will be placed on the Wait List in the order in which they were drawn in the PRD.

Applicants who complete the application process *after* the Open Application deadline are considered Post Lottery Draw Applicants and will be added to the Wait List *after* all Lottery Draw Applicants, according to the date their application is postmarked, or date stamped if hand-delivered. **Please note:** Post Lottery Draw Applicants are considered for admission, in the order they were placed on the Wait List, only *after* all Lottery Draw Applicants on the Wait List have been exhausted. If a Lottery or Post Lottery Draw Applicant is not admitted to the School within one school year, the applicant must reapply for admission and participate in the PRD for the subsequent school year if s/he continues to desire admission.

Wait List Policy

The random public drawing determines applicants' Wait List status. Lottery Draw Applicants will be placed on the Wait List based on their Lottery Draw Number (LDN). Post Lottery Draw Applicants will be placed on the Wait List, after all Lottery Draw Applicants, according to the date their application is postmarked, or date-stamped if hand-delivered. Applicants remain on the Wait List only for the current school year until they are offered a spot in the School or they express no further interest in attending the School. The School volunteers and staff will return calls and answer questions from prospective and applicant families.

Within any given grade level, School openings will be offered, in numerical order, beginning with the applicant having the lowest LDN, until the spots are filled or the Wait List is exhausted. The Wait List expires concurrent with the commencement of the Open Application period for the subsequent school year; the Wait List does not carry forward year to year. No new students will be admitted for the current school year subsequent to the Open Application deadline.

Acceptances/Declines: When there is a classroom opening, the Parent/Guardian(s) of the child having the lowest LDN at the appropriate grade level will be notified by telephone and must formally accept or decline placement in the School within 3 business days of personal notification; if the Parent/Guardian(s) accepts placement in the School, School will then mail the Parent/Guardian(s) a Placement Confirmation Letter, which the Parent/Guardian(s) will be required to sign and return within 1 calendar week from date of postmark in order to retain their child's spot in the School. **If the Parent/Guardian(s) cannot be reached after 10 days, their child will be placed at the bottom of the Wait List, and the spot will be offered to the next child on the Wait List.** If the Parent/Guardian(s) declines placement in the School, the spot will then be offered to the next child on the Wait List, the process continuing to the next lowest LDN for that grade level (and so forth and so on). If any Parent/Guardian(s) voluntarily declines placement in the School, their child may be removed from the Wait List or placed at the bottom of the Wait List as they desire. If the Parent/Guardian(s) declines placement in the School due to a sibling not getting in, their child will remain on the Wait List for the duration of that school year.

Independent Study/Homeschool Program

BRIDGES Charter School will maintain a separate application list for its Independent Study/Homeschool Program and will hold a separate PRD, as outlined above, if there are more applicants than available space in the School's Independent Study/Homeschool Program. **Please note:** Enrollment in the Independent Study/Homeschool Program does **not** provide any preferential status for admittance to the classroom-based program on-site.

Post-Acceptance Summary

Confirmation of Acceptance: Parent/Guardian(s) who verbally accept placement at BRIDGES Charter

School on behalf of their child(ren) will immediately be mailed a Placement Confirmation Letter, which will require the Parent/Guardian(s) signature. Parent/Guardian(s) will have 1 calendar week from the postmark date on the Confirmation Invitation in which to complete and return the Placement Confirmation Letter.

Admissions Packet: Parent/Guardian(s) who accept placement at BRIDGES Charter School on behalf of their child(ren), and return their Placement Confirmation Letter(s) in a timely manner, will be mailed an Admissions Packet. Parent/Guardian(s) will have 1 calendar month from the postmark date on the Admissions Packet in which to complete and return the Admissions Packet. If the Admissions Packet is not completed and returned within this time frame, admission for said student(s) may be forfeited, and their spot may be offered to the next student on the Wait List. The Admissions Packet shall include, but not be limited to, the following:

- o An Admissions Form, designed to provide the School more detailed information about the student and his/her family and to acquire statistical data required by State and Federal agencies.
- o A Media Release, which will require the Parent/Guardian(s) signature.
- o A Healthy Food Policy and Attendance Agreement, which will require the Parent/Guardian(s) signature.
- o A Parent Interests & Skills Survey. This will be used for coordination of Parent Managed Cohorts (“PMCs”).
- o Parent Volunteer Contract: The body of educational research shows a compelling correlation between a parent’s participation in their child’s school and their child’s academic success. Therefore, upon acceptance into the School, the student’s Parent/Guardian(s) will be required to sign a Parent Volunteer Contract that requires the Parent/Guardian(s) of students in grades 1-8 to donate a minimum 2.5 hours per week, per child, and the Parent/Guardian(s) of students in Kindergarten to donate a minimum 4 hours (one full morning) per week, per child, of meaningful service to the School on behalf of all of their children enrolled (minimum requirement of 6 hours per week, per family). This agreement includes joining a Parent Managed Cohort (“PMC”), which will account for some of the required time commitment. A fair policy will be developed and amended annually that states the many ways families or their representatives can satisfy this requirement.

- 1) Registration: Because BRIDGES Charter School constitutes its own school district, Parent/Guardian(s) who accept placement at BRIDGES Charter School on behalf of their child(ren), and return both their signed Placement Confirmation Letter and their completed Admissions Packet in a timely manner, will need to register their child(ren) in the School. This process commences once the School office has opened in August. Registration Packets will be available for Parent/Guardian(s) to pick-up in the School office once it is open. Parent/Guardian(s) must present appropriate documentation and complete and return the

Registration Packet by the 3rd day of school, or within 3 days of registration and in-class attendance at the School. The Registration Packet shall include, but not be limited to, the following:

- Authorization for the School to request and receive student records from the school(s) the student has attended or is currently attending, and intends to withdraw from.
- Proof of minimum age requirement. (Incoming kindergarteners must be age 5 by 11/1/12 for the 2012/13 school year, by 10/1/13 for the 2013/14 school year, or by 9/1/14 for the 2014/15 or subsequent school years, unless otherwise allowed by law.)
- Proof of immunizations.
- Proof of California residency.
- Parent/Guardian TB Clearance. (Parent/Guardian(s) who fail to document TB clearance are not permitted to work in the classroom. Parents/Guardian(s) who don't pass the TB test or cannot document clearance will still be required to provide a valuable contribution to the School equivalent to an average of 2.5 hours per week, per child in grades 1-8, and 4 hours per week, per child in Kindergarten, in order to fulfill their Parent Volunteer Contract, but will have to do so outside the School.)
- Emergency Medical Information Card.

Procedural Forms: Parent/Guardian(s) will additionally be expected to complete and return any procedural forms distributed on the first day of school as deemed prudent and necessary by the School's Director. These Procedural Forms shall include, but not be limited to, the following:

- Confidentiality Agreement, which will require the Parent/Guardian(s) signature.
- Internet Safety Agreement

BOARD APPROVED ON: January 22, 2012