



## SAMUELI ACADEMY POLICY

### **STUDENT ENROLLMENT AND PUBLIC RANDOM DRAWING/LOTTERY**

#### **Overview**

This Policy shall apply to Samueli Academy (the “Charter School”). This Policy shall be published in the instructions for student application for admission, the Charter School’s Parent and Student Handbook, and on the Charter School’s website at <http://samueliacademy.org/admission.php>.

All students who wish to attend the Charter School shall be admitted, subject to Samueli Academy’s capacity. If there are more applications than the Charter School has capacity, enrollment, except for pupils currently enrolled in Samueli Academy, shall be determined by public random drawing (or “lottery”), conducted in accordance with the procedures described below.

The lottery is held in late February or early March each year. Information about the date, time and location of the lottery will be posted on the Charter School’s website, at the school site, included in public notices, newsletters and/or flyers posted in the community, and will be available by calling the Charter School information number that will be included on all student admissions/lottery materials.

Samueli Academy strongly encourages all potential applicants to review the charter and the Parent and Student Handbook (available on the Charter School’s website), and published information regarding Samueli Academy, prior to submitting an application for admission.

#### **Assurances**

In addition to any other requirement imposed under law, the Charter School 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 actual or perceived 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 or association with an individual who has any of the aforementioned characteristics.

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The Charter School's Board of Trustees shall ensure that student outreach activities and information sessions, including but not limited to those activities as described in Samueli Academy charter, which are designed to recruit a broad, diverse representation of students, are conducted in accordance with the charter.

**A. Application for Admission**

1. Applying for admission to Samueli Academy involves three steps: (1) completing the application; (2) the applicant's hand-written responses to three questions; and (3) attendance at an information session.
2. Submission of an application for admission is not a guarantee of admission to Samueli Academy; the application is an entry into Samueli Academy's lottery. If an applicant does not submit an application and his or her response to the three questions, and attend an information session by the posted open enrollment deadline, the applicant will not be entered into Samueli Academy's primary lottery.
3. There is no fee to apply to or attend Samueli Academy.
4. All applicants must complete an application for admission. Applications are available online and at the Charter School and must be received either through the Charter School's website or by Samueli Academy staff at the Charter School campus: 1901 N. Fairview Street, Santa Ana, 92706. If so indicated by the applicant on the application form, applications for admission for each academic year are valid for every academic year during which the student is age and grade-level eligible to attend Samueli Academy.
5. Applications for enrollment must be received through the website or by hand delivery or mail at Samueli Academy's administrative office with a received or postmarked date no later than the specified application deadline date in late February or early March of the same academic year of enrollment. The dates of the open enrollment period and application deadline will be published annually, typically in November. Applications may be hand-delivered prior to the specified application deadline date. Submitted applications will be date- and time-stamped by Samueli Academy's staff. The open enrollment deadline will be posted on the Charter School's website and also indicated on all admissions applications. Email and facsimile copies of applications will not be accepted.
6. Once an application is received, it is "on file" for entry in the lottery. Applicants may phone Charter School staff to confirm receipt of the application.

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7. Applications received through the website or with a postmarked date after the specified application deadline date, or hand-delivered after that date, will not be placed in the lottery but are marked with the date and time of receipt and will be held in abeyance for a subsequent lottery, if necessary.

**B. Admissions Selection Process and Public Random Drawing/Lottery**

1. Each year, the Board of Trustees, acting on recommendations from Samueli Academy's Head of School (or designee), will approve a plan for school growth for the upcoming academic year, which shall include the capacity per grade level, and in accordance with the charter.
2. If, at the end of the open enrollment period, the Charter School receives more applications than it has capacity as determined by the Board of Trustees, except for existing students of Samueli Academy, admission shall be determined by a public random drawing in accordance with Education Code Section 47605(d)(2).
3. **Lottery Date and Time:** The lottery shall be held within two weeks of the application deadline. Public notice of the lottery will be posted at the school site and on Samueli Academy's website, regarding the date, time, and location of the lottery.
4. **Lottery Location:** The lottery will be held in one of the classrooms at Samueli Academy, 1901 N. Fairview St., Santa Ana CA 92706. If necessary, the location of the lottery will be arranged to ensure maximum parent participation in a public space large enough to safely accommodate all interested families.
5. As specified in Samueli Academy's charter, **preference and exemptions from the lottery** will be given in the following order:
  - a. Currently enrolled students
  - b. Samueli Academy residents
  - c. Foster youth residing in Orange County
  - d. Children of current employees of Samueli Academy and Orangewood Foundation
  - e. Siblings of existing students
  - f. Foster youth residing outside of Orange County
  - g. Orange County residents
  - h. All other applicants
6. Upon receipt of a complete application, Samueli Academy shall verify whether an applicant is eligible to receive a claimed lottery exemption or preference. If the applicant is eligible, the exemption or preference will be applied at the time of the lottery.

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7. **Currently enrolled students** are exempt from the lottery and are guaranteed enrollment in the next academic year.
8. **Samueli Academy residents** are exempt from the random public drawing, but admission is not guaranteed. Samueli Academy residents are defined as youth living in Samueli Academy's residential units. If more Samueli Academy residents apply than the Charter School has capacity (after taking into account admission of existing students), a lottery among only Samueli Academy residents will be utilized to admit Samueli Academy residents, and a waiting list will be generated for Samueli Academy residents who exceed capacity. If needed, this wait list will be utilized as the beginning of the overall admissions wait list. Samueli Academy residents must submit an application for enrollment in accordance with Samueli Academy's policy and posted timeline. Applicants must indicate on their application that they qualify for the Samueli Academy resident exemption.
9. **Foster youth residing in Orange County** are exempt from the lottery, but admission is not guaranteed. If more foster youth residing in Orange County apply than the Charter School has capacity (after taking into account admission of existing students and Samueli Academy residents), a lottery among only foster youth residing in Orange County will be utilized to admit foster youth residing in Orange County, and a waiting list will be generated for foster youth residing in Orange County who exceed capacity. If needed, this wait list will be utilized as the beginning of the overall admissions wait list, but it would follow a wait list generated from applicants qualifying for higher exemption categories, if any. Foster youth residing in Orange County must submit an application for enrollment in accordance with Samueli Academy's policy and posted timeline. Applicants must indicate on their application that they qualify for the foster youth residing in Orange County exemption.
10. **Children of current employees** of Samueli Academy and Orangewood Foundation are exempt from the random public drawing, but admission is not guaranteed. For purposes of this policy, the term "current employee of Samueli Academy and Orangewood Foundation" is defined as an employee of Samueli Academy and Orangewood Foundation who works at least 30 hours per week. If more children of current employees apply than the Charter School has capacity (after taking into account admission of existing students, Samueli Academy residents, and foster youth residing in Orange County), a lottery among only children of employees will be utilized to admit children of employees, and a waiting list will be generated for children of employees who exceed capacity. If needed, this wait list will be utilized as the beginning of the overall admissions wait list, but it would follow a wait list generated from applicants qualifying for higher exemption categories, if any. Children of employees must submit an application for enrollment in accordance with Samueli Academy's policy.

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Applicants must indicate on their application if they are the child of a current employee at Samueli Academy.

11. **Siblings** of currently enrolled students are exempt from the random public drawing, but admission is not guaranteed. For purposes of this policy, the term “sibling” is defined as a child who has at least one biological 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 biological or adoptive parent of the existing pupil. Cousins are only considered siblings if they reside at the same address. If more siblings apply than the Charter School has capacity (after taking into account admission of existing students, Samueli Academy residents, foster youth residing in Orange County, and children of employees of Samueli Academy and Orangewood Foundation), a lottery among only siblings will be utilized to admit siblings, and a waiting list will be generated for siblings who exceed capacity. If needed, this wait list will be utilized as the beginning of the overall admissions wait list, but it would follow a wait list generated from applicants qualifying for higher exemption categories, if any. Siblings of currently enrolled Charter School students must submit an application for enrollment in accordance with Samueli Academy’s policy and posted timeline. Applicants must indicate on their application if they have a sibling currently enrolled at Samueli Academy.
  
12. **Foster youth residing outside Orange County** are exempt from the lottery, but admission is not guaranteed. If more foster youth residing outside Orange County apply than the Charter School has capacity (after taking into account admission of existing students, Samueli Academy residents, foster youth residing in Orange County, children of employees of Samueli Academy and Orangewood Foundation, and siblings), a lottery among only foster youth residing outside Orange County will be utilized to admit foster youth residing outside Orange County, and a waiting list will be generated for foster youth residing outside Orange County who exceed capacity. If needed, this wait list will be utilized as the beginning of the overall admissions wait list but it would follow a wait list generated from applicants qualifying for higher exemption categories, if any. Foster youth residing outside Orange County must submit an application for enrollment in accordance with Samueli Academy’s policy and posted timeline. Applicants must indicate on their application that they qualify for the foster youth residing outside Orange County exemption.
  
13. **Students residing within Orange County** will be given preference in the admissions process if a lottery is held. If offered admission, applicants indicating that they live within Orange County will need to present an official document in the applicant’s enrollment package to verify proof of residency. In the event of a lottery, students residing within Orange County will receive a 2:1 weighted admissions preference

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versus students residing outside of Orange County. Acceptable proof of residency will include the following<sup>1</sup>:

- a. Utility bill (current bill within 30 days)
- b. Homeowner's or renter's insurance policy
- c. Lease agreement
- d. Current property tax bill from the County Tax Collector's Office
- e. Official letter or form from a social services or government agency (current within 30 days)

14. **All other applicants** will not receive a preference in the lottery.

15. **Lottery Procedures:** The lottery will be operated by at least two currently employed Charter School or Orangewood Foundation staff members with no personal interest in the lottery. The lottery will be open to the public and families will be encouraged to attend; however, families are not required to be present at the time of the drawing to be eligible for admission.

The assigned number of each prospective student will be put on poker chips that are of equal size, shape, and weight. If an applicant qualifies for an admissions preference, a number of chips will be entered for that applicant which is equal to the preference weighting. The chip will indicate if the applying applicant has a twin, triplet, or other siblings of a multiple birth that has also submitted a timely application. All chips will be placed into a container or lottery device that will randomly mix the chips.

The persons leading the lottery will draw the chips one at a time and read the number on the chip. As each chip is pulled it will be read aloud and entered into a spreadsheet in the order it was chosen. Numbers will be given a numerical ranking based on the order they were drawn. Due to preference given to multiples, if a chip is drawn that indicates a multiple, the sibling(s) will be assigned the next available numerical ranking for that grade level if that sibling has also submitted a timely application. 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 Head of School.

The drawing will continue until all chips have been drawn and all numbers have been assigned a numerical ranking. These rankings will be recorded in an electronic database that will be double checked by Charter School administrators.

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<sup>1</sup> Proof of residency not required for homeless youth.

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Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level.

16. During the lottery, once maximum enrollment is reached, the remaining numbers will continue to be drawn and will be placed on a **waiting list** in the order drawn. If vacancies occur during the school year, the vacancies may be filled according to the waiting list. Once all enrollment slots have been filled, remaining applicants will be added to the wait list in the order in which they were randomly drawn, which takes into account their admissions exemption or preference, if any. Records will be kept on file at the Charter School documenting the fair execution of the lottery. The top five spots of the waiting list will be reserved at all times for foster youth (whether they applied prior to or after the open enrollment deadline). If a space opens at a time when no foster youth are on the waiting list, the applicant at the top of the waiting list will be offered admission.
17. Follow up phone calls or emails will be made to those applicants who will be offered an enrollment spot.
18. Applicants who are not offered seats for the academic school year for which the lottery was held will remain on the waiting list, unless otherwise requested by the parent/guardian to be removed.

### **C. Admissions Offers and Acceptance of Offers/Enrollment**

1. Following acceptance through the lottery, families who are offered admission at Samueli Academy will have fifteen (15) business days to complete the following:
  - a. Registration Packet: All forms in the Registration Packet must be completed to gain enrollment at Samueli Academy. Each packet will include a “Registration Check List” to assist parents/guardians in ensuring that all necessary paperwork is accounted for and submitted to the Charter School. All paperwork and documentation must be returned per Samueli Academy’s instructions.
2. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment. No additional future consideration will be given to an applicant who was offered a slot and declined that slot. However, applicants who remain eligible for an admission exemption or preference, as defined above, may still receive such exemption or preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for an exemption or preference, as defined above, may still receive such exemption or preference if they reapply for a future academic year.

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3. If slots become available because an accepted applicant declines acceptance or a student leaves the Charter School after the start of the academic year, or as slots become available, Samueli Academy staff may notify families on the waiting list via telephone and/or email (as stated in the application for admission) in the order they appear on the waiting list. Families shall have 2 business days to accept the enrollment slot (via telephone or email to the Charter School) and proceed with the enrollment process, including an information session/orientation, if they have not completed this step. Applicants must complete a registration packet with all required documentation and by the deadline given by the Charter School to confirm enrollment. This procedure may be repeated until all slots for the upcoming/current academic year have been filled with applicants who confirm their enrollment in Samueli Academy.

### **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 Head of School has authority to take any additional steps necessary to execute the admissions and enrollment process.

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