

LIVE OAK CHARTER SCHOOL

BOARD POLICY

Application, Enrollment and Wait List

Application and admission to Live Oak Charter is open to any student residing in California who wishes to attend. However, if the number of students who wish to attend Live Oak Charter exceeds the school's capacity, enrollment shall be determined by a public random drawing (lottery). (Education Code Section 47605(d)(2)(A) and (B))

The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. 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.

A. Grade Assignment by Age

The Waldorf-inspired curriculum followed at Live Oak Charter is based on a developmental model that is directly linked to the age of the student. Below is our grade assignment by student age (birth date):

Kindergarten (2-year)	5 by December 2 (5th bday after Jun 1 and by Dec 2)
Kindergarten (1-year)	5 by June 1
First Grade	6 by June 1
Second Grade	7 by June 1
Third Grade	8 by June 1
Fourth Grade	9 by June 1
Fifth Grade	10 by June 1
Sixth Grade	11 by June 1
Seventh Grade	12 by June 1
Eighth Grade	13 by June 1

Live Oak Charter offers a Two-Year Kindergarten Program. All Kindergarten classrooms are mixed age and include Transitional Kindergarten students. All Transitional Kindergarteners

will matriculate to the One-Year Kindergarten Program the following school year unless otherwise determined through educational review.

Students will be enrolled or considered for the lottery in each class according to the above chart. Parental concerns about potential grade placement must be submitted in writing for approval by the Executive Director prior to submitting an application.

B. Calendar and Deadlines

The annual Priority Application period for the following academic year begins in January and ends a few days prior to the announced first lottery (public, random drawing), typically held in early March.

Prior to its commencement, the dates for each year's Priority Application period will be announced within the greater Live Oak community in both English and Spanish so that all interested families will have an equal opportunity to apply for admission. The priority deadline for accepting completed applications will be clearly stated in all announcements and on the website once applications are available.

II. Enrollment and Applications

A. Class Size

The Live Oak Charter Board of Directors will approve the maximum capacity ("class cap") for each grade level for the following school year at the January board meeting of the preceding school year, or as soon as reasonably practicable thereafter. Open spaces, if any, in each class will be determined on the basis of the approved class caps, compared with the number of returning students. The Board of Directors will approve appropriate enrollment limits for each grade, based on the pedagogical requirements of the school's Waldorf-inspired curriculum, Executive Director and faculty recommendations, budget considerations, and facility constraints. These class enrollment limits may be revised during the school year with the approval of the Board.

B. Enrollment

Enrollment for the following school year begins in January. Families interested in Live Oak Charter may submit an enrollment application at any point during the year. However, the deadline for an application to be part of the priority Lottery (public, random drawing) is announced annually at the opening of the enrollment process. Applications received after the Priority Application deadline are held until current waiting lists expend and then processed as described in Section IV below.

C. Enrollment Preference

Students are considered for enrollment with the following preferences as set forth in the school's charter:

1. Students presently enrolled in Live Oak Charter (guaranteed enrollment for following year)

2. Applicants who have siblings enrolled in Live Oak Charter. (Siblings include children living in the same household who share at least one parent, stepparent or guardian).
3. Applicants who are the children of staff members (at least .5 FTE) of Live Oak Charter
4. Applicants who reside in the attendance area of district school, McKinley Elementary and/or who are currently enrolled at McKinley Elementary School.
5. Applicants who reside in attendance area of the Petaluma City Elementary Schools District
6. Applicants who reside outside of the Petaluma City Elementary Schools District and within the state of California

Once a student has been enrolled in the school, they will be guaranteed enrollment for subsequent years, subject to timely notification to the school of his or her intent to re-enroll by submission of the school's Intent to Re-enroll form.

If, however, at any time the school determines that the student did not qualify for an enrollment priority status through which the student was initially granted admission, the school reserves the right to dis-enroll the student. In the event of disenrollment, a new application for enrollment may be submitted and will be processed in accordance with the student's current enrollment priority status and any current wait list.

D. Public Random Drawing (Lottery)

When the number of applicants for a particular grade exceeds the number of open spaces in that grade, applicants will participate in a public lottery executed via Lotterease platform. . All lotteries will be conducted during normal business hours by the designated lottery official (appointed by the Executive Director), and will be witnessed by at least two people, one who serves on the school's board of directors, and one who is selected by the school and is not a school employee or current parent.

Enrollment lotteries are conducted as follows:

1. Currently enrolled students are not required to submit new applications each year. Returning students will be enrolled in the appropriate grade.
2. Lotteries are held by grade level, with applications chosen randomly from a general pool and numbered based on that draw.
3. Applicants are placed on a list in the order in which their lottery number is drawn.
4. The order of applicants on the list is then rearranged by the priority status categories outlined in Section II.C.
5. If there is more than one applicant in a particular priority category, the applicants in that category are ranked in order of their initial lottery number, e.g. 3 above 4, 10 above 11, etc. to form a prioritized waiting list. .
6. Open spaces, if any, are then offered from the priority-adjusted waiting list.
7. After all open spaces are filled in a particular grade, the remaining applicants will be placed on a waiting list preserved by the priority-adjusted ranking described above. If spaces become available, Live Oak Charter will extend offers of enrollment to applicants in the order of their waiting list position.

E. Special Conditions for Applying

Twins and Multiples: Families applying for enrollment of twins (or multiples) for the same class must complete a separate application for each child. Each application will be entered in

the lottery process as an individual student but with the indication that the student has a twin (multiple) also applying for the same class.

- a) During the lottery process, if one of the twins (multiples) is chosen, the second twin (or multiples) will be placed on the waitlist immediately after the first twin's (multiple's) name.
- b) If a class space is offered to one twin (multiple) and not the other(s) for the same class, the same time frame for accepting the class spot and participating in the enrollment process is required in order to reserve the class space.

F. Waiting List

Applicants not offered enrollment will remain on the waiting list in the order set forth from the lottery. Waiting lists do not carry forward to the following school year.

If an open space in a class becomes available during the year as determined by the class cap, offers of enrollment will be made to applicant(s) in the order of the waitlist. Students will not be enrolled for the current school year after April 15 unless approved by the Executive Director. Children of military personnel or those subject to the McKinney-Vento Homeless Assistance Act may be enrolled at any time during the year, in accordance with their waiting list position. Applicants on a waiting list will forfeit their spot if they decline a placement in class, but may reapply at any time.

III. The Enrollment Process

A. Notification of Enrollment Offer

An offer to enroll, if any, will be made via Lotterease to the applicant's family, following the verification of the Lottery..The family will have seven (7) calendar days from the date of notice to respond.. If the family does not confirm by the deadline, the applicant will be considered to have "declined" and will lose their spot in the class.

Families that accept the enrollment offer will receive an enrollment packet and submission deadline. If a completed packet is not submitted by the deadline, the enrollment offer will be withdrawn and the applicant will lose their spot in the class.

IV. Enrollment Applications

Families interested in Live Oak Charter may submit an application at any point in the year. Applications received outside of the Open Enrollment period are labeled as post-Open Enrollment applications and will be held in a post-Open Enrollment application file. Families with applications on file will be contacted at least once a year to confirm their continued interest. In order to participate in the next annual lottery, a new application must be submitted during the subsequent Open Enrollment period.

If a space becomes available during the year, applications received post-Open Enrollment will be considered after any applicants on the current Open Enrollment wait list.

If there is an available space in the class, there are no students on the Open Enrollment wait list, and there is more than one post-Open Enrollment applicant for that class, the school will

conduct a public lottery as described in Section II.D to determine the order in which the open space(s) will be offered to applicants. Priority status will be applied to the results of this lottery, as described in Section 11.C and a post-Open Enrollment wait list will be compiled. This post-Open Enrollment wait list will not carry forward following the subsequent Open Enrollment public lottery.

If there is an available space in the class with no applicants on the Open Enrollment wait list, and there is only one post-Open Enrollment applicant, admission will be offered to that applicant. The enrollment process will begin upon submission of a completed enrollment packet as described in Section III above. Students will not be enrolled for the current school year after April 15 unless approved by the Executive Director in accordance with Section II.F above.