



California Republic Leadership Academy

ADMISSIONS AND ENROLLMENT POLICY

The Academy will be nonsectarian in its programs, admission policies, and all other operations, and does not charge tuition nor discriminate on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender expression, gender identity, 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, including immigration status, or association with an individual who has any of the aforementioned characteristics). The Academy will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.

The Academy will require scholars who wish to attend the Academy to complete an application form. After an offer of admission, scholars will be required to submit an enrollment packet, which shall include the following:

- Completion of a scholar registration form;
- Proof of Immunization;
- Home Language Survey;
- Completion of Emergency Medical Information Form;
- Proof of minimum and maximum age requirements;
- Release of records¹

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. In accordance with Education Code Sections 49011 and 47605(e)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

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

¹ In accordance with Education Code Section 47605(e)(4)(B), the Academy shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to the Academy before enrollment.

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.

The Academy shall conduct outreach efforts as noted in Element G of the charter petition to ensure the Academy is equally accessible to low achieving and economically disadvantaged scholars and to encourage the enrollment of such scholars.

Public Random Drawing

Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment period each year, applications will be counted to determine whether any grade level without an established wait list has received more applications than availability. In the event that this happens, the Academy will hold a public random drawing (or “lottery”) to determine admission for the impacted grade level, with the exception of existing scholars, who are guaranteed admission in the following school year.

Admission preferences in the case of a public random drawing shall be given to the following scholars in the following order:

1. Children and grandchildren of employees of California Republic Leadership Academy Capistrano.
2. Children and grandchildren of Board Members.
3. Siblings of scholars enrolled in or admitted to California Republic Leadership Academy Capistrano
4. If the Academy operates a campus that is physically located in the attendance area of a district-operated public elementary school in which at least 55% of the enrollment is eligible for free and reduced price lunch, then students currently enrolled in that school and students who reside in that elementary school attendance area will be given preference to attend such campus operated by the Academy in accordance with Education Code Section 47614.5(c)(2) (for purposes of the SB 740 Charter School Facility Grant Program).
5. Students who reside in the District

All applications drawn after reaching capacity in any grade level will be placed on a waitlist for each respective grade level, in order in which they are drawn. If a vacancy occurs, the Academy shall notify the parent/guardian by phone and email and provide the parents/guardians with 72 hours to accept the offer of admission. If the parent/guardian does not contact the Academy to accept the position for their scholar within this period, the Academy shall contact the parent/guardian for the next scholar on the waitlist for that grade level. The Academy shall keep copies of documents relating to the lottery on file for one academic year to demonstrate the fair execution of lottery procedures.

Public random drawing rules, deadlines, dates, and times will be communicated in the application form and on the Academy’s website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The Academy will also inform parents of all

applicants and all interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date.

Further, this policy shall provide admission preference on the waitlist for applicants in the same categories and order as listed above who are hired/appointed/apply after the lottery is conducted. The Academy's individual grade wait lists shall be extinguished at the end of each school year.

The Academy shall notify parents/guardians of this policy as part of its regular open enrollment process. Thereafter, parents/guardians will be encouraged to contact the Academy to obtain information about their child's position on the waitlist.

Notwithstanding the foregoing, the Academy may refine lottery policies and procedures in accordance with policies adopted by the Board of Directors. A copy of the revised policy, which may be designed to improve the Academy's lottery efforts, shall be provided to the County upon request. In the event that revisions of the lottery policies contain changes to the admission preferences, a copy of the changes to admission preferences shall be provided to the County for approval in a public hearing by the County's governing board prior to the enrollment period of the year in which the revised admissions preferences will be implemented.

Adopted: April 3, 2023

Amended: