

 Meadows Arts and Technology Elementary School	Admission Policy	
	Last Reviewed/Revised: 12/17/2018 Revised	Effective Date: 12/16/2013
Reference Number: SN-ADM-12172018	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The goal of Meadows Arts and Technology Elementary School (“MATES”) is to attract, enroll, and retain a broad spectrum of students and families representative of the diversity within the community. In support of this goal, the MATES Admission Policy will establish application and admission processes that provide direction for the MATES Board of Directors (“Board”), Executive Director, and involved employees

SCOPE:

This policy applies to all policies and procedures related to student application, admission and enrollment.

GENERAL POLICY STATEMENT:

MATES is 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. MATES shall admit all pupils who wish to attend the school up to capacity. No test or assessment shall be administered to students prior to acceptance and enrollment into the school.

POLICY DETAILS:

1. **Application Process** - The application process is comprised of the following:
 - 1.1. Parent attendance at a school orientation meeting is encouraged
 - 1.2. Completion and submittal of a student application for enrollment form as well as proof of residence. The following combinations constitute acceptable proof of residence:
 - 1.2.1. 2 utility bills (gas, water, electric trash, – not telephone or cable); or
 - 1.2.2. 1 utility bill and a driver’s license; or
 - 1.2.3. An original, executed rental or lease agreement w/ utility bill to follow; or
 - 1.2.4. An original executed escrow papers w/ utility bill to follow; or
 - 1.2.5. Verification of room rental or shared living (a letter from homeowner & utility bills and completed address verification form)

2. **Admission Process**
 - 2.1. The Board shall determine on a yearly basis the capacity for each grade level for the upcoming school year.
 - 2.2. Applications will be accepted during a publicly advertised open enrollment application period each year in winter and early spring for enrollment in the following school year.
 - 2.3. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability.

2.4. In the event that there are more applications for a grade level than capacity, MATES will hold a public random drawing to determine enrollment for the impacted grade level. Existing students who comply with the dates stipulated in section 3 of this policy are guaranteed enrollment the following year and are exempt from the public random drawing. As further space in each grade level permits, subsequent preference groups will be enrolled. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Executive Director). Separate lotteries are conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries take place on the same day in a single location. Lotteries are conducted in ascending order beginning with the lowest applicable grade level. If there is insufficient capacity to fully enroll a specific preference group, a random drawing of the applicants within the preference group will be performed in order to determine the applicants within the group that will be offered enrollment. There is no weighted priority assigned to the preference categories; rather, within each grade level, students are drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing is held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category are drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above. Enrollment preferences in the case of a public random drawing shall be as follows, in order of priority.

2.4.1. Siblings of existing pupils of the School

2.4.1.1. For the purpose of this policy, “existing” means that the student is enrolled in MATES at the time the lottery commences.

2.4.1.2. For the purpose of this policy, definition of Siblings includes siblings of outgoing 5th year MATES students each year .

2.4.2. Students who reside within the former attendance area of Meadows Elementary School.

2.4.3. Children of MATES employees.

2.4.3.1. For the purpose of this policy, definition of MATES employee includes individuals who have worked for MATES for at least six months prior to the date of the lottery in which the admission preference is to be utilized, and who continue to work for MATES for at least the remainder of that fiscal year.

2.4.4. Students who reside within the attendance area of Conejo Valley Unified School District (“District”).

2.4.5. All other pupils.

2.5. At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery.

- 2.6. Applicants who complete the open enrollment application process after the open enrollment submittal deadline are considered post lottery applicants and will be added to the wait list. Post lottery applicants are considered for admission only after all wait listed applicants from the lottery have been exhausted.
- 2.7. This wait list will allow students the option of enrollment in the case of an opening during the current school year. Applicants remain on the wait list only for the current school year until the earliest of the following three occurrences: a) they are offered a spot in the school, b) express no further interest in attending the school, or c) open enrollment for the subsequent school year closes. In no circumstance will a wait list carry over to the following school year.
- 2.8. MATES reserves the right to define a deadline for the acceptance of an offer of enrollment. Individuals who do not accept the enrollment offer by the defined deadline may have the enrollment offer rescinded.

3. Admission Schedule

- 3.1. The following timeline is based upon the current school calendar and is subject to change as necessary to accommodate school holidays and scheduling conflicts.
 - 3.1.1. January – Feb - Applications forms available at school administrative office or online at the MATES website.
 - 3.1.2. Mid-Feb – Open enrollment application submittal deadline. Deadline for parents of existing MATES students to notify the school if their student will be returning the following year.
 - 3.1.3. Mid-Mar - Public random drawing conducted (if necessary).
 - 3.1.4. Mid-April - Admission notification and enrollment packets distributed to parents and children who have been selected in the public random drawing.
 - 3.1.5. July 1st - Completed enrollment packets due back to MATES, including Required Information for Admitted Students.

4. Non-Discrimination

- 4.1. MATES shall not discriminate on the basis of the characteristics listed in 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, including immigration status or association with an individual who has any of the aforementioned characteristics). [Ref. Education Code Section 47605(d)(1)] MATES will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.
- 4.2. MATES will implement a student outreach strategy that includes, but is not necessarily limited to, the following elements or strategies to strive for a racial and ethnic balance among students that is reflective of the District:
 - 4.2.1. An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process.
 - 4.2.2. The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented throughout the District.
 - 4.2.3. Student recruitment efforts may include, but are not limited to, direct mail, print advertising, and informational meetings directed toward targeted student populations to recruit students from the various racial and ethnic groups represented within the District.

- 4.2.4. MATES' Outreach Plan may include a marketing plan which details significant outreach activities in local newspapers, public libraries, community club-houses and newsletters, local community groups, and local businesses. The marketing plan shall include the preparation and distribution of recruiting materials in English and other commonly spoken languages.
- 4.2.5. The Outreach Plan shall schedule dates, times, and locations of open houses, informational meetings, and other activities in a manner which insures, to the extent possible, that all interested students are able to attend. The Outreach Plan shall be updated each year. MATES, in its annual report, shall include student enrollment indicating the racial and ethnic mix of students and the percentage of students from the District and steps taken to ensure a racial and ethnic balance as described herein. The annual report shall disaggregate racial and ethnic class, free and reduced lunch participation percentage, English Learners, and shall include the percentage versus total of those who applied and those who were admitted.

5. Public School Attendance Alternatives

- 5.1. No student may be required to attend MATES. Students who reside within the District who choose not to attend MATES may attend school within the District according to District policy or at another school district or school within the District through the District's intra-and inter-district policies.
- 5.2. Parents and guardians of each student enrolled in MATES will be informed on admission forms that the students have no right to admission in a particular school of a local education agency as a consequence of enrollment in the charter school, except to the extent that such a right is extended by the local education agency.

6. Required Information for Admitted Students

- 6.1. Once admitted, the following information will be requested as part of the registration packet:
 - 6.1.1. Proof of Immunization
 - 6.1.2. Completion of Emergency Medical Information Form
 - 6.1.3. Proof of minimum age requirements, e.g. birth certificate, baptism certificate, passport, affidavit of the parent, legal guardian, or legal custodian of the minor.
 - 6.1.4. Authorization to request and receive student records from schools the student currently attends or has previously attended
 - 6.1.5. Report of Health Examination for School Entry Form
 - 6.1.6. Dental / Oral Health Assessment Waiver Request Form
 - 6.1.7. Proof of eligibility for admission preferences

NON-COMPLIANCE WITH POLICY:

Violations of this policy may result in rescission of an offer of admission in the case of fraud or misrepresentation on and application, or an employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The Executive Director and MATES Board will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

Policy Version:	Effective Date:	Revision:
SN-ADM-07132009	7/13/2009	Original Version
SN-ADM-03152010	3/15/2010	Modify Review Cycle section to modify cycle from bi-annual to every two years.
SN-ADM-12132010	12/15/2010	Modified with multiple revisions to Sections 2.4 through 2.7 and clarifications of timeline in Sections 1.2 and 3.1.
SN-ADM-12122011	12/12/2011	Added section 2.4.1.1 clarifying definition of Siblings.
SN-ADM-01232012	1/23/2012	Modified section 2.4.1.1 to include siblings of students exiting MATES in 2009/2010 or 2010/2011 in definition of sibling.
SN-ADM-10152012	10/15/2012	Reviewed in accordance with review every two years. Removed references to PCSGP funding in section 2.4. Revised section 6.1.3 to add additional proof of minimum age requirement options.
SN-ADM-12162013	12/16/2013	Reviewed in accordance with review every two years. Revised section 2.4 to clarify enrollment preference order. Revised dates in sections 3.1.1, 3.1.2 and 3.1.3
SN-ADM-12122016	12/12/2016	Reviewed in accordance with review every two years.
SN-ADM-12172018	12/17/2018	Reviewed in accordance with review every two years. Revised to comply with charter renewal.