

Public Random Drawings

Westlake Charter School (WCS) will be 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.

WCS shall admit all pupils who wish to attend WCS. No test or assessment shall be administered to students prior to acceptance and enrollment into WCS. WCS will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. 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(d)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

WCS shall require students who wish to attend to complete an application form. After admission, students will be required to submit an enrollment packet, which may include, but is not limited to, the following:

1. Completed student enrollment form
2. Proof of Immunization
3. Home Language Survey
4. Completed Emergency Medical Information Form
5. Proof of minimum age requirements
6. Release of records

Applications will be accepted during a publicly advertised Open Application Period each year for enrollment in the following school year. Existing students are guaranteed admission in following school years and are not required to submit an application during the Open Application Period once admitted to WCS.

If an application has been determined to have intentional misrepresentations, the application shall be invalidated. The application will receive notice of this action, and will have the opportunity to respond to the invalidation within five (5) business days. All applications are subject to random audit for documentation of the contents described therein.

Following the Open Application Period each year, applications shall be counted for each grade level to determine whether that grade level has received more applications than the number of available spots. In the event that this happens, WCS will hold a Public Random Drawing (or "lottery") to determine admission for the impacted grade level in the spring for enrollment in fall of that year.

The Board of Directors (Board) will make all necessary efforts to ensure that lottery procedures are fairly executed. Lottery applications are pulled in order of grade level by the designated



lottery official, as appointed by the Executive Director. Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order, beginning with the lowest applicable grade level. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category. Once all open spaces from the first preference category have been selected then the next preference category will be drawn in the lottery, and the drawing shall continue through the preferences until all applications have been drawn for each grade level.

At the conclusion of the Public Random Drawing, all students who were not granted admission due to capacity shall be placed on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a wait list carry over to the following school year.

When a space becomes available, the next applicant on the waitlist will be sent notification that the student is eligible for admission. They will then have forty-eight hours to confirm their admission to WCS. If the applicant does not accept admission the applicant will be moved to the end of the waitlist and the next applicant in line will be available for promotion from the waitlist.

Public Random Drawing rules, deadlines, dates and times will be communicated in the application form and on the WCS website. Public notice for the date and time of the Public Random Drawing will also be posted once the application deadline has passed. WCS 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.

WCS remains committed to continually monitoring the outcomes of the lottery and annually adjusting its practices in an effort to better reflect enrollment demographics within the Natomas Unified School District.

WCS will keep all written records regarding the execution of lottery procedures, including communication with applicants and waiting lists, on file for three years.

Preferences

The Public Random Drawing shall be conducted in stages, by grade level, in accordance with the preferences and procedures as described herein. Preferences are defined as those which are documented and subsequently verified on the fully completed application packet. A child may have more than one Preference, and each documented and verified Preference increases the likelihood that a child may be drawn during the public random drawing. These preferences are authorized in accordance with applicable law.

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



1. Children of Founders¹
2. Siblings of currently-enrolled students²
3. Children who reside in the Natomas Unified School District and meet the federal school guidelines for economic support known as “Title One” or “Free or Reduced Lunch” subsidy³
4. Children of current Charter School employees or Board Directors
5. District residents
6. All other applicants

The Charter School and the District agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).

The Public Random Drawing shall be conducted in accordance with the following procedure, by grade level:

1. First, in recognition of the families who started the School, children who qualify for the first Preference, “Children of Founders”, will be drawn from the applicant pool.
2. Next, in an effort to keep families at the same school, the second preference, “Siblings of currently enrolled students”, will be drawn from the applicant pool.
3. Next, in an effort to provide an increased level of enrollment opportunity, 20% of grade-level openings will be drawn from the pool of applicants who indicated they qualify for the third preference, “Children who reside in the Natomas Unified School District and meet the federal school guidelines for economic support known as “Title One” or “Free or Reduced Lunch” subsidy. Applicants not drawn for enrollment during this phase will be moved to their next preference providing an automatic, additional opportunity for enrollment.
4. Next, in recognition of our current Westlake Charter School employees and volunteer Board, the fourth preference, “Children of current Charter School employees or Board Directors”, will be drawn from the applicant pool.

¹ The Westlake Charter School Founders are a pre-established and closed group as of June 2005. Westlake Charter School maintains a list of Founders

² “Sibling” is defined as any brother or sister (either biological, step, adopted, or foster) who is eligible for enrollment in the subsequent school year and resides within the same household as the student. Twins shall not receive any preference other than the established “Sibling” preference.

³ The total number of applicants to be drawn through the Public Random Lottery for this preference shall be determined in accordance with this Policy.

Adopted/Ratified: September 12, 2013

Revised: December 10, 2015; February 11, 2016; June 13, 2019



5. Next, we shall draw applications for those students who reside within the boundaries of the Natomas Unified School District, the fifth preference, “District residents”, will be drawn from the applicant pool.
6. Lastly, all other applicants will be drawn, exhausting all applications received at that grade level.

Issues Not Covered Under this Policy

In the case that these procedures herein do not cover a situation that arises during the admissions process, the Executive Director will take any additional steps necessary to execute the admissions process consistent with the WCS Charter approved by the Natomas Unified School District’s Board of Trustees and applicable law.

Complaint

Complaints or appeals regarding the public random drawing can be made to Westlake Charter School in accordance with the Westlake Charter School complaint policy, Board Policy # 08-01 Uniform Complaint Procedures.