



Public Random Drawings

Overview

All students who wish to attend Westlake Charter School (School) shall be enrolled subject only to capacity. If there are more applications than capacity, enrollment, except for pupils currently enrolled, shall be determined by a public random drawing conducted in accordance with the procedures described below.

The Board of Directors of Westlake Charter School strongly encourages all potential applicants to review the charter and published information on Westlake Charter School prior to submitting an application.

Assurances

In addition to requirements imposed under law, Westlake 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 any protected classification described in Education Code Section 220 (i.e. race, ethnicity, nationality, gender, disability, sexual orientation, gender identify, gender expression, or religion)

Open Application Periods

An “open application period” is a period in which students interested in attending Westlake Charter School may submit a fully completed application packet for enrollment. There will be one “open application period” within a school year, which shall be publicized.¹

The dates of the open application period and an approximate number of enrollment spaces/openings per grade-level will be posted on the Westlake Charter School website and at the administration building of the campus(es) during the open application period.

¹ If needed due to a shortage of applications, additional “open application periods” can be opened at the discretion of the Westlake Charter School Board.

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At the conclusion of the open application period, the applications will be counted to determine whether the number of applications submitted has exceeded the School's established capacity for the applicable school year.

Public Random Drawing

Except for existing pupils, enrollment shall be determined by a public random drawing should the number of applications submitted exceeds the established capacity for that school year.

The date, time, and location of each public random drawing will be confirmed and publicized at least two weeks in advance of the public random drawings on the School's website and at the campus(es). The public is welcome to attend these drawings. Parents and guardians may attend the drawing, but children are highly discouraged from attending as the drawings can be lengthy and silence is requested while the drawing occurs.

Once the allocated number of spaces/openings per grade level has been drawn in the public random drawing, applicants will be placed on a waitlist in the order drawn during the public random drawing. Furthermore, if a grade level is determined to have no openings, the random public drawing practices will be used to generate the waitlist for that grade level.

Application Preferences

The public random drawings shall be conducted in stages, by grade level, in accordance with the school's 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.

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Admission preferences in the case of a public random drawing shall be defined as follows:

1. Children of Founders²
2. Children in a family who meet the federal school guidelines for economic support known as “Title One” or “Free or Reduced Lunch” subsidy
3. Siblings of currently enrolled students³
4. Children of Charter School employees/Board of Directors
5. District residents
6. Students from prior year wait list

Westlake Charter School 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 District.

The public random drawing shall be conducted in accordance with the following procedures by grade level.

- 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.
- Next, in an effort to provide an increased level of enrollment opportunity, 20% of grade-level openings shall be made available to the pool of applicants who indicated they qualify for the second Preference, “Children in a family who meet the federal school guidelines for economic support known as ‘Title One’ or ‘Free and Reduced Lunch’ subsidy”, will be drawn from the applicant pool. Applicants not drawn for enrollment during this phase will be moved to their next preference providing an automatic, additional opportunity for enrollment.

² The Westlake Charter School Founders are a pre-established and closed group as of June 2005. Westlake Charter School maintains a list of Founders

³ “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.

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- Next, in an effort to keep families at the same school, the third preference, “Siblings of currently enrolled students”, will be drawn from the applicant pool.
- Next, in recognition of our Westlake Charter School employees and volunteer Board, the fourth preference, “Children of Charter School employees/Board of Directors”, will be drawn from the applicant pool.
- 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.
- Next, children who qualify for the sixth Preference, “Children from prior year waitlist”, will be drawn from the applicant pool.
- Lastly, all other applicants will be drawn, exhausting all applications received at that grade level.

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.

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 School Charter approved by the 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.

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