

## Policy and Procedures for Public Random Drawing of Potential Students at WSCS

### Background:

California Education Code 47605.6(e)(2)(B) states the following:

If the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the county except as provided for in Section 47614.5. Other preferences may be permitted by the chartering authority on an individual charter school basis and only if consistent with the law.

Education Code 47605.6 means that, should the number of students interested in enrolling in a Western Sierra Charter Schools (WSCS) school exceed the available open spots, WSCS will hold a public random drawing for the purpose of creating a ranked list of those potential students.

Pursuant to this Education Code, Western Sierra Charter Schools hereby implements the following policy.

### Procedure:

1. Prior to lottery, people on wait list will be contacted and will be given information on lottery date, deadline to respond to secured spots, and will also be given a family number for lottery purposes. This number will be used on the website after the lottery so that families can see their placement in a confidential manner. This number and family information will be written on their lottery card which will then be used for lottery drawing.
2. Priority will be given to students in the following order
  - a. Staff member with a child to enroll
  - b. Sibling of a student already enrolled in another WSCS school
  - c. Grade level of student
  - d. Out of county students
3. Each priority group will be drawn as necessary, beginning with letter "a" (See #2 above).
4. Students will then be drawn by family. When we draw a family's number all students in that family will be able to enroll based on the information given when contact was made prior to lottery (except in the case where we have less spaces available than there are students in the family--in that case we would give that family priority for the next openings as they would fall into category "b" in priority (see above).
5. After lottery, families would be listed on our website in the order they were drawn using their assigned number.
6. Families will be responsible to make contact with the school and will have 48 hours to contact us to accept/dent spots. If the 48 hour time period falls on either a weekend or holiday then the deadline would be within school business hours. Families would know deadline ahead of time.
7. Contact to accept enrollment can be made by either phone call, email, or filling out a contact form on the website.

8. Lotteries will be open to the public and announced on our websites 72 hours in advance. They will be held at the appropriate school's location.
9. As spaces open throughout the year we will contact families on the current lottery until the list is exhausted.
10. A lottery list is only valid through the school year it was performed. Families that were not enrolled in the current school year can be entered into the following years lottery.
11. If new families contact us after the current lottery drawing, they will be placed on a new list for the next lottery.

Adopted: May 24, 2017

Amended: May 23, 2019

Amended: May 21, 2020