



SPA

**Contra Costa School of
Performing Arts**

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Policy Number: 2.050216

Policy Type: Governing Board Policy

Policy Name: Student Enrollment and Public Random Drawing

Adopted: 5/2/16 Revised: 12/10/18

OVERVIEW

This Policy shall apply to Contra Costa School of Performing Arts (“SPA” or the “Charter School”). This Policy shall be published in the instructions for student application for admission, the Charter School Parent and Student Handbook, and on the SPA website.

All students who wish to attend the Charter School shall be admitted, subject to capacity. If there are more applications than school capacity, admission, except for pupils currently enrolled in the program, shall be determined by public random drawing (“PRD”), conducted in accordance with the procedures described below.

The PRD will be held in February each year. Information about the date, time and location of the PRD will be posted on the SPA website, at the school site, included in public notices, newsletters and/or flyers posted in the community, and will be available by calling the school information number that will be included on all student admissions/PRD materials.

SPA strongly encourages all potential applicants to review the SPA Charter and SPA Parent and Student Handbook (available on the SPA website), and published information regarding the Charter School prior to submitting an application.

ASSURANCES

In addition to any other requirement imposed under law, SPA 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 race or ethnicity, national origin, gender, gender expression, gender identity, disability, or any of the characteristics listed in Education Code Section 220, including immigration status. Admission to SPA is open to any resident of California who is of legal age to attend public school. SPA admits all pupils who wish to attend as outlined in Education Code Section 47605(d)(2). SPA’s requirements for admission are: completing an application form and attending an Arts Open House event.

The SPA Board of Directors shall ensure that student outreach activities and information sessions, including but not limited to those activities as described in the SPA Charter, which

are designed to recruit a broad, diverse representation of students, are conducted in accordance with the SPA Charter. There is no fee to apply to or attend SPA.

A. Application for Admission

1. All applicants must complete an Application form. Application forms are made available in October of the previous year on the SPA website in English and Spanish. Application forms for each academic year are valid solely for that academic year. Any offers of admission to SPA or wait list positions from one academic year shall not carry over to other academic years. Any applicant who was not offered admission in one academic year who wishes to reapply to SPA in the future must submit a new Application form for the new academic year.
2. Submission of an Application form is not a guarantee of admission to SPA; the form is an entry into the SPA PRD. If an applicant does not submit the form by the identified deadline, the applicant will not be entered into the SPA PRD.
3. Application forms must be received by the SPA front office, the SPA website, or postmarked by no later than 4:00 p.m. on the last Wednesday in January of the same academic year of admission.. The open enrollment deadline will be posted on the SPA website and indicated on all admission applications. Electronic and in-person copies of Applications will be accepted. Information for submitting applications through the SPA website will be provided on the SPA website.
4. Once an Application is submitted, it is “on file” for entry in the PRD. Applicants will receive receipt of the application via email.
5. Applications not received by the deadline of the last Wednesday in January will be held in abeyance for subsequent lotteries if necessary.

B. Arts Open House

1. Interested families must attend one Arts Open House event. The dates and times of these events will be posted at the beginning of the Open Enrollment period. Attendance will be recorded.
2. These events present an important opportunity to meet the Arts Directors, learn about their programs, and ask questions. This ensures that families can make informed decisions about the student’s arts major.
3. After attending an Arts Open House event, SPA will contact the family within 48 hours and notify them that they are now able to declare the student’s art major. The family must declare the student’s major by the posted deadline;

failure to do so will result in an incomplete application which will not be considered in the PRD.

C. Admission Selection Process and Public Random Drawing

1. Each year, the SPA Board of Directors, acting on recommendations from the SPA Executive Director (or designee), will approve a plan for school growth and capacity for the upcoming academic year, which shall include the number of slots available for new students (if applicable) per grade, and in accordance with the SPA Charter.
2. If SPA receives more applications than slots available in the school as determined by the SPA Board of Directors, except for currently enrolled students of SPA, admission shall be determined by a public random drawing in accordance with Education Code Section 47605(d)(2).
3. PRD Date and Time: The PRD shall be held on the second Wednesday in February at 7:00 p.m. SPA will hold the PRD in the evening so that parents who work during the day are able to attend. Public notice of the PRD will be posted on the SPA website, the application form, and any information sheets sent by email regarding the date, time, and location of the PRD, encouraging people to attend.
4. PRD Location: The PRD will be held at or near the school to ensure maximum parent participation and in a public space large enough to safely accommodate all interested families.
5. As specified in the SPA Charter, preference in the PRD will be given in the following order:
 - i. Siblings of students already admitted to or attending SPA
 - ii. Students who reside in the Mt. Diablo Unified School District
 - iii. Children/dependents of SPA employees
 - iv. All other students residing in the State of California
6. If a student is extended an offer for admission through one of the preferences, SPA shall require supporting documentation from the parent in the student's enrollment package. SPA shall conduct verification of such documentation prior to finalizing the student's enrollment. If the student was offered admission via a preference and SPA determines that the student does not qualify, the offer of admission will be rescinded and the student will be placed at the end of the waiting list.
7. PRD Procedures: The PRD will be led by the Executive Director or Designee. The PRD will be open to the public and families will be encouraged to attend;

however, families are not required to be present at the time of the drawing to be eligible for admission.

Names will be placed on cards that are of equal size and shape or equal size tickets. The cards/tickets will indicate if the applying student has any siblings who are applying for admission the same year. The cards/tickets will be randomly mixed. The person leading the PRD will draw the cards/tickets one at a time at random and read the name on the card/ticket. As each card/ticket is pulled it will be posted visibly on a display in the order it was chosen. Names will be given a numerical ranking based on the order they were chosen. The drawing will continue until all cards/tickets have been drawn and all names have been assigned a numerical ranking. These rankings will be recorded in an electronic database that will be double checked by the PRD official.

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. Due to preference given to siblings of SPA students, if a card/ticket is drawn that indicates a sibling (of any grade) is also applying, the sibling will also be assigned the next available numerical ranking for the appropriate grade level.

The Executive Director may choose to employ an automated computer program to conduct the PRD following the same basic protocol as stated above.

8. If a number of applications within a preference category exceeds the school's established capacity (and there are no other lower ranked priority status student applications), application acceptance shall be determined by a PRD of the students within the preference category.
9. If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current admission period and for the same grade level, that sibling(s) will be offered the next available slot(s) or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waiting list. If maximum capacity has been reached in a particular grade level and the applicant drawn in the PRD has a twin, triplet, or other siblings of a multiple birth that has also submitted a timely application, admission shall be determined on a case-by-case basis as determined by the Executive Director. If an applicant drawn during the process described above has a sibling(s) who has (have) also applied for admission during the current admission period and for a different grade level which has already been assigned slots, that sibling(s) will be offered an open slot, if available, or placed in the first available slot(s) on the appropriate waiting list. If an applicant drawn during the process described above has a

sibling(s) who has (have) also applied for admission during the current admission period and for a different grade level which has not yet been assigned slots, that sibling(s) will be given sibling preference (as defined above) at the time of assignment of slots for their grade level.

10. **Waiting List:** During the PRD, once maximum capacity is reached, the remaining names will continue to be drawn and will be placed on a waiting list in the order drawn. If vacancies occur during the school year, the vacancies may be filled according to the waiting list. Records will be kept on file at the school documenting the fair execution of the PRD for two (2) years.
11. Families will be notified by phone call or email of their placement on the waiting list within two (2) weeks of the PRD. Families may call the main office to track their status on the waiting list.
12. Students who are not offered seats for the academic school year for which the PRD was held will remain on the waiting list of the applicable school year unless otherwise requested by the parent to be removed. The waiting list shall be cleared at the end of the academic school year for which it was established and shall not carry over from one year to the next.

D. Admission Offers and Acceptance of Offers/Registration and Enrollment

1. Families who were selected during the PRD will immediately be notified by email or phone call of enrollment eligibility and will be required to submit a Letter of Commitment to Enroll. The Letter of Commitment to Enroll and instructions will be made available on the SPA website and must be submitted no later than 4:00 p.m. on the 5th business day following the notice of admission to the SPA front office or through the SPA website.
2. Families who do not submit a Letter of Commitment to Enroll by the posted due date will forfeit admission. The student's space is no longer reserved and may be filled by the next student on the SPA waiting list.
3. Families who submit a timely Letter of Commitment to Enroll will be contacted and required to return or submit a completed registration packet by the posted deadline to ensure enrollment in the next academic year. If the completed registration packet is not received by SPA by the deadline, the student will forfeit admission and the slot may be filled by the next student on the SPA waiting list.
4. Following registration, students must participate in Arts Placement Auditions. Multiple opportunities for the Arts Placement Audition will be provided and posted as well as information about what to expect at the event. If the student fails to attend an Arts Placement Audition the student

will forfeit admission and the slot may be filled by the next student on the SPA waiting list.

5. Admission offers are valid only for the applied-for academic year. There is no option to defer an offer of admission. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for preference, as defined above, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for admission preference, as defined above, may still receive such preference if they reapply for a future academic year.
6. If the student does not attend school within the first three days of the school year and does not communicate with SPA prior to or during that time regarding the reason for their absence, he or she will be presumed to have declined enrollment at SPA and his or her slot will be offered to the next eligible student on the waitlist. If an applicant accepts his or her admission offer and is enrolled at SPA, but does not attend the first day of school, SPA will call that student's contact number and send them an email to let them know that they missed the first day of school. If the student then does not attend school in the next two days or does not communicate with SPA within that time regarding the reason for their absence, they will be presumed to have declined enrollment at SPA and their slot will be offered to the next eligible student on the waitlist.
7. If slots become available because an admitted student declines admission or a student leaves the school after the start of the academic year, or as spots become available, SPA staff may notify families on the waiting list via phone call (as stated in the student's application for admission) in the order they appear on the waiting list. Families shall accept the admission offer by submitting a Letter of Commitment in-person or via the SPA website no later than 48 hours following notice of admission. Families shall then proceed with the enrollment process by submitting a completed registration packet as specified by school officials. This procedure may be repeated until all slots for the upcoming/current academic year have been filled with applicants who confirm their enrollment in SPA.

ISSUES NOT COVERED UNDER THIS POLICY

In the case that the procedures herein do not cover a situation that arises during the admissions and enrollment process, the Executive Director will take any additional steps necessary to execute the admissions and enrollment process.