

River Oak Charter School

555 Leslie Street, Ukiah, CA 95482 * (707) 467-1855; (707) 467-1857 fax * www.riveroakcharterschool.org

**ADMISSIONS INFORMATION
2017-2018**

Thank you very much for your interest in River Oak Charter School (ROCS), a free, kindergarten through eighth grade public elementary school. We are a member of the Alliance for Public Waldorf Education, and as such, our school is guided by the core principles of Public Waldorf Education. We actively seek students and their families who will embrace our curriculum, and, who whenever possible, will apply its principles to their lives outside of the school.

Application and admission to River Oak Charter School is open to any student residing in California who wishes to attend. However, if the number of students who wish to attend the School exceeds the School’s capacity, enrollment shall be determined by a public random drawing (enrollment lottery). *Education Code* Section 47605(d) (2)(A) and (B). In other words, the School does not permit selection of students based upon the order in which applications are received. "First come, first served" is not allowed. The School also generates wait lists from students not admitted through its public random drawings. The Admissions Policy is available in the school office and at www.riveroakcharterschool.org.

OPEN APPLICATION WINDOWS, APPLICATION DEADLINES, AND PUBLIC RANDOM DRAWINGS (LOTTERIES)

<u>OPEN APPLICATION WINDOWS</u>	<u>APPLICATION DEADLINES</u>	<u>LOTTERY DATES</u>
January 9 – February 15	February 15, 4pm	February 16
February 22 – March 23	March 23, 4pm	March 24

ENROLLMENT PRIORITY

A student may qualify for enrollment priority, a condition that gives the student a higher preference for admission. The student’s enrollment priority status must be indicated on the *Enrollment Lottery Application*. Enrollment priorities include:

1. Students presently enrolled in River Oak Charter School (guaranteed enrollment in the following year)
2. Students who reside within the territorial jurisdiction of Ukiah Unified School District (UUSD)
3. Students who are the children of employees of River Oak Charter School
4. Students who have siblings enrolled in River Oak Charter School (Siblings include children living in the same household who share at least one parent, stepparent, or guardian)
5. Students who reside within the Nokomis Elementary School attendance area

Note: If there is a change in your student’s enrollment priority status before the time of the lottery, or post-lottery while on the wait list, **it is the applicant’s responsibility to notify the school of that change.**

PROOF OF RESIDENCY

Each applicant must attach one of the following documents to his or her *Enrollment Lottery Application* in order for the application to be considered complete—only complete applications are entered into the public random drawing (lottery):

- Original and complete PG&E or other utility statement within past 30 days;
- Current rental agreement with landlord contact information (rental amounts may be obscured);
- Current year property tax statement (tax amount may be obscured);
- Current pay stub or bank statement showing activity within previous 30 days (financial figures and other confidential information may be obscured, but address must be apparent);
- Major credit card statement showing activity within previous 30 days (figures may be obscured, but address must be apparent);

Special cases:

- Applicants to the school who believe that they qualify for UUSD in-district enrollment preference but whose circumstances do not conform with the bullet points enumerated above, should submit a detailed explanation in writing, including relevant supporting documentation, to the school well in advance of the lottery date. Determination of in-district status in special cases will require written approval of the Administrator.
- Proof of residency is not required for homeless students in accordance with the McKinney-Vento Homeless Assistance Act of 1987 and *Education Code* Section 48850.

KINDERGARTEN AGE REQUIREMENTS

River Oak offers three kindergarten programs; applicants will be entered into the lottery for the kindergarten program that corresponds with his or her date of birth. No exceptions are permitted.

<u>Kindergarten Programs</u>	<u>Date of Birth</u>
2-year Expanded Transitional Kindergarten	12/3/2012 – 5/31/2013
2-year Kindergarten, including Transitional Kindergarten	6/1/2012 – 12/2/2012
1-year Kindergarten	6/1/2011 – 5/31/2012

ENROLLMENT LOTTERY NOTIFICATION

When the student is admitted, or, when the student is placed on the wait list, the registrar notifies parent/guardian by telephone and by mail. Telephone notification is within five school days (or five business days when school is not in session) of the public random drawing. Written notification is postmarked within five school days (or five business days when school is not in session) of the public random drawing.

RULES FOR PARENT REPLIES TO AN OFFER OF ADMISSION

The parent/guardian of the successful applicant must reply to the registrar's invitation to enroll within seven school days (or seven business days when school is not in session) of the postmark on the written notification. If the parent/guardian does not reply by the seven-day deadline, the applicant will be considered to have "declined" and will lose his or her place in the class or on the wait list.

Note: The parent/guardian may apply to the school administrator for an exception to the seven-day reply deadline under extreme extenuating circumstances. Documentation may be required.

WAIT LIST RULES

1. Wait lists are generated only from students entered into public random drawings.
2. Wait lists are established only following public random drawings.
3. Wait lists are established only after a class has reached capacity.
4. A student may be ranked on only one grade level wait list at a time.
5. Wait-listed applicants rise or fall when a higher-ranking applicant is withdrawn or added to the list.
6. Wait-listed applicants forfeit sibling preference points when the sibling withdraws from ROCS.
7. Wait-listed applicants gain sibling preference points when a sibling is admitted to ROCS.
8. When an offer of admission from the wait list is declined, the applicant is removed from the wait list.
9. Wait-listed applicants may be contacted to confirm their continued interest in staying on the wait list.
10. Wait lists **do not** carry over from year to year. Wait lists are dissolved immediately prior to the first open enrollment window for the subsequent academic year. A new enrollment lottery application may be submitted for the subsequent academic year and will be processed with all others received for the public random drawing.
11. If there is a change in the applicant's enrollment priority status, it is the applicant's responsibility to notify the school of that change with a written request and proof of changed status. The status on the wait list will be adjusted accordingly.
12. If there is a change in the applicant's contact information (telephone, email, address) it is the applicant's responsibility to notify the school of that change.

APPLICATION CHECK LIST

Keep this Admissions Information sheet for future reference.

- Complete the Enrollment Lottery Application;
- Attach proof of residency to the Enrollment Lottery Application;
- For kindergarten, attach immunization records to the Enrollment Lottery Application;
- Return the application by the deadline (see application deadlines above) — USPS, Email, fax, or in-person.
- Reply by the seven-day deadline to an offer of enrollment.

DO YOU HAVE ADMISSIONS QUESTIONS? PLEASE CONTACT:

Lucy Haynes, registrar, at lhaynes@mcoe.us, or 707-467-1855 ext.104