



## **Enrollment and Admissions Policy**

As stated in Florida Statute 1000.05, the “Florida Educational Equity Act,” discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education is prohibited. Innovation Charter School’s admissions practices comply with the State charter school laws, other applicable state law, the school’s charter, Part B of the Individuals with Disabilities Education (IDEA) Act, and Federal civil rights laws, including, but not limited to Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.

Innovation Charter School is open to any student covered in an interdistrict agreement or residing in the school district in which the charter school is located. Any eligible student shall be allowed interdistrict transfer to attend a charter school when based on good cause. Good cause shall include, but is not limited to, geographic proximity to a charter school in a neighboring school district.

Innovation Charter School shall enroll an eligible student who submits a timely and complete application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such cases, all applicants have an equal chance of being admitted through a lottery. If there are fewer applicants than spaces available, a lottery will not be conducted. Students with disabilities and students served in English for Speakers of Other Languages programs shall have an equal opportunity of being selected for enrollment in Innovation Charter School.

Innovation Charter School (ICS) may give enrollment preference to the following student populations:

1. Students who are siblings of a student enrolled in ICS.
2. Students who are the children of a member of the governing board of ICS.
3. Students who are the children of an employee of ICS.

## **Recruitment and Retention Policy**

All segments of the parent community will be targeted, in order to reach as diverse a group as possible. ICS will recruit in a manner that does not discriminate against students of a particular race, color, national origin, religion, or sex, or against students with disabilities. ICS may target additional recruitment efforts toward groups that might otherwise have limited opportunities to participate in the school's programs.

ICS complies with Section 5203(b)(3)(I) of ESEA, that requires CSP applicants to inform students in the community about the charter school and to give each student "an equal opportunity to attend the charter school" (20 U.S.C. 7221b(b)(3)(I)). Further section 5203(b)(3)(E) requires that charter schools receiving CSP grants or subgrants to involve parents and other members of the community in the planning, program design, and implementation of the charter school. 20 U.S.C. 7221b(b)(3)(E).

Once a student has been admitted to ICS through the appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to ICS, however, would be subject to the lottery, if as of the application closing date, the total number of applicants exceeds the number of spaces available at ICS.

## **Lottery Policy**

Innovation Charter School will conduct a lottery if it receives more applications than spaces available. The only allowable exemptions during the grant period include a) siblings of enrolled or accepted students, and b) children of staff employed at Innovation Charter School so long as this remains a small percent of total students accepted, and c) children of founding governing board members. Open Enrollment periods will be publicly noticed with a clear beginning/ending date. After Open Enrollment ends, the school will determine if a lottery is necessary and will follow the procedures below.

The school intends to maintain a wait list that is also lottery derived. The school will continue to accept applications after Open Enrollment closes, and these names will be added to the established waitlist via a subsequent lottery.

## **Procedures for the Random Selection Process or Lottery**

1. All Open Enrollment periods will be publicly noticed with a clear beginning and ending date. Enrollment forms are posted on the website and the beginning and ending date will be posted.

2. Parents will complete enrollment forms (registration form and emergency form) and return to the school.
3. Upon receipt of the enrollment forms, the student(s) will be assigned a number, in the order of the date the forms were received.
4. After the designated closing date, a lottery will be scheduled.
5. All applicants with completed forms will have their previously assigned numbers entered into a random number generator, such as through Microsoft Excel or an online program.
6. A randomized lottery will be performed. The available slots for each grade level will be filled in the order generated. When all open slots for each grade are filled, each remaining student will be assigned a wait list number based on the random number generator.
7. The parents whose students are selected in the lottery will be notified and given seven (7) business days to submit all necessary paperwork and forms (immunization, birth certificate, proof of residence, etc.) If the parents do not return the forms by the 5pm of the seventh business day, the student will be removed from the acceptance list. The next student on the wait list will be notified and the parents will be sent the application forms. The parents will be given 7 business days to return all necessary paperwork and forms. If they do not return the forms, the next student will be notified, and so on.
8. Families whose students are on the lottery-generated wait list will be notified when available slots become available. They will then be given seven (7) business days to return all necessary paperwork and forms.

Exemptions for the lottery may include:

- 1) Those students who have already been admitted to Innovation Charter School. These students do not need to reapply and do not need to go through the lottery process.
- 2) Siblings of students already admitted to ICS.
- 3) Children of the ICS's founding board and employees (so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment)