



**A Creative, Liberal Arts Charter School**  
Est. 2009 by the REACH Parent Foundation

On the Brook Haven Campus  
7905 Valentine Ave.  
Sebastopol, CA 95472  
Sebastopol Union School District

Karen Mirabelli, School Director 707-321-3793

## **2009-10 Enrollment Policy and Procedures**

### **Enrollment Policy**

Any state-resident learner of applicable age will be considered for admission without regard to ethnicity, national origin, gender, race, religion, disability, sexual orientation, achievement level, or association with a person or group with one or more of the above actual or perceived characteristics.

### **Application Process**

The application process for REACH Charter School will follow California Education code for Charter Schools and the provisions included in the school's charter as approved by Sebastopol Union School District and the State Board of Education. Choosing the REACH Charter School is a choice for a particular approach to education. The REACH School believes that children learn best when parents are supportive participants in the educational team of student, teacher, and parent. It is essential that the needs, expectations, and values of applicants' parents are a good match with the school's educational program.

The steps of the application process are designed to help families and teachers determine if The REACH School is the right educational option for each child. Those steps are:

- 1) Application packets will be available on the School web site [www.reach-program.com](http://www.reach-program.com) or at the Brook Haven School main office.
- 2) Complete application packet and return to the REACH School Admissions
- 3) Applicants are strongly encouraged to then attend an individualized family conference.

### **Open Enrollment**

Applications for new students are accepted during the designated open enrollment period each year and will be posted on the school web site. For the 2009/2010 opening school year open enrollment will be from August 10 to August 17, 2009. Subsequent school year enrollment will occur in the spring for the following school year. An eligible applicant is defined as one whose parent or parents have submitted a completed application packet and attended an individualized family conference prior to the close of the designated open enrollment period for that year.

### **Enrollment Lottery**

If there are more eligible applicants that wish to enroll in a grade than space allows, REACH will conduct public, random grade-specific lotteries as required by law. For the 2009/2010 opening school year, if a lottery is needed it will be conducted Wednesday, August 19, 2009 at 3 pm in the Brook Haven Middle School Library.

Tickets with eligible applicants' names will be drawn randomly, and a number assigned to each applicant. Enrollment in the class will then be allocated according to available space, lottery number, and the enrollment priorities shown below.

- 1) Students currently attending The REACH Charter School (beginning 2010);
- 2) siblings of students already attending The REACH Charter School (beginning 2010);
- 3) children of teachers and founders. This preference will be applied to no more than 10% of student slots. A founder is defined as any parent involved in the founding of the school that volunteered 200 hours toward the creation of the school. Families who have volunteered between 75 and 199 hours may qualify as founders if the available founder spots (as defined by the 10% figure) have not been filled. In this case, we will admit, in descending order, those families who have volunteered highest number of hours under 200;
- 4) students attending a Title 1 school
- 5) students residing within the territorial jurisdiction of the Sebastopol Union School District, and;
- 6) all others.

Applicants are placed on a waiting list within each priority category in the order of their lottery ticket number. Available spaces will be offered by order on the waiting list within each priority category, first to applicants in the #1 priority group, then the #2 priority group, then the #3 priority group, etc. Applicants not offered spaces remain on the waiting list only for the school year for which they applied and are contacted if space becomes available during that school year.

#### **Applications Received After Open Enrollment**

Those who apply *after* the open enrollment period, will be eligible for available spaces if/when there are no names on the open enrollment waiting lists. Applications will be considered on a first come first served basis.

#### **Acceptance**

Successful applicants will be notified by email, mail, or telephone within five business days that they are being offered a placement at The REACH School. Following this notification, families must respond within five business days and deliver, in writing, their acceptance of the placement. If acceptance is not received in writing by the deadline, the placement will be offered to the next successful applicant. Registration of the student should be completed within five business days following acceptance of a placement.