



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

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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) Obtain an application packet available on the School web site 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 example, for the 2010/2011 school year, open enrollment will begin the first Monday of January through the last Friday of February. Applications are requested by the end of January to allow scheduling for individualized family conferences and optional student shadow days prior to the close of open enrollment. 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. If a lottery is needed, it will be conducted within 2 weeks of the close of open enrollment. The date, time and location will be available on the school web site.

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;
- 2) Siblings of students already attending The REACH Charter School;
- 3) Children of REACH School 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.