

201. ADMISSION OF STUDENTS

Date Adopted: 1/25/2012

1. Purpose

- 1.1 The Green Woods Charter School adheres to the State law requiring admission to be open by lottery and/or established criteria.

2. Delegation of Responsibility

- 2.1 The Board of Trustees delegates the CEO to create and oversee the admissions and lottery process.

3. Guidelines

- 3.1 Kindergarten students must be 5 years old on or before September 1st.
- 3.2 Non-resident Philadelphia students applying through the lottery process may be admitted only if there are no Philadelphia students applying through the lottery for that particular grade. The tuition of non-resident students must be paid by the district in which the student resides.
- 3.3 Criteria for admission to the lottery:

(a) Application packets will not be made available online, faxed, e-mailed, or eligible to be picked up except in person. Completed applications and all subsequent paperwork must then be hand-delivered to Green Woods Charter School by the required date or the child will not be eligible for the lottery and/or admissions.

4. The Lottery

The selection process is as follows:

- 4.1 Exempted from Lottery.
 - (a) All students currently enrolled and attending Green Woods Charter School;
 - (b) Siblings of students currently enrolled and attending Green Woods Charter School (sibling preference) who have applied for admission provided that there is space available for their admission

to the grade applied for. Siblings must be Philadelphia residents to be eligible for “sibling preference”.

- (c) A Sibling Lottery will be held in the event there are more siblings applying than seats available in any particular grade.
- (d) Children of Essential Staff Members as adopted by resolution of the Board of Trustees on 12/21/2011.

4.2 Included in Lottery

- (a) All applicants, other than those identified above in paragraph 4.1.

4.3 The Lottery

- (a) The lottery is usually conducted in April but is subject to change based on the yearly admission’s process. Admission’s policy and Open House information will be made available on the school’s website and at the school’s office.
- (b) Once the number of open seats is established, a lottery will only be held for those grades in which seats are anticipated to become available.
- (b) Conduct of the Lottery
 - (1) A lottery will be conducted and students will be assigned a number on the waiting list.

4.4 Notification of applicants

- (a) Letters will be generated and mailed to each applicant indicating their status and guidance for completion of the admissions process, if applicable.

5. Student Selection for Vacancies

5.1 When definite space becomes available in a grade, the next applicant on the Wait List will be contacted, offered admission and given a deadline for compliance with admissions process.

6. Parent/Guardian Responsibility for Documents

6.1 Parents must submit all required documentation by the required deadline or the applicant’s seat will be forfeited.

- 6.2 All required documents must be hand delivered to Green Woods Charter School. Both the parent/guardian and Green Woods' personnel will sign and date a form to verify that documents were received.
 - 6.3 Application packets will be checked for completion, which includes all required signatures. It is not the responsibility of Green Woods Charter School to notify an applicant of an incomplete application packet.
 - 6.4 Applications for the lottery process will be sorted for eligibility in this order: 1) Residents of Philadelphia, 2) Non-Philadelphia residents of Pennsylvania. In the event there are more prospective students than available seats, a lottery will be conducted to select students.
7. Charter School Law of 1997 - Act 22 – Charter School Law allows charter schools to establish “reasonable criteria” for admissions and to independently develop internal policies and procedures for admission.
 - 7.1 All students applying to Green Woods must meet our reasonable requirements for admission. No student who is currently under a suspension or expulsion for an Act 26 violation, which includes, among other conduct and offenses, possession of a weapon in school, on school property or on a public conveyance to or from school will be eligible for admission.

8. Curriculum and Instruction Focus on Hiking and the Outdoor Environment

8.1 The curriculum and instruction at Green Woods Charter School is based on hiking and using the outdoor environment as a focus for study. Information regarding the curriculum focus will be shared with prospective families at the Open House. The mission of our charter school is to, “Foster a keen understanding of the interrelatedness and interconnectedness of our local and global environment ...creating active young stewards of the natural world.” Applicants will be reminded that hiking and outdoor activities are an integral component of the education at Green Woods.

9. Reapplication of Currently Enrolled Students

9.1 To determine the number of available seats, current students and applicants identified in Section 4.1, are required to fill out a Letter of Intent to indicate their intention to apply or return to Green Woods the following school year and will be notified by the office as to the deadline for returning the completed Letter of Intent. Failure to submit a completed Letter of Intent will forfeit the students' seat. The Letter of Intent also outlines expectations for following all policies of Green Woods.

10. Preferences for Seating outside the Lottery Process

10.1 First Priority: Currently enrolled students are given first priority for any available seats in their current grade or any other grade.

10.2 Second Priority: After all currently enrolled students are seated, siblings of currently enrolled students are then given preference for available seats in admissible grades. To be given sibling preference, however, the currently enrolled student must successfully complete one full year at Green Woods before a sibling is given this preference.

Step-siblings of seated Green Woods Charter School students must meet the same requirement and are given preference only if their primary legal residence is with the currently enrolled family. If a child was chosen in the current lottery process and enrolled, that child's sibling/s will be given preference for the following school year if a spot is available and if that student meets the required criteria as listed above. However, currently seated students still have priority over siblings and any new student to occupy a seat in any current grade.

10.3 Third Priority: Children of Essential Staff as adopted by resolution of the Board of Trustees on 12/21/2011.

10.4 Children of the three (3) legally eligible Founders of Green Woods are also given preference for admission to the school outside the lottery process as stated above.

10.4 All students, including siblings and step siblings, etc. that dis-enroll from Green Woods for any reason cannot request priority seating in subsequent years using sibling or other preference. Any student who dis-enrolls must come back through the regular lottery process. However, a formerly dis-enrolled student, sibling or step-sibling, who meets all of the required admission's criteria for student eligibility, can request an application for admission through the regular lottery process.

11. Classroom Caps

11.1 The Green Woods Charter School Board established a maximum grade size of 25 students per grade for grades K through 8, which includes any currently enrolled student that may be retained. Green Woods does not accept applications for the lottery for students entering 7th or 8th grade. However, the Board and Administration do have the full discretion to establish the number of students admitted to each grade and the grades they are admitted to.

12. Registration Requirements

12.3 Selected students meeting all criteria for enrollment will receive a "**Confirmation of Acceptance**" form which must be completed and returned to Green Woods Charter School by the required date listed on that form. Parents/guardians who complete the registration process by signing the Confirmation of Acceptance form are acknowledging that their child is officially enrolled in Green Woods Charter School and that the child will attend Green Woods in September.

12.2 Written proof of legal and physical custody and legal residence must be provided for all students.

12.3 To make sure Green Woods can contact prospective parents, it is the responsibility of parents to update Green Woods with any changes in contact information.

12.4 All enrollments are contingent upon Green Woods Charter School receiving all necessary paperwork from a child's family, including the child's previous school, in a timely manner. Should Green Woods not receive such information and in the time required, the applicants' seat will be offered to the next student on our waiting list. It is the responsibility of the applicant's family to ensure all required paperwork is received in a timely manner; this includes the paperwork pertaining to any/all prior schools.

12.5 A child must successfully complete the grade prior to the grade to which they are applying. If an applicant applies for a grade that they should be entering in the new school year and, at anytime during the application process, up to and including the start of the school year, the child is for whatever reason not able to officially be assigned to the applied grade, but, instead, requires another grade (based on official school records), that child's application would then move to the bottom of the waiting list for their eligible grade.

13. Waiting Lists, Parent Involvement, New Parent Orientation

13.1 Once all registrations are completed, any additional vacancies designated by the administration will be filled from the waiting list. New waiting lists are generated every year. If an applicant is not notified of acceptance, they **MUST** reapply for the next school year.

13.2 Parent Involvement– Green Woods recognizes the importance of parent involvement and volunteers in helping to improve the success of children. At the New Parent Orientation we will outline our guidelines for parent involvement and volunteer responsibilities to Green Woods.

13.3 Green Woods requires that new parents/guardians of all enrollees attend a New Parent Orientation for specific information on their responsibilities to Green Woods. This is usually held in June.

NOTE: Any false information (health forms, progress reports, standardized tests, residency, guardianship, disciplinary action, evaluation and placement reports, etc.) provided to Green Woods by a parent/guardian verbally or in writing will result in an enrolled student being immediately dis-enrolled from Green Woods.

Falsifying any application documents or any documents for a student successfully admitted through the lottery process and admissions process will result in the application being considered null and void and the student immediately dis-enrolled from Green Woods.

Persons providing false information in connection with enrollment of a student shall be subject to criminal penalties in accordance with applicable law.

Green Woods Charter School is committed to the principle of equal opportunity in education. No student applying for or enrolled in the School will be denied opportunity for education or be subject to discrimination in any program or activity because of race, color, religion, national origin, sex, age, or disability.