

Green Woods Charter School
Application/Enrollment Admissions Policy 2010-2011
BOARD APPROVED ON WEDNESDAY, DECEMBER 9, 2009

APPLICATION PROCESS

Application packets for Green Woods Charter School will be available at the information session held at Green Woods Charter School on January 12, 2010 (snow date January 13, 2010). Those applying to Green Woods are strongly encouraged to personally attend this session to learn about our program and to ask questions. A FAQ page detailing additional information about our program and setting will be found attached to the Application Packet and can also be viewed on our website.

Application packets will also be made available for pick up, in person only, at Green Woods Charter School, between the hours of 9AM and 11AM on Thursday, January 14, 2010, Friday, January 15, 2010, Tuesday, January 19, 2010, and Wednesday, January 20, 2010. No tours will be given other than at the Open House Enrollment Night.

Parents/Guardians of prospective students must personally attend the scheduled Open House Enrollment Night or must personally come to Green Woods on the above dates and times only to obtain an admissions packet. Packets will not be mailed out, faxed, or made available online.

Application packets are numbered and duplicate packets cannot be made from originals. The deadline for submission of the completed Application packet is Friday, January 29, 2010.

Application packets must be hand delivered to Green Woods no later than FRIDAY, JANUARY 29, 2010. We will not accept packets by mail, e-mail, fax, etc. Under no circumstances will applications be accepted after January 29, 2010 with the exception of second-phase marketing (as described in The Lottery Process).

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. Applications 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.

Charter School Law of 1997 allows charter schools to establish “reasonable criteria” for admissions and to independently develop and implement our own policies and procedures. (Please refer to our Student/Parent Handbook which can be found on our website.)

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 possession of a weapon in school, on school property or on a public conveyance to or from school will be eligible for admission. Students who engage in physical confrontations or violate policies as outlined in our handbook will be subject to expulsion from GWCS.

Curriculum and Instruction Focus on Hiking and the Outdoor Environment

The curriculum and instruction at Green Woods Charter School is based on hiking and using the outdoor environment as a focus for study. 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.” Hiking and outdoor activities are an integral component of the education at Green Woods. It is imperative that students regularly attend school to take full advantage of this activity. **Students who do not attend school regularly will be removed from Green Woods in accordance with Green Woods’ attendance and discipline policies.**

Reapplication of Currently Enrolled Students

To determine the number of available seats, current students are required to fill out a Letter of Intent to indicate their intention to return to Green Woods the following school year. Current students 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.

Preferences for Seating outside the Lottery Process

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

Second Priority: After all currently enrolled students are seated, siblings of currently enrolled students are then given preference for available seats in admissible grades for the 2010-2011 school year. 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 this year's 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.

Third priority: Children of eligible Founders and siblings/step-siblings of seated Green Woods Charter School students are given preference for admission to the school outside the lottery process as stated above. No preference for admission outside the lottery will be given to the children of Green Woods Charter School employees or Board Members who are not Founders.

Students, including siblings and step siblings that disenroll from Green Woods for any reason cannot request priority seating in subsequent years using sibling or other preference. Any student who disenrolls must come back through the regular lottery process. However, a formerly disenrolled student, sibling or step-sibling, who meets all of the required admission’s criteria for student eligibility, can request an application and become part of the regular lottery process.

Written proof of legal and physical custody and legal residence must be provided for all students, including siblings and step-siblings.

The Lottery Process

The lottery will be held in late February, 2010. The applications of Philadelphia residents will be selected first and the applications of non-Philadelphia residents will be selected second.

Waiting lists will be established in lottery order for each grade: one for Philadelphia residents and one for Non-Philadelphia residents of Pennsylvania. Applicants will be notified as to their place on the list by March 2010.

In May, after student retention concerns are addressed and re-enrollment is confirmed, the specific number of available seats in each grade will be determined. Applicants being offered a seat will be notified and will be required to come to Green Woods to pick up an Enrollment Packet. The Enrollment Packet must be successfully completed and returned in the time indicated.

If Green Woods determines that there are fewer applications than projected slots available, a second phase marketing/advertising campaign will be instituted. Green Woods Board of Trustees has the authority to establish the number of seats in any grade or grades.

We ask parents of prospective enrollees to please be patient as there are times when things change in our families and seats do become available up to and including the end of August. **To make sure Green Woods can contact prospective parents, it is the responsibility of parents to update Green Woods with any changes in address or phone number.**

New waiting lists are generated every year. If an applicant is not notified of acceptance, they MUST reapply for the next school year.

The Final Registration Process

The Green Woods Charter School Board established a maximum grade size of 24 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 students entering 7th or 8th grade. The Board and Administration has the full discretion to establish the number of students in each grade.

All enrollments are contingent upon Green Woods Charter School receiving all necessary paperwork from a child's previous school in a timely manner. Should Green Woods not receive such information and in the time designated, the applicants' seat will be given to the next student on our waiting list.

Also, 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 2010-2011 school year and, at anytime during the application process, and prior to the official starting date 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.

Registration Requirements

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 2010.

If all required enrollment paperwork is not received by Green Woods by the required date, the applicant will forfeit their seat.

Once all registrations are completed, any additional vacancies designated by the administration will be filled from the waiting list.

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

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

Requirements for September 2010 Attendance

The following documents will be available at the New Parent Orientation and are to be completed and returned to Green Woods by August 1, 2010 in order for a newly registered child to attend Green Woods Charter School in September 2010:

- 1) Annual Health History – completed by the parent/guardian
- 2) Dental Record Form
- 3) Immunization Record
- 4) Hike Form – completed by the child's physician
- 5) Physical – completed by the child's physician

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 disenrolled from Green Woods.

Falsifying any application documents or any documents for a student successfully admitted through the lottery process will result in the application being considered null and void. 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.