



Public Random Drawing / Lottery Policy

Heartland Charter School is committed providing the Heartland Charter School (“School”) community, including staff, parents, guardians, and current or prospective students with information on the School’s enrollment and public random drawing/lottery policies and procedures in the event that applications for enrollment exceed the School’s capacity.

The purpose of the Heartland Charter School Governing Board approving this Promotion, Acceleration and Retention Policy is to accomplish the following:

1. Outline the Enrollment Procedures
2. Outline the Lottery Procedures
3. Establish a Waitlist
4. Outline Complaint Procedures

- 1. Enrollment:** The School is a non-classroom based charter school that operates solely as an independent study program. Admission to the School shall be open to any student who resides within the boundaries of Kern County or an adjacent county. The School will accept all students who wish to attend, so long as there is capacity to serve them.

If the number of pupils who wish to attend the School exceeds the School’s capacity for a specific grade level, enrollment in the impacted grade level will be determined by a Lottery conducted in accordance with the procedures set forth in this Policy and applicable law. The School expects to admit all applicants seeking to enroll in grades 9-12, provided an application is completed and submitted no later than the announced deadline for applications. Admission preferences will only be extended consistent with this Policy, the School’s charter, and applicable law.

Admission preferences will not be based on any protected characteristics, including, but not limited to, disability, race, gender, national origin, and religion. In addition, enrollment preferences will not limit enrollment access for pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, or foster youth.

- 2. Lottery Procedures:** In the event that there are more students who wish to attend the School than there are places available, the School will conduct a Lottery in the Spring semester prior to the academic year for which enrollment is sought.

All pupils, except those who are guaranteed admission as provided in this Policy and the School's charter, who wish to enroll in the School must participate in the Lottery subject to the following:

- Students who reside within the boundaries of Maricopa Unified School District will have their names placed in the Lottery twice.
- Students who reside outside the boundaries of Maricopa Unified School District will have their names placed in the Lottery once.

The following students are exempt from the Lottery and are guaranteed enrollment in the School: (1) currently enrolled students; and (2) siblings of currently enrolled or admitted students. "Sibling" is defined as a pupil who has at least one biological or adoptive parent in common with the admitted pupil, or who has been legally adopted by or placed under the legal guardianship of at least one biological or adoptive parent of the admitted pupil. Step-siblings are only considered siblings if they reside at the same address as the sibling who is admitted into the School.

Public notice of the enrollment application deadline and participation in the Lottery will be posted on the School's website and the notice will provide the date, time, and location of the Lottery. The Lottery will be conducted by grade-level and operated by the Board President. The Lottery will be open to the public and families are encouraged, but not required, to attend. The School will utilize pulling a number out of a hat system or a comparable system to run the admissions Lottery.

The Lottery will announce the name of each pupil who is granted admission. Once the enrollment cap has been reached, the Lottery will continue to draw names of students who will then be placed on the waitlist in the order drawn.

If a student is extended an offer of admission due to one of the preferences noted in this Policy or the School's charter, the School may request supporting documentation as part of the enrollment process. The School will conduct a verification of such documentation prior to finalizing the student's enrollment and may disqualify an applicant submitting materially false information.

After the Lottery process, and once an offer of placement has been accepted by the family, additional information may be requested as part of the registration process. Following acceptance through the Lottery, students who are offered admission at the School at the time of the Lottery will have seven calendar days to complete the registration process.

Enrollment offers are valid only for the academic year for which the Lottery is conducted. There is no option to defer an offer for the enrollment.

- 3. Waitlist:** If a slot becomes available because an accepted student declines enrollment, a student leaves the School after the start of the academic year, or as spots become available through April 1, the School may notify families on the waitlist in the order they appear on the waitlist.

Thereafter, no students will be admitted for the current year. Students on the waitlist shall have two school days to accept the enrollment slot (via telephone or email to the School) and proceed with the registration process. Applicants must complete a registration packet with all required documentation and by the deadline given by the School to confirm enrollment.

Students who are not offered seats for the academic school year for which the Lottery was held will remain on the waitlist until April 1st unless the parent or guardian requests that the student be removed from the waitlist earlier. The waitlist shall not carry over from one year to the next. Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the Lottery if space is limited.

4. Complaint Procedures: California Education Code section 47605(d)(4) prohibits the School from doing the following:

- Discouraging a pupil from enrolling or seeking to enroll in the School for any reason.
- Requesting a pupil's records or require the parent, guardian, or the pupil to submit the pupil's records to the School before enrollment.
- Encourage a pupil currently attending the School to disenroll from the School or transfer to another school for any reason (except for suspension or expulsion).

A person who suspects that the School has violated any of the prohibitions listed above may file a complaint with Maricopa Unified School District. The complaint form may be found on the School's website or can be provided upon request.