

**Woodland Charter School**  
**POLICY MANUAL**  
**Adopted: April 22, 2019**  
**Date to Review: April 22, 2021**

**ENROLLMENT POLICY**

**Purpose**

The purpose of this policy is to set forth guidelines for the application, admissions, and enrollment procedure.

Pupils will be considered for admission without regard to actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, gender, color or physical or mental disability or any other basis prohibited by law. Woodland Charter School will not charge admission. No test or assessment shall be administered to students prior to acceptance into the school. However, assessments may be administered to determine individual instructional programs once students are admitted. These tests serve as diagnostics of students' reading, writing, and math skills.

All families must complete the enrollment process outlined in this document.

It is desirable, given the school's Waldorf curriculum, that students' parents can demonstrate a commitment to the Waldorf concepts of education. It is also desirable that parents express a willingness to broaden their understanding of the Waldorf philosophy, and to support the curriculum in the home (specifically including the willingness of the parent to restrict the child's exposure to the electronic media such as television, movies, videos, computer games, cell phones, etc.) Parents are also strongly encouraged to volunteer in the school. However, no student shall be excluded nor discouraged from attending if such qualities are not expressed nor demonstrated.

**Birth Date Deadlines**

The Woodland Charter School curriculum is inspired by Waldorf education and is based on a particular model of child development. While our school is open to all students who wish to enroll (up to capacity), the school has adopted a minimum age of enrollment for each grade level that exceeds the minimum age requirements under the law. Below are the grade/age guidelines for student applicants.

- Grade 1:** 6 years old by July 1<sup>st</sup>
- Grade 2:** 7 years old by May 31<sup>st</sup>
- Grade 3:** 8 years old by May 31<sup>st</sup>
- Grade 4:** 9 years old by May 31<sup>st</sup>
- Grade 5:** 10 years old by May 31<sup>st</sup>
- Grade 6:** 11 years old by May 31<sup>st</sup>
- Grade 7:** 12 years old by May 31<sup>st</sup>
- Grade 8:** 13 years old by May 31<sup>st</sup>

**Please see Enrollment Policy Exceptions for students in Grades 2 - 8 whose birth dates do not meet these deadlines.**

## Application Process

Parent(s)/Guardian(s) who wish to apply to Woodland Charter School are strongly encouraged to attend a Parent Information Session. At the end of one of these Sessions, the parent(s)/guardian(s) shall fill out a Student Enrollment Form and turn it in to the Woodland Charter School office.

- During the Open Enrollment Period: Student Enrollment Forms must be USPS postmarked by **May 15** (mail: Woodland Charter School, P.O. Box, Murphy, OR 97533) or received by hand in the Woodland Charter School office (hand delivery: Woodland Charter School, 301 Murphy Creek Rd, Grants Pass, OR 97527) by **May 15**.
- After the Open Enrollment Period: After the Open Enrollment Period, parent(s)/guardian(s) may attend a specially scheduled Parent Information Session and turn in a Student Enrollment Form.

## Re-Admissions Process for Returning Students

Current students must reaffirm their intent to enroll annually. The parent(s)/guardian(s) shall fill out a Student Enrollment Form and turn it in to the Woodland Charter School office. Student Enrollment Forms must be received in the office (or USPS postmarked) by **May 15**.

Mail: Woodland Charter School, P.O. Box 740, Murphy, OR 97533

Hand delivery: Woodland Charter School, 301 Murphy Creek Rd, Grants Pass, OR 97527

## Admissions Process

1. Should there be open spaces in any given class and more applicants than the capacity of any the given class, a public lottery will be publicized on Woodland Charter School's website and held on the **first Tuesday in June** to determine each applicant who is invited to enroll. Each year, a waiting list for the school year will be formed of any students who are beyond the number of students invited to enroll in each class.
2. The applicants will be notified by phone and mail. Parent(s)/Guardian(s) are responsible for ensuring that the Woodland Charter School office has a current phone number and address on file at all times in case an opening becomes available.
3. Upon notification of acceptance, after the June lottery or after an opening becomes available, **the applicant must complete the enrollment process within 7 calendar days to secure his/her space in the school.**
4. If the applicant declines the offer of placement, the applicant will be moved to the bottom of the wait list.

## Enrollment Process

The following requirements must be met in order to enroll a student at Woodland Charter School.

1. Parent(s)/guardian(s) must complete an Enrollment packet within **7 calendar days** of accepting admission. The Woodland Charter School office will provide the current Enrollment packet.
2. Parent(s)/guardian(s) must complete the required New Student Registration paperwork within the first week of school attendance. New Student Registration paperwork will be provided by the Woodland Charter School office.

## **Open Enrollment Period**

Applications will be accepted during the Open Enrollment Period. At the end of the Open Enrollment Period on **May 15**, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the Charter School will hold an equitable lottery to determine enrollment for the impacted grade level(s).

## **Lottery Process**

Enrollment preferences in the case of a lottery following the Open Enrollment Period shall be allowed in the following priority:

1. Students who were enrolled\* the prior year, termed “prior year enrollment preference”
2. Students who have siblings\* who are presently enrolled in the school and who were enrolled in the school in the prior year, termed “sibling preference”
3. All other students

At the conclusion of the lottery, all students who participated in the lottery and were not granted admission due to capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. When an opening occurs during the school year, that vacancy may or may not be filled as determined by the Administrator, Class Teacher, and Charter Council. Prospective students who have been through the lottery and are on the wait list at the end of the school year will have their names carried over to the next school year’s wait list. Prospective students with prior year enrollment and/or sibling preference, as defined in this document, receive higher priority than lottery wait list students without these preferences, even if they apply after the Open Enrollment period.

## **Special Conditions for Twins/Multiples Applying**

Twins/Multiples: Families applying for enrollment of twins/multiples for the same class must complete an application for each child. Each application will be entered in the lottery process as an individual student but with the indication that the student has a twin/multiples also applying for the same class.

- a. During the lottery process, if one of the multiples is chosen, the other multiples will be placed on the lottery list immediately after the first multiple’s name.
- b. If a class spot is offered to one of the multiples and not the others for the same class, the same time frame for accepting the class spot and participating in the enrollment process is required in order to reserve the class spot.

## **Outside the Enrollment Period**

Applications for classes that are full will be accepted and placed on the wait list on a first-come-first served basis, below the entire wait list of applicants who went through the lottery, with the following exceptions based on enrollment preferences. Applicants with prior year enrollment preference will be listed directly below all lottery wait list applicants with the same preference. Applicants with sibling

preference will be listed directly below all lottery wait list applicants with sibling preference. In the case of an applicant with both prior year enrollment preference and sibling preference, the applicant will be listed above all lottery wait list applicants with only prior year enrollment preference and below those with the same preferences.

**\*Enrolled:** A student is considered to have been enrolled the prior year if the student attended Woodland Charter School for any length of time, at any point in the year.

**\*Siblings:** Siblings have preference at Woodland Charter School because we prefer to keep families together. After one sibling finishes a year enrolled at Woodland, then any siblings will have sibling status.

**Siblings definition:** Siblings may be any of the following:

1. Children sharing one or both biological parents in common
2. Children of one's stepfather or stepmother
3. Children sharing the same legal guardian.

**For exceptions to this policy, please see Enrollment Policy Exceptions.**