

# **Tidioute Community Charter School**

## **Admissions and Waiting List Policy**

Approved May 2008

*(This policy supersedes and replaces the current Admissions Policy)*

### **Section 1:01**

#### **Admission Criteria**

TCCS will accept applicants on a first come first served basis up to a total enrollment of 250 students in the first year. Should applicants exceed that number TCCS will conduct a lottery as described in Section 1:02 below. TCCS shall not discriminate in its admission policies or practices on the basis of intellectual ability or athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district as provided for in Act 22 section 1723-B. Because it is a comprehensive school without an academic or arts specialty, there will be no admission criteria. Should TCCS receive more than 250 applications the first year, TCCS reserves the right to increase the number of students served to 275 the second year and to 300 for the third.

### **Section 1:02**

#### **Letter of Interest Period/Lottery**

TCCS will publish and distribute an application for admission by March 1 of each school year, beginning in 2005. The applicants will self address a post card, included in the application packet, which will be mailed as a receipt. Applications will be due at the school by May 1<sup>st</sup> of each school year. If more than the number of students than the school is able to serve in a given school year applies, places will be awarded first to students previously enrolled and their siblings, founder students and next to children of school staff members. See Admissions and Waiting List policy sections 1:05 and 1:06 below for more information. Any remaining places will be assigned through a neutral lottery conducted by May 20<sup>th</sup> of each year as per Act 22 section 1723-A. First preference shall be given to students who reside in the Warren County School District.

Persons unsuccessful in the lottery will be placed on a waiting list in order of the date of their application. Applicants will be notified by May 25<sup>th</sup> of each year concerning the outcome of their applications. Should places remain open after May 25<sup>th</sup>; TCCS will accept applicants until the places are filled. See Admissions and Waiting List Policy sections 1:03 through 1:08.

### **Section 1:03**

#### **Application to the Waiting List**

In order to ensure that those who are on our waiting list are well informed and able to make a decision when offered a position, we encourage all families to carefully review our school philosophy and charter, and to place their children on our waiting list if they value our vision, mission, philosophy, and program and attend a parent orientation meeting. Names will not be taken over the phone.

## **Section 1:04**

### **Order of the Waiting List**

The waiting list will be operated on a first come, first served basis. Student selection must be based on equitable and fair district-wide criteria and ensure that there is equal access for all students regardless of race, color, religion, gender, national origin, or disability. Parents of applicants may be informed of their position on the waiting list.

## **Section 1:05**

### **Siblings of TCCS Students and founder students**

We strongly support keeping families together in one school. Priority will be given to enrolling siblings of currently enrolled students and children of parents who have actively participated in the development of the charter school as per Act 22 Section 1723- A. They will be placed on the waiting list according to the enrollment date of their sibling. It is the responsibility of the parents to notify the TCCS at the time of new student application if there is a sibling already enrolled at the TCCS.

## **Section 1:06**

### **Children of School Staff Members**

Children of school staff members will receive priority in enrollment before the general waiting list but after any siblings and founder students who are waiting as per Act 22 section 1723- A.

## **Section 1:07**

### **Offering Available Positions**

As positions in the school become available, they will be offered to sibling students, founder students, then to staff students and then to students on the general waiting list. If TCCS is unable to make contact with the persons on the waiting list, those names will be deleted.

## **Section 1:08**

### **Declining an Offered Position**

Parents will have 48 hours to decide whether to accept a position after it has been offered. If extenuating circumstances justify additional time for a family to make a decision, that additional time may be granted by agreement with TCCS administrators when the offer is made. The names of students on the waiting list will be removed when an offered position is declined. Parents may reapply for a position in the school by attending a parent orientation meeting and completing a Letter of Interest in order to be placed on the waiting list for future openings.