

# **ROCKLIN ACADEMY 2009-2010** **ADMISSION and ENROLLMENT POLICY**

## **Admission and Enrollment**

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### **1. Overview of the Admission Policy**

The purpose of the Admission and Enrollment Policy is to provide an organized method for determining who is able to enroll in Rocklin Academy, in a manner compliant with the law. The Admission and Enrollment Policy also provides the vehicle to ensure that parents of prospective students have the opportunity to learn about the mission of Rocklin Academy and details of its educational program. The Admission and Enrollment Policy contains rules used in the enrollment process at Rocklin Academy. This includes the process for initial application, the lottery process (as needed), enrollment preferences (if any), and the rules applying to returning students and waiting lists.

### **2. Dissemination of Our Enrollment Process**

In order to ensure that potential families have an opportunity to enroll their children in Rocklin Academy, the school will widely disseminate information about its educational program, parental partnership requirement, and the enrollment process.

### **3. Annual Enrollment Process – KINDERGARTEN (Turnstone and Meyers Campus).**

Each year, Rocklin Academy will have one or more open enrollment periods for Kindergarten applications for the next school year. A separate application is required for each campus. If at the end of an open enrollment period the number of Kindergarten applications exceeds the number of available slots, Rocklin Academy will conduct a public lottery. Applicants will be placed on the waiting list based on the order they were drawn in the Kindergarten lottery. In the event Kindergarten twins are in the lottery, the parent(s) or guardian(s) will be given the choice of 1) having one entry, to include both children, or 2) two entries, giving each child a separate lottery pick. Applicants for Kindergarten who apply after the open enrollment period will be eligible for enrollment or placed on the waiting list after those applicants who applied during the open enrollment period, based on the date a completed application is received.

For the 2009-2010 school year, Rocklin Academy will have a Kindergarten open enrollment period beginning at 8 a.m. on Friday, December 12, 2008 and ending at 12 Noon on Friday, January 9, 2009. If all Kindergarten slots are not filled by January 9, 2009, a second open enrollment period will occur.

### **Annual Enrollment Process (Grades 1-6) - Turnstone Way Campus ONLY**

Rocklin Academy will have an open enrollment period for applications for the 2009-2010 school year beginning at 8 a.m. on Friday, December 12, 2008. A separate application is required for each campus. Applicants will be eligible for enrollment or placed on the waiting list based on the date a completed application is received. The last day for submitting applications for the 2009-2010 school year is October 31, 2009.

### **Annual Enrollment Process (Grades 1-5) - Meyers Street Campus ONLY**

Rocklin Academy will have an open enrollment period for applications for the 2009-2010 school year beginning at 8 a.m. on Friday, December 12, 2008. A separate application is required for each campus. Applicants will be eligible for enrollment or placed on the waiting list based on the date a completed application is received. The last day for submitting applications for the 2009-2010 school year is October 31, 2009.

## **4. Enrollment Preferences**

Enrollment preference will be given in the following order:

- a. A currently enrolled student who is retained (at any grade level).
- b. Dependents of full-time certificated teachers employed by Rocklin Academy.
- c. Dependents of Rocklin Academy Board members.
- d. Siblings of currently enrolled students (a currently enrolled student must attend school for one day before sibling preference is granted). When two or more siblings are on the waiting list for the same grade, priority will be determined based on the date a completed application is received. Sibling preference applies only to the campus where the student is enrolled.
- e. A sibling of a currently enrolled 6<sup>th</sup> grade student will be given sibling priority status on the waiting list if the completed application is received while the 6<sup>th</sup> grade sibling attends Rocklin Academy. When the 6<sup>th</sup> grade student graduates from Rocklin Academy, the sibling will retain their sibling status on the waiting list. To remain on the waiting list, the sibling is required to complete a new application for the upcoming school year and return it to Rocklin Academy's office by a specified date. Sibling preference applies only to the campus where the student is enrolled.
- f. Deferment of Enrollment (Kindergarten Only). See #10 below.
- g. Preferred Enrollment for Board-identified priorities, as approved annually by Rocklin Academy's Board of Directors.

Enrollment preferences will not displace a current student in good standing.

## **5. Returning Students**

Students who are in good standing, according to Rocklin Academy's Criteria for Continued Enrollment, are eligible to continue their enrollment for the next year if they complete a recommitment form by the due date set each year.

## **6. Maintenance of Waiting Lists**

Rocklin Academy will maintain two waiting lists, one for our Turnstone Way Campus and one for our Meyers Street Campus. Each year Rocklin Academy will notify, by mail, every family on each waiting list. It is important that you keep Rocklin Academy advised of any change of address. Each family will be required to complete a new application for the upcoming school year and return it to Rocklin Academy's office by a specified date. If a new application is not received by Rocklin Academy by the specified due date, the applicant will be removed from the waiting list. Also, if during the school year a slot becomes available and you choose to decline this slot, you will be given two options: 1)

to move to the bottom on the waiting list for that particular grade, or 2) to be removed from the waiting list entirely.

**7. School Transfers**

A student who is currently enrolled at one campus, who wishes to attend another campus, needs to apply to that campus, and will be treated as a new applicant without any enrollment preference. Eligibility for enrollment will be offered based on the waiting list for that location and grade level. At the discretion of Rocklin Academy's Administration, and if the circumstances merit consideration, transfers between campuses are possible on a space-available basis.

**8. Admission of Students with Special Needs**

No student will be denied admission to Rocklin Academy based on a disability. The application of students who have been identified as having special needs will be processed according to the Special Education policies and procedures of the Rocklin Unified School District.

**9. Attendance at Workshop**

Attendance at an admission workshop (parent information night) is a valuable method of ensuring that applicants are fully aware of the education program offered by Rocklin Academy, including its strengths and limitations, as well as parental and student requirements.

**10. Deferral of Enrollment – Kindergarten Only**

A student who is eligible for enrollment to Kindergarten, and who has been offered an enrollment slot in Kindergarten, may withdraw for that year. If the withdrawal is due to a determination that the student is not yet ready academically, developmentally, or otherwise, the student's parent(s) or guardian(s) may petition for a deferred enrollment preference for the following school year. This petition must be made in writing to the Principal by June 1st and must include all reasoning supporting the determination that the student is not ready. Based on the Principal's evaluation of the petition and, if necessary and requested, of in-person assessment of the child's readiness, the Principal may approve the petition and offer enrollment preference for the following year. This does not guarantee placement. Deferral of Kindergarten enrollment is on a space-available basis.

**11. Authority of the Board to Adjust Enrollment As Needed**

Rocklin Academy's Board of Directors has the authority to adjust the number of slots available at each grade level based on the needs of Rocklin Academy and the facility space available. If circumstances require Rocklin Academy to reduce the number of enrolled students, the Board will seek to make these reductions in the least disruptive manner possible.

**IMPLEMENTATION DETAILS FOR THE ADMISSION AND ENROLLMENT PROCESS  
FOR THE 2009-2010 SCHOOL YEAR  
Dates Change Annually**

Prospective New Parent Information Nights to be held in the multipurpose room at Rocklin Academy (6:30 p.m. to 8:00 p.m.)

Wednesday, November 12, 2008 (Turnstone Way Campus)

Thursday, December 4, 2008 (Meyers Street Campus)

Notification Letter Sent to 2009-2010 Waiting List for Need to Request Continuation on the Waiting List for 2009-2010

By Thursday, December 4, 2008

Applications Available on Rocklin Academy's website and in Rocklin Academy's office

Website: 4:00 p.m. on Thursday, December 11, 2008

Office: 8:00 a.m. on Friday, December 12, 2008

First Date Applications may be submitted for the 2009-2010 school year

8:00 a.m. on Friday, December 12, 2008

Open Enrollment Period for Rocklin Academy at Turnstone Way (Grades K-6) and Rocklin Academy at Meyers Street (Grades K-5) begins on December 12, 2008. A completed application must be received in Rocklin Academy's office as outlined below:

**Application Submission Deadline**

**NEW APPLICANTS**

Kindergarten - Turnstone & Meyers  
(To be included in the Turnstone and/or Meyers  
Kindergarten lotteries)\*

12 Noon, January 9, 2009

\*If your application is received after 12 Noon on January 9, 2009 through October 31, 2009, your name will be added to the waiting list after those included in the Kindergarten lottery.

**REAPPLY APPLICANTS**

Grades 1-6 - Turnstone Way  
Grades 1-5 - Meyers Street  
(To retain your spot on our waiting list.  
Must have submitted a 2008-09 application)

12 Noon, January 9, 2009

**NEW APPLICANTS**

Grades 1-6 - Turnstone Way  
Grades 1-5 - Meyers Street  
(To be placed on our waiting list based on  
the date a completed application is received)

October 31, 2009

09-10 Admissions and Enrollment Policy (Final)

Recommitment Forms Distributed to Currently Enrolled Students

Wednesday, January 7, 2009

Deadline for Submitting Recombitment Forms of Currently Enrolled Students for the 2009-2010 School Year

Wednesday, January 21, 2009

Deadline for Returning Applications for Continuation on the Waiting List for 2009-2010 (must have already submitted application for 2008-2009)

Friday, January 9, 2009

Turnstone Kindergarten Lottery (4:30 p.m. to 5:30 p.m. at Rocklin Academy's Turnstone campus)

Thursday, January 22, 2009

Meyers Kindergarten Lottery (3:30 p.m. to 4:30 p.m. at Rocklin Academy's Meyers campus)

Thursday, January 29, 2009

Notification Letter Sent to Parents of New Kindergarten Students Who Were Chosen in the Lottery for 2009-2010

By Friday, February 27, 2009

Mandatory Kindergarten Readiness Workshop (held at the Turnstone Way Campus)

This workshop is for parents of children accepted into Kindergarten at Rocklin Academy for the 2009-2010 school year. One parent must be in attendance at this workshop. The date will be announced at a future time.