

**OUR CHILDREN'S ACADEMY
POLICY MANUAL**

SUBJECT: Student Enrollment Procedures

SECTION:

INITIAL DATE: 5/1/05

REVISED: 6/06

PAGE 1 OF 2

PURPOSE:

Ensure student enrollment follows appropriate Florida statute guidelines.

ACTIONS TO BE PERFORMED IN EXECUTING THE POLICY:

1. Our Children's Academy shall be open to any student covered in an interdistrict agreement or residing in the school district in which the charter school is located. Any eligible student shall be allowed interdistrict transfer to attend a charter school when based on eligibility criteria.
2. Our Children's Academy shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process.
3. According to Florida Statutes, Our Children's Academy shall give enrollment preference to the following student populations:
 - a. Students who are siblings of a student enrolled in the charter school.
 - b. Students who are the children of a member of the governing board of the charter school.
 - c. Students who are the children of an employee of the charter school.
4. A charter school may limit the enrollment process only to target the following student populations:
 - a. Students within specific age groups or grade levels as specified in the Our Children's Academy charter contract with the Sponsor.
 - b. Students residing within a reasonable distance of Our Children's Academy, as described in paragraph (20) (c) Florida Statutes. and meeting Our Children's Academy's eligibility criteria. Meeting the diversity of the community is not an issue with Our Children's Academy as all our students must have a developmental handicapping condition and are age appropriate.
 - c. Students who meet reasonable academic, developmental and age eligibility standards established by Our Children's Academy and included in the charter school application and charter, that are consistent with the school's mission and purpose. Such standards shall be in accordance with current state law and practice in public schools and may not discriminate against otherwise qualified individuals.
 - d. Students articulating from one charter school to another pursuant to an articulation agreement between the charter schools that has been approved by the sponsor.

5. Students with handicapping conditions and students served in English for Speakers of Other Languages programs shall have an equal opportunity of being selected for enrollment in Our Children's Academy.
6. A student may withdraw from a Our Children's Academy at any time and enroll in another public school as determined by district school board rule.
7. The capacity of Our Children's Academy shall be determined annually by the governing board, in conjunction with the sponsor.
8. The parent/guardian of each student will complete an application and submit it to the central office located at 150 Avenue B SE Winter Haven FL. Each application will be date stamped when received.
9. The public will be notified of applications being accepted for enrollment through notices in the newspaper.

REFERENCE STANDARD:

OCA Administrative Procedure Manual
OCA Student Handbook

ACCOUNTABILITY:

Our Children's Academy staff