



Board of Trustees

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Interim STEAM School Enrollment Criteria and Process (Year 1)

Introduction:

The metaphor of a meandering river runs through this new Rio School District K-8 site; our design features building forms around the central, unifying courtyard. The concept is embodied in multiple learning spaces and STEAM centers, following a pathway of student’s developmental stages. Student growth and development mirrors the course of the meander – both evolving and changing over time.

This STEAM campus will showcase the District’s commitment to hands-on learning, helping students discover and pursue their educational / professional vocations – passions that will connect them with a lifetime of learning. Outdoor environments will be designed to function as classrooms, drawing on the nearby river and storm water management structures as sources of study inspiration.

It is anticipated that the STEAM campus will open as a K-6 school in the fall of 2018, with 216 seats available for grades K-2 and 240 seats available for grades 3-6. Grades 7 and 8 will be added subsequently in the following years.

Enrollment Preference (projected space availability and designation of slots):

Area of Residence	Number of Available Spaces
Riverpark and Oxnard Village	342
All Other Rio Schools*	114
Total	456

*All other resident schools of the District (Rio Plaza, Rio Real, Rio Lindo, Rio del Valle, Rio Rosales, Rio del Norte).

Non-discrimination in District Programs and Activities (BP 0410): The District’s Board of Trustees is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental

disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Eligibility Criteria for Enrollment:

- Any student living within District boundaries may apply.
- Students entering kindergarten must be 5 years of age by September 1 of the applicable school year for which they are applying.
- All applicants must provide the school upon admission, proof of age (*e.g.* birth certificate) and proof of residency (*e.g.* rental property contract or property tax receipt).
- Parents and applicants are strongly encouraged to attend the informational sessions about the school.
- All applications must include one parent/guardian signature.
- The school's enrollment policy is available on the school website and with an enrollment application.
- All applicants not offered admission by the end of the school year, must reapply during the next open enrollment window.

Special Education Placement Considerations:

The STEAM campus will offer special education accommodations in an inclusive setting. A carefully designed multi-tiered system of instructional support will be available. This supplemental instruction will be designed to support student success in the general education curriculum. Parents must disclose their child's Individual Education Plan (IEP) or 504 plan status and the most current plan as applicable with their application. A student whose IEP states they need more extensive services than can be provided by the STEAM campus will be referred back to the schools that house those programs.

Enrollment and Application Process:

Applications will be available on the District website, at the District office and at each District school site.

Applications for enrollment will be available beginning December 1, 2017 and will be accepted through the end of the business day on March 2, 2018. Applications may be completed online or submitted in person at any Rio school site and/or at the Rio district office during the specified enrollment period.

If the school receives more applications than seats available a public lottery shall be held. A separate public enrollment lottery is held for each applicant category (Riverpark/Oxnard Village residents and all other District boundary residents). The District will publicize the time, date and

location of the public lottery in advance. It is anticipated the lottery will be held during the first few weeks of March.

All parents/guardians must complete an enrollment application in order to participate in the enrollment process.

Lottery Process:

The lottery will be conducted using a randomized computer generated program.

Enrollment Priority Considerations:

There are two priority categories that will be considered pending space availability:

Employee Priority:

1. Students of permanent employees will have priority placement, pending space availability.

Sibling Priority:

2. Students whose sibling(s) are currently enrolled in the requested school and has a confirmed placement at the STEAM school for the requested school year will have priority placement, pending space availability.

Notification and Admissions Process:

The parents/guardians of the students chosen by lottery for admission to the school will be notified by mail of the results of the lottery. The letter will include steps the parents/guardians must take to enroll the child in the school. Parents/guardians who have created an online account and applied online may also check their admissions status by accessing their online account.

The parents/guardians of each student selected for admission will have fourteen (14) days of receipt of notice of acceptance to confirm his or her child's eligibility for enrollment and accept the offer of admission. Failure to acknowledge acceptance and confirm eligibility for enrollment will result in loss of admission.

If the parent/guardian declines the offer of admission or fails to timely acknowledge acceptance, then the student's application will be considered declined and removed from the applicant pool.

Established Waitlist and Waitlist Management:

All students that do not receive a placement during the random, public lottery will be placed on a waitlist to enroll should space become available. Waitlist ranking will be assigned in the order selected. Should vacancies occur, admission will be offered to applicants on the waitlist in the order their names appear.

Students placed on the waitlist will be notified in writing of their waitlist number and the process for admitting students from the waitlist within 7 business days after the lottery.

The waitlist will be maintained by grade and enrollment category (Riverpark/Oxnard Village residents, all other district boundary residents and non-residents). Applicants will remain on the waitlist for the year in which the student applied for admission. Applicants who are not offered a seat during the school year are required to reapply during the next open enrollment period.

If vacancies occur prior to or during the school year, parents/guardians of the waitlist applicants will be notified by phone and/or email as openings become available. Parents/guardians must accept or decline an offer of admission from the waitlist verbally or in writing within three (3) business days. If the district is unable to contact the parent/guardian regarding an open seat for admission for a student within three (3) business days, the student's application will be considered declined and removed from the waitlist and applicant pool and the next applicant's parents/guardians will be contacted from the waitlist.

Applications received after the open enrollment window has closed and/or after the random, public lottery has been held will automatically be placed at the end of the established waitlist in the order they were received.

Board Approved: October 26, 2017