



ENROLLMENT IN TRANSITIONAL KINDERGARTEN

DEFINITION

Transitional Kindergarten is the first year of a two-year Kindergarten program that uses a modified Kindergarten curriculum that is age and developmentally appropriate. A student who completes one year in a Transitional Kindergarten program will continue to a Kindergarten program the following academic year.

AGE REQUIREMENT

To enroll in Transitional Kindergarten, a student must have his or her fifth birthday between September 2 and December 2.

Notwithstanding the age requirement discussed above, children who will have their fifth birthday between December 3rd and January 31st may request placement in Transitional Kindergarten. Families of these children must complete all application and enrollment materials and submit them to the school Francophone Charter School according to established deadlines. The School will accept students in that age range on a case-by-case basis if there is space available. Families will be notified prior to the first day of school if space is available. Additionally, children who will have their fifth birthday between February 1st and March 31st may be considered for enrollment in TK for a second semester start, if space is available. These students would begin school the first school day in January.

ENROLLMENT IN KINDERGARTEN

AGE REQUIREMENT

To enroll in Kindergarten, a student must be 5 years old on or before September 1. This age requirement is mandated by California's Department of Education guidelines and codified in Education Code Section 48000(a). Students turning 5 years old between September 2 and December 2 are eligible for Transitional Kindergarten, as discussed above.

EARLY ADMISSION

POLICY

Notwithstanding the age requirement outlined above, the Francophone Charter School may admit eligible students to Kindergarten once they turn five years old. These children may not begin Kindergarten at the beginning of the academic year but must wait until their fifth birthday occurs.

Any request for early admission to Kindergarten must be evaluated by the Francophone Charter School's Board of Directors ("the Board") on a case-by-case basis. At the Board's discretion, children may be admitted early if the following conditions are met:

- The student’s parent or guardian approves the student’s early admission
- The Board determines that early admission into Kindergarten is in the best interest of the child
- The student’s parent or guardian is given information regarding the advantages and disadvantages about the effect of early admission

ENROLLMENT PROCEDURES

Students seeking early admission may apply for admission on or after their fifth birthday. Applications received before the student’s eligible birthday will be deemed invalid.

In accordance to the Francophone Charter School’s admissions policy, if there are more applicants than spaces for an academic year, a public random drawing will be held to determine admittance to the school. Students not admitted through the drawing will be placed on a wait list. Any applications received after the close of open enrollment, including applications for early admission, will be added to the wait list, in order received, and will be contacted for enrollment when the drawing wait list is exhausted.

CONSIDERATIONS

Young children who are placed in Kindergarten may feel stress as they try to achieve academic expectations and relate to older children. When deciding to request early admission, parents and/or guardians should consider:

- The academic, social, and emotional readiness required for Kindergarten
- The rigorous nature of academic standards
- The potential for harm to a child’s disposition to learn by inappropriate acceleration
- The important concepts, skills, and knowledge imparted at each stage of a child’s education, including preschool or Transitional Kindergarten

ENROLLMENT IN FIRST GRADE

AGE REQUIREMENT

To enroll in First Grade, a student must be 6 years old on or before September 1. This age requirement is mandated by California’s Department of Education guidelines and codified in Education Code Section 48010.

EARLY ADMISSION

Notwithstanding the age requirement discussed above, any student who was *legally* enrolled in an out-of-state kindergarten for one school year (using that state’s requirements), but who does not meet California age eligibility for First Grade, may, with parental consent and subject to the Francophone Charter School’s admissions policies, enroll in First Grade.

Similarly, any student who was not age-eligible for kindergarten (i.e., the student’s fifth birthday was after September 1) and attended a Kindergarten at a private school in California may apply for and enroll in First Grade if:

- The child is at least 5 years old

- The child's parent(s) and/or legal guardian(s) is/are able to provide the name and accreditation of the school where the student has attended or is attending Kindergarten and/or the child is assessed by the School and determined to be academically eligible for First Grade
- The child's parent(s) and/or legal guardian(s) provide a report card from the student's school where he/she has attended Kindergarten and records that recommend promotion to First Grade

Non-age eligible students placed in First Grade may be evaluated and placed into Kindergarten such a change is deemed to be in the best interest of the child, as determined by the School's administration.

CONSIDERATIONS FOR EARLY ENROLLMENT

Young children who are placed in Kindergarten or First Grade may feel stress as they try to achieve academic expectations and relate to older children. When deciding to request early admission, parents and/or guardians should consider:

- The academic, social, and emotional readiness required for Kindergarten or First Grade
- The rigorous nature of academic standards
- The potential for harm to a child's disposition to learn by inappropriate acceleration
- The important concepts, skills, and knowledge imparted at each stage of a child's education, including preschool, Transitional Kindergarten, or Kindergarten

PUBLIC RANDOM DRAWING PREFERENCES

Francophone Charter School of Oakland shall admit all students who wish to attend, in accordance with Education Code §47605(d)(2)(A). If the number of student applicants exceeds the Charter School's capacity, enrollment (except for existing students of the Charter School) shall be determined by a public random drawing.

Admissions preference will be given in the following sequence of priority, provided all enrollment materials are fully completed and submitted by the announced deadlines:

1. Children of Francophone Charter School Founding Team and Founding Families*
2. Siblings of current Francophone Charter School students
3. Children of Francophone Charter School employees
4. Children who qualify for Free or Reduced Lunch and reside in Oakland, CA
5. Children who reside in the OUSD local elementary school attendance area where the Francophone Charter School is located, or children who are enrolled in this local elementary school, if this school serves 55% or more students who qualify for free or reduced price meals.
For 2017-18, this preference concerns children living in the attendance area of Howard Elementary.
6. Children who reside within the boundaries of Oakland Unified School District
7. All other children in the State of California

Founding Families are families committed to the mission and vision of the Charter School who completed 50 hours of volunteer-based service prior to January 31, 2015. Enrollment priority through Founding Family status is afforded to recognize the effort needed to start a new school

within a short amount of time. More information on the School's Founding Families is available in the School's petition appendix 2.

PUBLIC RANDOM DRAWING PROCESS

1. The public random drawing will take place within 14 days of closing the open enrollment period.
2. The drawing will take place on the Charter School's campus in a facility large enough to allow all interested parties to observe the drawing, or at another public venue near the school large enough to accommodate all interested parties.
3. The drawing will take place on a weekday evening or other time when most interested parties who wish to attend may do so.
4. Families who submit complete application forms prior to the February deadline will be notified in writing regarding the date, time and location of the drawing, and rules for the process of the drawing. The drawing will be held on the school grounds. While all families are welcome to attend, attendance at the drawing is not required for admission to the Charter School.
5. Each year, the Charter School's Board, acting on recommendations from the Executive Director or their designee will approve a plan for school growth for the coming academic year, which includes the number of slots available for new students.
6. All interested parties will know, prior to the holding of the drawing, how many openings are available per grade level at the Charter School. This information will be posted on the school's website and emailed to all school applicants.
7. All students claiming grade-level French language proficiency (francophone) will be scheduled for a French Language Review on a Saturday shortly after the close of the open enrollment period.
8. The drawing shall draw names for francophone and non-francophone children for Transitional Kindergarten and Kindergarten.
9. In line with recommendations from the California Department of Education's Two-Way Language Immersion Program FAQ (www.cde.ca.gov/sp/el/ip/faq.asp), applicants applying to the Charter School after Kindergarten will need to have some level of proficiency in French similar to that of the students who have already been in the program for a year or more.
10. Beginning with the highest grade, francophone and then non-francophone names shall be drawn by a Charter School administrator or Board member. The drawing will be structured to balance the number of francophones and non-francophones. The target for the composition of each grade is half francophones minus 1 and half non-francophones plus 1. This ratio may be adjusted depending on the number of francophone applicants. There will be a separate drawing for each language group, and fifty percent (50%) of the slots in each grade will be reserved for francophones. Francophones are children who are considered fluent in French at a level similar to that of the students in the class they are enrolling in (and may be fluent in English or other languages). Non-francophones are children who are not fluent in French. Before entering the drawing, francophone/bilingual applicants may be assessed to determine their language proficiency by a qualified staff member. In all other aspects, the drawing for students enrolling in the Charter School will follow all of the above school wide guidelines.
11. The drawing shall continue until all names in each grade level are drawn.
12. If an applicant who is offered a slot during the process described above has a sibling(s) who has (have) also applied for admission during the current enrollment period, that sibling(s)

will be offered the next available slot(s) that matches their grade and language proficiency, or if no such slot(s) remain they will be placed in the first available slot(s) on the appropriate waitlist.

13. Subject to the Executive Director's determination, as applicable, if slots for Francophone Kindergarten students remain and all the remaining Kindergarten applicants on the waitlist are non-Francophone, then these slots will be assigned to Kindergarten applicants who are non-Francophone. The slots will be assigned to applicants based on their order on the non-Francophone waitlist. If the ratio of Francophone/non-Francophone students is drifting away from the school's goal of about 50/50 for a dual immersion program, the ED may recommend to the Board of Directors that an additional round of enrollment take place in order to allow the school to meet its dual immersion model.
14. Those individuals whose names are drawn after all spaces have been filled will be placed on the wait list in the order drawn, except if the preferences described above require otherwise.
15. Potential students on the wait list shall provide contact information on their application/drawing forms in the event that space becomes available. Families promoted off of the wait list shall be informed by telephone and in writing and shall have a maximum of five (5) business days to respond, or two (2) business days once the school year has started. In addition, the Charter School shall attempt on at least two separate occasions to contact the parents/guardians of promoted students by telephone. Those families not responding within the maximum response period will forfeit their right to enroll their student in the Charter School for that school year.
16. Any families who decline admission or who fail to confirm will lose their position to the next name on the wait list. The wait list will be valid for the duration of the school year and will not carry over to any subsequent school year. If a student leaves the school, that space will be offered to the next person on the wait list.
17. If after the end of the enrollment period and/or public random drawing, unfilled spots remain for an individual grade, the ED or their designee may announce and undertake a second enrollment period, followed by another public random drawing, if appropriate.
18. Applications received after the close of open enrollment will be added to wait list after the drawing, in order received, and will be contacted for enrollment when the drawing wait list is exhausted.
19. Results of the drawing will be published in English, French and Spanish and will be posted online and in hard copy outside the school. Results will also be mailed to all applicants and follow-up phone calls will be made. Applicants may also contact the Charter School to ascertain an individual student's status on the wait list.
20. Applicants offered slots for the coming academic year will have acceptance decisions mailed to them within one week of the date of the public random drawing. Families of applicants accepted for enrollment must confirm their enrollment by the published confirmation deadline.
21. Applicants who do not return their acceptance form by this date will have their offer of enrollment withdrawn and if such an applicant changes their mind at a later date, they will be placed at the end of any and all waitlists that exist at that time. Enrollment offers are valid only for the applied for academic year. There is no option to defer an offer for enrollment.