

Enrollment Policies

E 1.0 Overview

Tallahassee Classical School is committed to enrolling a diverse student population. These Enrollment Policies and Procedures ensure that all eligible students in the community will be informed about the school, and each eligible student will be given an equal opportunity to attend the school.

E 2.0 Non-Discrimination

Tallahassee Classical School will not discriminate on the basis of race, national origin, gender, marital status, ethnicity, or disability. The school strives to achieve a racial/ethnic balance reflective of the community the school serves. The Enrollment Policies and Procedures of Tallahassee Classical School comply with Florida charter school laws, including but not limited to Fla. Stat. 1002.33(15)(c) and Fla. Stat. 1002.33(7)(a)(8); Part B of the Individuals with Disabilities Education Act; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.

E 3.0 Open Enrollment Period

Purpose

The purpose of the Open Enrollment Period is to allow every family an equal opportunity to enroll in the school.

Notice

The dates for the Open Enrollment Periods will be publicly noticed on the school's website with delineated beginning and ending dates. All applications submitted within the first Open Enrollment Period will have an equal opportunity for admission, regardless of whether they are submitted on the first day or the last day of Open Enrollment. The lottery date for each grade will be noticed on the school's website. Additional Open Enrollment Period(s) will be publicly noticed on the school's website.

Requirements for Submission of Application

Residency

Students must reside in Leon County or any county with which Leon County has an interdistrict agreement, including Jefferson County, Gadsden County, and Wakulla County. While Tallahassee Classical School does not verify residency at the application stage, those submitting an application are advised that students cannot enroll until residency is established with required documentation.

Age Requirements for Kindergartners and First Graders

Kindergarten

Students entering kindergarten must be 5 years old on or before September 1st of the school year. If a student attended a private school or was homeschooled for kindergarten and will not be 6 years old on or before September 1st, then the student will be eligible for kindergarten only.

First Grade

First graders who will be 6 years old on or before September 1 shall be eligible for admission to the 1st grade. Students who have completed kindergarten at a private school or were homeschooled for kindergarten and who are 6 years old on or before September 1st shall be eligible for admission to the 1st grade. A letter/report card from a private school or a homeschool evaluation in compliance with Florida law stating satisfactory completion of kindergarten must be presented at the time of registration.

Exceptions

Exceptions to the age requirement for admission to first grade for children attending kindergarten out-of-state will be permitted if the student meets the age requirement for public kindergarten admission from the transferring state and has successfully completed kindergarten.

Submission of Lottery Application

An online Lottery Application will be available on the website for submission electronically. Only parents or legal guardians can fill out a Lottery Application. If a parent or legal guardian lacks access to the internet, they can access the Lottery Application via phone. A lottery application must be completed for each child. Applications for multiple children or incomplete applications will not be accepted. All deadlines for the Open Enrollment Period must be met.

Electronic Signature

The creation of a SchoolMint account by a parent or guardian indicates that the person has read, understood, and agreed to all of the terms and conditions required for enrollment and that all information provided on the application is true and correct. In addition, the person is verifying that he or she has the legal authority to make educational decisions for the student. Any incorrect or false information provided in reference to the Lottery Application will be grounds for terminating the application.

Processing Applications after Open Enrollment if Grade is not at Capacity

If capacity is not reached after the established Open Enrollment Periods, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order, until capacity is reached.

Processing Applications after Open Enrollment if Grade Is at Capacity

If grade level capacity is reached, applications are accepted on an ongoing basis and placed at the bottom of any existing waitlist until the waitlist is archived.

Parent/legal guardian Responsible for Ensuring Information Is Current

Once a Lottery Application is turned in and prior to registration, parents and legal guardians are responsible for ensuring that all information included in the Application is up-to-date, including all contact information. If there is a change, please update your SchoolMint account to reflect such changes.

E 4.0 Lottery

Pursuant to Fla. Stat. 1002.33(10)(b), Tallahassee Classical School shall enroll an eligible student who submits a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through the random selection process detailed below.

Applications will be accepted each year during the Open Enrollment Period and continuously to maintain capacity in each grade level. The number of seats available will be determined by the number of students who recommit minus the capacity. This is in compliance with 1002.33(10)(b).

Process

The lottery will be system generated by a third party contractor. All applicants with completed applications will be entered into the lottery. The available slots for each grade level will be filled in the order generated. When all open slots for each grade are filled, each remaining student will be assigned a waitlist number.

Florida State Statute Enrollment Guidelines

Tallahassee Classical School is a Leon County Public Charter School of Choice governed by Florida State Statutes 1002.31 and 1002.33 with regards to enrollment guidelines. PLEASE NOTE: These eligible student enrollment guidelines can change at any time by Tallahassee Classical School, Inc. policy or by Florida State Statute.

Excerpt from FSS 1002.33 Charter Schools.

(10) ELIGIBLE STUDENTS

(b) The charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In such case, all applicants shall have an equal chance of being admitted through a random selection process

(d) A charter school may give enrollment preference to the following student populations: Please note, there are 7 student populations listed in the statute. Per Tallahassee Classical School policy, we give enrollment preference to the following:

1. Students who are the children of an employee of the charter school.
2. Students who are the children of a founding member of the governing board of the charter school.
3. Students who are siblings of a student enrolled in the charter school.

Guidelines

All preference categories shall be published prior to the lottery being conducted.

All applicants entitled to receive a placement preference shall be identified PRIOR to the lottery.

Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.

Each applicant will be granted preference twice during the lottery process for each school year. If an applicant with a preference category forfeits a spot for any reason, on two separate occasions, the ability to use a preference category in any subsequent lotteries will be denied and the applicant will be added to the waitlist in the same manner as an applicant with no preference category.

All applicants (students not currently attending Tallahassee Classical School) participate in the lottery irrespective of preference status. Siblings of current Tallahassee Classical School students must submit a lottery application and be offered a seat through the lottery process.

Preference Categories

All preferences shall be considered in the following hierarchy:

1. Applicant child of an employee of the school.
2. Applicant child of a founding board member.
3. Applicant sibling of a currently attending student.

4. Applicant sibling of an accepted and confirmed applicant applying for the same academic year.

For preference purposes, “sibling” is defined as:

1. Siblings by birth;
2. Step-siblings;
3. Adopted and foster siblings; and
4. Students who have the same legal guardian as an existing Tallahassee Classical School student. Legal documents confirming the relationship may be required by the school as proof.

Sibling preference is offered only if the sibling resides in the same primary legal residence/household as the currently enrolled student.

E 5.0 Registration

Offer to Attend

Parents or legal guardians will be notified per their SchoolMint notification preferences with an offer for the applicant to accept a space at the school. The offer will be sent to the phone number and/or email address that was provided to the school upon submission of the Lottery Application.

Acceptance/Declination of Offer to Attend

From the date of each lottery until July 14th, an accepted applicant will have five business days, starting from the date the offer was made, to respond to the offer via SchoolMint either confirming their plans for attendance at the school or declining the offer. From July 15th until the lottery is archived, an accepted applicant will have two calendar days, starting from the date the offer was made, to respond to the offer via SchoolMint. If the applicant fails to respond to the offer, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list. The applicant will then be moved to the bottom of the waitlist. Should the applicant decide to accept the offered seat, they will receive a confirmation within 24-48 hours of their response. The confirmation will contain instructions for completing the enrollment and registration process.

Completion of Registration Paperwork to Finalize Registration

From the date of the lottery through July 14th, the accepted applicant will have five business days from initial notification of an available spot to complete and submit the required registration paperwork and the necessary documentation. If these specified registration items are not submitted within the five business day window, the applicant will lose their seat and be placed at the bottom of the waitlist. From July 15th to when

the lottery is archived, an accepted applicant will have two business days from the date the seat was confirmed to complete and submit the required registration paperwork and necessary documentation. If these specified registration items are not submitted within the two day window, the applicant will lose their seat and be placed at the bottom of the waitlist.

E 6.0 Waitlist

Applications Received After Open Enrollment Period

If an Application is received after the Open Enrollment Period and there are no open spots for that particular program, class, or grade level, the applicant will be placed on the bottom of the current waitlist.

Applications Not Selected during Lottery

Students who do not receive placement during the random public lottery, will be placed on a waiting list to enroll should space become available. Parents will be notified per their SchoolMint notification preferences. Waitlist ranking will be assigned in the order selected. Students may be placed in any newly available seats even after the new school year begins.

Parents/Legal Guardians Responsible for Keeping Contact Information Current

Parents and legal guardians of students on the waitlist are responsible for ensuring that contact information is current in their SchoolMint account. Applicants that cannot be reached via email or phone will be removed from the waitlist.

Waitlist Does Not Roll Over From One Year to the Next

The waitlist is only active for one school year and does not roll over from one year to the next.

Re-Enrollment for Current Students

Parents of currently enrolled students will be notified in advance of the Re-enrollment period, which will take place over the course of 5 school days. The re-enrollment dates will be determined by the Board. During the re-enrollment period, parents must confirm their intentions to have their child(ren) attend Tallahassee Classical School for the following school year. If a parent does not complete the re-enrollment process during the given time period, their child's seat will not be reserved for the following school year. Any child that does not have a seat reserved during the Re-enrollment period will need to go through the lottery process to gain admission to Tallahassee Classical School for the following school year if they wish to attend. Siblings of currently enrolled students do not apply through re-enrollment. They must complete the lottery application process during Open Enrollment and be given the applicable preference per these Policies.

Once current students have registered for the next school year, class size will determine the need for subsequent marketing efforts. Communication with prospective students will be generated as appropriate.

Applicants Accepted During the School Year

During the school year, once enrollment paperwork is submitted to TCS staff, the newly enrolled student must begin attending classes at Tallahassee Classical School within 5 business days. If the 5-day period extends through a period of time that school is not in session, the newly enrolled student must attend class at TCS on the first day that school is in session after the initial 5-day period. Failure to do so will result in the child's seat being revoked and offered to the next applicant on the waitlist.

Approved December 3, 2018

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