

206: Enrollment Policy

I. Purpose:

- a. The following is the policy for student enrollment as required by Title 14 of the Delaware School Laws

II. Definitions:

- a. PCA will follow the applicable definitions relating to charter schools in Chapters 4 and 5 of Title 14.
 - i. Sibling: Biological/adoptive sibling; step-sibling residing in the same household; or a foster child residing in the same household.
 - ii. Founder shall not include anyone whose sole significant contribution to the school was monetary, but otherwise shall be determined by the founding Board of Directors subject to Department of Education regulations.

III. Policy Statement:

- a. Providence Creek Academy will
 - i. Follow the guidelines for enrollment as outlined in Chapters 4 and 5 of Title 14.
 - ii. Utilize the public portals available through the state for the school choice process.
 - iii. Use a third party vendor for the lottery process.
- b. Lottery Process:
 - i. PCA will contract a third party vendor to conduct a lottery when student applications for the school and/or any grade level exceed the number of openings at the school.
 - ii. In accordance with the approved charter, PCA will give preference to:
 1. First, siblings of students currently enrolled at the school;
 2. Second, children of persons employed on a permanent basis for at least 30.0 hours per week during the school year by the charter school.
 3. Third, children of a school's founders, so long as they constitute no more than 5% of the school's total student population.
 - iii. Same-grade siblings will be treated as one single applicant unit, rather than multiple applicants. When that one applicant unit is drawn in the lottery, the same-grade siblings will be numerically ordered on the waiting list or conditionally accepted dependent upon where in the lottery that applicant unit was drawn.
 - iv. Different grade siblings who apply during the same year will not be treated as a single applicant unit. In the event an older sibling is admitted through the enrollment or lottery process, any younger

siblings who applied within the Enrollment Period will be entitled to a sibling preference. If an older sibling is placed on a waiting list after the lottery process, but a younger sibling is admitted, the older sibling will not be given a sibling preference for the purpose of placement on the waiting list.

IV. Responsibility:

- a. Students will be selected in accordance with State and Federal laws and the published non-discrimination policy. Providence Creek Academy Charter School does not discriminate in employment or educational programs, services or activities based on race, sex, or handicap.
- b. It is the responsibility of the parents/guardians of prospective students to follow the proper guidelines for applying and enrolling in Providence Creek Academy.

V. Related Policies:

- a. None

VI. Related Procedures and Documents:

- a. Title 14 Chapter 5 §506:
<http://delcode.delaware.gov/title14/c005/index.shtml>
- b. Title 14 Chapter 4 <https://delcode.delaware.gov/title14/c004/>

Approval and Revision Dates:

APPROVED BY THE BOARD OF DIRECTORS MARCH 20, 2004
REVISED BY THE BOARD OF DIRECTORS SEPTEMBER 20, 2005
REVISED BY THE BOARD OF DIRECTORS MARCH 20, 2012
APPROVED BY THE BOARD OF DIRECTORS JANUARY 26, 2021