

# The Villages Charter School, Inc.

## School Board Policy - Eligibility and Enrollment

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### **INTRODUCTION**

The Villages Charter School (“VCS”) is a Charter School in the Workplace (see also School of Choice). It was founded and is provided funding by The Villages of Lake-Sumter, Inc. as a business partnership charter school primarily for the benefit of the children of employees of The Villages of Lake-Sumter, Inc. and those Business Partners who have in the past and continue to participate in the development of The Villages. The expectations of The Villages Charter School, Inc. are high and these high standards are reflective of the core values and vision of the larger corporation that we serve. Parents have the opportunity to choose the best educational facility for their children, either within the charter school system or outside our area of influence.

The Villages family of companies has shared The Villages Charter School with their many Business Partners who share their vision for developing The Villages community. We believe the opportunity has many positive benefits to our Business Partners:

1. Eligibility access to a top-rated Early Childhood Center and K through 12th grade charter school
2. Employee recruitment and hiring advantages
3. Long-term employee retention advantages

As circumstances warrant, addendums or changes will be made to this document upon approval from The Villages Charter School Board.

### **SECTION I - DEFINITIONS**

All terms not otherwise defined herein shall have the meaning set forth in this Policy.

#### Villages Company

“Villages Company” refers to the following businesses: The Villages Operating Company, The Villages of Lake-Sumter, Inc., The Villages Holding Company, The Villages Family Company, The Villages Equipment Company, Properties of the Villages, Inc., The Villages Health Holding Company, Inc., The Villages Health System, LLC., The Villages Charter School, Inc. and any entity owned or controlled by the shareholders of The Villages Holding Company.

#### Business Owner

"Business Owner" refers to any individual who has a 50% or greater ownership interest in a corporation or partnership that operates a Business Partner business.

#### Business Partner

"Business Partner" refers to any business that is identified, in the sole discretion of The Villages Charter School Enrollment Committee, as an entity which participates in the development and advancement of The Villages. Only Business Owners and Employees/Parents are considered for eligibility for The Villages Charter School.

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### Business Partner Categories

“Business Partner Categories” will be utilized in the prioritization of the student enrollment process. A Category from 1 through 4 will be assigned as part of an ongoing process/evaluation, at the sole discretion of The Villages Charter School Enrollment Committee. The Categories are as follows:

- Category 1: A Villages Company.
- Category 2: Any Community Development District or Special District over any portion of The Villages and Business Partners under direct contract (other than a lease) with a Villages Company. Business Partners in this Category include those providing construction services, maintenance, or other similar services, or supplying general support services such as legal or accounting within The Villages. Only those employees that are working on Villages Projects qualify. Under “direct contract” refers to the relationships between Category 2 Business Partners and a Villages Company. The work and/or services provided to the Villages Company must be regular and on-going and that work must be paid for directly from the Villages Company. For businesses who perform regular and on-going services to a Villages Company, but who also performs services for other businesses and residential (non-Villages Company) – only that work provided to and paid for by the Villages Company will be considered as under direct contract, and only those employees performing those services under direct contract work are eligible for the benefits of The Villages Charter School.
- Category 3: Business Partners who lease directly from a Villages Company or that own a permanent business site purchased directly from The Villages and from which they operate their business within The Villages.
- Category 4: Business Partners that lease a permanent business site from a non-Villages entity or that purchased a permanent business site from a non-Villages entity, from which they operate their business within The Villages. The Villages Charter School Enrollment Committee will review each applicant in this Category to confirm, in its sole discretion, that the Business Partner participates in and benefits the development of The Villages.

### Child/Children

“Child/Children” as used for purposes of eligibility under Business Partner Categories 1, 2, 3 and 4 includes natural children, stepchildren, adopted children, and children under a permanent legal guardianship of the person and property of the minor, and children under an order granting custody pursuant to Chapter 751, Florida Statutes. Legal guardianship or custody must be established by providing requested documentation, including the court order appointing the individual as guardian of the person and property of the minor or an order granting temporary custody to an extended family member under Chapter 751, Florida Statutes or approving a joint custody agreement or other residential agreement between parents of the child/children. This does not include a situation where either parent retains custody rights as part of a guardianship order. The Director of Education may grant a short-term petition (as with loss of employment petitions through the end of the current term) in certain cases with extenuating circumstances (e.g., family or medical issues, loss of residence, etc.). A notarized power of attorney is not acceptable documentation for enrollment in VCS. Child/Children also includes a “Foreign Exchange Student” which is defined as a person sponsored and placed with a host family by a bona fide international student exchange program that has been accepted for listing by the Council on Standards for International Educational Travel (CSIET) and recognized by the U.S. Department of State. Admission requirements and other issues relating to Foreign Exchange Students are found in Board Policy “Admission of Foreign/International Exchange Students”. The provisions of this section do not include a guardianship created for the primary purpose of providing eligibility to attend VCS.

### Employee Categories

Each Business Owner and Employee/Parent seeking access to The Villages Charter School will be assigned an Employee Category A through L, which will be utilized in the prioritization of the student enrollment process, or will be advised that they do not qualify for placement in an Employee Category. Employee Category assignment will

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be an ongoing process/evaluation and shall be determined by information provided by the Business Partner. Employee Categories will be used to determine the order of admission and the need for any lotteries. The assignment of the Employee Categories shall be at the sole discretion of the Villages Charter School Enrollment Committee and is a necessary requirement to be eligible for admission.

- Category A: Full-Time Employees of Business Partner Category 1 (report all hours).
- Category B: Part-Time Employees of Business Partner Category 1 (report all hours).
- Category C: Full-Time Employees of Business Partner Category 2 and Business Owners for Business Partner Category 2 working full-time on Villages Projects (report only those hours worked on Villages Projects).
- Category D: Full-Time Employees of Business Partner Category 3 and Business Owners for Business Partner Category 3, who spend their entire working time at the business location (report all hours).
- Category E: Full-Time Employees of Business Partner Category 4 and Business Owners for Business Partner Category 4, who spend their entire working time at the business location (report only those hours worked at business partner location only).
- Category F: Part-Time Employees of Business Partner Category 2 working at least 20 hours per week on Villages Projects (report only those hours worked on Villages Projects).
- Category G: Full-Time Employees of Business Partner Category 3, who spend part of their working time at the business location and part of their working time providing their service out of the business location, but still in The Villages (report only those hours worked at business partner location only).
- Category H: Part-Time Employees of for Business Partner Category 3, who spend their entire working time at the business location (report all hours).
- Category I: Part-Time Employees of Business Partner Category 3, who spend part of their working time at the business location and part of their working time providing their service out of the business location, but still in The Villages (report only those hours worked at business partner location only).
- Category J: Full-Time Employees of Business Partner Category 4, who spend part of their working time at the business location and part of their working time providing their service out of the business location, but still in The Villages (report only those hours worked at business partner location only).
- Category K: Part-Time Employees of Business Partner Category 4, who spend their entire working time at the business location (report only those hours worked at business partner location only).
- Category L: Part-Time Employees of Business Partner Category 4, who spend part of their working time at the business location and part of their working time providing their service out of the business location, but still in The Villages (report only those hours worked at business partner location only).

### Employee/Parent

"Employee/Parent" refers to the individual(s) designated as the rightful and legal guardian of a Child/Children (as defined in sub-section "Child/Children") who is employed by a Business Partner and is seeking enrollment at the The Villages Charter School.

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### Full-Time Employee

"Full-Time Employee" shall mean those persons who are not in a part-time, temporary or introductory status and who regularly work a schedule of forty (40) hours or more per week for a Villages Company or a Business Partner.

### Part-Time Employee

"Part-Time Employee" shall mean those persons who are not assigned to a full-time, temporary or introductory status and who are regularly scheduled to work more than twenty (20) hours but less than forty (40) hours per week for a Villages Company or a Business Partner.

### Petition

"Petition" refers to the formal processing of requesting an extension of eligibility through the end of the School Term. The acceptance and granting the Petition shall be at the sole discretion of the Director of Education with recommendations from his/her staff.

### School Term

"School Term" for the purposes of this Policy shall be a semester.

### School of Choice

"School of Choice" defines The Villages Charter School as it exists as a part of the "Choice" program defined by the Florida Department of Education (see 1002.33).

### The Villages

"The Villages" refers to the overall development community known as The Villages located in Lake, Sumter and Marion Counties, Florida, as presently existing and as expanded in the future. The specific geographic area included in The Villages is portrayed on a map that is approved by the Board of Directors.

### Villages Projects

"Villages Project" refers to work performed in furtherance of construction and development of The Villages and not to work performed in serving after-market customers. The Villages Charter School Enrollment Committee will determine, in its sole discretion, whether the work being performed and reported by an Employee/Parent or a Business Owner constitutes work performed on a Villages Project.

## **SECTION II – Enrollment Committee**

The determination of Eligibility, the nature and classification of a qualifying Business Partner, and the classification and assignment of the Employee Category shall be at the sole discretion of the Enrollment Committee. The Enrollment Committee will consist of one member of the VCS Board of Directors, the Director of Education and the Enrollment Coordinator.

## **SECTION III – Determining Eligibility**

As a school of choice and charter school in the workplace, there is a basic process for determining whether or not a child or student is eligible to apply for enrollment to The Villages Charter School. The Employee/Parent(s) of the enrolling Student must be employed by a business which has successfully been designated as a Business Partner and must meet all requirements established by this policy and the VCS Board of Directors to make application for enrollment to The Villages Charter School. For those Parents seeking eligibility under Category 3 or 4, if the parent is not a Business Owner of the qualifying Business Partner, enrollment may not proceed until the business is opened to the public providing their services to all public users/customers.

## **SECTION IV – Ongoing Verification of Eligibility**

The Administration of The Villages Charter School may conduct monthly verification of the following information to determine current eligibility:

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- Active employment of employee/parent by designated Business Partner or date of termination.
- Number of hours worked/paid by the Business Partner to the Employee/Parent for the verification period as referenced in the definition of Categories A through L.
- Proper categorization of employee/parent based upon job functions and physical location where duties are performed.
- Any additional information necessary to determine Eligibility, as requested by the Enrollment Coordinator.
- Qualifying parents who are actively deployed by any branch of the United States Military can maintain enrollment eligibility throughout their active military service by providing documentation from both their military assignment and from their current Business Partner. Additional criteria for this provision include a verification of at least one year at the current qualifying business and assurance from the Business Partner regarding returning to qualifying employment at the end of active military duty.

Employee/Parents who do not maintain continuous qualified employment may be re-classified as a Part-Time Employee for purposes of student enrollment eligibility. Failure of the parent to provide truthful and accurate information in the verification of eligibility will result in an immediate revocation of eligibility of that Employee/Parent and associated Students, and may lead to immediate dismissal.

Failure of the Business Partner to provide truthful and accurate information in the verification of eligibility will result in an immediate revocation of eligibility of that Business Partner, all associated Employee/Parents and Students, and may lead to immediate dismissal of all.

### **SECTION V – Individual Loss of Eligibility**

If an Employee/Parent whose employment at a Villages Company or at a qualifying Business Partner has ended, any Child/Children qualified through that Employee/Parent will immediately become ineligible. Any Child/Children who becomes ineligible may immediately be dismissed.

The Employee/Parent may Petition for continued enrollment through the end of the next School Term. Continued enrollment will be at the discretion of the building principal and the Director of Education, based upon a number of criteria, i.e. qualified students on a waiting list, time of year, etc.

The Child/Children's eligibility for enrollment will be revisited each year and may take into consideration the fact that the Child/Children has been placed on behavior and/or attendance contracts during the previous school year.

Any loss of enrollment eligibility may result in a student re-entering the enrollment matrix at the bottom of their designated Business Category – Employee Category.

Compliance with the employment requirements is at the sole discretion of the Enrollment Committee.

### **SECTION VI – Additional Eligibility Requirements**

Parents of all Students attending charter schools operated by The Villages Charter School, Inc. are required to participate in their Student's educational experience and support their Student's school by scheduling and fulfilling Parental Involvement (PI) hours. The number of hours per year, semester or term shall be established by the Board of Directors from time to time. Failure of either Parent to meet the obligation for Parental Involvement Hours will result in a loss of eligibility for enrollment for that Parent's Child/Children. For more information on Parental Involvement, please refer to The Villages Charter School Parental Involvement Guidelines.

Additionally, failure to pay all past dues fees, charges, and to return all school property as directed can result in loss of enrollment eligibility.

Any loss of enrollment eligibility may result in a student re-entering the enrollment matrix at the bottom of their designated Business Category – Employee Category.

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### **SECTION VII – Enrollment /Re-Enrollment Prioritization**

This section applies to students in Grades K to 12 in all three charter school locations (elementary school, middle school and high school). The twelve (12) Employee Categories are ranked to create twelve (12) levels for processing enrollment. The enrollment sequence determines the order in which students will be placed during the enrollment or re-enrollment process, as outlined in Sections VIII, IX, and X.

#### **Enrollment Sequence Matrix**

<b>Enrollment Sequence</b>	<b>Enrollment Group</b>
1	Employee Category A
2	Employee Category B
3	Employee Category C
4	Employee Category D
5	Employee Category E
6	Employee Category F
7	Employee Category G
8	Employee Category H
9	Employee Category I
10	Employee Category J
11	Employee Category K
12	Employee Category L

### **SECTION VIII – New Student Enrollment**

The Villages Charter School will accept enrollment applications for students not currently enrolled at any time after the VCS Late Decision Enrollment Date as set forth in Appendix “A”. After successful completion of the verification process, and based upon openings within the specific grade levels along with the school calendar the student may or may not be placed.

### **SECTION IX – Existing Student Re-Enrollment**

The Villages Charter School will process re-enrollment according to the calendar attached as Appendix “A”

### **SECTION X – Processing Enrollment**

Grade clusters will be filled in accordance with Florida’s Class Size requirement and according to the Enrollment Sequence Matrix. In the event of limited capacity and a need to select from between two or more eligible Students from the same Enrollment Sequence, who are prepared to attend school immediately, preference shall be given to those Students who were enrolled at VCS in the previous year(s) and/or who are siblings of a Student already enrolled and attending. If a further selection is required, a random lottery will be used. Prior to conducting the lottery, VCS will take applications from Employee/Parents who have qualifying employment during the spring semester (See Appendix A for details). Students from Employee Category A prepared to attend school can be placed at any time throughout the year if seats are available. VCS will place all Students based upon the Enrollment Sequence preference outlined in Section VII according to deadlines for the VCS Regular Decision Enrollment found in Appendix “A”. The Director of Education is authorized to revise the dates in Appendix “A” without further action of the board.

Grade levels will be filled until the next Enrollment Sequence contains more students than available seats (the number of available seats is determined by the school, in its sole discretion). At that point, a lottery announcement will be made following the rules below. Any applications received after completion of Late Decision enrollment will not be processed until after the start of school. If any enrollment slots are available the Enrollment Office will utilize the Enrollment Sequence and Lottery Rules as described in this policy. See Appendix “A”.

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Parents who ended the school year on a Continued Enrollment Petition and/or were on a Petition for more than 33% of the school year will be placed after all other currently eligible students are placed. Parents who fail to meet all conditions outlined in Section IX will be placed after all other students are placed.

### Lottery Rules

The enrollment eligibility process is coordinated by the Enrollment Coordinator, and is overseen by the Director of Education.

- The VCS Lottery is advertised in advance, and is open to the public.
- Applicants whose completed, approved applications are received by the publicized lottery deadline are eligible to participate.
- All grade levels are filled by the order of Enrollment Sequence.
- The school will assign seats to the students in the next Enrollment Sequence based upon Sibling Preference and student's years of prior attendance at the school.
- If there are still seats remaining then a lottery will be conducted. The order of the lottery will focus on the Enrollment Sequence.
- Each eligible applicant's name is put on a card, and each card is put in an envelope and placed in the applicant selection box.
- When a family has more than one child entered in the same lottery, all siblings are placed in one envelope, so that they have the best possible chance of all being admitted to the school.
- A third party, chosen by the school, will randomly pick cards from the applicant selection box.
- All valid and fully verified enrollment applications will be placed in the selection box by Enrollment Sequence. For example, the Enrollment Office will separate all applications by Enrollment Sequence prior to the Lottery (e.g., 1-12 will be placed in separate selection boxes).
- The first names pulled will be given any available seats. Once the available slots are full, the remaining students are then picked and assigned to a waiting list in that order.
- If a child selected by lottery declines enrollment, the first child on the waiting list is offered that place in the class.
- After the enrollment lottery is held, all applications will be processed during "Late Decision Enrollment" based upon the Enrollment Sequence Matrix.
- New completed applications will be inserted to the Lottery waiting list order by Enrollment Sequence.

### Sibling Preference

- A sibling is recognized if they share the same legal guardian as an existing VCS Student. Legal documents confirming the relationship may be required by the school as proof.
- Enrollment for existing openings is first given to siblings of current VCS Students. When a child is selected in the lottery, any of their siblings on the waiting list for another grade are moved to the top of the waiting list (within their Enrollment Group), behind any siblings of Students who are already enrolled at VCS.

### SECTION XI - Dismissal

The Director of Education of The Villages Charter School has the authority to dismiss students for cause including, but not limited to:

- 1) Failure to maintain eligibility per Board policy.
- 2) Failure to comply with school rules and regulations that are found in the VCS Disciplinary and Attendance Policy.
- 3) Falsification of any information pertaining to student and/or Employee/Parent eligibility.

Dismissal and re-enrollment of students who have been previously dismissed or have withdrawn from school is at the discretion of the Director of Education of The Villages Charter School after consultation with the building principal.

Additionally, the building principal and the Director of Education may deny enrollment to new students based upon a review of their discipline and attendance records from their previous school using the VCS Disciplinary Policy as a guide.

An appeal of any dismissal of a student may be made to the Board of Directors of The Villages Charter School, Inc. by written request within ten (10) days of the dismissal date.

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### Appendix A

#### VCS Enrollment Timeline 2019-20 School Year

The Director of Education will annually update and is authorized to alter the dates in Appendix "A", in the best interest of The Villages Charter School, without further action of the board.

- **3/4/19 – 5/24/19**
  - Current student rolled forward as confirmed by parents
  - New applications accepted
  - Deadline for lottery 5/24/19
- **5/28/19 – 6/7/19**
  - Parent Involvement & Qualifying employment verification & unenrollment as needed
  - Determine if lottery is needed (select date & location)
- **6/10/19 Regular Decision Enrollment**
  - Existing enrollment sequences 1-4 enrolled
  - New enrollment sequences 1-4 enrolled
  - Existing enrollment sequences 5-12 enrolled
  - New enrollment sequences 5-12 enrolled
- **7/5/19 Late Decision Enrollment**
  - New enrollment sequences 1-4 enrolled
  - 5-12 Lottery sequences enrolled
  - New enrollment sequences 5-12 enrolled
  - Dismissed sequences 1-4 enrolled
  - Dismissed enrollment sequences 5-12 enrolled
- **7/8/19 -7/22/19 Enrollment Buffer**
  - New enrollment applications accepted but not processed
- **7/29/19 Buffer Enrollment**
  - New enrollment sequences 1-12 enrolled
  - Dismissed enrollment sequences 1-12 enrolled