



2100 – JXC/JXCE Admission of Students

Policy 1. Introduction

- a. Jacksonville Classical Academy (Riverside Campus) and Jacksonville Classical Academy East (Fort Caroline Campus), referred collectively as “Schools” are both public charter schools. As a public school there are requirements relating to enrolling students. This Policy outlines the procedures and requirements relating to enrollment.

2. Eligibility Criteria

- a. Age Requirements for Kindergartners and First Graders
 - i. 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.
 - ii. First Grade: First graders who will be 6 years old on or before September 1st 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.
 - iii. For children transferring from out-of-state, an exception to the age requirement for admission to first grade to attend kindergarten will be permitted if the student meets the age requirement for public kindergarten admission from the transferring state and has successfully completed kindergarten.
- b. Residency
 - i. Applicants must be a Florida resident prior to start of school, and unless enrollment pursuant to limited statutory open enrollment, must reside in the Duval District.

3. Application Process

- a. Open and closing enrollment periods
 - i. The board will establish the start of open enrollment and the number of open enrollment periods. That information will be published on the school website.
- b. Instructions
 - i. Instructions on the application process will be found on the school website.

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c. Open Enrollment

- i. During each open enrollment period, all submitted applications will be accepted until the end of that open enrollment period. There will be a minimum of two open enrollment periods over the first month of open enrollment.

d. Lottery Process

- i. A Lottery will be conducted at the end of each open enrollment period to rank and prioritize the applicant, but students enrolled in a school the prior year are continuing students, not applicants, and will not have to be placed in the lottery to continue in the next class at the same school when they have met the promotion requirements.
- ii. If, in any open enrollment period, the number of applicants for any class are fewer than the number of open seats, all applicants will be accepted and extended an offer to enroll.

e. Waitlist

- i. Any applicants not accepted during and after the open enrollment period will be put on a wait list in the order received.
- ii. After the open enrollment period ends, all applicants will be prioritized as received and put on a waitlist. If there is more than one applicant received in one day, they will be ranked based on the time the completed application was received.

f. Enrollment in both Schools

- i. If an applicant enrolls in both schools, they must select which school is a priority. If accepted at both schools an offer letter will only be provided by the priority school. If only one seat is available, an offer letter will be sent from the school with available capacity.

g. Notices

- i. 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.

4. Enrollment Priorities

a. Prioritization Criteria

- i. In compliance with Florida Statute 1002.33(10)(e), the School will give enrollment preference to the following in the order listed:
 1. Currently enrolled students in the School's VPK program (JXC/Riverside Campus only).
 2. Students whose parents are staff members of the School.
 3. Students whose parents are on the founding governing board of the School.
 4. Students whose parents are on the governing board of the School (for the Main campus only).

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5. Students who have siblings currently enrolled in the School.
6. Students residing in Duval County.

b. Sibling Definition

- i. For preference purposes, “sibling” is defined as the following: Siblings by birth; Step-siblings; Adopted and foster siblings; and Students who have the same legal guardian as an existing student of the School. 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.

c. Out-of-County Students

- i. In accordance with Fla. Stat. 1002.31, the School will accept applications from students living outside Duval County. However, students residing in Duval County may not be displaced by students residing in another county.

5. Enrollment Offers

a. Notification of Acceptance or Placement on Waitlist

- i. Applicants will be notified if they were selected for enrollments and will be asked if they want to accept the offer or decline the offer. If they were not selected, they will be notified as such and, if they meet the required qualifications, will be placed on a waitlist.

b. Deadline for Accepting Enrollment Offers

- i. Once an enrollment offer is extended, the applicant will have two business days to accept or decline the offer.

c. Consequences of Not Accepting Enrollment Offers Within the Deadline

- i. If an applicant does not respond in the allotted time, the offer will be rescinded and the next applicant on the waitlist will be extended an offer.

6. Registration

a. Forms and Non-Health Requirements

- i. After acceptance of an enrollment offer, the applicant must complete all forms and non-health related requirements within 10 days. Failure to comply with requirements will result in the loss of the reserved seat.

b. List of Required Material

- i. The list of materials required in order to complete the enrollment, is on the website.

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c. Temporary Exemption

- i. The principal may issue a temporary exemption, for up to 30 school days, to permit a student who transfers into a new county to attend class until his or her records can be obtained. Children and youths who are experiencing homelessness and children who are known to the department, as defined in s. 39.0016, shall be given a temporary exemption for 30 school days. The public school health nurse or authorized private school official is responsible for follow-up of each such student until proper documentation or immunizations are obtained.

7. Waitlist

- a. Explanation of the Waitlist Process
 - i. Applicants meeting the requirements for application and not receiving an offer to enroll will be prioritized and placed on a waitlist.
- b. Notification Process if Spots Become Available
 - i. When a spot becomes available, the next prioritized person on the waitlist will be extended an enrollment offer.
- c. Timeline for Keeping Applicants on the Waitlist
 - i. Applicants will remain on the waitlist until the start of the following year open enrollment period.

8. Non-Discrimination and Equal Opportunity

- a. Statements of the School Commitment to Non-Discrimination
 - i. The School will not discriminate on the basis of race, national origin, gender, marital status, ethnicity, disability, or any other protected classification. The Enrollment Policies and Procedures of the School comply with Florida charter school laws, including but not limited to Fla. Stat. 1002.31; Fla. Stat. 1002.33; 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; Title II of the Americans with Disabilities Act of 1990, and all other applicable laws.

9. Public Disclosure

- a. Account Creation and Representations
 - i. The School uses a third-party vendor for its enrollment management system. The creation of an account through this system by a parent or legal guardian and subsequent submission of their child's Lottery Application 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

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in reference to the Lottery Application will be grounds for terminating the application.

b. Contact Information

- i. Parents and legal guardians of students on the waitlist are responsible for ensuring that contact information is current in the School's enrollment management system account. Applicants that cannot be reached via email or phone after 2 business days will be removed from the waitlist.

10. Contact Information

a. Name and Email for Contact

- i. This information can be found on the school website.

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