

## Admissions And Enrollment

### I. Introduction

The goal of the admissions policy of Voices College-Bound Language Academies (the “Charter School”) is to attract, enroll and retain at the Charter School the broadest spectrum of students and families who are representative of the rich diversity existing in the District. The Charter School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The Charter School will not charge tuition and the Charter School will not discriminate in admissions against any pupil on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender expression, gender identity, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

### II. Requirements for Admission and Enrollment

The Charter School is open to any student in the State of California who meets the admission requirements described herein and in the charter petition. If the number of pupils who wish to attend the Charter School exceeds the Charter School’s capacity, attendance shall be determined by a public random drawing in accordance with the process described below.

In order to be eligible for enrollment in the Charter School, students must meet the following eligibility requirements:

- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- In accordance with Education Code Section 48000(a), children must meet minimum age requirements for enrollment. Students entering kindergarten must be five years of age on or before September 1<sup>st</sup>. Voices Academy will abide by future amendments to the Education Code regarding any applicable minimum age requirements. Proof of the child’s age must be presented in accordance with Education Code Section 48002. If a student will turn five years of age **at any time** during the school year, that student may be eligible for admission to kindergarten on a case by case basis if (1) The governing board determines that the admittance is in the best interests of the child, and (2) The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

Students entering transitional kindergarten must have their fifth birthday between September 2<sup>nd</sup> and December 2<sup>nd</sup>. In accordance with Education Code Section 48000(c)(3)(B), the Charter School may, at any time during a school year, admit a child to a transitional kindergarten program who will have his or her fifth birthday after December 2 but during that same school year, with the approval of the parent or guardian, subject to the following conditions: (1) the governing board determines that the admittance is in the best interests of the child; and (2) the parent or guardian is given

## Student

information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

- No student may concurrently attend a private school that charges the student's family for tuition.
- All students shall reside in the State of California.
- If enrolled in an independent study program, a student shall be documented as a resident of Santa Clara County or an adjacent county.
- A student who has been previously expelled from the Charter School or another educational institution may be admitted to the Charter School at the discretion of the governing board on a case-by-case basis and in accordance with the Charter School's suspension and expulsion procedures.

In order to ensure that all students will be placed appropriately and benefit fully from the educational program, the following pre-admission and pre-enrollment procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from the Charter School if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- Submit a complete application for admission to the Charter School no later than the open enrollment deadline published for that school year.
- After admission, students will be required to submit an enrollment packet, which shall include the following:
  - Indication of whether the student may require special education or related services, the student's home language and whether the student may be an English learner;
  - Home language survey;
  - Authorization for the Charter School to request and receive student records from all schools the student has previously attended or is currently attending;
  - Proof of immunization;
  - Proof of health examinations and oral examination required by the Health and Safety Code;
  - Proof of age;
  - Emergency Card;
  - Free or Reduced Price Meal Application;
  - Proof of residency;
  - Indication of whether the student has been expelled from a prior school<sup>1</sup>
  - Physician's Authorization to administer medication, if applicable.

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<sup>1</sup> Students under a current expulsion order may be unable to enroll.

Student

- Parents/guardians/caregivers shall attend a pre-admission Enrollment Meeting or its equivalent.
- A signed Receipt of Family Handbook and Parent Agreement shall be returned to the Charter School.

Each enrollment packet will be reviewed by staff to ensure it is complete before enrolling the student.

Applications will include a description of the Charter School's formal dispute resolution process. Any student who feels that he or she has been denied admission for failure to meet the Charter School's Admission Requirements may follow the procedures outline in the dispute resolution procedure.

### III. Admission and Enrollment Process

There will be an open enrollment period each year, which will be advertised within the Charter School community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated.

The processes for admission and enrollment proceeds as follows, (not necessarily in the exact order provided):

- The Charter School will determine class size/configuration for the school year;
- The Charter School will solicit from current students their intention to return the following year;
- The Charter School will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
- The Charter School will design program informational materials;
- The Charter School will plan one or more non-mandatory Information Meetings. The Charter School will actively recruit students throughout the community;
- The Charter School will schedule School Tours;
- The Charter School will establish and hold an open enrollment period so that all interested students may have an equal opportunity to apply for admission;
- The Charter School will determine the number of returning students at each grade level;
- The Charter School will determine the number of new students at each grade level;
- The Charter School will hold a public random drawing, if necessary;
- The Charter School will notify the families of the applicants who are admitted and the families of the applicants who are not admitted;
- Non-admitted families will be placed on the waitlist in the order in which the students are

drawn from the public random drawing. The Charter School will conduct subsequent public random drawings for students who complete the application process after the published deadline. These students will be added to the wait list in the order drawn during the subsequent public random drawing.

A wait list is maintained from year to year. In no circumstance will a wait-list carry over to the following school year. Once on the wait list, a student would remain in that position for that particular school year until he/she is offered a spot in the Charter School or expresses no further interest. Students interested in transferring from other Voices College-Bound Language Academies charter schools will be placed at the top of the waiting list in the event no space is available at the time of the requested transfer.

If families from the wait list are offered a position, they must accept that position within two business days of the notification. If the family declines or fails to respond within two business days, it will be removed from the wait list. It is incumbent upon families to advise the Charter School of any changes to contact information.

#### IV. Exemptions and Admission Preferences

Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, the Charter School will hold a public random drawing to determine admission for the impacted grade level, with the exception of the following students, who are guaranteed admission<sup>2</sup> in the following school year:

- Students currently enrolled at the Charter School.
- Siblings of students already enrolled or admitted into the Charter School.
- Children of teachers or staff, not to exceed 10% of the total Charter School enrollment.

Admission preference in the case of a public random drawing shall be given to the following students:

- Students residing within the District.
- Students who qualify for free or reduced price meals.

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<sup>2</sup> If the number of exempted students exceeds available capacity at any grade level, a lottery will be held within the group of exempted students to determine admission and begin the wait list.