



STUDENT POLICY

BOARD POLICY: ADMISSIONS AND ENROLLMENT

BP# SP001

(Previously BP 05-19)

I. Introduction

The goal of the admission and enrollment policy of Gateway Community Charters (the “Charter Schools”) is to attract, enroll and retain at the Charter Schools the broadest spectrum of students and families representative of the rich diversity existing in the County. The Charter Schools will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The Charter Schools will not charge tuition and the Charter Schools will not discriminate in admissions or outreach 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, including immigration status, or association with an individual who has any of the aforementioned characteristics).

In accordance with Education Code Section 47605(e)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(e)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter Schools’ website(s), outlining the requirements of Section 47605(e)(4), and make this notice available to parents/guardians in accordance with Section 47605(e)(4)(D)(i)-(iii).

II. Admission Policies and Procedures

The Charter Schools are open to any student in the State of California who meets the admission criteria described herein. If the number of pupils who wish to attend the Charter Schools exceeds the school’s capacity, attendance (except for existing pupils of the charter school) shall be determined by a public random drawing, the process for which is described in section IV.

A. Admission Eligibility

In order to be eligible for admission and enrollment in the Charter Schools, students must meet the following eligibility criteria:

- All students must have successfully completed education through the preceding grade level for which they are requesting admission or enrollment.

- All students must have been fully immunized and present the appropriate health examination record in accordance with the Health and Safety Code. An Independent Study Charter School operating a virtual program will have flexibility to enroll students not fully immunized.
- A child shall be admitted to a kindergarten at the beginning of a school year, or at a later time in the same year if the child will have their fifth birthday on or before September 1 (EC 48000[a]).
- A student is eligible for transitional kindergarten if the student's fifth birthday falls within the following dates:
 - September 2nd and February 2nd for admission in the 2022-23 school year;
 - September 2nd and April 2nd for admission in the 2023-24 school year;
 - September 2nd and June 2nd for admission in the 2024-25 school year; and
 - In the 2025-26 school year, and in each school year thereafter, a child who will have their fourth birthday by September 1 shall be admitted to transitional kindergarten

In accordance with Education Code Section 48000(c)(2), the Charter Schools may, at any time during a school year, admit a child to a transitional kindergarten program who will have their fifth birthday after the dates described above for 2022-23 through 2024-25, but during that same school year, with the approval of the parent or guardian, subject to the following conditions:

1. The GCC Board determines admittance is in the best interests of the child.
 2. The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of early admittance.
- All students must be at least age 6 by September 1 of the school year in which they seek enrollment in first grade, with some exceptions in accordance with the Board's age- admission policy and in accordance with law, and not exceeding age 19, unless the student was continuously enrolled in public school prior to age 19 and making satisfactory progress toward graduation, the student is being served under the term of an Individualized Education Program, and/or the Charter School or program qualifies for an exemption from the general prohibition on serving students over age 19 and in accordance with the California Education Code.
 - No student may concurrently attend a private school that charges the student's family for tuition.
 - All students shall be residents of the State of California.
 - If enrolled in an independent study program, a student shall be documented as a resident of the county in which the charter school reports its apportionment claims or an adjacent county.
 - A student may be admitted if they have been previously expelled from another educational institution. No student will be admitted during the term of an expulsion for bringing to or possessing a firearm at any school. A student that has been otherwise expelled may be admitted to the Charter School in accordance to Education Code 48915.1. A student who is expelled from any school for the offenses listed in Education Code Section 48915(a) or (c), if documented in CALPADS or otherwise known to the Charter School, shall not be permitted to enroll in the Charter School during the period of expulsion.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will have their offer of admission rescinded if a failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- Complete applications for admission must be timely submitted to the Charter School no later than the deadline published for that school year in order for the application to be entered into the

public random drawing. Applications received after the published deadline or anytime during the school year will not be entered into the public random drawing but will be marked with the date and time of receipt and will be added to the waiting list in the chronological order received by the Charter School.

- The application for admission to a charter shall include the following:
 - Proof of age with the application for admission
 - Verification of residence;

If a student is accepted for admission into the charter school, the additional documents to be submitted include:

- Authorization for the Charter School to request and receive student records from all schools the student has previously attended or is currently attending;¹
- Proof of full immunization or exception from the requirement;
- Proof of health examinations required by the Health and Safety Code;
- Indicating whether the student may require special education, 504 or related services,
- Information regarding the student's home language and whether the student may be an English learner.
- If the Charter School possesses information that could indicate immigration status, citizenship status or national origin information, the Charter School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the Charter School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the Charter School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

The Charter School shall treat all students equitably in the receipt of all school services, including, but, not limited to, the gathering of student and family information for the free and reduced lunch program, transportation and educational instruction.

III. Preferences

In the event that there are more students applying for admission than available space at any of the Charter Schools, admission preferences shall be extended to students as set forth in each Charter School's approved charter petition. Preferences shall be granted in the following order:

1. Existing students of the Charter School
2. Siblings of students admitted or attending the Charter School who reside in the authorizing district
3. Siblings of students admitted or attending the Charter School who reside outside the authorizing district
4. Children of the Charter School employees who reside in the authorizing district
5. Children of the Charter School employees who reside outside the authorizing district
6. All other residents of the authorizing district
7. All other applicants

¹ In accordance with Education Code Section 47605(e)(4)(B), the Charter School shall not request a pupil's records or require a parent, guardian, or pupil to submit the pupil's records to the Charter School before enrollment.

IV. Enrollment Process and Guidelines

For schools with limited space or capacity, there will be an open enrollment period each year, which will be advertised within the 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 process for 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 Information Open House Meetings
- The Charter School will issue press releases and utilize other communication strategies;
- The Charter School will actively recruit students throughout the community;
- The Charter School will communicate with families on wait/interest lists regarding Open House, school tours and other school enrollment events;
- 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 level;
- The Charter School will determine the number of new students at each level;
- After the students in the admission preference categories are placed or drawn in a lottery, the remaining students will be placed pursuant to a random public drawing;
- The Charter School will hold a random public drawing, if capacity is exceeded;
- The Charter School will notify the families of the applicants who are accepted and placed on the waitlist;
- Non-admitted families will be placed on the waitlist in the order in which the students are drawn from the random public drawing. Children who complete the application process after the published deadline will be added to the next lottery pool if a wait list already exists. The Charter School will conduct subsequent public random drawings as space becomes available for students who complete the application process after the published deadline and after the current year's waitlist is exhausted.
- In no event shall a student be added to the waitlist ahead of any student who participated in a prior open enrollment and/or earlier random drawing procedure in the same year, regardless of their respective preference groups.
- Siblings in the same grade level and who reside in the same household will be admitted together if any one sibling is admitted during the random public drawing. In the case of a waitlist, all siblings in the same grade level and who reside in the same household will be placed together on the waitlist after one of the siblings' names is drawn.

The wait list is not maintained from year to year. Once on the wait list, a student would remain in that position during the current school year until he/she is offered a spot in the Charter School or expresses no further interest. During enrollment, volunteers and paid employees return calls and answer questions from prospective families. If families from the wait list are offered a position, they must accept that position within 7 to 10 business days or if they decline or fail to respond within three business days they may be removed from the wait list or placed at the bottom of the wait list of they desire.

V. Issues Not Covered Under this Policy

In the case that the procedures herein do not cover a situation that arises during the admission and enrollment process, the GCC Superintendent/CEO or Designee will take any additional steps necessary to execute the admissions and enrollment process.