



Student Policies: BP 05 19

Board Policy: ADMISSIONS & ENROLLMENT

I. Introduction

The goal of the admissions policy of Gateway Community Charters (hereinafter “School”) 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 ethnicity, national origin, gender, disability or any other legally protected category.

II. Admission and Requirements for Admission

The Charter Schools are open to any student in the State of California who meets the admissions requirements 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 below.

A. Admission Eligibility and Requirements

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

- All students must have successfully completed education through the preceding grade level for which they are seeking enrollment.
- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- 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 his or her fifth birthday on or before one of the following dates (EC 48000[a]):

For the 2010–11 school year the date is December 2

For the 2011–12 school year the date is December 2

For the 2012–13 school year the date is November 1

For the 2013–14 school year the date is October 1

For the 2014–15 school year and each school year thereafter the date is September 1.

- A student is eligible for transitional kindergarten within the GCC if the student will have his or her fifth birthday between:

For the 2012–13 school year after November 2 and before December 2

For the 2013–14 school after October 2 and December 2

For the 2014–15 school year and each school year thereafter after September 2 and before December 2 of the school year in which he/she seeks enrollment.

If a student turns five years of age after December 2 during the school year, that student may be eligible for admission on a case by case basis at the discretion of the Board of Directors, in accordance with the Board’s age-admission policy and in accordance with law.

- All students must be at least age 6 (by December 2 of the school year in which he/she seeks 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, 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 documented as 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 he/she has 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, unless the Superintendent makes a determination based on the specific facts of the situation in accordance with the Charter School’s discipline policy. A student that has been otherwise expelled may be admitted to the school in the discretion of the governing board on a case-by-case basis.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission 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:

- 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 shall include, but is not limited to, the following:
 - 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 full immunization or exception from the requirement;
 - Proof of health examinations required by the Health and Safety Code;
 - Proof of age with the application for admission, when applicable;
 - Verification of residence, where applicable;
 - Indicating whether the student may require special education or related services, the student's home language and whether the student may be an English language learner.
 - If the GCC School possesses information that could indicate immigration status, citizenship status or national origin information, the GCC School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the GCC 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 GCC School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.
- Parents/guardians/caregivers may be required to attend a pre-admission Information Open House Meeting or its equivalent.
- Parents/guardians/caregivers may be required to attend a School Tour or its equivalent.

The GCC School's personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, GCC School personnel shall solicit that documentation or information separately from the school enrollment process.

Pursuant to this policy and where permitted by law, the Principal of the GCC School shall enumerate alternative means to establish residency, age or other eligibility criteria for enrollment or

programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this Policy, the GCC School's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this Policy.

The GCC School shall not solicit or collect entire Social Security numbers or cards. The GCC School shall solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When a GCC School collects the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the GCC School shall explain the limited purpose for which the information is collected, and clarify that a failure to provide this information will not bar the student from enrolling or attending the school.

The GCC 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, preferences shall be extended as defined by each school's charter petition.

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 (attendance at which may be mandatory for admission);
- 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 may establish and hold an open enrollment period so that all interested student 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;
- Priority placement will be given to eligible students who timely completed their application for admission as identified in the previous section;
- After the students in the preferred categories are placed, the remaining students will be placed pursuant to a random public drawing;
- The Charter School will hold a random public drawing, if necessary;
- The Charter School will notify the families of the applicants who are accepted and rejected;
- Non-accepted 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 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 admissions and enrollment process, the GCC Superintendent/CEO or Designee will take any additional steps necessary to execute the admissions and enrollment process.

Board Approved: October 7, 2008
 Board revised: May 14, 2013
 Board revised: March 13, 2017
 Board revised: July 24, 2018
 Board revised: January 22, 2019