

ADMISSIONS AND ENROLLMENT POLICY**I. Introduction**

The goal of the admissions policy of Language Academy of Sacramento (hereinafter “School”) is to attract, enroll and retain at the School the broadest spectrum of students and families **that are** representative of the rich diversity existing in the Sacramento City Unified School District. The School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The School will not charge tuition and the School 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 School is 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 School 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 been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- All kindergarten students must be age 5 on or before September 1 of the school year in which he/she seeks enrollment. If a student turns five years of age after September 1 during the school year, that student may be eligible for admission on a case by case basis in the discretion of the Academic Director, in accordance with the school’s age-admission policy and in accordance with law. [Examples include, but are not limited to: birth records, statements by the local registrar, or a county recorder certifying the date of birth, baptism certificate duly attested or a passport.]
- For those children who do not meet the minimum age for admission into kindergarten, the School offers a voluntary transitional kindergarten (“TK”) program for eligible children. The School’s TK program is the first of a two-year kindergarten program and students shall not attend more than two years of a combination of TK and kindergarten. The School’s TK program will admit children whose fifth birthday falls after December 2 but during that same school year, with the approval of the parent or guardian; provided the governing board of the School determines that the admittance is in the best interests of the child and that the parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance. The curriculum offered in the TK program shall be age and developmentally appropriate. TK students may be placed in

the same classroom as other kindergarten students, provided that the instruction given is that designed for TK students.

- All students must be at least age 6 by September 1 of the school year in which he/she seeks enrollment in first grade, (with some exceptions in accordance with the School'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 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 §§ 48010, 48011, 48210 and 47612.
- 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. [Examples might include, but are not limited to, parent or guardian's drivers' license, a copy of a lease, utility bill or similar showing the address of the residence, etc.]
- 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 immediately adjacent county.
- No student will be admitted during the term of an expulsion, unless the Academic Director makes a determination based on the specific facts of the situation in accordance with the School's discipline policy. A student that has been otherwise expelled may be admitted to the school in the discretion of the Academic Director 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 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 School no later than the deadline published for that school year.
- The application for admission shall include, but is not limited to, the following:
 - Authorization for the 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;
 - Proof of residency at address on the admission form;

- Parents/guardians/caregivers should attend an Enrollment Information Session or its equivalent.
- Parents/guardians/caregivers are strongly encouraged to attend a School Tour

The School shall follow any required procedures for the transfer of a program between SELPAs. Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Each application will include a description of the School's dispute resolution process. Any student that has been denied admission for failure to meet the School's Admission Requirements and Process and would like to contest the determination may refer to the dispute resolution process for reconsideration.

III. Preferences

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

- Pupils currently attending the School;
- Siblings of students currently enrolled in the School;
- Children of staff;
- Students residing within the boundaries of the zip code 95820; If enrollment was based on the preferential treatment received due to the zip code residence, the student must continue to reside in the 95820 zip code for the entirety of the year following initial enrollment.
- Students residing within the boundaries of the Sacramento City Unified School District; If enrollment was based on the preferential treatment received due to the in-district residence, the student must continue to reside in the district for the entirety of the school year following initial enrollment.
- Students residing outside the boundaries of the Sacramento City Unified School District.

IV. Enrollment Process and Guidelines

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 School will determine class size/configuration for the school year;
- The School will solicit from current students their intention to return the following year;
- The school will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
- The school will solicit from staff members their intention to apply for admission for their children;

- The School will design program informational materials;
- The School will utilize communication strategies to promote enrollment;
- The School will actively recruit students throughout the community;
- The School will host Enrollment Information Sessions(s) and record attendance (attendance at which is required for admission);
- The School will schedule School Tours (attendance at which is strongly encouraged for admission);
- The School will establish and hold an open enrollment period so that all interested students may have an equal opportunity to apply for admission;
- The School will determine the number of returning students at each level;
- The School will determine the number of new students at each level;
- The School will hold a random public drawing in accordance with the Admissions and Enrollment policy, which will be overseen and certified by a notary public, if necessary;
- The 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.
- A wait list is maintained from year to year. Once on the wait list, a student would remain on the waitlist until he/she is offered a spot in the school or expresses no further interest in remaining on the waitlist.
- Should a space become available, LAS will validate upon offer of enrollment that the original enrollment priority group preference is still applicable. If this is no longer the case, the offer of enrollment will be rescinded and the student's position on the wait list will be moved to the top of the next qualifying priority group within the year the child participated in the lottery.
- If families from the wait list are offered a position, they must accept that position within two 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 if they desire.

Adopted:

Amended: Board amended 1.17.18