

**POLICIES PERTAINING TO OUR STUDENTS****ADMISSION AND ENROLLMENT CRITERIA****Admissions****Application**

Students wanting to attend an open-enrollment charter school must submit an application by a reasonable deadline set by the charter holder.

*Tex. Educ. Code S12.117(a)(1); 19 Tex. Admin. Code S100.1207(a)(1)*

**Admission and Enrollment**

The governing body of a charter holder must adopt a student admission and enrollment policy that prohibits: discrimination on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

*Tex. Educ. Code S12.111(a)(6); 19 Tex. Admin. Code S100.1207(d)*

**Exclusion from Admission**

Each open-enrollment charter shall also state if a student will be excluded from admission on the basis of a documented history of a criminal offense, juvenile court adjudication, or discipline problems under the Education Code, Chapter 17, Subchapter A.

*Tex. Educ. Code S12.111(a)(6)(A)*

**Acceptance Procedure**

If a school receives more applications than it has spaces available, then the charter school must either:

- a. Admit students in the order the applications were received; or
  - i. This option may only be utilized if the school published a notice of the application deadline in a newspaper of general circulation in the community in which the school is located. The notice must be published not later than seven calendar days before the application deadline and must include the date of the application deadline.

b. Conduct a random lottery:

- i. For any school currently receiving federal start-up funding through the Charter Schools Program of the U.S. Department of Education, a random lottery is Mandatory.

(1) Students who are exempt from the lottery include:

- (a) Students who are enrolled in a public school at the time it is converted into a public charter school.
- (b) Siblings of students already admitted to or attending the same Charter school; and
- (c) Children of a charter school's founders and teachers, so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment.

*Tex. Educ. Code §12.117; U.S. Dept. of Educ. Charter Schools Program, Non-regulatory Guidance*

### **Enrollment Criteria**

A charter school's policy should include measures to verify, on enrollment, that a student is entitled to enroll in the charter school.

*Tex. Educ. Agency, Student Attendance Accounting Handbook, S3.3.(2010-2011)*

### **Required Documentation for Enrollment**

- a. Birth certificate or another document suitable as proof of the child's identity.
  - i. Identification is required within 30 days of a child's enrollment; however, children shall not be denied enrollment or be removed solely because they fail to meet this requirement.
  - ii. Other documents, besides a birth certificate that are acceptable for proof of identification include:
    - (1) Driver's License;
    - (2) Passport;
    - (3) School ID card, records, or report card;

- (4) Military ID;
- (5) Hospital birth record;
- (6) Adoption records;
- (7) Church baptismal record; or
- (8) Any other legal document that establishes identity.

- b. The child's records from the school most recently attended, if the child has previously been enrolled in another school; and
- c. Immunization records.

*Tex. Educ. Code S12.104(b)(1); 19 Tex. Educ. Code S25.2(a); 19 Tex. Admin. Code S129.1; Texas Education Agency, Student Attendance Accounting Handbook, S3.3(2010-011)*

### **Maximum Enrollment**

The total number of students enrolled shall not exceed the maximum number of approved students in the charter.

*19 Tex. Admin. Code S100.1207(f)*

### **Transfer Enrollment**

Students who reside outside the geographic boundaries approved for the charter school may be admitted once all eligible resident applicants who submitted a timely application are enrolled. Then, only if the terms of the open-enrollment charter permit, the charter may admit non-resident transfer students.

*19 Tex. Admin. Code S100.1207(f)*

### **Discrepancies in Student's Name**

If a child is enrolled under a name other than the child's name as it appears in the identifying documents or records, the charter school must notify the Missing Children and Missing Persons Information Clearinghouse at (800) 346-3243. If a student's records have not been received within 30 days of a request, making this comparison impossible, the charter school must notify the municipal police or sheriff department of the county for a determination of whether the child has been reported missing.

*Tex. Educ. Agency, Student Attendance Accounting Handbook, S3.3.1, (2010-11)*

**Undocumented Students**

Enrollment may not be denied to children who are not legally admitted into the United States.

*Plyler v. Doe, 457 U.S. 202 (1982)*

**Notice of Teacher Qualifications**

Each open-enrollment charter school shall provide a written notice of the qualifications of each teacher employed by the school to each parent/guardian of each student enrolled in the school.

*Tex. Educ. Code S 12.130.*

**POLICIES PERTAINING TO OUR STUDENTS****ADMISSION AND ENROLLMENT CRITERIA****Admission Criteria****Student Anti-Discriminatory Policy**

All persons shall recognize and respect the rights of students as established by federal and State law and Charter School policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive federal financial assistance, as do those of the school. The educational program of the Charter School shall be nonsectarian and shall not discriminate against any student on the basis of race, ethnicity, sex, national origin, religion, disability or need for special education services, academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Such prohibitions include such activities as engaging in sexually-oriented conversations for the purpose of personal sexual gratification, telephoning students at home or elsewhere **or using electronic or other media** to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other Charter School-related benefit.

Such conduct or other sexual harassment of students by employees of the Charter Schools can be discrimination on the basis of sex and may be actionable under federal and State law as well as subject to strict discipline, including termination of employment under School policy.

All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student shall be brought to the immediate attention of the Title IX Coordinator or the Charter School Director.

**Admission Application Deadline**

The Charter School's admission application period is from May 1<sup>st</sup> through June 30<sup>th</sup>. If the Charter School receives more applications than it has spaces available, then the charter school must conduct a random lottery.

**Non-resident Transfer Students**

Students who reside outside any Charter School's approved, geographic boundaries may be admitted once all eligible, resident students who submitted a timely application are enrolled.

**Public Education Grant**

The Charter Schools are open-enrollment charter schools as provided by Texas Education Code, Chapter 12, Subchapter D, § 12.1011. It is the express policy of the Charter Schools to admit students eligible for a public education grant.

**Exclusion from Admission**

The Charter Schools reserve the right to exclude from admission a student who has a documented history of a criminal offense, juvenile court adjudication, or discipline problems under the Education Code, Chapter 37, Sub Chapter A.

**Enrollment Criteria****Eligibility**

The Superintendent, or Designee, shall ensure that appropriate measures are taken to verify, on enrollment, that a student is entitled to enroll in the Charter Schools.

Areas to be verified include, but are not limited to, a student's residency and grade level. To verify residency, parents are requested to provide copies of one or more of the following documents: voter registration, tax records, utility bill, and lease on house, condominium or apartment.

**Enrollment Documentation**

Upon a student's enrollment, the Superintendent, or Designee, shall ensure that a bona fide effort is made to secure all records and require documentation pertaining to the student.

**Establishing Identification**

To verify the identity and age of the student, parents are requested to furnish the student's birth certificate or one or more of the following: a passport; driver's license if applicable; military ID; hospital birth record; adoption records; church baptismal record; the child's record from the school most recently attended; school ID card, records, or report card; immunization records; or any other legal document that establishes identity.

Identification is required within 30 days of a child's enrollment; however, children shall not be denied enrollment or be removed solely because they fail to meet this requirement.

If a child is enrolled under a name other than the child's name as it appears in the identifying documents or records, the charter school must notify the Missing Children and Missing Persons Information Clearinghouse. If a student's records have not been received within 30 days of a request, making this comparison impossible, the charter school must notify the municipal police or sheriff department for a determination of whether the child has been reported missing.



## **Procedures for Determining Admission**

### **Eligibility**

Students wanting to enroll in the charter school must fill out an Application for Admission. Applications for admission will be reviewed for eligibility. Students will be eligible if they meet residency requirements (live within the geographical area), are no more than 20 years of age as of September 1<sup>st</sup>, and meet grade placement requirements (9<sup>th</sup> through 12<sup>th</sup> grades). The school will not discriminate in admission based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the student would otherwise attend. The Charter District may deny admission to applicants who have a documented history of criminal offense, juvenile court adjudication, or discipline problems.

### **Admissions**

Currently enrolled students receive a Notice of Intent to Return form on May 1<sup>st</sup> of the current school year. This form asks students to state whether they intend to return the following school year. The form must be returned by May 25<sup>th</sup>. Currently enrolled students expressing a desire to return are automatically enrolled for the following school year upon timely receipt of the Notice of Intent to Return form. Vacancies in each class are then determined, and the siblings of returning students and the children of the charter school's founder (if applicable) are given priority in admission.

Applications from new students are accepted from May 1<sup>st</sup> through June 30<sup>th</sup>, and reviewed for eligibility. Students who are not eligible or whose application has been denied will be notified as soon as possible. If the number of eligible applicants does not exceed the number of vacancies, then all applicants who timely applied are offered admission. If there are more eligible applicants than available spaces, then a lottery will be conducted on July 1<sup>st</sup>. A name is drawn for each vacancy that exists, and each applicant whose name is drawn is offered admission. The remaining names are then drawn and placed on a waiting list in the order they were drawn. If an application is received after the application period has passed, the applicant's name is added to the waiting list behind the names of the applicants who timely applied. If a vacancy arises before the commencement of the school year or during the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. If there is no waiting list, the student will fill out an admission application, which will be reviewed for eligibility and disciplinary history. The applicant will be advised if the application was either approved or denied for admission as soon as possible.

### **Enrollment**

Only after a student has been offered admission may he be asked to fill out an enrollment form and provide information needed to complete the registration process. Applicants are not required to provide copies of transcripts or other academic records prior to enrollment. In addition, a student will not be precluded from enrolling due to the Charter School's failure to receive the information required for enrollment from the student's parent and/or previous school.