

ACLC ADMISSIONS AND ENROLLMENT POLICY 2013-14

I. Introduction

The goal of the admissions policy of ACLC Community Learning Center (hereinafter “School”) is to attract, enroll and retain at the School the broadest spectrum of students and families representative of the rich diversity existing in Alameda. 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 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
- 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.
- No student will be admitted if he/she has been previously expelled from another educational institution.

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;
 - 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.
- Parents/guardians/caregivers shall attend a pre-admission Information Open House Meeting or its equivalent.
 - Parents/guardians/caregivers shall attend a School Tour
 - The ACLC Parent and Learner Contracts shall be signed and returned to the School with the application for admission. The body of educational research shows a compelling correlation between parent participation and their child's academic success.

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.

III. Preferences

If the number of learners requesting admission exceeds the number of spaces currently available for admission, preference will be given to the groups or classes of students listed below and attendance will be determined by a public random lottery. Existing ACLC students are exempt from the lottery. In the case of a lottery the following preferences will be utilized in order of the priority and listed below which is consistent with current AUSD district policy regarding enrollment preferences:

- Preference in admission will be given to siblings of existing learners in the school who are Alameda residents
- ACLC will allow the children of facilitators/staff members to attend the school upon application regardless of their place of residence
- Preference is given to learners applying from within AUSD enrollment boundaries over those applying from outside the district

Method for conducting random lottery after application deadline:

- Lottery will take place with authorizing agency compliance officer present.
- Learners who receive preference for admission as siblings or children of staff will be admitted.
- All applications will then be sorted by grade level.
- Grade level applicants will sorted into two groups: Alameda residents and non-residents
- Applicants will be randomly assigned a lottery number by residency status for each grade level
- Openings by grade level will first be filled by residents, then non-residents
- Wait lists for each grade level will be maintained and yearly the admissions officer will determine if wait list applicants wish to remain on the wait list for future openings.

ACLC plans on conducting any needed lottery on January 28, 2013.

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 founders and staff members their intention to apply for admission for their children;
- The School will design program informational materials;
- The School will plan one or more Information Open House Meetings (attendance at which is mandatory for admission);
- The School will issue press releases and utilize other communication strategies;
- The School will actively recruit students throughout the community;
- The School will mail information packets to families on wait/interest lists, including invitations to the Open House;
- The School will host Information Open House Meeting(s)
- The School will schedule School Tours beginning the second year of the program
- The School will establish and hold an open enrollment period so that all interested student 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;
- 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 School will hold a random public drawing, 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. Children who complete the application process after the published deadline will be added to the next lottery pool if a wait list already exists.

A wait list is maintained from year to year. Once on the wait list, a student would remain in that position until he/she is offered a spot in the 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 three 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.