

Enrollment and Lottery Procedures

Assurances

The proposed Charter School will be a school of choice. Pursuant to Education Code § 47605(f), no student will be required to attend the proposed Charter School. As a non-sectarian, tuition-free public school, the proposed Charter School will admit all grade-level eligible pupils who wish to attend the proposed Charter School, up to the School's capacity, in accordance with Education Code § 47605(d)(2)(A). In such cases wherein demand exceeds space, a public random drawing/lottery shall be performed as described below.

The proposed Charter School shall comply with Education Code § 47605(d)(1) and shall not charge tuition, nor discriminate against any pupil on the basis of the characteristics listed in Education Code § 220 (actual or perceived disability, gender, gender identity, gender expression, 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, or any other status that would violate federal or state law) prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. The proposed Charter School may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth in this petition.

The proposed Charter School shall not request or require submission of a student's IEP, 504 Plan, or any other record or related information prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. The proposed Charter School shall adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths.

In accordance with Education Code § 48000(a), children must meet minimum age requirements for enrollment. Students entering kindergarten must be five years of age on or before September 1st. The proposed Charter School will comply with any future amendments to the Education Code or other regulation regarding minimum age for public school admission. Proof of the child's age must be presented at the time of enrollment as described in Education Code § 48002.

Application Process

The proposed Charter School shall require parents and guardians who wish to enroll their child at the proposed Charter School to complete an application form. Applications will be accepted each year throughout January and February. Application forms will be made available at the

proposed Charter School and at any venue wherein a parent information meeting is held throughout the open enrollment period. Pursuant to Assembly Bill 276, applications will include an informational item about health insurance requirements and Covered California. The proposed Charter School will avail itself of the resources provided at <http://hbex.coveredca.com/toolkit/school-educator/> to enhance compliance with this California mandate. Families will be encouraged, but not required to attend, a parent information meeting to fully understand the purpose of the proposed Charter School and its educational programs.

Submitted application forms will be date and time stamped. Student names will be added to an application roster to track receipt. If by the close of open enrollment, the number of application forms received is less than the number of spaces available, all applicants will be accepted and enrolled in the school, upon submission of an enrollment packet. Subsequent application forms will be accepted until capacity is reached. Late applications for admission may result in the loss of opportunity for admission preferences as listed below. However, late applications for admission will be saved in the event the waitlist is otherwise completely exhausted.

Random Public Lottery

Following the open enrollment period each year, applications shall be counted to determine whether any target language grade level or program has received more applications than available capacity. If the number of students who wish to attend a specific language program exceeds that program's capacity, except for existing students of the proposed Charter School, enrollment shall be determined by a random public lottery/drawing. Students who are already enrolled in the proposed Charter School will have guaranteed admission in the following school year, up to the last grade serviced, so long as continuous enrollment status has been maintained.

Two lottery pools, each comprising of 50% of available spaces per grade, will be created for each of the four target languages: French, German, Italian, and Spanish. One pool will be for students seeking admission through target language dominance. The other pool will be for students who are not target language dominant. This comprises a total of eight pools per grades kindergarten through eighth grade. The results of any language assessment will not be used to deny admission to the proposed Charter School, but may be used to determine the proper placement of a pupil.

In accordance with Education Code Section 47605(d)(2)(B), admission preferences are stated in the following order: (1) pupils currently attending ISLA, and (2) pupils who reside within the

boundaries of GUSD. Additional preferences beyond (1) and (2) may be permitted by the SBE as the chartering authority and only if consistent with the law.

If unfilled spaces remain available in any of the eight target language pools, said spaces may be filled by the corresponding grade level target language pool (language dominant or non-language dominant) applicants. Such spaces shall first be filled by students who have admission preferences as described above. If both grade level target language pool applicants have been exhausted, applicants in any of the other target language pool waitlists may be invited to apply for the remaining openings.

Families who submitted a completed application form prior to the February deadline will be notified regarding the date, time, and location of the public lottery, and rules for the lottery process. The lottery drawing will be held on the school grounds in March, except the first year when it may be hosted at another location. The lottery will be held at a venue that is large enough to accommodate interested participants.

The proposed Charter School will conduct a lottery that is public, transparent, and fair. An uninterested third-party will be charged with conducting the lottery. Parents do not need to be present at the lottery in order to participate. The proposed Charter School will retain the following documents to demonstrate that the lottery was conducted fairly: information session agenda(s)/notice(s); submitted lottery forms; list(s) of students per lottery pool; and sign-in sheet(s) for the public random drawing.

Admission Notification and Enrollment

Results will be published online and posted in hard copy at previously determined locations. Students who were not granted admission due to capacity shall be given the option to select another target language program or to be placed on the waiting list according to the draw in the lottery. Multiple waiting lists may be developed, dependent on such factors as program selection, enrollment preferences, and grade availability from the application forms that do not receive admission. Waitlists will be used for the school year for which they were created and will not carry over to any subsequent school year.

Families of students who are offered admission will have two weeks to confirm intent to enroll and submit an enrollment packet including proof of age, proof of address, and immunization records. Families who decline admission or who fail to return a completed enrollment packet

may lose their position to the next name on the waiting list. Families promoted off the waitlist shall be informed by telephone and shall have a maximum of one (1) week to respond. Families not responding within the allotted timeframe may forfeit their right to enroll their child. In this scenario, said student may be placed at the end of the wait list. Relevant communications with parents on the waiting list will be logged and maintained at the proposed Charter School's administrative office until the end of the school year.