



## **ADMISSION REQUIREMENTS AND ASSURANCES**

Lashon Academy Charter School will admit all California residents who wish to attend, as called for in Ed. Code §47605 (d)(2)(A) who are age-eligible, according to Ed. Code §48000 (a). Lashon Academy Charter School's admissions process will reach out to families to enable the school to have a diverse student body.

- All students will be admitted, space permitting, and not determined according to the place of residence of the student or of his or her parent or guardian. Lashon Academy Charter School will be non-sectarian in its programs, admission policies, employment practices, and all other operations, and will not charge tuition or shall not discriminate against any student on the basis of 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.
- The school's admissions practices will comply with Part B of the Individuals with Disabilities Education Act and Federal civil rights laws, including, but not limited to, Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; and Title II of the Americans with Disabilities Act of 1990, as applicable.
- Lashon Academy Charter School will be open to all students including those with special education needs.
- Lashon Academy Charter School will support the administration of special education services at the school site by participating in the Los Angeles Unified School District's Special Education MOU Option 1 and will participate in the search child/find efforts of the SELPA.

## **ADMISSION REQUIREMENTS**

Lashon Academy Charter School understands that the minimum age at which a student may be admitted to public school in California will vary until the 2014-15 school year. Lashon Academy Charter School will comply with the minimum age requirements defined in Ed. Code §48000, as follows:

- A Child shall be admitted to transitional 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 between:
  - (1) Oct 2 and Dec 2 for the 2013-2014 school year
  - (2) Sept 2 and December 2 for the 2014-2015 school year.



- A child shall be admitted to 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:
  - (1) October 1 of the 2013-14 school year.
  - (2) September 1 of the 2014-15 school year and each school year thereafter.
  
- On a case-by-case basis, the Lashon Academy Charter School Board may admit to kindergarten a child having attained the age of five years at any time during the school year with the approval of the parent or guardian, subject to the following conditions:
  - (1) The Lashon Academy Charter School Board determines that the admittance is in the best interests of the child.
    - (2) The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

Prior to the admission of a child to the transitional kindergarten, kindergarten, or first grade, the child's parent or guardian will present proof evidencing that the child is of the minimum age fixed by law for admission. The method of proof of age may be any of the following unless the Lashon Academy Charter School Board revises this list:

- a) certified copy of a birth record;
- b) statement by the local registrar or a county recorder certifying the date of birth;
- c) baptism or birth certificate duly attested;
- d) passport; or
- e) when none of the foregoing is obtainable, an affidavit of the parent, guardian, or custodian of the minor.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

Lashon Academy Charter School will 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. The Charter School will include specific information in their outreach materials, websites, at community meetings, open forums, and regional



center meetings notifying parents that the school is open to enroll and provide services for all students which shall include a District standard contact number to access additional information regarding enrollment. A student's IEP will never be required prior to participation in any attendance lottery or as a condition for enrollment.<sup>1</sup>

## **RECRUITING ACADEMICALLY LOW-ACHIEVING, SOCIOECONOMICALLY DISADVANTAGED STUDENTS, AND STUDENTS WITH DISABILITIES**

Lashon Academy Charter School is a public school offering an educational program and learning conditions that are likely to appeal to families for many reasons. The Outreach Team strategies described in Element 7, Racial and Ethnic Balance, to promote racial and ethnic diversity will also be used to promote socioeconomic diversity at the school. The Outreach Team will focus extra marketing attention at community locations serving census tracts where socioeconomically disadvantaged families live and communities served by LAUSD schools with school-wide Title I status. Lashon Academy Charter School will provide extra marketing attention in community locations with LAUSD schools in Program Improvement, an indication of a population of low-achieving students whose families may prefer a different choice. In all meetings to describe the school's program, the Outreach Team will note school and program features likely to create a supportive and successful learning environment for all students, including academically low-achieving, socioeconomically disadvantaged students, and students with disabilities.

## **ADMISSION PREFERENCES**

Lashon Academy Charter School makes every effort to recruit students of various racial and ethnic groups in order to achieve a balance reflective of the general population residing within the territorial jurisdiction of LAUSD. Lashon Academy Charter School conducts orientation meetings year round to inform interested parents and students on what the school has to offer. The Board will be responsible for adopting a process that reconciles California law, federal law and non-regulatory guidance, and the State's Request for Applications (RFA) for the federally funded Public Charter Schools Grant Program (PCSGP). Parents who choose to send their children to Lashon Academy Charter School will be asked to complete a form to participate in the lottery. With LAUSD approval, Lashon Academy Board policy will include the following:

- Students already enrolled are exempt from lotteries. Once a student is admitted to the school, he or she may remain in attendance through subsequent grades.
- Siblings of students already admitted to or attending Lashon Academy Charter School will be exempted from the lottery and admitted to the school.

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<sup>1</sup> All text that appears underlined throughout this section indicates Los Angeles Unified School District specified required language for charter petitions as indicated in the LAUSD document "Required Language for Charter Petitions" (2012).



- Children of founders and/or teachers working at the charter school will be exempted from the lottery and admitted to the school as long as the number admitted by this exemption does not exceed 10 percent of total enrollment at Lashon Academy Charter School.
- Lashon Academy Charter School will employ a single lottery with a higher weighting for students who are LAUSD residents.

## **HOW ADMISSION PREFERENCES WILL BE IMPLEMENTED AND WAITING LIST**

Preference is as follows:

- 1) LAUSD Residents: All students in the lottery living in the Los Angeles Unified School District boundaries will receive weighted drawing preference over students living outside the LAUSD boundaries by having their names submitted twice in the lottery pool.
- 2) Siblings: Siblings of students already enrolled at Lashon Academy Charter School shall be guaranteed admission unless the sibling is to enroll in a grade that has all of its spaces already filled, in which case the sibling would be put on the waiting list for admission to that grade *ahead* of all students from the lottery. Siblings of students whose names are drawn during the lottery shall be guaranteed admission unless the sibling is to enroll in a grade that has all of its spaces already filled, in which case the sibling would be put on the waiting list for admission to that grade *behind* any student already on the waiting list.
- 3) Children of Founders/Teachers: Children of founders and/or teachers shall receive a guarantee of admission unless the number admitted by this exemption would exceed 10 percent of total enrollment at Lashon Academy Charter School or unless the student would enroll in a grade that has all of its spaces already filled. If a student cannot be admitted for either of these reasons, the student's name will be entered in the lottery as either a resident or nonresident of LAUSD to be randomly drawn and offered admission or placed on a waiting list without limitation.

## **IMPLEMENTATION OF RANDOM PUBLIC LOTTERY**

If Lashon Academy Charter School receives a number of applications from potential students exceeding the number of spaces available within any grade level, the school will conduct a random public lottery, using the following rules and procedures, which will be communicated to the community at least 30 days prior to holding the lottery:

- Method of Verifying Fair Process: The school will enlist the services of an outside agency or auditor to monitor and verify the fair execution of all activities related to holding the lottery.



- **Method to Communicate Lottery Rules:** The school will describe the lottery process rules and procedures in English, Spanish and Hebrew on the school's website, in flyers distributed at community meetings about admission to the school, and in presentations to groups and conversations with families who have expressed interest in admission. The school will communicate the lottery rules and procedures by U.S. postal service or to email accounts at the request of interested parties.
- **Open Enrollment Timeline:** During an open enrollment period (October 1 through February 24), which will be at least 90 days long, interested parties will complete interest cards with the name, grade, and contact information of their students in order to participate in the lottery, if one is needed.
- **Open Enrollment Assistance:** Information will be available in English, Spanish and Hebrew. School staff or volunteers will help any interested party with language or literacy barriers or physical disability to complete an interest card.
- **Lottery Timeline:** The lottery will take place within 30 days of closing the open enrollment period (March 20<sup>th</sup>).
- **Lottery Location to Allow Observation:** The lottery will take place on the school's campus in a facility large enough to allow all interested parties to observe the drawing, or at another public venue near the school large enough to accommodate all interested parties.
- **Lottery Date and Time to Enable Attendance:** The lottery will take place on a weekday evening or other time when most interested parties who wish to attend may do so, but their attendance is not required.

## **LOTTERY PROCEDURES**

- **Notice of Available Spaces:** Prior to conducting the lottery, all interested parties will be told how many openings are available in the school in the different grades served by the school.
- **Drawing Description:** The single lottery shall include drawing names from pools of ballots differentiated by grade level.
- **Drawing Process:** A representative of an outside agency or the organization confirming the results of the lottery shall draw the ballots, beginning with the lowest grade, and continuing until all names for that grade level are drawn.
- **Determining Waiting List:** Those individuals whose names are drawn after all spaces have been filled will be placed on a waiting list in the order drawn, except if the preferences described above require otherwise.
- **Enrollment Offer Notice and Timeline to Respond:** Families not attending the lottery shall be informed in writing of their students' selection or placement on a wait list. Families with students drawn for admission shall have seven (7) days



from the date of postage to respond to the offer of enrollment by completing the enrollment process. In addition, the school shall attempt on at least two separate occasions to contact the parents/guardians of drawn students by telephone. Families not responding within the 7-day period will forfeit their offer of enrollment for that school year.

- **Promotion Of Waiting List and Timeline to Respond:** Potential students on the waiting list shall provide contact information for the School to use in the event space becomes available. Families promoted off the waiting list shall be informed in writing and shall have seven (7) days from the date of postage to respond to the offer of enrollment by completing the enrollment process. In addition, the school shall attempt on at least two separate occasions to contact the parents/guardians of promoted students by telephone. Families not responding within the 7-day period will forfeit their offer of enrollment for that school year.
- **Record of Fair Lottery Execution:** The outside organization or agency verifying the fair execution of the lottery shall confirm in writing that the lottery was conducted fairly, and the school shall keep on record copies of that confirmation.
- **Waiting List Expiration:** The waiting list will expire at the end of each school year. Interested parties not previously admitted must reapply during subsequent open enrollment periods.