



## TLC ACADEMY STUDENT POLICIES

### ADMISSIONS AND ENROLLMENT POLICY

#### (REQUIRED BY LAW)

The governing body of the 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; and
- Specifies any type of non-discriminatory enrollment criteria to be used at each charter school operated by the charter holder. Such non-discriminatory enrollment criteria may make the student ineligible for enrollment based on a history of a criminal offense, juvenile court adjudication, or discipline problems, documented as provided by local policy and in accordance with the School's charter.

*Tex. Educ. Code § 12.111(a)(6)(A); 19 T.A.C. § 100.1207.*

For admission to an open-enrollment charter school, the governing body of the school shall: (1) require the applicant to complete and submit an application not later than a reasonable deadline the school establishes; and (2) on receipt of more acceptable applications for admission under this section than available positions in the school: (A) fill the available positions by lottery; or (B) subject to Subsection (b), fill the available positions in the order in which applications received before the application deadline were received. *Tex. Educ. Code § 12.117; 19 T.A.C. § 100.1207; see also TEA/USDE Lottery Guidance available at <http://ritter.tea.state.tx.us/charter/correspond/NonregGuidanceLtr.pdf>*

The Board may require evidence that a person is eligible to attend the public schools. The Board shall establish minimum proof of residency acceptable to the school. The Board may make reasonable inquiries to verify a person's eligibility for admission. *Tex. Educ. Code § 25.001 (c).*

The Board of Directors "**by policy**" may allow a person showing evidence of legal responsibility for a child other than an order of a court to substitute for a guardian or other

person having lawful control of the child under an order of a court. Tex. Educ. Code § 25.001(j).

The Board of Directors “**may adopt a policy** requiring a person” described below and in Education Code section 25.085(e) “who is under 21 years of age to attend school until the end of the school year.” Tex. Educ. Code § 25.085(f). This policy will apply to a “person who voluntarily enrolls in school or voluntarily attends school after the person's 18th birthday. See Tex. Educ. Code § 25.085.”

### **McKinney-Vento Compliance**

The School shall review and revise any policies that may act as barriers to the enrollment of homeless children. The School shall give consideration to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. The School shall give special attention to ensuring the enrollment and attendance of homeless children who are not currently attending school. In addition, the School **shall adopt policies and practices** to ensure that homeless children are not stigmatized or segregated on the basis of their homeless status.

As a condition of receiving funds under the McKinney-Vento Homeless Education Assistance Improvements Act, the School shall serve homeless children according to their best interests.

The School selected in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act shall immediately enroll a homeless child even if the child is unable to produce records normally required for enrollment. The School shall immediately contact the last School attended to obtain relevant academic and other records. If the child needs to obtain immunizations, or immunization or medical records, the enrolling School shall immediately refer the child’s parent or guardian to the School’s homeless liaison for assistance.

If a dispute arises over school selection or enrollment, the child shall be immediately admitted to the School in which enrollment is sought, pending resolution of the dispute. The School shall provide the child’s parent or guardian with a written explanation of the decision regarding school selection or enrollment, including the right to appeal the decision. The School shall refer the child, parent, or guardian to the homeless liaison, who shall carry out the dispute resolution process as expeditiously as possible.

### **McKinney-Vento Policy Statement**

Notwithstanding any other admission policy, homeless children may enroll in the School immediately regardless of residence with or without the normal requirements for enrollment. Homelessness means lacking a fixed, regular, and adequate nighttime residence. The School has appointed Christine Wilmoth, as the Liaison for Homeless Children and Youths to serve as the primary contact between homeless families and school

staff, shelter workers, and other service providers. The liaison will also assist in obtaining necessary immunizations, if needed. If a dispute arises over the enrollment of a homeless child, he shall be immediately admitted to the School until resolution of the dispute.

### **Statement on Non-Discrimination**

**It is the policy of the School not to discriminate on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district a child would otherwise attend, in its enrollment and admissions practices.**

### **Application Requirement**

Each applicant for admission will be required to submit an application to the School no later than the deadline established and announced by the School. The Chief Executive Officer shall ensure that the application deadline established is reasonable. If more applications are received than spaces available, the available spaces may be filled by lottery or in the order in which all timely applications were received, in accordance with federal and state law. The Chief Executive Officer shall see that applicants are informed of the manner by which available spaces will be filled, whether by lottery or in the order received. In order to be an eligible applicant, the applicant must reside in the authorized geographic boundaries of the School and satisfy other admissions standards as specified in local policy and described in the School's charter.

### **Lottery Provisions**

A "lottery" for purposes of this policy is a non-weighted, random selection process which determines the order of enrollment of students applicants. If an admissions lottery is legally required and conducted, the following categories of students are exempted from the lottery in accordance with TEA and Department of Education Guidelines, and will be admitted in the following order of priority:

- those students who are deemed to have been admitted to the charter school already and, therefore, do not need to reapply;
- students who are enrolled in a public school at the time it is converted into a public charter school;
- siblings of students already admitted to or attending the same charter school; and
- children of a charter school's teachers and founders (so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment).

Priority of students in any of the above categories competing will be determined on a "first come, first served basis."

If a lottery is legally required in accordance with federal and state law, the Chief Executive Officer shall establish and publicize a Lottery Calendar, as may be necessary to conduct an

annual admissions lottery when, after all exempt students have been enrolled, there are a greater number of eligible applicants than available enrollment spaces.

If the number of eligible applicants does not exceed the number of vacancies, then all eligible applicants who timely applied are offered admission. If there are more eligible applicants than available spaces in a class, then a name is drawn for each vacancy that exists, and each eligible 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 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 a lottery is not legally required, the Chief Executive Officer will see that eligible applicants are enrolled based on available positions in the order in which applications were received, provided that all other legal pre-requisites for not conducting a lottery are satisfied

### **Exclusion of Students With Certain Histories**

Any student(s) with a history of a criminal offense, a juvenile court adjudication, or discipline problems under Education Code Chapter 37, Subchapter A, may not be permitted to enroll in the School.

### **Verification of Residency And Immunization Records**

Verification of residency and current immunization records are required for all students enrolling. Every student enrolling for the first time must present a signed statement from a physician or documentation of immunizations as required by the Texas Department of Health, no later than 30 days after enrolling. Students who submit an affidavit from a physician stating immunizations should not be administered for medical reasons, and students who submit an affidavit signed by the student's parent or guardian declining immunizations for reasons of conscience, will be excepted from this requirement. The parent or guardian must furnish records which verify the identity of the student.

A student's "residence," for the purpose of this policy is the true, fixed and permanent place where the qualifying occupant ordinarily lives and sleeps, not less than four (4) nights during the school week and to which, when temporarily absent from the residence, the occupant intends to return. The student must reside in the authorized geographic boundaries of the School, as described in the School's charter. In order to verify residency for enrollment, acceptable evidence of residency includes:

- Current property tax bill with parent/guardian's name and property address;
- Current rental or lease agreement with parent/guardian's name, student name, and address, as well as manager or owner's name and telephone number;
- Documents related to the purchase of the residence with the parent/guardian's name and property address;

- Mail dated within 60 days before the application date from the following sources:
  - Social Security Administration;
  - A Texas State government agency;
  - Utility companies;
  - Credit card bill;
  - Financial institutions; including checking or savings;
  - Insurance companies;
  - State and Federal Revenue documents;
  - Paycheck information.

If, at any time, a student's residence is in question, the School may ask for additional documents for verification. If the parent/legal guardian cannot provide documentation of legal residence because the parent/legal guardian is living with a relative/friend, a notarized statement by the relative/friend can be accepted by the School with the following stipulation:

- Notarized statement must state that the parent/legal guardian and child are living with the relative/friend;
- Notarized statement must state the name of relative/friend who is on the relative/friend's proof of legal residence;
- Notarized statement must state the same address of relative/friend who is on the relative/friend's proof of legal residence;
- A copy of the relative/friend's proof of legal residence must be attached to the notarized statement (meeting the documentation criteria described above); and notarized statement must be signed by same name of relative/friend who is on the relative/friend's proof of legal residence.

Then, within 60 days, at least two (2) current documents, confirming the parent/legal guardian's residency, from any of the following sources must be provided:

- Credit card companies;
- U. S. Treasury;
- Social Security Administration, including benefits letter;
- Texas State government agencies (including city and county agencies);
- Utility companies;
- Financial institutions including checking, savings, or investment account statements;
- Insurance companies;
- State and Federal Revenue departments.

The School reserves the right to conduct home-visits, at any time, to confirm residency of applicants and enrolled students. Falsification of residence on an enrollment form is a criminal offense (*See Texas Education Code Section 25.001(h)*).

### **Adult Student Attendance Requirement For Continued Admission**

A person who voluntarily attends school after his or her 18<sup>th</sup> birthday shall attend school each school day for the entire period the program of instruction is offered. The School may revoke, for the remainder of the school year, the enrollment of a person who has more than five (5) absences in a semester that are not excused under Education Code Section 25.087. A person whose enrollment is revoked under this subsection may be considered an unauthorized person on School grounds and a criminal trespass warning may be issued.

### **Student Residency Separate From Parent/Guardian**

In order to protect the best interests of students enrolled, for purposes of students under the age of 18 who have established a residence apart from the person's parent, guardian, or other person having lawful control, such persons must establish their separate residency and verify it with documentation acceptable to the School in the same manner as other students. However, a student under 18 and not living with parents or guardian, who has engaged in conduct in the preceding year that has resulted in a disciplinary removal, alternative placement or expulsion, or who has engaged in delinquent conduct or conduct in need of supervision and is on probation or other conditional release for that conduct, or has been convicted of a criminal offense and is on probation or other conditional release, shall not be admitted to the School.

DATE ISSUED: March 23, 2011