

**Spectrum Charter School
4369 Northern Pike
Monroeville, PA 15146**

Board of Trustees Policy 201

Admissions Policies and Procedures

General Admissions Policies

The Board of Trustees of the Spectrum Charter School (the “Charter School”) recognizes that all resident children in Pennsylvania qualify for admission to the Charter School with the exception that a charter school may limit admission to a particular grade level, a targeted population group composed of at-risk students, or areas of concentration of the school such as mathematics, science or the arts. The Charter School’s mission is to provide school-to-work transition instruction in the classroom, on-site business, and community-based work sites for students aged 13-21. The Charter School’s program is structured to meet the needs of students whose school performance is adversely affected by a disability in one of thirteen categories identified by the Individuals with Disabilities Education Act (IDEA).

A charter school may establish reasonable criteria to evaluate prospective students which shall be outlined in the school’s charter. General admissions policies:

- The Charter School shall not discriminate in its admission policies or practices on the basis of intellectual ability, athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district. Notwithstanding the above and consistent with Section 1723-A(b)(2) of the Charter School Law and its Charter, the Charter School shall limit admission to those students who have been identified with a disability in one of thirteen categories identified by the IDEA (“Eligible Students”).
- No tests will be administered to students in order to determine eligibility for admission.
- If more students apply to the Charter School than the number of attendance slots available in the school, then students must be selected on a random basis from a pool of qualified applicants meeting the established eligibility criteria and submitting an application by the deadline established by the Charter School. However, the Charter School shall give preference in enrollment to Eligible Students who are siblings of students presently enrolled in the Charter School, Eligible Students who are children of parents who have actively participated in the development of the charter school and Eligible Students who reside in the Gateway School District (the “School District”). The procedures to implement this policy are provided below.

- The Charter School will use an open enrollment plan to encourage all parents to consider enrolling their eligible children.
- Notwithstanding the above, families who are interested in having their son or daughter enroll at the Charter School shall make arrangements to visit the Charter School with their child. The Chief Executive Officer, the Principal or designee will meet with potential students and their families. The Charter School's mission, nature of the curriculum, school and family expectations, as well as the student's educational needs will be discussed.

Enrollment Procedures Beginning with the 2019-2020 School Year

- Applications for student slots must be submitted between September 1 and February 1 of the academic year prior to that for which enrollment is sought. The information that must be provided in the enrollment application is described below.
- If more students submit applications than can be accommodated by the Charter School's capacity, a lottery will be held to enroll Eligible Students at the Board of Trustees regularly scheduled February meeting. In the event that the lottery is not held on the specified day, the lottery may be held at a special meeting of the Board of Trustees, provided that public notice pursuant to the Sunshine Act is given for the meeting and the notice indicates the purpose of the special meeting.
- Applications for all students whose enrollment forms were filed by the enrollment deadline will be separated by appropriate classroom. A lottery will only be held for a particular classroom if more applications are received than can be accommodated for that classroom. Priority for available spaces shall be:
 1. Eligible Students who reside in the School District and whose parent(s) actively participated in the development of the Charter School. Defined as members of the Board of Trustees, original founding members of the Charter School or current professional employees of the Charter School having been employed at the Charter School continuously for at least one year prior to the date of the lottery.
 2. Eligible Students who do not reside in the School District but whose parent(s) actively participated in the development of the Charter School.
 3. Eligible Students who reside in the School District and who have at least one sibling currently enrolled in the Charter School. Defined as a child having at least one common parent currently enrolled in the Charter School.

4. Eligible Students who do not reside in the School District but who have at least one sibling currently enrolled in Spectrum Charter School. Defined as a child having at least one common parent currently enrolled in the Charter School.
5. Eligible Students who reside in the School District who do not fall into paragraphs 1 or 3.
6. Eligible Students who do not reside in the School District and who do not fall into paragraphs 2 or 4.

Eligible Students will be enrolled based on the above list until a priority level is reached that cannot be fully enrolled. A drawing of names will then be held until all open slots in each classroom are filled.

- A waiting list will be maintained in order drawn by lot via the lottery process if needed, for the admission of Eligible Students in a classroom should space become available during the school year. Eligible Students whose applications are received after the deadline will be placed on the waiting list in the order that their applications are received. Preference will be given first to Eligible Students related to the priority for enrollment listed above.
- Within one week after the lottery has been held, a mailing will be sent to all applicants regardless of their status. This status letter will indicate either that the student has been enrolled or that the student has been placed on the waiting list and the student's place on the waiting list.
- The lottery will be conducted at a public meeting and will be presided over by a member of the Board of Trustees or designee for that purpose.
- Each year, an open enrollment period will occur and a new waiting list will be established, if necessary. Students who are on the waiting list for one school year that do not gain admission will need to reapply to seek admission for the following school year.

Enrollment Documentation

- The Charter School may require the following information be provided with a student's enrollment application:
 - ☐ Proof of the child's age – any one of the following constitutes acceptable documentation: birth certificate, notarized copy of birth certificate, baptismal certificate, copy of the record of baptism – notarized or duly certified and showing the date of birth, notarized statement from the parents or another relative indicating the date of birth, a valid passport, a prior school record showing the date of birth.

- ☐ Proof of immunizations required by law: acceptable documentation includes: the child's immunization record, a written statement from the former school district or from a medical office that the immunizations have been administered or that a required series is in progress, or verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow or documentation of legal exemptions from immunizations.
- ☐ Proof of residency: acceptable documentation includes: a deed, a lease, a current utility bill, a current credit car bill, a property tax bill, a vehicle registration, a driver's license, or a Department of Transportation identification card. The administration of the Charter School may require more than one of the above forms of documentation. Homeless youths may be entitled to immediate enrollment without being required to prove residency as provided in the McKinney-Vento Act, 42 U.S.C. § 11431.
- ☐ Parent Registration Statement – a sworn statement by the student's parent or legal guardian attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property as required by 24 P.S. § 13-1304-A.
- ☐ Individualized Education Program or other documentation evidencing the student has been identified with a disability in one of thirteen categories identified by the IDEA.

If the above information is not required with the enrollment application, then it shall be obtained by the Charter School before the student is allowed to attend classes at the school.

In addition, the Charter School may request the following information but not as a precondition of enrollment: picture identification, health or physical examination records, academic records, attendance records, and additional special education records.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

ADOPTED this _____ day of _____, 20____

President
