

**Bulletin 003.0 – Admissions Policy**

**Purpose(s):**  
 The purpose of this bulletin is to establish a uniform policy and procedure for admitting pupils at Birmingham Community Charter HS (BCCHS)

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**Board Approved:**  
 July 14, 2012

**Federal / State / laws, regulations, bulletins and/or memorandums:**  
 Element 8 Charter School petition  
 Ed Code 54440, 47505, 47605(d)(1), 47605(d)(2), 47605(d)(3), 220  
 LAUSD Bulletin No. Z-5 (Rev.)

**Attachments:**  
 Enrollment Checklist  
 Open Enrollment (Pre-Admission) Application  
 Student Enrollment Packet

**INSTRUCTIONS AND GUIDELINES:**

**I. INTRODUCTION**

Under Education Code Sections 47505, 47605(d)(1), 47605(d)(2), 220

- “Admission to a charter school shall not be determined according to the place of residence of the pupil, or of his or her parent or legal guardian, within this state [California], except that an existing public school converting partially or entirely to a charter school under this part shall adopt and maintain a policy giving admission preference to pupils who reside within the former attendance area of that public school.”
- Charter schools may not require students to submit race and/or ethnicity information as a condition for admission
- Charter schools will admit all students who apply. “However, if the number of pupils who wish to attend the charter school exceeds the school's capacity, attendance, except for existing pupils of the charter school, shall be determined by a public random drawing. Preference shall be extended to pupils currently attending the charter school and pupils who reside in the district...Other preferences may be permitted by the chartering authority on an individual school basis and only if consistent with the law.”
- “No person shall be subjected to discrimination 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 in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance or enrolls pupils who receive state student financial aid.”

BCCHS will not charge tuition and is non-sectarian in all programs, admission policies, employment practices and all other operations. Subject to capacity, the Charter School shall admit all pupils who wish to attend the School. All students are eligible to apply for enrollment in BCCHS, and admission will not be based on the residence of the student or his or her parent or guardian within the state, except that preference will be given to students residing within the “former attendance area” of the Charter School. “Former attendance area” of the school is defined as both the local neighborhood and those geographic neighborhoods, which are now sending and have traditionally sent students to BCCHS. BCCHS will comply with all state laws pertaining to student admission and enrollment.

**II. PROCEDURES**

**A. Priority Enrollment Procedures**

1. Priority enrollment students are defined as:
  - students who reside within the former LAUSD attendance boundaries of Birmingham High School and
  - Siblings of students currently attending BCCHS
2. Parents must provide proof of residency within the former LAUSD attendance area.
3. Parents must complete and submit a Student Enrollment packet (Appendix A)
4. Students will have priority enrollment until notification to BCCHS is made that the student has enrolled in another High School **OR** the first day of the Fall semester, whichever is first. In the event there is a waiting list, students with priority enrollment absent the first day of Fall semester, without prior notification to BCCHS, will lose their seat and no longer be enrolled at BCCHS.
5. Parents seeking to enroll their students after the first day of the Fall semester must complete an enrollment packet and the students will be placed on the waiting list. Parents will be notified by telephone as seats become available.
6. In the event a waiting list is established, parents will be notified by US mail no later than 2 weeks before the first day of Fall semester or immediately upon establishment of the waiting list, whichever is later.

**B. Enrollment Procedures for all other students**

1. Open enrollment window begins in January and closes with the lottery each year, except when the number of applicants is less than the number of seats available.
2. Parents who wish to enroll their students at BCCHS must complete and submit an Open-Enrollment application (Appendix B) to the Admissions & Records office. All Open-Enrollment applications are numbered sequentially in the order received. The first year the school reaches capacity, additional students seeking to enroll will be placed on a waiting list. In following years, admission of open enrollment students will be determined via a lottery (section C).
3. During the last week of April parents will receive notification of admission by US mail.
4. When open enrollment capacity is reached, remaining students will be placed on the waiting list in sequential order.
5. Parents of students on the waiting list will be notified by telephone as seats become available.

**C. Lottery Procedures**

1. Lottery procedures will take place for the school year after which BCCHS attains capacity and will apply to all open enrollment applicants.
2. In the case that the number of applicants **does not exceed** the number of seats available, all students will be notified they have been admitted by the end of April.
3. In the case that the number of applicants **exceeds** the number of seats available, a lottery will held in late April.
  - All interested open enrollment students will be considered for the public random drawing. Public notice will be posted regarding the date and time of the public drawing once the deadline date has passed. The school will inform parents of all applicants and all interested parties of the rules to be followed during the lottery process, location, date and time of the lottery via mail **at least two weeks** prior to the lottery date.
  - The school will choose a date and time for the lottery (preferably on the weekend or after 6 pm on a weekday) so that most interested parties will be able to attend. The lottery will be held at the school site if the school facility can accommodate all interested parties.
  - A waiting list will be developed from the list of students that do not receive admission and will be considered should a vacancy occur during the year. The principles above will apply for a second lottery for any vacancies. A second lottery, if necessary will happen no later than June 30<sup>th</sup>.
  - Students on the waiting list will be notified by mail immediately if space becomes available and they will have two weeks to return the enrollment forms. If the enrollment forms are not returned within two weeks, then admission for that student is forfeited, and an admission notice will be mailed to the next student on the waiting list.
4. BCCHS will maintain auditable records of the above activities.

**D. Report to the Charter Schools Division**

1. BCCHS will maintain a log (Appendix C) and notify the Charter Schools Division of any student who submits an application to attend BCCHS but does not enroll at the school by October 1<sup>st</sup> of every school year.
2. For students who are expelled or leave the charter school without graduating or completing the school year for any reason, BCCHS shall notify LAUSD of the student's last known address within 30 days, and shall, upon request, provide LAUSD with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information. This paragraph applies only to pupils subject to compulsory full-time education pursuant to Section 48200. (Appendix D)

**E. False Address or Inaccurate Residence Information**

1. As in the LAUSD (See Bulletin No. Z-5 (Rev.)), any student who has been enrolled at BCCHS on the basis of a false address or inaccurate residence information shall be immediately withdrawn from BCCHS and referred to the school of residence. The student shall not be eligible to apply for any type of enrollment within BCCHS until the conclusion of that school year.

Board Policy #: 009  
Adopted/Ratified: July 2013  
Revision Date: April 22, 2015

	<ol style="list-style-type: none"><li>2. BCCHS will notify the parents, in writing, that the false address or inaccurate residence information has been discovered and that the student will be transferred to the school of residence on the date indicated.</li><li>3. If a false address or inaccurate residence information which was given as a basis for enrollment is discovered:<ul style="list-style-type: none"><li>• During the first half of the semester, the student is to be transferred to the school of residence immediately.</li><li>• During the second half of the semester, the student may be allowed to complete that semester at the sole discretion of BCCHS.</li></ul></li></ol>
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