

Fuente Nueva Charter School

Student Policy



Admission Policy

Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (d) Education Code Section 47605(b)(5)(H).

Any student residing in the State of California is eligible to attend Fuente Nueva Charter School. Fuente Nueva Charter School will actively recruit a diverse student population that is representative of the rich diversity existing in the Arcata Elementary School District boundaries. FNCS will be nonsectarian in its programs, admissions policies, employment practices and all other operations. FNCS will not charge tuition and the Charter School will not discriminate in admissions or outreach against any pupil based upon any of the characteristics listed in Education Code Section 220. Open enrollment and lottery information is posted physically on campus in a publicly accessible location.

The Charter School shall admit all pupils who wish to attend the Charter School. No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School. The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state. In accordance with Education Code Sections 49011 and 47605(d)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

In accordance with Education Code Section 47605(d)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(d)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(d)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(d)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(d)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(d)(4), and make this notice available to parents.

Continuous Open Enrollment for the Current School Year

If a position is available during the course of the year and there is no waitlist for that position, students may be enrolled once a complete enrollment packet is on file. Students enrolling in any grade beyond the fifth school month of the first grade year will be required to take an oral language entrance assessment in order to assess the student's proficiency in the Spanish language. Results of the assessment shall be presented to the parent/guardian. We will also share with the parents the history of students who have found both successes and challenges in entering our program beyond first grade. Final enrollment is based upon parent/guardian choice.

Transitional Kindergarten and Early Enrollment for Transitional Kindergarten

Transitional Kindergarten is available within the kindergarten classroom to students who meet the legal age requirements for TK. Students will not spend more than two years in the combination Transitional Kindergarten/Kindergarten classroom.

In the event that there is space in the transitional kindergarten/kindergarten classroom and that the wait list has been exhausted, students who turn five after February 2nd may apply for early enrollment upon their fifth birthday. The Charter Council must determine the early enrollment is in the best interest of the child. The Charter School shall provide the parent or guardian with information regarding the advantages and disadvantages and any other explanatory information about the effect of early enrollment. The Charter Council shall vote on the early enrollment and, if approved, that seat will then become occupied for the purpose of continuous open enrollment.

Open Enrollment for the Upcoming School Year

The open enrollment period for positions open in all grades starting for the following fall is determined annually by the Fuente Nueva Charter Council and will be approximately the second Monday after winter break and will remain open for twelve full weeks. The dates will be advertised through a variety of methods such as being posted on the website and distribution of flyers. Enrollment applications may only be submitted during this period and must be received by 4 p.m. on the last day of the open enrollment period.

Enrollment Application

- *Complete enrolment applications for inclusion in the lottery must be timely submitted to the Charter School no later than the deadline published for that school year.*
- The enrollment application for admission shall include the following:
 1. Intent to Enroll Form
 2. District Residence Form.
 3. If student lives in Arcata Elementary School District “proof” of residency must be attached to District Residence Form to exercise the district preference. Proof can be any of the following: property tax payment receipt; rental property contract, lease, or payment receipt; current utility service contract, statement, or payment receipt; paystub; voter registration; correspondence from a government agency; mortgage statement or insurance policy statement showing the address of residence; or

declaration of residency executed by the parent or legal guardian of a pupil. The Arcata city limits are not the same as the boundaries of the Arcata Elementary School District. Parents can check their address on the Humboldt County Office of Education website, if they are unsure which district they reside in. Place of work does not affect the lottery process.

Preferences

In the event that enrollment applications exceed capacity, students offered admission, with the exception of existing students, who are guaranteed admission in the following school year, will be determined in a lottery with acceptance in the follow priority order

1. Siblings of students admitted to or attending the Charter School
2. Children of teachers and/or staff of the Charter School (not to exceed 10% of total enrollment)
3. Siblings of FNCS alumni
4. Students who qualify for the free or reduced-price meal program¹
5. Students who reside in the District, students who are currently enrolled in Arcata Elementary School and students who reside in the Arcata Elementary School attendance area - meeting the requirements of the SB 740 Charter School Facility Grant Program
6. All other students

All applications received during the open enrollment period will be included in the lottery. The lottery is conducted to determine applicants' classroom or waitlist placement. A student's enrollment application will be valid for the school year for which he or she applied. If the Charter School is unable to offer a student admission in the year for which he or she applied, the student must re-apply during the next year's open enrollment period.

The lottery will be held at the end of the 2nd business day following the conclusion of the open enrollment period. The Charter Director and at least one other school employee will conduct the lottery as a public event in order to ensure that lottery procedures are fairly executed. Procedures include announcing each applicant's name and lottery number and recording the number on paper or digital format.

Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. For the first three preferences there are no weighted priorities assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category and shall continue with that preference category until all vacancies within that grade level have been filled. Once all students from each preference category have been selected and there are remaining spaces available in that grade

¹ In order to be considered for this preference, families are given the option to submit a Household Application Income Verification Form or a form for Free and Reduced Price School Meals. The admission form shall be clear that this supporting documentation is not required for the purposes of admission and that this identification will be used solely to grant an admissions preference and for no other reason.

level, students from the second and third preference category will be drawn in the lottery and the drawing shall continue to be drawn from the fourth preference category, in which there are weighted priorities assigned, until all spaces are filled and preference categories are exhausted in the order provided above.

Admission and waitlist notifications will be sent to parents through the mail. The list of admitted and waitlisted applicants will also be posted publicly at the Charter School.

FNCS offers five student slots for transitional kindergarten and nineteen student slots for kindergarten. Additional transitional kindergarten slots may be offered if the nineteen kindergarten slots are not filled via the lottery or if slots become available during the school year. Additional kindergarten slots may be offered if the 5 transitional kindergarten spots are not filled via the lottery or if slots become available during the school year. There are twenty-four student slots offered in first, second, and third grade. All other grades will have available slots based on student attrition and configurations of combined grades, which may begin in second or third grade. Classroom and grade level capacity is determined by the Charter Council. The total number of student slots available at each grade level shall be announced publicly prior to the lottery for that grade level.

Age Requirements

FNCS maintains the following age requirements:

- Transitional kindergarten: Students who turn age five between *September 2 through February 2 of the school year*. Transitional kindergarten is the first year of a two-year kindergarten program.
- Kindergarten: Student who turn age five on or before September 1 of the school year.
- First grade: Students who age six before September 1 of the school year they enter first grade.

Acceptance of Admission

Initial rounds of admission offers are made by mail by the end of the 2nd business day following the lottery. It is the applicant's responsibility to keep the Charter School informed of any change in contact information. As a courtesy to other families, the Charter School requests that parents confirm their enrollment intentions upon the receipt of their admission acceptance letter. To accept the slot parents are required to submit a complete enrollment packet to the main office by 4:00 pm on the Monday following the two week mark from the date admission offers were mailed. Students with incomplete enrollment packets as of one week post the deadline will be placed at the end of the waitlist. These dates will be widely publicized and included in the offer of admission.

A complete enrollment packet includes: Student Enrollment Form; Student Transition Summary Form; documentation of all required immunizations; a copy of a document that proves child's age - such as a student's official birth certificate, birth record, baptism certificate, passport, or

affidavit of the parent, guardian or custodian of the minor; Health Examination Form and Oral Health Assessment Form; and when applicable, authorization for the Charter School to request and receive student records from all schools the student has previously attended or is currently attending.

Documentation of required immunizations will be given an additional grace period until June 1.

The Health Examination Form and the Oral Health Assessment Form will be given an additional grace period until the first day of school.

If any information provided to by the parents/guardians could indicate immigration status, citizenship status or national origin information, the Charter School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the Charter School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the Charter School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Acceptance of Wait List Offers

Subsequent offers of admission are made through contacting applicants by phone or by email. It is the applicant's responsibility to keep the Charter School informed of any change in contact information. When an applicant will be unreachable for a period of time, they may provide the Charter School contact information for a proxy to respond with their acceptance or denial of the position.

When an admission offer is made to a student on the waitlist, FNCS requires that applicants notify the Charter School within 48 hours to indicate whether or not they will accept; if offers are declined or applicants do not respond, the slot is then offered to the next applicant on the waitlist. After verbal acceptance of the slot is given, parents are required to submit a complete enrollment packet to the main office. The complete packet must be received within 5 school days of being offered a slot, otherwise the slot will be offered to the next applicant on the waitlist. See above for what is included in a complete enrollment packet

FNCS records all dates and communications regarding enrollment activity for each applicant. Each applicant's admission application is kept on file while actively on the waitlist. Enrollment packets are destroyed when positions are declined, or the waitlist expires.