

## **Admission, Enrollment, & Residency Policy**

Admission to the School is open to student grades kindergarten through eight who resides in any district in the State of Ohio and who is at-risk as defined herein and in GALA's Community School Sponsorship Contract.

Language immersion students are an at-risk group of learners. GALA serves emerging bilingual and bi-literate students in English-Spanish and English-Mandarin.

Under GALA's education model, students are taught by two teachers, one who provides instruction exclusively in the target language across core subject areas (math, science, etc.), not merely language. Therefore, students entering GALA after first grade must have a requisite minimum proficiency in the target language.

To demonstrate proficiency in the target language, students in grades 2 – 7 who did not attend GALA within the last school year must successfully complete the following assessments:

- 1) Demonstrate reading and writing grade level proficiency in the target language (either Spanish or Mandarin) via a reading and writing test administered by GALA. The student will be given immediately preceding grade level text to read in the target language and will be required to respond in writing to comprehension question in the target language. (In Mandarin, this may include both characters and pinyin.)

And

- 2) Demonstrate grade level conversational fluency in the target language via an oral comprehension screening administered by GALA. The student will be engaged in an oral conversation with a screener (GALA staff member or contractor) who is orally fluent in the target language. The student must demonstrate to the screener appropriate immediately preceding grade level conversational fluency and comprehension in the target language.

A student must pass all assessments and screeners listed above. If the student fails the reading assessment, the writing assessment, or the oral comprehension screener, they will not be admitted to GALA. These requirements are for any student enrolling at GALA in grades 2 through 7 regardless of whether the student has previous target language experience from another language immersion school, living abroad, being a heritage or at-home speaker of the target language, or any other scenario. The only exception is for students who were previously enrolled in GALA within the last school year. For these students returning to GALA, admission assessments and screeners are not required. However, caps on grade-level or overall capacity may still limit enrollment.

Admission assessments will be conducted with the accommodations as included in a student's IEP or 504 plan.

**Appeal:**

A student who is denied admission due to not passing all assessments may appeal for re-testing by GALA one time at the reasonable discretion of the school leader.

**No Discrimination:**

The School does not discriminate in admissions based on race, religion, creed, color, disability, gender, national origin, economic status or sexual orientation.

Upon admission of a student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

The School will not limit enrollment on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

Should the racial composition of the School's enrollment violate a Federal desegregation order, the School shall take corrective measures to comply with desegregation.

**Capacity & Lottery:**

The School will not exceed the capacity of the School's programs, classes, grade levels, or facilities. When the number of applicants for admission exceeds the School's capacity, admissions will be determined by a lottery of applicants. Preference shall be given to students attending the school the previous year, to students who reside in the district in which the school is located, and to siblings of students attending the school the previous year.

**Enrollment:**

To enroll, parents/guardians must submit the following to the School:

- Completed registration form
- Student's birth certificate
- Photo identification of parent/guardian enrolling the student
- Student's current immunization record
- Custody paperwork, if applicable
- **Proof of Residency/Address Verification** - one (1) of the following in the parent/guardian/student name, showing the complete address, and date:
  - A deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
  - A utility bill or receipt of utility installation issued within ninety days of enrollment;
  - A paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
  - The most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence;

- Notifications from Social Security and/or Job and Family Services dated within thirty days.
- Notarized affirmation from parent(s) of current resident address.
- When a student loses permanent housing and becomes a homeless child or youth, as defined in 42 U.S.C. 11434a, or when a child who is such a homeless child or youth changes temporary living arrangements, the district in which the student is entitled to attend school shall be determined in accordance with division (F)(13) of section 3313.64 of the Revised Code and the McKinney-Vento Homeless Assistance Act," 42 U.S.C. 11431 et seq

**Annual Verification/ Monthly Review/Update Information:**

Upon the enrollment of each student and on an annual basis, the School shall verify to the Ohio Department of Education the school district in which the student is entitled to attend school under section 3313.64 or 3313.65 of the Ohio Revised Code. Monthly the School shall review the residency records of students.

Parents/guardians/students 18 years of age and older are required to provide the School with one of the above-specified documents as Proof of Residency/Address Verification annually, at any time a change of address, residency or custody changes, or at other time upon request of the School.