



HOUSTON GATEWAY ACADEMY, INC.

ADMISSIONS POLICY

STUDENTS ELIGIBLE FOR ADMISSION AND ENROLLMENT

Admission and enrollment of students shall be open to persons who reside within Channelview ISD, Deer Park ISD, Galena Park ISD, Houston ISD, La Porte ISD, Pasadena ISD, Pearland ISD, Sheldon ISD, and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled shall not exceed the number of students approved in the charter or subsequent charter amendments.

NON-DISCRIMINATION POLICY

When making admissions decisions, Houston Gateway Academy, Inc. does not discriminate against students on the basis of sex, race, national origin, ethnicity, religion, physical, academic, artistic or athletic ability, sexual orientation, pregnancy, marital status or the district the child would otherwise attend under state law.

EXCEPTION TO ADMISSION

As authorized by §12.111(a)(6) of the Texas Education Code, Houston Gateway Academy, Inc. reserves the right to exclude from admission a student who has a documented history a criminal offense, a juvenile court adjudication, or discipline problems under the Education Code, Chapter 37, Subchapter A.

RE-ENROLLMENT AND SUBMISSION OF APPLICATION AND ADMISSIONS

Re-Enrollment for all currently enrolled students will commence February 1st. Applications for admission to Houston Gateway Academy, Inc. will be available on March 1st. Applications for admission will be accepted until capacity is met for each respected grade level. Once at capacity, a waiting list will be implemented.

WAITING LIST

Once all enrollment spots have been filled, the applicants will be placed on a waiting list in the order in which they were received. If a vacancy arises before the commencement of the school year, the applicant on the waiting list will be offered admission and then removed from the waiting list. The school will notify applicants on the waiting list by phone, and if unable to do so will notify the applicant on the waiting list by mailed letter, which will include a Letter of Intent to Enroll for the applicant on the waiting list to return to the school within one week. Failure to register the applicant within one week will result in forfeiture of the applicant's position in the application process.

If an application is received after the application deadline has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

STUDENT INFORMATION

After a student is admitted to the school, the student must provide records, including report cards from the previous school attended, to verify his or her academic standing and completion

of the Registration Package. Verification of residency and current immunization records/immunization affidavit are also required.

No later than 30 days after enrolling in the school, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school.

The school will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's consent.

RESIDENCY VERIFICATION

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in the school, each student's parent must show proof of residency at the time of enrollment.

Residency may be verified through documentation and other means, including but not limited to:

- A recently paid rent receipt.
- A current lease agreement.
- The most recent tax receipt indicating home ownership.
- A current utility bill indicating the address and name of the residence occupiers.
- Mailing address of the residence occupiers.
- Building permits issued to a parent on or before September 1 of the school year in which admission is sought as evidence of residency for the school year in which admission is sought only.

Falsification of information and documentation concerning residency is a criminal offense.

ATTENDANCE

SCHOOL OPERATING HOURS

The school's main office is open Monday-Thursday between 7:30 a.m. until 5:30 p.m. and Friday between 7:30 a.m. until 4:00 p.m.

DAILY ATTENDANCE

Regular daily attendance is expected of all students as frequent absences from school have a critical bearing on their educational and emotional social progress. Arrival to campus after 8:00 a.m. will result in a tardy to 1st period.

If a student is tardy, he/she must enter through the school's front entrance and report to the main office to obtain a tardy pass. Appointments with doctors and dentists should be planned during vacation periods, after school hours or on weekends. If a student has to leave school early, their parent/guardian must sign them out of the front office and later provide a note to justify early release. Students will not be released to anyone that is not listed on the child's emergency contact card. Identification will be requested.

COMPULSORY ATTENDANCE

Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents:

The state compulsory attendance law requires that a student between the ages of six, or who is younger than six and has been previously enrolled in first grade, and who has not yet reached age 18 must attend school and certain school-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission - including absence from any class, required special programs, or required tutorials - will be considered truant and subject to disciplinary action.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 years of age or older has more than five unexcused absences in a semester, the school may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.