



# 2018–19 School Year Enrollment Policies

BASIS Schools, Inc. operates open-enrollment public charter schools which do not charge tuition and do not administer entrance examinations. BASIS Schools, Inc. follows the admissions requirements for charter schools set forth in La.R.S. §17:3991(C) and 20 U.S.C. §7221i(1)(H)(i). Enrollment is based on a fair and equitable system which provides for an Enrollment Period, a lottery, if necessary, and a waitlist.

## APPLICATION PROCEDURES

### 1. Who Should Apply

- Potential BASIS students who reside in East Baton Rouge Parish School District

### 2. When to Apply

The Open Enrollment period is the period prior to the start of each school year when parents/guardians can complete an application for each child to their desired school(s). Open Enrollment dates for the upcoming school year will be posted on each BASIS school website. Applications received after the Open Enrollment period will not be eligible to enter the Open Enrollment lottery. Instead, these applications will be processed on a first-come, first-served basis behind applications received during the Open Enrollment period.

### 3. How to Apply

During the Open Enrollment period, parents/guardians complete applications for each student to their desired BASIS School(s). All applications must be submitted online through the enrollment portal. Applications need not be signed to be entered into the lottery or considered for an offer of enrollment. Applicants who are offered enrollment will be given instructions on how to accept the seat offer, and print and sign the Registration Packet.

### 4. Applicant Age Requirements

We cannot guarantee that any student who enrolls will enroll at the age-appropriate grade level. In some cases, students will be enrolled in lower grades in order to ensure their grade level matches their level of preparation and content knowledge. Ultimately, we make every effort to set our students up for success, which includes reserving the right to place students in lower grade levels.

#### **Age Requirements for Kindergarten Applicants for the 2018-19 school year:**

Children who will turn five on or before September 30, 2018: §R.S.17.151.3(B)(1) requires that students who wish to enroll at a BASIS school for kindergarten must turn five on or before September 30th of the year in which they wish to start kindergarten.

#### **Age Requirements for First Grade Applicants for the 2018-19 school year:**

Children who will turn six on or before September 30, 2018: §R.S.17:222(A) requires that students who wish to enroll at a BASIS Primary school for first grade must turn six on or before September 30th of the year in which they wish to enroll. A copy of the child's birth certificate must be provided to the school principal to verify age §R.S.17:222(B)(1-3)

Children who will turn six on or after October 1st, 2018: Students who turn six on or after October 1st, 2018 shall have attended at least a full-day public or private kindergarten for a

full school year §R.S.17.151.3(C)(1)

## **LOTTERY & ENROLLMENT PROCEDURES**

### **1. Procedures When Applications Do Not Exceed Capacity**

At the close of the Open Enrollment Period, the total number of students with completed applications is determined for each grade at each school. If the total number of applicants is less than or equal to the total capacity designated for a particular grade level at a particular school, all applicants for that grade level at that school will be offered enrollment.

### **2. Procedures When Registration Exceeds Capacity**

If, for any grade level, the number of applicants exceeds the number of openings, there will be a lottery to determine enrollment and waitlist numbers

### **3. Open Enrollment Lottery**

The Open Enrollment period for BASIS Charter Schools is NOI first-come, first served. Only applications completed during the Open Enrollment period are included within the lottery pool. Applications completed after Open Enrollment will be processed on a first-come, first-served basis behind applications received during the Open Enrollment period.

Lotteries will be held at some point after the Open Enrollment period, and results will be available after lotteries have been conducted. Dates for both events are TBD, and will be added to the BASIS Schools' enrollment pages once they are finalized.

The lottery is an electronic system that randomly identifies students for enrollment. During the lottery process all students who have completed applications during the Open Enrollment period are grouped according to applicable and verified enrollment preferences. A separate lottery is performed for each of these preference groups in the order listed below; the final lottery is for students who have no applicable enrollment preferences. Within each priority category, applicants are sorted and numbered in random order. Lottery results will determine the enrollment or waitlist status of each applicant that applied during the Open Enrollment period.

### **4. Enrollment Preferences**

In accordance with Louisiana Revised Statute §R.S. 17:3991, BASIS Schools, Inc. has developed policies regarding enrollment preferences. In the lottery process, enrollment preference will be given to students who meet the following criteria in the order listed:

1. Children, grandchildren, or legal wards of the following:
  - a. Employees or leased employees of the school
  - b. Employees of the management organization of Baton Rouge charter schools
  - c. Members of the governing body of the school or directors, officers, partners or board members of the charter holder.
2. To students who are siblings of students enrolled at BASIS Baton Rouge
3. Dependent children or legal wards of employees or those with admitting privileges at Woman's Hospital. To the extent that the number of applicants entitled to this enrollment preference exceeds 50% of the school's maximum enrollment, a lottery shall be conducted among students with this preference for such seats. Any students not selected shall then be entered into the general lottery, following the award of seats to students with enrollment preferences.

**Sibling Preference Status:** Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted and the registration process completed.

**Definition of Sibling:** A sibling is defined as an individual having one or both parents in common or a step-sister or step-brother that resides under the same roof as the applicant. Documentation may be requested to confirm sibling preference. If the sibling withdraws from the school before the applicant is offered enrollment, preference status will be revoked.

## ACCEPTING/DECLINING OFFERED ENROLLMENT

### 1. How to Accept an Offer of Enrollment

When an applicant is offered enrollment, his or her parent/guardian will receive instructions on how to accept the enrollment offer and complete the student's files at that school. These parents/ guardians will be asked to login to their online enrollment account to:

- a. Accept/Decline the offer of enrollment;
- b. Print a copy of the completed registration packet; and
- c. Establish a SMART for Charters account

Once an applicant has accepted an offer of enrollment and printed their completed registration packet, they will be asked to bring their completed registration packet to the school in order to finalize enrollment and complete the student's enrollment file. The school will provide specific drop-off dates and times for submitting completed registration packets.

### 2. Registration Packet

The Registration Packet consists of the Student Registration Form, Student Record Transmittal Request, Emergency Contact and Medical Information Form, Media Release Form, Primary Language other than English (PHLOTE) Form, East Baton Rouge Parish School District residency documentation, copies of the student's proof of identification and Immunization Records. Parents will also be asked to provide custody information (e.g. court decision regarding sole custody), Medical Alert (e.g. physician's instructions for severe health conditions), and Legal Alert (e.g. custody or restraining order information) if applicable. All forms must be filled out in full, signed, and submitted to the school in order for the student to be registered.

#### Residency Documentation:

BESE Bulletin 126, §2701 requires charter schools to obtain and maintain verifiable documentation of residency upon enrollment in a charter school with residency requirements. Per BASIS' charter, we are only permitted to enroll students who reside within the geographic boundaries of the East Baton Rouge Parish School District.

### 3. Date Registration Complete

The date of pre-registration is when the completed registration packet is submitted by the parent/guardian.

*BASIS Schools, Inc. does not admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.*

## WAITLIST PROCEDURES

Applicants who are not randomly selected for enrollment in the lottery process will be placed on a grade-specific waitlist based on lottery results.

Students who submit completed applications after the Open Enrollment period will be offered enrollment if there is space available in the grade level of interest. If space is not available, the student will be placed on a waitlist for the grade level based on the date he/she submitted the

completed application to the school; however, students with applicable and verifiable enrollment preferences will receive waitlist numbers according to their priority type. Consult the section of this document on Enrollment Preferences for more information.

Each time an opening becomes available in a particular grade, the school will contact the parent of the student next on the waitlist for the grade and offer them the open spot for their child. If the parent declines the spot, it will be offered to the parent of the next student in line on the waitlist for that grade, and so on in accordance with the requirements of BESE Bulletin 126, §2709.

Parents with children on the waitlist are encouraged to advise the school of any change in their contact information so that they may be reached if a spot opens for which their child is eligible. Parents are also asked to notify the school and decline the seat from the enrollment portal if they no longer wish to have their child included on the waitlist, so that the waitlist can be updated accordingly.

Our waitlists do not roll over from year to year; parents with students on a waitlist for the current school year must complete a new application for the next school year in order to be eligible for enrollment for that school year.

It is not possible for us to determine your child's chances of being offered a spot if they are on a waitlist. Once our classes are full, any spots that open up are the result of student withdrawals. Although we do typically see a number of spots open up before the start of school, we have no way of knowing in which grades spots will open up or how many spots will become available.

#### **NOTICE OF NON DISCRIMINATION**

*In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, BASIS\* does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding BASIS' non-discrimination policies: Chelsea Gaberdiel, Legal Counsel & Director, Exceptional Student Services, BASIS Educational Group, LLC., 7975 N. Hayden Rd, Scottsdale, AZ 85258, (480) 289-2088.*

*\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Schools, Inc., BTX Schools, Inc., BDC, A Public School, Inc., BBR Schools, Inc., and all affiliated entities.*