

## 2019–20 SCHOOL YEAR ENROLLMENT POLICIES

BTX Schools are open-enrollment public charter schools that do not charge tuition and do not administer entrance examinations. Any student who resides within the geographic boundaries set by BTX Schools, Inc. can attend, if there is space available. Enrollment is based on a fair and equitable system which provides for (1) an Open Enrollment period; (2) a lottery, if necessary; and (3) a waitlist.

As required by *Texas Education Code § 12.111(a)(5)*, BTX Schools do not discriminate in admissions based on sex/gender, national origin, ethnicity, religion, disability, academic ability, athletic ability, artistic ability, or the district the child would otherwise attend.

Per BTX Schools, Inc. charter, we are only permitted to enroll students who reside within the geographic boundaries of the following independent school districts: Alamo Heights, Bandera, Blanco, Boerne, Comal, D'Hanis, Devine, East Central, Edgewood, Floresville, Ft. Sam Houston, Georgetown, Harlandale, Hondo, Judson, Lackland, Leander, Lytle, Medina Valley, Natalia, North East, Northside, Randolph Field, San Antonio, San Marcos, Schertz-Cibolo Universal City, Seguin, South San Antonio, Southside, and Southwest.

*Chapter 25 of the Texas Education Code* does outline the various conditions which permit students who do not reside within the approved boundaries to attend a BTX School. Please feel free to contact the office for more details.

### Exclusion of Students with Documented Discipline Histories

Subject to and in accordance with Texas law, BTX Schools will not generally accept students with documented criminal histories, juvenile court adjudications, or other serious discipline problems under Subchapter A, Chapter 37 of the Education Code. A parent may appeal this determination to the Board of Directors if there are extenuating circumstances concerning student discipline history in accordance with the general grievance policy adopted by the Board of Directors. A student who has been expelled from another school district or charter school will not be eligible for admission.

### APPLICATION PROCEDURES

#### 1. Who Should Apply

- Potential BTX Schools students.
- Waitlisted BTX Schools applicants who were not offered admission during the initial application year. Waitlisted applications do not roll over to the next year.
- Current BTX Schools students who have submitted a Transfer Request Form.

*Please Note: current BTX Schools students wishing to attend the same campus or completing the highest grade offered at their current BTX School should **not** apply using this process. Re-registration occurs at each BTX School campus during the spring for all currently enrolled students.*

#### 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 the BTX School(s) of their choice. Open Enrollment dates for the upcoming school year will be posted on the enrollment page of each BTX 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 that have been placed on a waitlist.

#### 3. How to Apply

During the Open Enrollment period, parents/guardians complete an application for each student to the BTX School(s) of their choice. Parent/Guardian(s) are encouraged to submit the applications through the online application portal. However, paper copies of the application will be made available upon parent request. Applications submitted through the online application portal need not be signed to be entered in the lottery or considered for an offer of enrollment. Applicants who receive an offer of enrollment will be given instructions on how to accept the offered seat, and how to print and sign the post-registration packet.

#### **4. Grade Level Enrollment**

Once BTX Schools has accepted a student, BTX Schools will enroll him/her in the grade level appropriate for his/her level of preparation and content knowledge; therefore, in some cases, a student may be enrolled in a lower grade than he/she applied for or his/her age would predict. Ultimately, we make every effort to set our students up for success, which includes reserving the right to place a student in a lower grade if we determine it is in the best interest of the student. As public charter schools, BTX School campuses enroll students in accordance with state and federal law; we do not restrict admission on the basis of academic achievement or any protected class.

#### **5. Kindergarten Age Requirements**

According to Texas Education Code, TEC §25.001, a child must be at least five years of age on or before September 1 of the school year where enrollment is sought in order to be offered admission.

### **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 on a first-come, first-served basis.

#### **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**

If an Open Enrollment lottery is required, only the applications submitted during the Open Enrollment period will be included in the lottery pool. Any applications received after the Open Enrollment period has ended will be processed on a first-come, first-served basis behind any students placed on the waitlist.

The lottery is an electronic system that randomly identifies students for enrollment. All applicants who are not exempt from the lottery process, as discussed below, will participate in the lottery.

#### **4. Lottery Exemptions**

In accordance with federal guidance on the Charter Schools Program, BTX Schools will exempt the following applicants from the lottery process if a class or grade is oversubscribed:

1. Children of the school's founders, so long as the total number of students allowed under this exemption constitute only a small percentage of the school's total enrollment. To be exempt from the lottery process, children of the school's founders must submit a completed application before the closing of the Open Enrollment period.
2. Children of the school's teachers and staff, so long as the total number of students allowed under this exemption constitute only a small percentage of the school's total enrollment. To be exempt from the lottery process, children of the school's teachers and staff must submit a completed application before the closing of the Open Enrollment period.

3. Siblings of students already enrolled at a BTX School. A sibling is defined as an individual having one or both parents in common or a stepsister or stepbrother that resides under the same roof as the applicant. Cousins, nieces, nephews, and unrelated children sharing an address with the applicant are not considered siblings. Documentation may be requested to confirm sibling status. To be exempt from the lottery process, siblings of currently enrolled students must submit a completed application before the closing of the Open Enrollment period.
4. Students who have been deemed as in attendance at BTX Schools and who have submitted a Transfer Request Form to change enrollment to another BTX School campus. (See below for the definition of a transfer student).

### **Sibling Exemption Guidelines**

All current students who timely elect to reenroll at the same BTX School campus for the subsequent school year are deemed as “enrolled” for purposes of the lottery process. If a student who enrolled withdraws from the school before a sibling of the student is offered enrollment, the sibling will not be eligible for an exemption from the lottery. If one sibling of a student in attendance is randomly selected by lottery for enrollment, any other siblings of the enrolled student will be exempt from the lottery process. Sibling enrollment is not guaranteed, however, and is dependent on the available space in the requested grade or class. If there is no available slot, a sibling will be placed at the top of the waiting list of the requested grade or class.

### **Definition of Transfer**

A completed Transfer Request form must be signed by the Heads of Schools at both campuses to be eligible for the transfer priority. Transfer requests are reviewed by the desired campus, and the application will be marked for the “transfer exemption” once the request is approved. Students approved for transfer are required to successfully finish out the year in their current grade at their current BASIS campus before being eligible to transfer to their new BASIS campus of choice for the next school year. The transfer exemption does NOT guarantee enrollment, but rather places the transfer application in a prioritized position on the waitlist for the desired BASIS campus/grade level. Students requesting a transfer must not be in the process of being expelled from their current BASIS campus.

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

Once an offer of enrollment has been accepted, any other offers of enrollment for this student to other BTX Schools will automatically be declined.

### **Parental Rights and Educational Decision-Making:**

BTX Schools complies with all applicable court orders. For parents who have joint educational decision-making authority for their child, BTX Schools may rely and act upon the decision of either parent unless we are aware that the parents disagree about that decision. If parents with joint educational decision-making authority disagree about an educational decision for their child, including a decision about enrollment, BTX Schools will maintain the status-quo and require the mutual agreement of the parents

before acting.

## 2. **Post-Registration Packet**

The post-registration packet consists of the Student Registration Form, Student Record Transmittal Request, Emergency Contact and Medical Information Form, Media Release Form, and copies of the student's proof of identification and Immunization Records. Parents will also be asked to provide Proof of Residency and any applicable custody information, medical alerts, and legal alerts. All forms must be filled out in full, signed, and submitted to the school.

## 3. **Date Registration Complete**

The date of pre-registration is the date the parent/guardian completes the online registration questions.

## **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 placed on the waitlist behind those students added to the waitlist through the lottery process, based on the date the application is submitted.

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 the open spot for their child. If the parent declines the spot, the parent/guardian of the next student in line will be contacted and offered the spot for that grade level and so on.

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 an opening develops for which their child is eligible. Parents are also asked to notify the school 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 the registration process for the next school year.

It is not possible for a school to determine applicants' chances of being offered a spot if they are on a waitlist. Once classes are full, any spots that open are the result of student withdrawals. Although we do typically see a number of spots open 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: Beverly Traver, Compliance and Equity Investigator, 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 Charter Schools, Inc., BTX Schools, Inc., BDC, A Public School, Inc., BBR Schools, Inc., and all affiliated entities.*