



## 2020–21 SCHOOL YEAR ENROLLMENT POLICIES

BASIS Texas Charter Schools, Inc. operates 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 BASIS Texas Charter Schools, Inc. can attend, if there is space available. Enrollment is based on a fair and equitable system that 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)*, BASIS Texas Charter 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 the BASIS Texas Charter Schools charter, we are only permitted to enroll students who **reside within the geographic boundaries of the following independent school districts (ISD) and consolidated independent school district (CISD):**

- Alamo Heights ISD
- Arlington ISD
- Austin ISD
- Bandera ISD
- Bastrop ISD
- Bedford ISD
- Boerne ISD
- Carroll ISD
- Carrollton ISD
- Cedar Hill ISD
- Cibolo ISD
- Colleyville ISD
- Comal ISD
- Coppell ISD
- Coupland ISD
- D’Hanis ISD
- Dallas ISD
- Del Valle ISD
- DeSoto ISD
- Devine ISD
- Dripping Springs ISD
- Duncanville ISD
- Eanes ISD
- East Central ISD
- Edgewood ISD
- Elgin ISD
- Euless ISD
- Farmers Branch ISD
- Frisco ISD
- Ft. Sam Houston ISD
- Garland ISD
- Georgetown ISD
- Grand Prairie ISD
- Grapevine ISD
- Harlandale ISD
- Hays Consolidated ISD
- Highland Park ISD
- Hondo ISD
- Hurst ISD
- Hutto ISD
- Irving ISD
- Judson ISD
- La Vernia ISD
- Lackland ISD
- Lago Vista ISD
- Lake Travis ISD
- Lancaster ISD
- Leander ISD
- Lewisville ISD
- Liberty Hill ISD
- Lockhart ISD
- Manor ISD
- Marble Falls ISD
- Marion ISD
- Medina Valley ISD
- Mesquite ISD
- Natalia ISD
- New Braunfels ISD
- North East ISD
- Northside ISD
- Pflugerville ISD
- Plano ISD
- Richardson ISD
- Round Rock ISD
- San Antonio ISD
- San Marcos CISD
- Schertz ISD
- South San Antonio ISD
- Southside ISD
- Southwest ISD
- Sunnyvale ISD
- Taylor ISD
- Universal City ISD
- Wimberley ISD

*Chapters 12 and 25 of the Texas Education Code* outline various situations in which students who do not reside within the approved boundaries may attend a BASIS Texas Charter 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 and the BASIS Texas Charter Schools charter, BASIS Texas Charter Schools may exclude from admission students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problem under Subchapter A, Chapter 37, of the Texas Education Code. A parent may appeal this determination to the Board of Trustees if there are extenuating circumstances concerning an applicant’s prior criminal or disciplinary history in accordance with the grievance policy adopted by the Board of Trustees. 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

- a. Students seeking to enroll in BASIS Texas Charter Schools for the first time.
- b. Waitlisted BASIS Texas Charter School applicants who were not offered admission during the initial application year. Waitlisted applications do not roll over to the next year.
- c. Current BASIS Texas Charter School students who have submitted a Transfer Request form.

*Please note: current BASIS Texas Charter School students wishing to attend the same campus or completing the highest grade offered at their current BASIS Texas Charter School should **not** apply using this process. Re-registration occurs at each BASIS Texas Charter 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 a parent/guardian can complete an application for each child to the BASIS Texas Charter School(s) of their choice. Open Enrollment dates for the upcoming school year will be posted on the enrollment page of each school website.

Applications received *after* the Open Enrollment period had ended will not be eligible for inclusion in 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, a parent/guardian completes an application for each student to the BASIS Texas Charter 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 BASIS Texas Charter Schools has accepted a student, the school will enroll him/her in the grade level appropriate for his/her level of preparation and content knowledge; therefore, in some cases, students may be enrolled in a lower grade than they applied for or their 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, BASIS Texas Charter Schools enroll students in accordance with state and federal law; we do not restrict admission on the basis of academic achievement or any protected class.

#### 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.

#### First Grade Age Requirements

According to Texas Education Code, TEC §42.003(c), a child must be at least six years of age on or before September 1 of the school year where enrollment is sought. A child who turns six after September 1, but on or before September 30, of the school year where enrollment is sought may be considered for early admission to first grade. Consideration will be granted if the child has completed at least one year of kindergarten in an accredited kindergarten program and after completion of an individual assessment.

## ENROLLMENT & LOTTERY 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 Applications Exceed 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. Any application 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, BASIS Texas Charter Schools will exempt the following applicants from the lottery process if a class or grade is oversubscribed:

- a. **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.
- b. **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.
- c. **Siblings of students already enrolled** at a BASIS Texas Charter 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, a legally adopted brother or sister residing in the same household as the applicant, or a child residing in the same household through foster placement or legal guardianship. 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.
- d. **Students who have been deemed as in attendance** at a BASIS Texas Charter School and who have submitted a Transfer Request form to change enrollment to another BASIS Texas Charter 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 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 Texas Charter School campus before being eligible to transfer to their new BASIS Texas Charter School 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 Texas Charter School campus/grade level. Students requesting a transfer must not be in the process of being expelled from their current BASIS Texas Charter School campus.

## ACCEPTING/DECLINING OFFERED ENROLLMENT

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

When an applicant is offered enrollment, the parent/guardian will receive instructions on how to accept the enrollment offer and complete the student's files at that school. The parent/guardian will be asked to log in 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 BASIS Texas Charter Schools will automatically be declined.

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

BASIS Texas Charter Schools comply with all applicable court orders. If a court order gives one parent sole authority to make educational decisions, that parent's decision will control. For parents who share educational decision-making authority, BASIS Texas Charter Schools may rely and act upon the decision of either parent. If parents with joint educational decision-making authority disagree about an educational decision for their child, including a decision about enrollment, BASIS Texas Charter Schools will maintain the status quo and require the mutual agreement of the parents or an updated court order from the family court system 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.



## 4. First day Attendance

Students are expected to attend school on the first day. Failure to do so without proper notification, and in accordance with the school's applicable attendance policies and procedures, may result in disenrollment.

### 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 has ended 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 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 next student on the waitlist for that grade and offer the open spot for that child. If the parent declines the spot, it will then be offered to the next student in line on the waitlist for that grade, 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, in order to be eligible for enrollment for that school year.

It is not possible for a school to determine an applicant's chances of being offered a spot if they are on a waitlist. Once 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: 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.; BASIS Texas Charter Schools, Inc.; BDC, A Public Charter School, Inc.; BBR Schools, Inc.; and all affiliated entities.*