



**BTX
Schools Inc.**

2016 –17 School Year Enrollment Policies

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

As required by *Texas Education Code § 12.111(a)(5)*, BASIS San Antonio Medical Center and BASIS San Antonio North Central 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 BASIS' charter, we are only permitted to enroll students who reside within the geographic boundaries of the following independent school districts: Alamo Heights, Bandera, Boerne, D'Hanis, Devine, East Central, Edgewood, Ft. Sam Houston, Harlandale, Hondo, Lackland, Medina Valley, Natalia, North East, Northside, San Antonio, 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 BASIS 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, BASIS BTX 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 BASIS San Antonio Medical Center or BASIS San Antonio North Central students.
- Waitlisted BASIS applicants who were not offered admission during the initial application year, as waitlisted applications do not roll over to the next year.
- Current BASIS San Antonio Medical Center or BASIS San Antonio North Central students wishing to transfer to the other BASIS BTX campus.

Please Note: current BASIS students wishing to attend the same campus for the following school year should **not** register using this process. Reenrollment occurs at each BASIS campus

during the spring for all currently enrolled students that are eligible for continued enrollment in their present school.

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 the enrollment page of 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 that have been placed on a waitlist.

3. How to Apply

During the Open Enrollment period, parents/guardians complete applications for each student to their desired BASIS School(s). Applicants are encouraged to submit applications online through the enrollment portal. However, paper copies of the application will be made available upon parent request. Applications submitted through the online portal 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 post Registration Packet.

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, admissions will NOT be offered on a first-come, first served. For purposes of conducting a lottery, only those applications submitted during the Open Enrollment period will be included within 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 exempted 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 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. In order to be exempted 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. In order 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 BASIS San Antonio Medical Center and/or BASIS San Antonio North Central. 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. Cousins, nieces, nephews, and unrelated children sharing an address with the applicant are not considered siblings. Documentation may be requested to confirm sibling status. In order to be exempted 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 BASIS BTX and who have completed a reenrollment form and/or submitted a Transfer Request Form to change enrollment to another campus. Currently enrolled students wishing to attend the same campus for the following school year should not reapply during Open Enrollment. Only students requesting to transfer must submit a completed application before the closing of the Open Enrollment period in order to be exempted from the lottery process. (See below for the definition of a transfer student.)

Sibling Exemption Guidelines:

All current students who timely elect to re-enroll at the same BASIS 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 student may request a transfer between school campuses of the charter holder. A completed Transfer Request form must be signed by the Heads of Schools at both campuses to be eligible for an exemption from the lottery process. Transfer requests are reviewed by the

desired campus, and the application will be marked for “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. 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 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 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.

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 Registration 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 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.

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 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 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:

Anastasia Korte, Director, Compliance
BASIS Educational Group, Inc.
10130 North Oracle Road, Ste. 210
Tucson, AZ 85704 (520) 219-6000

*As used in this policy, the term "BASIS" refers to: BTX Schools, Inc.