

# Title: Admission and Enrollment Policy

## Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
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## Revision History

Revision	Date	Revision Description	Originator
A	June 6, 2005	Initial release	K. Buchheit
B	Feb 20, 2007	policy amendment	K. Buchheit
C	Dec 7, 2015	Policy amendment	K. Buchheit

## 1.0 Objectives

1. Set dates for yearly enrollment phases.
2. Set dates for yearly enrollment lotteries to be used if needed.
3. Define how the enrollment waiting list is set up and how it works.

### 1.1 Phased Enrollment Dates

Bethany Charter School has three (3) enrollment phases each year.

The BCS Board will review the capacity for each grade in January of each year based on the number of grades in each classroom, the number of classrooms available and finances to hire teachers. This review is conducted with the input of the BCS Administrator. Refer to the BCS Enrollment Cap Policy for further information.

**1. Equitable Principles:** Enrollment is guided by recognizing the following order of priority for admission:

- a. Students (including non-resident students) who were enrolled at BCS in the previous year.
- b. Siblings of students who were enrolled at BCS during the previous year and in the case of grades Kindergarten through 8<sup>th</sup> will be returning to BCS for the current year. Siblings of BCS graduating 8<sup>th</sup> graders.
- c. Students who were on a waiting list in the previous year and have re-applied for admission without regard to resident status.
- d. Students who reside within the boundaries of the Silver Falls School District but are not eligible under categories a through c.
- e. Non-resident students who are not eligible under categories a through c.

## 1.2 Phase 1 – Current/Returning Students and Siblings

The first phase of enrollment shall begin on March 1<sup>st</sup> each year for admission in the following September. The deadline for first- phase enrollment is March 31<sup>st</sup>. *This phase is for current/returning BCS students and their siblings.* Phase 1 allows us to know how many spaces are open for the second and third phase enrollments. If at any time parents decide they are not going to send their student(s) to BCS for the following school year, we request parents to notify BCS in writing. In order for BCS to give a currently enrolled student's enrollment placement to another student, BCS needs to have a release from the parents holding that position.

To hold a *guaranteed* spot for fall, the BCS office needs to have a definite yes or no for current/returning students and their siblings by March 31<sup>st</sup>.

## 1.3 Phase 2 – Silver Falls School District Resident Students

The second phase shall begin April 1<sup>st</sup> each year. The deadline for second-phase enrollment is April 15<sup>th</sup> each year. *Second phase enrollment is for Silver Falls School District resident students.*

## 1.4 Phase 3 – Out of District Resident Students

The third phase enrollment begins on April 16<sup>th</sup> each year. *Third phase enrollment allows students who are non-resident to Silver Falls School District.*

## 1.5 Phase 3 – Out of District Resident Students

For all enrollment phases: If notice/enrollment application has not been received in the BCS office by the phase ending date, then the student(s) in question will be affected by any lottery that may be held for their grade and according to their resident status.

## 2.0 Enrollment Lotteries

For any phase, if the number of applications received for any grade is fewer than the maximum number of openings for that grade, then all applications for that grade will be accepted and the remaining openings will be available for the next enrollment phase. However, if the number of applications for any grade exceeds the number of openings, then enrollment for that grade will be made by lottery (see below). No lotteries will be held until the May BCS Board Meeting.

Lotteries can and may be held for any or all phases of enrollment for any and all grades. Once enrollment or a lottery fills all of the spots open for a grade, then the waiting list is established for that grade. Once the waiting list is established, then applications for that grade are added to the waiting list as they are turned in to the BCS office.

## 2.1 Lottery Set-Up

Should a lottery be necessary for any enrollment phase such lottery will be conducted at the regularly scheduled May BCS Board Meeting. Any lottery conducted will be set up to be completely random in nature.

The lottery will first fill the open enrollment spaces and then will continue in order to establish

the waiting list.

A lottery will not be held if a waiting list is already established for a grade. Applications will be added to the waiting list as they are received in the BCS office.

All enrollment phase lotteries are held at the same BCS Board Meeting in May. If one of the lotteries fills all open spots and/or establishes the waiting list there will not be any further lotteries for the grade in question as all other applications received for that grade will be added to the waiting list according to the date that they were turned in to the BCS office.

### **3.0 Waiting List(s)**

At any phase of enrollment, applicants who cannot be accommodated for admission may be placed on a waiting list. During the ensuing school year, any vacancy which occurs shall be filled first from the waiting list, and after exhaustion of the waiting list, new applications may be considered, on a first-come, first-served basis.

Once a waiting list is established for a grade, any new applications received will be put at the end of the waiting list in the order they are received in the BCS school office.

### **4.0 Non-resident Students**

To the extent permitted by this Charter and State law, a non-resident student admitted to BCS will have the same enrollment preferences (including sibling enrollment preferences) as a student who resides within the boundaries of the Silver Falls School District, and shall not be dropped from the BCS enrollment for any reason related solely to his or her place of residence or to a change in his/her place of residence.

### **5.0 IEP Student Enrollments**

Any student who has IEP status may gain enrollment at BCS. However, in compliance with our charter contract with the SFSD such enrollment is **conditional** upon the IEP Team for the student in question agreeing that BCS is the proper placement for the student. Further information on this may be obtained by contacting the BCS Administrator.

### **6.0 Conclusive Enrollment**

Acceptance for enrollment in any phase shall be final and unaffected by applications filed in any subsequent phase.

### **7.0 Dual Admission Status**

BCS does not permit dual admission of any student at both BCS and another public school or non-public school.