

Baconton Community Charter School

(May, 2019, SCSC Contract)

Enrollment Policy

Policy Statement: BCCS shall abide by the provisions stated in Federal and State law regarding enrollment and forbids discrimination on the basis of race, color, national origin, sex, disability, or age in its programs and activities. As such BCCS will adhere to the following enrollment provisions:

Official Attendance Zone:

The official attendance zone of BCCS shall include Mitchell, Baker, Dougherty, Worth and Lee County, Georgia, as has been duly approved in the charter by authorizing agencies.

Enrollment Eligibility/Criteria:

To be eligible for enrollment at the BCCS, students residing in the attendance zone must submit a timely application to the BCCS in accordance with the deadline set by the School. BCCS may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including requests for letters of recommendation, essays, resumes, or information regarding a student's school or community activities, grades, test scores, attendance record, or disciplinary history. BCCS may use applications for the purpose of verifying the student's residence within the school's attendance zone and grade level, provided the application is consistent with SCSC Rule. Any student who resides with a parent/legal guardian within the official attendance zones and provides timely and valid evidence of proof of residency within the official attendance zone or Migrant Education Program eligibility shall be considered eligible for enrollment except as set forth herein.

- **Age Requirements:** Students five years of age on or before September 1 are eligible for entrance to kindergarten. Scholars who are six years of age on or before September 1 are eligible for entrance to first grade.

The enrollment criteria above notwithstanding, a student shall be restricted from enrolling when BCCS determines that:

1. The student is currently subject to a disciplinary order in another school or school district, including a short-term suspension, long-term suspension, or expulsion; and
2. The offense which led to the suspension or expulsion in the other school or school district was an offense for which suspension or expulsion could be imposed pursuant to BCCS's Code of Conduct. Such enrollment restriction shall remain in place for the time remaining on the existing disciplinary order.

Moreover, if upon receipt of an enrolling student's disciplinary record or other evidence from the student's prior school or school district, BCCS determines that the student's prior conduct:

1. May constitute a violation of BCCS's Code of Conduct for off-campus behavior;
2. Could result in the student being criminally charged with a felony; or

3. Makes the student's continued presence at school a potential danger to persons or property at the school or disrupts the educational process, BCCS shall enroll the student, but shall hold a disciplinary hearing in accordance with its tribunal policy to determine whether a violation of the Code of Conduct has occurred and, if so, the appropriate sanction will be applied.

BCCS shall not have any other enrollment criteria.

Pre-Enrollment Process:

- ***In House Registration:*** In January of each year, BCCS will accept In-House Registration applications. This is an enrollment privilege provided to all currently enrolled families. In-House registration will be mailed to all families the first week of January with a due date of the last school day of January. Families not returning their forms will have to re-apply using the Lottery System.
- ***New Family Registration:*** The dates and times for this open enrollment period shall be established by the school's administration, but typically the window opens on the first Monday in February and runs for entire month of February. If there are more applications than seats available, the school will hold a public lottery in March. Applicant enrollment will be based on a random lottery to be held in accordance with the provisions set in BCCS's Lottery policy.
- ***Enrollment Priority:*** As allowed by law, BCCS may give enrollment priority to applicants in any of the following categories, as prioritized in the Charter:
 1. Currently enrolled students, so long as the student remains eligible according to the eligibility criteria
 2. A student whose parent or guardian is a member of the governing board of the Charter School or is a full-time teacher, professional, or other employee at the Charter School;
 3. A student matriculating from a pre-kindergarten program which is associated with the school, including, but not limited to, programs which share common facilities or campuses with the state charter school, or pre-kindergarten programs which have established a partnership or cooperative efforts with the state charter school; and
 4. A sibling of a student enrolled in the Charter School.
- ***Enrollment Lottery and Waiting List:*** In accordance with BCCS's Lottery Policies and Procedures, a random lottery process will be implemented to fill student vacancies in cases where the number of enrollment applications exceed the capacity of any BCCS program, class, grade level, or building. Applications for the lottery will be available for submission for the month of February. The lottery will be held in March, typically the first Saturday. Enrollment is provisional until all documentation is received to confirm the following:
 - residency,
 - grade level, and
 - that there is no discipline history that would prevent enrollment pursuant to the policy set forth herein.

Siblings: Once a student is enrolled, a sibling of that student has priority for enrollment provided there is space available in the grade level needed. Alternatively, this sibling

will be placed on the sibling preference waitlist which is filled before the non-sibling waitlist. See lottery policy for details.

Notification of Acceptance: Parents/guardians will be notified of their child's acceptance or placement on a waiting list by an official email from the Registrar following the conclusion of the lottery.

Acceptance of Seat Policy: After notification of acceptance, a student registration packet must be completed and submitted by the date set by the Registrar, otherwise the student's name goes to the end of the waiting list. Newly enrolled students must be present on the first day of school otherwise their seat may be assigned to the next scholar on the Waiting List. Parents must provide proof of grade placement/promotion from their previous school.

Waiting List Policy: A waiting list will be established using the lottery system whenever capacity is exceeded, and the students on the list will be contacted if and when openings occur during the current school year only until the closing of enrollment. The waiting list does not roll over to the following school year. A new application must be completed during open enrollment each school year to be included in the lottery. Wait list positions will not be secured from year to year. Every reasonable effort shall be made to contact the next person on the wait list if a slot becomes available. However, if contact or a decision is not made within 72 hours the next student on the list may be extended the offer.

Enrollment:

Once a student has been accepted through the lottery or otherwise, they will be required to complete a comprehensive enrollment packet with all the necessary documentation needed for public school enrollment.

Withdrawal:

If a student withdraws from BCCS, a parent/guardian must complete withdrawal paperwork with our Registrar. Once withdrawn, the student cannot be re-admitted without going through the enrollment/lottery process again.