

## 2021–22 SCHOOL YEAR ENROLLMENT POLICIES

BBR Schools, Inc., operates open-enrollment public charter schools which do not charge tuition and do not administer entrance examinations. BBR Schools, Inc. follows the admissions requirements for charter schools set forth in Louisiana Revised Statute §17:3991(C) and 20 U.S.C. §7221i(1)(H)(i). Enrollment is based on a fair and equitable system which provides for an Open Enrollment period, a lottery, if necessary, and a waitlist.

### APPLICATION PROCEDURES

#### 1. Who Should Apply

- Potential BASIS Baton Rouge\* (BBR) students who reside in East Baton Rouge Parish School District.
- Waitlisted BASIS Baton Rouge applicants. Waitlisted applications do not roll over to the next school year.
- Current BASIS Baton Rouge – Materra Campus students who wish to transfer to BASIS Baton Rouge Primary – Mid City Campus.

\*Potential and Waitlisted applicants may apply to both campuses.

#### **BASIS Baton Rouge – Materra Campus**

7550 McCall Dr.  
Baton Rouge, LA 70817

#### **BASIS Baton Rouge Primary – Mid City Campus**

7921 Florida Blvd.  
Baton Rouge, LA 70806

**Please Note:** Current BASIS Baton Rouge – Materra Campus students who wish to continue at the same campus for the following school year will not complete an application. The re-enrollment process occurs in the spring for all currently enrolled students.

#### 2. When to Apply

The Open Enrollment period is the window of time prior to the start of each school year, when a parent/guardian can complete an application for each student for their desired school. Open Enrollment dates for the upcoming school year will be posted on the school website. Applications received after the Open Enrollment period has ended will be processed on a first-come, first-served basis, behind applications received during the Open Enrollment period.

#### 3. How to Apply

During the Open Enrollment period, the parent/guardian completes an application for each student interested in attending a BBR school. All applications must be submitted through the online enrollment portal. Applications 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 offer, and how to print and sign the Registration Packet.

#### 4. Applicant Age Requirements

We cannot guarantee that every student who applies will be enrolled at the age-appropriate grade level. In some cases, students will be enrolled in lower grades to ensure their grade level matches their level of preparation and content knowledge. 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.

**Kindergarten age requirements for the 2021–22 school year:**

Children who turn five years of age on or before September 30, 2021: §R.S.17.151.3(B)(1) requires that students who wish to enroll at a BASIS Charter School for kindergarten must turn five on or before September 30 of the year in which they wish to start kindergarten.

**Grade 1 age requirements for the 2021–22 school year:**

Children who turn six years of age on or before September 30, 2021: §R.S.17:222(A) requires that students who wish to enroll at a primary BASIS Charter School for first grade must turn six on or before September 30 of the year in which they wish to enroll. A copy of the child's birth certificate must be provided to the school principal to verify age, §R.S.17:222(B)(1-3).

Children who will turn six years of age on or after October 1, 2021: Students who turn six on or after October 1, 2021, shall have attended at least a full-day public or private kindergarten for a full school year, §R.S.17.151.3(C)(1).

### 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.

#### 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

The Open Enrollment period for BBR is NOT first come, first served. Only applications submitted during the Open Enrollment period are included in the lottery. Applications received after the Open Enrollment period has ended will be processed on a first-come, first-served basis, behind applications received during the Open Enrollment period.

Lotteries will be held at some point after the Open Enrollment period ends, and results will be available after lotteries have been conducted. Dates for both events are TBD, and will

be announced on the BBR school enrollment web page once they are finalized.

The lottery is an electronic system that randomly identifies students for enrollment. During the lottery process, all students who have completed applications during the Open Enrollment period are grouped according to applicable and verified enrollment preferences. A separate lottery is performed for each of these preference groups in the order listed below; the final lottery is for students who have no applicable enrollment preferences. Within each priority category, applicants are sorted and numbered in random order. Lottery results will determine the enrollment or waitlist status of each applicant that applied during the Open Enrollment period.

#### **4. Enrollment Preferences**

In accordance with LA. §R.S. 17:3991, BBR Schools, Inc., has developed policies regarding enrollment preferences. In the lottery process, enrollment preference will be given to students who meet the following criteria in the order listed:

1. Children, grandchildren, or legal wards of the following:
  - a. Employees or leased employees of the school.
  - b. Employees of the management organization of BASIS Baton Rouge charter schools.
2. Students who are siblings of students enrolled at BASIS Baton Rouge.
3. For applicants seeking enrollment at BASIS Baton Rouge – Materra Campus:

Dependent children or legal wards of employees or those with admitting privileges at Woman’s Hospital. To the extent that the number of applicants entitled to this enrollment preference exceeds 50% of the school’s maximum enrollment, a lottery shall be conducted among students with this preference for such seats. Any students not selected shall then be entered into the general lottery, following the award of seats to students with enrollment preferences.
4. Students who have been deemed in attendance at BASIS Baton Rouge – Materra Campus and who have submitted a Transfer Request form to change enrollment to the BASIS Baton Rouge Primary – Mid City Campus.

**Sibling Preference Status:** Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted and the registration process completed.

**Definition of Sibling:** 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. Documentation may be requested to confirm sibling preference status. If the sibling withdraws from the school before the applicant is offered enrollment, preference status will be revoked.

**Definition of Transfer:** A completed Transfer Request form must be signed by the Heads of School at both campuses to be eligible for the transfer preference. Transfer requests are reviewed by the desired campus, and the application will be marked for the transfer preference once the request is approved. Students approved for transfer are required

to complete the year in their current grade at their current BBR campus before being eligible to transfer to the new BBR campus of their choice. The transfer preference does NOT guarantee enrollment but, rather, places the transfer application in a prioritized position on the waitlist for the desired BBR school/grade level. Students requesting a transfer must not be in the process of being expelled from their current BBR campus.

## ACCEPTING OR DECLINING ENROLLMENT OFFER

### 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 registration questions and print the completed registration packet. Once an applicant has accepted an offer of enrollment and printed their completed 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 registration packets.

### 2. Registration Packet

The registration packet consists of the Student Registration form, Student Record Transmittal Request, Emergency Contact and Medical Information form, Media Release form, Primary Home Language Other Than English form, East Baton Rouge Parish School District residency document, copies of the student's proof of identification, and immunization records. Parents will also be asked to provide custody information (e.g., court decision regarding sole custody), Medical Alert (e.g., physician's instructions for severe health conditions), and Legal Alert (e.g., custody or restraining order information) if applicable. All forms must be filled out in full, signed, and submitted to the school in order for the student to be registered.

#### **Residency Documentation:**

Board of Elementary and Secondary Education (BESE) Bulletin 126, §2701 requires charter schools to obtain and maintain verifiable documentation of residency upon enrollment in a charter school with residency requirements. Per BBR Schools, Inc., charter, we are only permitted to enroll students who reside within the geographic boundaries of the East Baton Rouge Parish School District.

### 3. Date Registration Complete

The date of pre-registration is when the completed registration packet is submitted by the parent/guardian.

BBR Schools, Inc., does not admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

## 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 a waitlist for the grade level based on the date the completed application is submitted to the school; however, students with applicable and verifiable enrollment preferences will receive waitlist numbers according to their priority type. Consult the section of this document on Enrollment Preferences for more information.

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 that 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 in accordance with the requirements of BESE Bulletin 126, §2709.

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 a spot opens for which their child is eligible. Parents are also asked to notify the school and decline the seat from the enrollment portal 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 a new application for the next school year, in order to be eligible for enrollment for that school year.

It is not possible for us to determine your child's chances of being offered a spot if they are on a waitlist. Once our 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 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.*