

Enrollment Policy and Procedures

Overview

The School is committed to enrolling a diverse student population and shall abide by the provisions in the Louisiana Statutes, RS 17:3991(B)3, that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

The School will admit students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. Pursuant to section RS 17:3991(C)1a, the charter school shall enroll an eligible student who submits a timely application unless the number of applications exceed the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process. In accordance with RS 17:3991(B), a charter school may give enrollment preference to the populations denoted in the Lottery Rules and Procedures.

Applications will be accepted each year during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a public lottery will be held to determine which applicants are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. All applications received after the open enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received. The lottery will be system generated. Parents will be notified of their child's acceptance no later than twenty-one (21) days past the acceptance period deadline and will have a specific timeline to respond to the school in writing of their decision to attend. If an accepted applicant decides not to attend the school, the slot will be given to the first person on the waiting list.

The School will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan. The School will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the same Parish. This effort will include marketing to under represented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

Lottery Rules and Procedures

Rules: General

1. For the purposes of the following rules, the following terms are defined as follows:
 - a. All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
 - b. Lottery refers to the selection of applicant names by a random method such as a system generated process or the blind drawing of individual names from a container in sequence until all names in the container have been exhausted.
 - c. Lottery refers to the process whereby all eligible applicants are assigned a random number by the SIS and sorted, by grade, in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding (excludes declines) will be moved to the wait-list for that grade level.
5. A lottery shall be conducted by a school to include all grades in which the number of applicants exceeds the number of expected seats available.
 - A. If the number of applicants is less than the number of seats anticipated to be available, no public lottery shall be conducted for that grade. However, the computer system shall assign each applicant a random number. In the event the number of available seats for a grade level in which a public lottery was not conducted is less than the number anticipated at the close of the initial enrollment data, ALL offers shall be rescinded and applicants shall be offered admission based upon the system assigned numbers.
 - B. Siblings of applicants in another grade who are offered and have accepted admission based upon the preference established by the rescinded offer SHALL maintain the seat accepted and the sibling whose offer that has been rescinded shall be considered to have a preference of an applicant with a sibling applying for the same academic year.
6. ALL offers of registration shall be made in the order of the lottery results.

Rules: Preferences

1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive a placement preference shall be identified PRIOR to the lottery.
3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. All preferences shall be considered in the following hierarchy:
 - A. Applicant sibling of a currently attending student.
 - B. Applicants considered to be an “at-risk pupil”, as defined by RS 17:3973(1).
 - C. Students of Active Duty military personnel.
 - D. Applicant child of: employee of school, charter board member.
 - E. Applicant sibling of an accepted applicant applying for the same academic year.
5. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted.

Process:

Applications can be picked up in our school office or by retrieving a copy on our web-site.

The following documentation is required by the School and is collected for review and verification. The following items are generally required for all students:

- Authorization for request of cumulative folder
- Social security card
- Birth certificate
- Report card, transcript
- Current immunization/medical history
- When appropriate, ESE, ESOL/ELL, literacy folder, and any conduct/discipline actions