

# Heron Bay Academy

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## **Student Recruiting, Admissions and Enrollment Policy**

### **Admissions**

#### ***Nondiscriminatory Admissions Criteria***

Heron Bay Academy shall comply fully with the state's Charter School Law regarding admission policies and procedures, as well as all other applicable state and federal provisions. Heron Bay Academy will be nonsectarian in all respects. The school shall not discriminate against any student, employee, or other person on the basis of race, ethnicity, national origin, gender, sexual orientation, or disability. Admission criteria will not consider intellectual or athletic ability, aptitude, disability, race, creed, national origin, religion, or ancestry.

The enrollment priorities at Heron Bay Academy will be as follows:

1. Currently enrolled (returning) students and their siblings
2. Students whose parent or guardian is a member of the governing board of HBA or is a full-time teacher, professional, or other employee at the charter school
3. All other eligible students residing in Henry or Spalding counties

### **Application Process**

Any child who is qualified under state law for admission to a public school in Henry or Spalding counties is qualified for admission to Heron Bay Academy. There will be a specific application process. The application will include a general description of the charter school and more particularly, describe the *Paragon Curriculum* and highlight the school's parent involvement components. After the school opens, HBA will conduct tours on a monthly basis and hold an open house during the enrollment period.

### **Enrollment Procedures**

1. Parents must pre-enroll electronically in order for the school to track date and time of submission. If the parent needs assistance with the online submission, he/she may contact the enrollment office by phone to give the required information and the enrollment coordinator will submit the online form on behalf of the parent.
2. Upon submission of the online enrollment form, parents agree to disclosure of their child's name and grade level unless they mail a signed letter to the enrollment coordinator requesting non-disclosure.
3. The enrollment cut-off date in year 1 for the lottery will be July 15. The lottery will be held on October 13, 2010. In subsequent years, the lottery will be held on a pre determined date of each year and will be published in advance. Students whose online enrollment is received after the closing date will be placed on the school's waitlist in the order that the application is received, following the initial establishment of the waitlist by the lottery and by preferences established by law. In each successive school year, students who were

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enrolled in the school the previous school year will keep their spaces in the school until they graduate or leave the school.

4. The enrollment priorities at HBA will be as follows: 1) currently enrolled students and their siblings; 2) students whose parent or guardian is a member of the governing board of HBA or is a full-time teacher, professional, or other employee at the charter school; 3) any eligible student residing in Henry or Spalding county school systems.
5. Each student will have their own enrollment form. Siblings will be noted on each student's enrollment or lottery form.
6. Parents will be notified within one week of the lottery of their child's enrollment status. Upon notification of acceptance, the parent will have 10 business days to submit a full enrollment packet. If the enrollment packet is not submitted prior to the deadline, or if the student is not eligible to enroll due to age or residency, the parent will be notified and the student will not be enrolled.
7. Once it is determined there is an available slot, the waitlist will be utilized. There will be a separate waitlist for siblings and students whose parent or guardian is a member of the governing board or a full-time teacher, professional, or other employee at the school. This waitlist will receive priority. Students who do not reside within Henry or Spalding Counties will not be enrolled or waitlisted.
8. The HBA enrollment policy requires that students complete a standards-based placement assessment to determine the student's most appropriate grade level assignment. Students will be placed in the appropriate grade according to placement procedure.
9. Upon notification of an opening on the waitlist, the parent has one week to accept the position and submit the complete enrollment packet. If the space is declined, the next person on the wait list will be contacted.
10. The wait list is used during the academic year as space becomes available. A new wait list is established for each academic year.
11. Parents will receive the intent to re-enroll form by mail in January to verify if the student will attend HBA the following academic year. If the form is not returned to the school within 10 business days, the student will forfeit his/her slot for the following academic year.

## **Lottery Process (as part of the admissions policy for initial school start-up)**

The cutoff date for all pre applications for year 1 will be July 15. Subsequent years will be determined and posted.

If there are more eligible applicants than there are spaces available, the school will hold a lottery to determine which applicants will receive an offer of admission. The school will give reasonable public notice of the lottery at least one week before the lottery date. The names of all students who submitted applications before the deadline will be entered into the lottery.

The lottery process will be administered by:

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1. Applications for students of employees or Board members will be automatically registered and placed on the grade level list;
2. Each application will be assigned a number;
3. Beginning with the highest grade level, all names will be placed in an open container;
4. Names are drawn from the open container randomly by a third party individual;
5. As names are drawn, they are handed to a registrar who places the names on the grade level list in the order in which they were drawn;
6. If the number of names drawn exceeds the number of places available in a specific grade, then there will be a waiting list established;
7. If a waiting list is established then as names are drawn, they will be placed in order on the waiting list;
8. Any registered sibling of a student offered a place will automatically be admitted into their appropriate grade level or on the priority wait list if the class is full;
9. The process continues for each grade;
10. Waiting lists will be prepared for each grade level;
11. After the lottery date, anyone applying for admission to the school will be placed in order on the waiting list.

## Waiting Lists

After all available spaces are filled *waiting lists* will be maintained for each grade. There should be complete student files for each student on the waiting list. When a space becomes available in a grade, the parent of the first student on the waiting list will be contacted and given a set period of time in which they can accept the position (usually one week). If the space is declined the next person on the list will be contacted.

Once the parent has accepted the position for their child:

- ✓ The appropriate *Request for Transfer* form should be immediately sent to the school of origin.
- ✓ Qualifying parents should complete the application for free or reduced lunches.
- ✓ Parents that need before and/or after school care should be informed about the availability of space in the OASIS Program, if applicable. If space is available and the parent desires to enroll, all forms for the program must be completed in order to complete enrollment.
- ✓ The parent is given a copy of the school's code of conduct and asked to return their signed verification and agreement before the student enters the school.
- ✓ Emergency cards are completed prior to the student's attendance.
- ✓ The parent is given a copy of the absentee/tardy policies of the school as well as any other office procedures (i.e. Visiting the school, drop off and pick up sites, classroom protocol, etc.).