

# SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Administrative Procedures

F – Students No. 51		F51
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Revised June 1, 2007		

### CHARTER CAMPUS OPEN ENROLLMENT PROCESS

The in-district board approved charter schools have an open enrollment process. The open enrollment process allows for non-neighborhood students to apply for admissions into a District charter school. This procedure identifies the guidelines and management of a student lottery for admission into an in-district board approved charter school. Students who were enrolled in an in-district charter school prior to 2006-2007 school year are grandfathered into the in-district charter, but are required to complete and comply with the Terms and Conditions of a charter school.

### OPEN ENROLLMENT APPLICATION PROCESS FOR NON-NEIGHBORHOOD STUDENTS

- 1. The internal charter school principal shall establish the number of open slots available for the next school year based on neighborhood enrollment projections based on administrative procedure F22 Enrollment Cap & Share and personnel allocations as provide by the Human Resources Department.
- 2. Parents and students may apply for entrance into the charter schools using the *Charter School Application* [FORM F51-A] and *Agreement-Terms and Conditions of Internal Charter* [FORM F51-B].
- 3. Selection of the students to the open slots will be completed through a lottery system by the internal charter campus if more applications are received than available slots.
- 4. The lottery system shall be open to any SAISD or out-of-District students and be completed before the end of the current school year.
- 5. The open enrollment application process does not include enrollment in the Pre-K programs at the charter campuses; Pre-K open enrollment is ONLY available at the Navarro Academy facility.
- 6. Campus administrators will submit to the Human Resources Department a listing of all students, grade levels, and home schools on the *Charter School Receipt of Applications* [FORM F51-E] after the open enrollment period ends and prior to the principals' ending date, during their annual allocation meeting if available.

## NOTIFICATION OF APPROVAL/NONAPPROVAL

- 1. Parents will receive a *Charter School Application Status Letter* [FORM F51-C] stating the result of the charter school application as accepted or denied.
- 2. Students selected by the lottery for enrollment in a charter school will be allowed to remain in the charter for the length of the charter's grade levels without reapplying with the exception of students who are out of district. Students who live outside of the district boundaries will need to complete the *Nonresident Transfer Application* [FORM F36-A] each school year.
- 3. In case the number of neighborhood students for the charter increases, the district will apply administrative procedure F22 Enrollment Cap & Share.
- 4. The application period will be published by the District. Only applications from out-of-District students or students not currently attending SAISD schools will be considered for remaining slots available after the posted application period.

### TERMS AND CONDITIONS OF ACCEPTANCE

An internal charter approval may be revoked if the student and parent/guardian do not comply with all the terms and conditions as noted in the *Agreement-Terms and Conditions of Internal Charter* [FORM F51-B]:

## REVOCATION OF AN ACCEPTANCE

Acceptance granted to an internal charter campus at the request of parents or other persons in parental relation with a student may be revoked at the end of the first, second, and fourth period upon recommendation by the principal of the internal charter campus whenever circumstances warrant. At no time shall an internal charter school withdraw an accepted applicant before the acceptance has been formally revoked by the internal charter school principal.

- 1. Student violation of *Agreement-Terms and Conditions of Internal Charter* [FORM F51-B]: Whenever warranted, a principal shall complete and review a recommendation to revoke an internal charter accepted student with supporting documentation.
  - a. The principal shall complete the *Internal Charter Revocation Recommendation* [FORM F51-D] and **attach the supporting documentation.**
  - b. The school must have evidence that all appropriate actions have been taken in response to student offenses or absences. Student offenses must be addressed in accordance with the *SAISD Student Code of Conduct*. Student absences must be addressed as described in other administrative procedures on attendance to enforce the compulsory attendance laws. The principal/administrator shall not use a recommendation for revocation of an accepted internal charter student as the consequence for student misconduct or absences if the school has not taken other appropriate action.
  - c. The principal shall review the *Internal Charter Revocation Recommendation* [FORM F51-D] with the supporting documentation no later than two weeks before the end of the first, second or fourth grading period.
- 2. The principal may recommend revocation when evidence is gathered that an approved request was based upon false information knowingly submitted by the parent/guardian in the application process.
- 3. The internal charter school principal shall consider the request, and either approve or disapprove it. If the acceptance is revoked, the principal recommending the revocation shall then notify the parent(s) or other person(s) in parental relation regarding the withdrawal and enrollment of the student in the home school.
- 4. The internal charter school principal shall also notify the student's home school principal of the revocation and information regarding date of withdrawal from the internal charter school.
- 5. There is no appeal process for an internal charter revocation.
- 6. When an internal charter application has been revoked because the student did not remain in good standing, the student must return to the home school. A request for internal charter acceptance for that student will not be considered until the student has remained in good standing at the home school for at least one year.

Attachments: FORM F51-A: Charter School Student Application

FORM F51-B: Agreement-Terms and Conditions of Internal Charter

FORM F51-C: Charter School Application Status Letter FORM F51-D: Internal Charter Revocation Recommendation

FORM F51-E: Charter School Receipt of Applications

References: Board Policy EL (LEGAL); EL (LOCAL); FD (LEGAL); FD (LOCAL)

Questions regarding this procedure should be addressed to the Secondary Initiatives Department, 406 Barrera St., San Antonio, TX 78210/(210)223-1987.