

Beacon Charter Schools

Admissions Procedure for New Students

Beacon Charter Schools' admissions procedure begins with filling out the application either online at www.beaconart.org or obtaining it at the main office at either school. Students are invited to attend an open house at the schools or they can make an appointment for a tour at any time.

The applications are due by 4:00pm on the last school day before the lottery date. Applicants who are children of school founders, faculty, or staff, as well as siblings of active students already enrolled in Beacon Charter Schools fill the first available seats if they complete an application by the deadline for the lottery. If there are more applicants than available seats in a particular grade, there will be a sibling lottery to identify the order of those applicants for any available seats. Applicants for grades 7, 8, 10, 11, and 12 are automatically waitlisted until the number of available seats are determined. Often, this takes place at the end of the school year when grades are finalized.

The lottery is drawn by the members of the school administration, as well as admissions staff. Each student's name is printed on a separate slip of paper and mixed in a bowl. The names are drawn and recorded in the order in which they were drawn. Families are notified by mail with the results of the lottery. Students placed on the waiting list are given their number on the list. Final lottery results are reported to RIDE as required.

When a student is offered a seat through the lottery, they are sent a postcard asking if they accept the seat. High school applicants are asked what their art choice would be. Of the three choices, they are asked to number the choices, with 1 being their first choice, 2 their second, 3 their third. Seats in each arts major are filled by lottery position.

Families are given fifteen (15) calendar days to respond by returning the postcard sent on the date of the lottery. After seven (7) calendar days, every effort is made to contact the families who did not return the postcard. At the end of fifteen (15) calendar days, the next available student on the waitlist is selected to fill that seat.

Families contacted after the initial lottery will be given **seven (7) calendar days** to respond to accept the seat. Contact will be made via mail, phone, and email. If the family fails to respond or declines the seat, the next available student on the waitlist is selected to fill that seat.

Upon acceptance of the seat, an admissions packet is mailed or emailed home and must be completed and returned within fifteen (15) calendar days. If packets have not been received after seven (7) calendar days, several contacts with the family are attempted. If packets are not received at the end of fifteen (15) calendar days, the next available student on the waitlist is selected to fill that seat.

A copy of the child's birth certificate and proof of residency, along with a copy of the most recent report card and IEP/504 (if applicable) must be submitted with the completed and signed admissions packet. Application submission sessions are often set up to help families with this process.

The student's final report card is due within three weeks after school ending. Students must, at a minimum, pass Math and English in their current grade to be accepted at our schools in their new grade. Passing grades are determined by the student's current school. Following the end of the school year, all students accepted at Beacon Charter Schools must submit their final report cards or transcripts reflecting final grades for the current school year.

For students applying to enter grades 7-12, grades will be reviewed. If a student received a passing grade (as measured by current school district) for, at a minimum, math and English, that student will be placed in the grade to which they had applied. This policy does not apply to students applying for grade 6. However, academic records will be reviewed to identify any skill gaps. Remediation and support services will be developed to meet the needs of these students as they enter grade 6.

If a student who is applying for grades 7-12 has a report card which includes a failing grade in math and/or English, that family will be contacted immediately (by phone and/or email) and informed that the student must remediate the course (or courses) through summer school **or other form of summer remediation**. Families must submit proof of successful completion of summer school **or other form of remediation** for courses remediated in the summer. Successful completion of summer school requires students to earn a passing grade for summer school. Passing grades are determined by the district where the student enrolled in summer school.

If a student does not provide evidence of successful completion of remediation of failed math or English credit(s), they will be offered a seat in the preceding grade.

For example, a student currently in grade 8 applies for grade 9. They fail 8th grade math, but do not remediate the course. They will be offered a seat in grade 8.

The revised offer, including the reason for the grade placement decision, will be sent to the family via phone and/or email. The family will have up to **seven (7) calendar days** to accept or decline the offer. The school will ask for the decision in writing, but will also document all conversations regarding the matter on the Grade Placement Tracking Sheet.

If the student declines the seat, it will be offered to the next student on the waitlist.

Beacon Charter Schools require a summer orientation in August. The dates are listed on the admissions packet, so families have plenty of time to arrange their plans over the summer. This

orientation has been designed to get them acclimated to the school and with each other, and do some baseline testing, which helps us in scheduling.

As paperwork is received, the contents of the packets are meticulously checked off. Files are created and the information is recorded into Beacon's PowerSchool data system. A student ID is created (LASID) and the state ID (SASID) is requested and recorded. New students enrolling in grades 10, 11 or 12 are also required to send in a copy of their transcripts.

The contents of the packet are distributed to the pertinent departments. Medical forms go to the school nurse. Home language survey and ethnicity forms are sent to the ESL office for review, to see if additional programming may be needed. IEPs are sent to the Special Education Director along with the authorization for disclosure form, and the Family Engagement Coordinator gets the Parent survey and the School-Parent Compact. The rest of the contents are filed in the student's permanent file which is housed in Guidance.

There is an orientation night for families during the summer to inform the parents of Beacon's Code of Conduct, review transportation and lunch forms, and answer any important questions for families to make a smooth transition.

This policy will be included in the enrollment packet for all families and posted on the school's Admissions page.

