

IVY HAWN CHARTER SCHOOL OF THE ARTS  
ADMISSION AND ENROLLMENT POLICY  
EFFECTIVE FOR 2018-2019 SCHOOL YEAR AND LATER YEARS

Ivy Hawn Charter School of the Arts ("Ivy Hawn" or school) is committed to enrolling a diverse student population and shall abide by the provisions of the Florida Educational Equity Act and Florida Statutes prohibiting discrimination on the basis of race, color, nationality and ethnic origin, religion, sexual orientation, disability or gender. Copies of applications and registration forms will be made available in English and Spanish. Interpretation of the applications and registration forms into other native languages will be provided upon request.

**Re-Enrollment for Current Students and Capacity Notice**

Each school year, the total capacity and total enrollment of the school will be posted on its website. The capacity will be based on the Charter Contract for the school. Seats will be made available based on this Policy and Florida laws.

The parents and guardians of students enrolled at the school for the previous school year will be asked to submit a Letter of Intent indicating intent to re-enroll for the upcoming school year. The deadline for Re-Enrollment Applications will be established by the Ivy Hawn Charter School of the Arts Board, and this **Re-Enrollment Deadline** will be posted on the school's website. Students whose Re-Enrollment Applications have been submitted by the Re-Enrollment Deadline will be automatically re-enrolled so long as they have maintained eligibility requirements. Students whose Re-Enrollment Applications are not submitted by the Re-Enrollment Deadline may lose their seat for the upcoming school year.

**New Applicants and Controlled Open Enrollment for Out-of- County Applications**

Students who are new to the school must submit an **Enrollment Application**. Enrollment Applications will be available on the school's website and at the school. Enrollment Applications must be completed in full in order to be considered. Student applications must be submitted through Lotterease Lottery System on the school's website.

Students from outside Volusia County are permitted to apply to the school so long as they are not subject to a current expulsion or suspension order. However, such Out-of-County Applicants will only be provided a seat after placement of all Volusia County Applicants. Once admitted to the school, Out-of-County Students will be permitted to matriculate up to the highest grade offered by the school so long as they maintain eligibility requirements.

The initial due date for the Enrollment Application will be established by the Ivy Hawn Charter School of the Arts Board and posted on the school's website. This will be the **Initial Enrollment Period**. At the end of the Initial Enrollment Period, parents and guardians will be notified of acceptance. In the event the number of Enrollment Applications for eligible student exceeds the capacity for given grade level, class or building, the Lottery Process will be followed, as described below. If capacity is not reached for a grade level, class or building after the Initial Enrollment Period, subsequent applications will be accepted and

additional lotteries held at dates established by the Ivy Hawn Charter School of the Arts Board and posted on the school's website.

### **Lottery Process**

Ivy Hawn Charter School of the Arts shall enroll an eligible student who submits an Enrollment Application prior to the posted deadline, unless the number of applications received during the applicable enrollment period exceeds the capacity of a class or grade level. In such case, the Lottery Process will be followed.

First, Applicants with the following Enrollment Preference will be selected, as permitted to the Charter Contract and Section 1002.23(10)(d), Florida Statutes:

- Currently enrolled students;
- Students who are siblings of a student enrolled in the charter school;
- Students who are the children of a member of the governing board of the charter school;
- Students who are the children of an employee of the charter school;
- Students who are the children of an active duty member of any branch of the United States Armed Forces;
- Students who are children of an employee of a business partner of the charter school as charter-school-in-the workplace as permitted pursuant to Sections 1002.33(10)9d)4.a & (15)(b), Florida Statutes; and

If the number of Enrollment Applicants with Enrollment Preference exceeds the capacity of a grade level, class or building, a lottery will be held among Enrollment Applicants with preferences.

Second, a Lottery will be held among the Volusia County Applicants for each grade level, class or building that exceeds capacity. If there are seats remaining, and the number of Out-of-County Applicants exceeds the capacity for a grade level, class or building a separate Lottery will be held for Out-of-County Applicants. Those Volusia County and Out-of-County Applicants not selected in a Lottery will be included in subsequent lotteries, if seats become available. Such subsequent lotteries will be set at dates established by the Ivy Hawn Charter School of the Arts Board and posted on the school's website. If there are any remaining applicants that are not selected in the Lottery(ies), such applicants will be placed on the Volusia County Wait List (or Out-of-County Wait List, as applicable) in the order such Enrollment Applications were selected in the last Lottery held. Students applying after the Lottery will be placed on the Volusia County Wait List (or Out-of-County Wait List, as applicable) after students who were placed on the Wait Lists will not be carried over from year-to-year.

The Ivy Hawn Charter School of the Arts Board may establish one or more Additional Enrollment Periods if there are seats remaining for any grade level, class or building. Applicants will be processed and lotteries held in the same manner as for the Initial Enrollment Period.

### **Registration**

Upon selection, the parent/guardian will receive registration instructions that include a detailed list of the documentation required by Volusia County Public Schools and timelines that must be followed. This

notification will be provided electronically to the parent/guardian email included in the Enrollment Application. If documentation is not provided within the required timelines, the applicant's seat will be forfeited and offered to another applicant.

**Records**

Copies of all Enrollment Applications and Wait List will be maintained by the school for the time periods required by law.

**Board Chairperson Certificate**

I hereby certify that the foregoing Policy was adopted by a majority vote of a quorum of the Governing Board of Directors as duly noticed meeting held on March 22, 2018 and will be effective for student admission for the 2018-2019 School Year and later years.



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Board Chairperson