

# **Brazos School for Inquiry and Creativity**

## **Admissions Policy and Procedures**

Revised January, 2019

It is the policy of the Brazos School for Inquiry and Creativity not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## Admissions Policy and Procedures

### Overview

The Texas Education Agency approved Charter for the Brazos School for Inquiry and Creativity (BSIC) sets the admission cap at 500 students, PK-12. BSIC has two campuses. Each campus is limited in enrollment by the City approved occupancy load. The occupancy loads for each campus are: Bryan-College Station Campus, 308 and the Houston Tidwell campus, 320. For planning and budget purposes, the enrollment goal of 500 is allocated among the campuses as follows:

Bryan-College Station Campus – 225 – PK-8  
Houston Tidwell Campus – 275 – PK-6

The Charter is approved to serve students in the following geographic boundaries: Bryan, College Station, Crosby, Houston, and Katy ISD's. Any student who resides in any of the approved geographic boundaries is eligible to apply for grades served at any campus.

### Admission Procedure Timeline – January 15 – March 1

1. Students currently enrolled in any given academic year in BSIC will be able to access an online Intent to Return Form in early January. If parents/guardians intend for their child(ren) to attend BSIC for the following school year, they are to notify the school by completing the online Intent to Return Form and Application (<http://www.thebrazosschool.org/enrollment-information>) no later than February 1. In addition to currently enrolled students, siblings of currently enrolled students and children of BSIC employees are eligible to apply by February 1 by submitting an online application form (<http://www.thebrazosschool.org/enrollment-information>).
2. Applications received by currently-enrolled students, siblings, and employee's children are automatically enrolled for the following year upon timely receipt of the online Intent to Enroll and Application forms by February 1. Any currently enrolled student without an Intent to Enroll or Application form returned by February 1 will be removed from the following year enrollment roster on February 2.
3. The number of returning students will be subtracted from the Enrollment Goal at each campus to determine the number of students that can be enrolled (available slots) through open-enrollment. Those figures are documented at the campus and at the district office in order to document the process and to determine advertising needs.
4. Open-enrollment for the period February 1 to March 1, within the targeted geographic areas, will be announced by brochures, on campus billboards, and in targeted news media. Enrollment goals for each campus will be stated in the posted materials.
5. Once the online Open Enrollment Application Forms (<http://www.thebrazosschool.org/enrollment-information>) have been received by March 1, a count will be taken on each campus to determine if a lottery must be held.

6. At each campus, if online Open Enrollment Application Forms do not exceed the number of available slots, a lottery will not be necessary and all applicants will receive notice they are accepted by March 15 of each year. That campus may continue to receive applications and enroll students on a first come/first served basis until the campus enrollment goal is reached.
7. Likewise, at each campus, if applications do exceed the available number of available slots, a lottery will be necessary and will be scheduled for the week of April 1. All applicants in this pool will be notified by mail of the lottery.
8. If a lottery is to be held, the following procedures will be adhered to:
  - a. Each name of the applicant who submitted an online application between February 1 and March 1 will be put into a container.
  - b. Campus and District administrators will draw one name at a time, until the number of available slots is filled; those students will be accepted for the following year and will be notified of their acceptance by April 15 of each year.
  - c. The remaining names in the container will be drawn one at a time to be put on a waiting list; these students will also be notified of their position on the waiting list by April 15 of each year.
  - d. If vacancies occur before the start of school or during the school year, the student next on the waiting list will be offered enrollment and the name subsequently removed from the waiting list.
  - e. If other applications are received after the deadline of March 1, they will be put on the waiting list in the order received, following those whose names were drawn in the lottery process.

The Brazos School for Inquiry and Creativity does not discriminate on acceptance into the school based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability or the district the child would otherwise attend.

The Brazos School for Inquiry and Creativity will deny admission to students with a documented history of criminal offense, juvenile court adjudication, suspension or expulsion from a previous school, or discipline problems under TEC Chapter 37.

#### Siblings Preference Policy

The Brazos School for Inquiry and Creativity has created the Sibling Preference Policy to help families with more than one child in school. Enrollment preference is given to applicants whose siblings are enrolled at the Brazos School. We define siblings as children that share the same parent, guardian and/or caregiver, and reside in the same household.

When a lottery takes place, siblings will be admitted first, if space is available. When a waiting list exists for a particular grade, siblings will be placed 1<sup>st</sup> on the waiting list. If there is more than one sibling to be placed on the waiting list for a particular grade, a siblings' lottery will be done in order to assign them a position on this waiting list.