

505 – BASSE Enrollment & Withdrawal Policy

- I. Purpose:
 - A. This policy will establish the parameters for the enrollment and withdraw of students for the Bryan Allen Stevenson School of Excellence (BASSE).
- II. Policy Statement:
 - A. BASSE will not discriminate against any student in the admission process because of their race, religion, creed, color, sex, disability, or national origin, or due to the student’s school district of residence providing a per-student local expenditure lower than another student seeking admission. The only exceptions to restrict student admissions are:
 - 1. Age and/or grade-level eligibility, or
 - 2. By lottery in the case of over-enrollment
- III. Admissions
 - A. To be eligible for admission to the Bryan Allen Stevenson School of Excellence (BASSE), a student must be eligible to enter:
 - 1. The 6th or 7th grade in the 2024-2025 school year;
 - 2. The 6th, 7th, or 8th grade in the 2025-2026 school year;
 - 3. The 6th through 9th grades in the 2026-2027 school year;
 - 4. The 6th through 10th in the 2027-2028 school year;
 - 5. The 6th through 11th in the 2028-2029 school year;
 - 6. all grades, 6th through 12th, in the 2029-2030 school year and beyond.
 - B. The student and their primary caregivers must be Delaware residents.
 - C. Application:
 - 1. An electronic version of the application for the school will be available to submit online.
 - 2. Families who are more comfortable may download, print, and mail their applications to BASSE.
 - 3. For families unable to access the school website, BASSE will provide them with paper copies of the application upon request.
- IV. Preferences:
 - A. The selected preferences of BASSE will be (in the ranked order below):
 - 1. Siblings of students currently enrolled at the school.
 - 2. Children of persons employed on a permanent basis for at least 30.0 hours per week during the school year by the charter school.
 - 3. Students who have a specific interest in BASSE’s teaching methods, philosophy, or educational focus.
 - a) Students who have a specific interest in BASSE’s teaching methods, philosophy, and education focus will need to submit a

video essay, voice memo, presentation, or piece of writing that demonstrates their interest in the BASSE program.

- b) A detailed description of this application supplement will be provided with the application on the website and will be explained during parent workshops and recruitment events.

V. Timeline:

A. BASSE Student Recruitment and Enrollment Timeline:

Recruitment & Pre-Application	
Student Recruitment Engagement	Ongoing Online and In-Person (Ads, Social Media, Mailers, etc.)
Student Recruitment Events	June - December, Monthly
School Choice Parent Workshop #1	August
School Choice Parent Workshop #2	September
School Choice Parent Workshop #3	October
Application	

BASSE Begins Accepting Applications* ¹	First Monday in November
BASSE Application Closes at 11:59 PM*	Second Wednesday in January
BASSE Notifies All Home LEAs of Received Applications*	Last Thursday in January
BASSE Begins Action on Approved Applications*	Last Day of February
BASSE Notifies Parents and Home LEAs of Application Action*	Second Wednesday in March

¹ *The dates selected are based on the school choice process outlined at <https://www.schoolchoicede.org/>. BASSE will align its timeline when the current school year's dates are released.

BASSE Receives in Notice of Intent from Parents in Writing*	Third Wednesday in March
Lottery** ²	
BASSE Performs Lottery for Surplus Applications	First Friday in March
BASSE Notifies Parents and Home LEAs of Lottery Results and Application Action	Second Wednesday in March
Enrollment	
BASSE Enrolls Students for Fall 2023*	Beginning Third Tuesday in March
BASSE Hosts Open House for Students and Families Enrolled for Fall 2023	Last Thursday in August
BASSE Notifies DDOE of Fall 2023 Projected Enrollment Total	November 30 - January 30

B. Lottery*

1. If the number of applications, received by the deadline, exceeds the number of openings after preference is given to students who meet the preference criteria above, BASSE will hold a lottery on the first Friday in March.
2. The lottery process will be blind so that all students will have an equal chance of being offered a spot in the remaining available seats.
 - a) Depending on the type and number of applications received, the lottery will be run manually or via a computerized method.

C. Waiting Lists:

1. BASSE will continue to accept applications until we have reached capacity. Students eligible for admission but not selected due to a lack of capacity will be placed on a ranked waiting list until the first day of school.

VI. Withdrawals:

A. Application Withdrawal:

² **If there are remaining seats, BASSE will continue to receive applications until we are at capacity.

1. Any parent who previously applied for their student to attend BASSE may withdraw their application at any time by giving written notice to the School Leadership Team.

B. Withdrawal from School:

1. A parent may apply to withdraw their child's enrollment at BASSE at any time by submitting a written application to the school. BASSE will then follow the policy outlined in 14 Del. C. § 407 (c) - (i).

VII. Re-Enrollment:

- A. Accepted BASSE students will remain enrolled until graduation, provided the student continues to meet the requirements for enrollment.
- B. A student's right to remain enrolled may be terminated before graduation if
 1. The student fails to continue to comply with BASSE's requirements for attending school or class, or
 2. Refusal to participate in the school conflict resolution process.

VIII. Records:

- A. BASSE will maintain on file a written statement signed by the parent or guardian of each enrolled child acknowledging that the student will attend BASSE for at least one complete school year per 14 Del. C. § 506 (c) (3).
- B. Each parent will need to sign and submit this document after BASSE receives their notice of intent in order for their child to continue in the enrollment process.

Related Policies:

- A. xxx

Related Procedures and Documents:

- A. 14 Del. C. § 407 (c) - (i)
- B. 14 Del. C. § 506 (c) (3).

Approval: 01/23/2023

Revision Dates: