

## **800.02 Admission Policy for Howard Street Charter School (approved Dec 15, 2022)**

The official Admissions Process will begin in January of each year for enrollment in HSCS during the fall of the same year.

Admission to HSCS is open to all students who reside in the Salem-Keizer School District. Because of space and enrollment limits, HSCS will give preference to students from inside the S-K District. Out of district students will be admitted only if space is available after waiting lists are exhausted. To be eligible for enrollment, students must reside within the S-K district. If at any time during enrollment a student moves out of S-K district, they must inform Howard Street of the move within 30 days. The student will be allowed to finish the current school year as long as they stay in regular attendance. However, the following year they will be unenrolled from HSCS if they continue to reside outside of SK district and placed at the bottom of the list per other students who have applied from out of district.

Howard Street Charter School will follow admission and lottery policies contained in ORS Chapter 338.125.

No 6th grade student will be admitted to HSCS unless an application was completed during the admissions process. No 7th or 8th grade student will be admitted in August of each school year unless an application was on file by the admissions deadline for that year. If there are not enough applications by the first deadline, a second deadline may be established by the Board of Governors.

If more students apply for 6th grade admission than can be accommodated, admission will be decided through a lottery system after waivers are granted. Waivers from the lottery will be granted to the following incoming students who have submitted a complete application by the admission deadline:

- Applicants who WILL HAVE A SIBLING\* enrolled in HSCS at the time of attendance and who have been enrolled during the previous year.

After waivers have been granted and the lottery conducted, all applicants will be placed on a list in order of their lottery number. The list will be submitted to Salem Keizer School District Student Services for review of students with Individualized Education Plans (IEP). If a student with an IEP accepts a position at Howard Street and the student's IEP team recommends that the student not be admitted to Howard Street due to inappropriate placement, that student will not be accepted until the team deems placement is appropriate. At that time, the student will be placed first on the waiting list and admitted if a vacancy in that grade becomes available. The list will be kept for two years, and students will be called if and when an opening in their grade occurs.

If more than one student from a family applies for admission in the same year, multiples in the same grade seeking admission will be assigned one lottery number (family number). If this number is drawn then all siblings in that family will be offered admission.

Students will not be enrolled at HSCS on a part-time basis and must attend and participate in all classes taught at Howard Street.

Withdrawals - When a student withdraws voluntarily from HSCS to attend another public school, private school or be home-schooled, the student relinquishes his/her place on the enrolled list. If the student changes his/her mind, they may ask to reenter, but his/her name will be placed at the bottom of the waiting list for that grade.

When a student withdraws involuntarily for medical reasons, that student maintains his/her place on the enrolled list until the end of the current school year.

When an admissions situation arises that is not within the policy guidelines established by the HSCS Board of Governors, a staff review and recommendation will be presented to the Board of Governors for final decision.

\* For this admissions process, sibling is defined as "one of two or more individuals living in the same household as siblings."