

# **Tapestry Public Charter School Policy Manual**

## **Enrollment Policy**

Adopted: July 16, 2018

Revised: February 10, 2020

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

### **Sections: I. OPEN ENROLLMENT**

#### **II. ELIGIBILITY FOR ENROLLMENT AT TAPESTRY**

#### **III. APPLYING TO TAPESTRY**

#### **IV. LOTTERY**

#### **V. ENROLLING IN TAPESTRY**

### **I. Open Enrollment**

Annually, Tapestry will offer an Open Enrollment period for the upcoming school year to take place early in the calendar year (December – February). The window of Open Enrollment will be established by the Principal and the Governing Board and will be for a duration of at least four weeks.

### **II. Eligibility for Enrollment at Tapestry**

Tapestry is a public charter school authorized by the DeKalb County School District. Any student residing in the DeKalb County School District in grades 6 - 12 is eligible to attend, subject to lottery and seat availability. See Rule [SBOE Rule 160-4-9-.05(2)(g)3.(iv); O.C.G.A. § 20-2-2066(a)(1)(A) and (B)] . Families should note that parts of Atlanta and Decatur are also in DeKalb County, but they are zoned for Atlanta Public Schools and City of Decatur Schools respectively. In order for a child to attend Tapestry, parents/guardians must provide proof that they reside in the DeKalb County School District. Children of full-time employees and board members as well as siblings of current students are automatically eligible to attend Tapestry. Siblings of graduating seniors are not eligible for sibling preference.

### **III. Applying to Tapestry**

- Currently enrolled Tapestry students do NOT need to reapply for the upcoming school year online. However, families must complete an *Intent to Return* form that will be sent by the Registrar.
- All prospective new students must complete an online application. This includes siblings of current students and children of full-time employees or board members, even though they are automatically eligible for a seat.
- A sibling by definition is a: biological (including half-sibling)/adoptive sibling within the State of Georgia, step-sibling residing in the same household, or foster child residing in the same household.
- Students who applied and were waitlisted for the current school year must reapply for the upcoming year. Their spot on the waitlist does NOT carry over from year to year.
- In order to exercise the sibling enrollment preference, the sibling who either already attends TPCS or who was drawn in the lottery must be eligible to enroll and actually enroll and attend

TPCS for the following academic year.

- Students who submit an application after the lottery has taken place will be added to the waitlist.
- No student will be enrolled after the first official count by the State.

#### **IV. Lottery**

To ensure maximum transparency, a public lottery will take place at the school after the Open Enrollment period has ended. The number of available seats for each grade will be determined by the number of students returning in addition to the number of siblings and children of employees or board members who wish to attend. Families will be advised of the student's lottery number prior to the lottery. The number of seats available for each grade will be announced at the lottery. Once a grade is full, students will be drawn in order to populate the waitlist. All applicants receive a seat or a position on the wait list. The lottery date will be posted on the website and publicized in the newsletter. The lottery will be held at the school with the result being recorded in two places in a public manner.

Families do not have to be present to participate in the lottery. Lottery results will be posted on the website within 48 hours. Families will also be notified by email with their child's status. Currently, Tapestry conducts its own lottery and does NOT participate in DeKalb's School Choice Lottery; however, Tapestry reserves the right to change its enrollment policy at any point in the future should the needs of the school and families who wish to enroll deem this necessary.

All lotteries conducted by Tapestry Public Charter School are conducted via an independent, automated lottery system that the school uses to manage their lottery and wait list. The lottery will be videotaped. In the event there is an error in the course of the lottery, the grade will be redrawn and the original results will be deemed void.

#### **V. Enrolling in Tapestry**

Upon admittance to Tapestry, applicants will be required to return completed enrollment documents and requested materials by the date indicated on their acceptance letter or the spot may be forfeited and the student moved to the end of the wait list.

In case of parents providing false information (e.g., address) the student will be withdrawn. If a student has been retained and is therefore ineligible for the grade they applied for, they will be moved to the waitlist for the appropriate grade.