

1.6 Admission and Enrollment

In accordance with the RYSS Original Charter and the Charter Renewal, the following represents the Charter Holder's formal Admission and Enrollment Policy.

The Raul Yzaguirre Schools for Success (RYSS) is tuition-free, public school system that serves all students, and prohibits discrimination in its admission policy on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend in accordance with Section 12.111 of the Texas Education Code. RYSS may deny enrollment of a student who has a documented history of a criminal offense, juvenile court adjudication, or discipline problems as described in the Texas Education Code, Subchapter A, Chapter 37. The decision to enroll a student with one or more such issues rests with the principal of the campus to be impacted. Students enrolled in a RYSS school must live in the approved geographic boundary of the school, enroll in a grade level that the school is approved to serve, and whose enrollment does not cause the school to exceed the school's approved maximum enrollment capacity.

Enrollment in RYSS schools is a two-part process: 1. Parent/guardian fill out a one-page standard application for admission and 2. Acceptance and enrollment in the charter school. The application for admission is completed using the statewide common admission application, known as the Charter Student Admission Application (CSAA). The Charter Student Admissions Application for new students is available at the front desk located at the main entry of the District in Houston and at the reception desk in Brownsville. The admission application is also available on the District website.

The application window for the upcoming school year begins on the first Monday of December of the current year and will end the last Friday in March of the new year. After the admissions deadline has passed, RYSS schools will begin offering enrollment beginning the first week in April to students based on their admissions application on a first-come, first-served basis with one exception: siblings of returning students who have submitted an application for admission are given priority for filling the vacant enrollment spaces.

If there are more students applying for admission than spaces available, the District will conduct a lottery for the remaining vacant student spaces. A lottery is a random selection process by which applicants are admitted to the school. In order to be part of the lottery, a family must complete the school's application in full and submit it by the stated deadline. During the lottery, the pool of applicants will be randomized using a random sequence generator (e.g. www.random.org). Applicants are admitted to the school in the order determined by the lottery until all available spaces are filled.

Once students are selected for the available spaces, the enrollment process begins. An enrollment packet will be provided to all new students accepting the available spaces for the upcoming school year. The enrollment packet will request additional information including the student's health records, academic records, verification of address, and in some instances, discipline records.

Students who are not selected to fill an available space are placed on a waiting list according to the order determined by the lottery. Students who complete an application for admission after the admission window has closed will either be offered a position, if spaces are available, or be placed on a waiting list.

An applicant may remain on the wait list for the school year to which they applied until the end of that school year. Once on the wait list, an applicant would remain in that position until he/she

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is offered a spot in the school or expresses no further interest. Applicants are contacted in the order of the wait list. If applicants from the wait list are offered a position, they must accept that position within the deadline stated by the school. The school will make a reasonable attempt to contact applicants before the deadline. If the applicant declines admission or fails to respond, they may be removed from the wait list or placed at the bottom of the wait list. Wait lists are not maintained over a school year for admissions purposes. For admission to subsequent school years, applicants on the wait list must reapply.

1.6.1. Out-of-District Transfers

Students who meet RYSS attendance zone requirements at time of initial enrollment but whose place of residence changes while enrolled at the school may file a request for an Out-Of-District Transfer. An Out-of-District Transfer, if approved by RYSS administration, will allow the student to remain enrolled at RYSS. An Out-of-District Transfer is issued on a case-by-case basis at the school's discretion; they are not guaranteed. If granted, the Out-of-District Transfer agreement must be completed for each subsequent year the student is enrolled at RYSS. RYSS may charge tuition under a transfer agreement to the extent permitted by the Texas Education Code. An Out-of-District Transfer Form may be obtained from the Registrar's Office. (§ 25.001(b), 25.0019(g), 25.036, 25.038)

1.6.2. Student Records

Cumulative student records shall be maintained for each student from entrance into district schools until withdrawal or graduation from the district. This record shall move with the student from school to school and be maintained at the school where the student is currently enrolled until graduation or withdrawal.

Records for non-enrolled students shall be retained for the period of time required by law. The principal is custodian of all records for currently enrolled students. The superintendent or designee is the custodian of records for students who have withdrawn or graduated. Those records can be accessed at the school site or at the administration office.

The district shall make a student's records available to the student's parents, as permitted by law.

The records custodian or designee shall use reasonable procedures to verify the requestor's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the superintendent's, principal's, or counselor's office, or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records must be requested in writing and schools may deny copies of records if parents fail to follow proper procedures. Schools will have 24 to 48 hours to complete the request.

A parent may continue to have access to his or her child's records under specific circumstances

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after the student has attained 18 years of age or is attending an institution of postsecondary education.

1.6.3. Immunization Records

Each student shall be fully immunized against diphtheria, rubeola (measles), rubella, mumps, tetanus, and poliomyelitis. The school nurse will review all immunization records upon student enrollment. The Texas Department of State Health Services (TDSHS) may modify or delete any of these immunizations or may require immunizations against additional diseases as a requirement for admission to any elementary or secondary school. Education Code 38.001(a), (b)

TDSHS requires students in kindergarten through twelfth grade to have the following additional vaccines, according to the immunization schedules set forth in department regulations: pertussis, hepatitis B, hepatitis A (for students attending schools in high incidence geographic areas as designated by the department), and varicella (chickenpox).

TDSHS requires students in seventh through twelfth grade to have the meningococcal vaccine, according to the immunization schedules set forth in department regulations.
25 TAC 97.63(2)(B)