

State and Federal Law. Uplift Education (“Uplift”) shall comply with state and federal law as it pertains to admissions and enrollment in the context of charter schools.

Non-Discrimination. Uplift does not, and will not, discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic (see below for exception), or athletic ability, or the district the applicant would otherwise attend.

Admissions and Enrollment. Enrolling in Uplift is a two-step process: (1) application for admission, followed by (2) enrollment.

1. **Application for Admission:** Application for admission is completed using the statewide common admission application, known as the Charter Student Admission Application (CSAA). The CSAA is used to gather basic information about the student applying for admission, including the student’s name, date of birth, gender, grade applying for, parent/guardian, address of the student, and a phone number.
2. **Enrollment:** After an applicant receives notice of being offered a seat, the enrollment process begins. If the applicant accepts the available position, Uplift may request additional information, such as the student’s health records, records pertaining to special education, Section 504 of the Rehabilitation Act, and dyslexia, academic records, verification of address, and in some instances, discipline records. These records, or any other additional information requested, should only be provided at the request of Uplift, and only during the enrollment phase. Uplift will not consider any additional information before the enrollment phase.

Application and Acceptance.

1. Acceptance to Uplift shall be on a “first-come, first served” basis by school unless Uplift receives more applications for admission at a school than available positions (See “Lottery and Wait List” below).
2. Documentation required for admission shall comply with law and policy.
3. Uplift accepts applications for admission from November 1st to February 1st (“Application Submission Window”). Applications for admission received during this Window shall be eligible for a lottery, should a lottery be necessary.
4. Applications for admission received after the Application Submission Window shall not be eligible for a lottery, but shall be accepted and processed on a “first-come, first served” basis. Should a wait list exist for the school being applied to, applicants will be added to the wait list, and subsequently offered admission, in the order received. If no wait list exists at the school being applied to, the applicant shall be offered a position.
5. Applicants for Kindergarten must be 5 years of age on September 1st in order to enroll.
6. Applicants for First grade must be 6 years of age on September 1st in order to enroll.

Lottery and Wait List.

1. “Lottery,” as used in this policy, is defined as a random selection process by which applicants for admission to an Uplift school are admitted to the school.

2. If Uplift Education receives more applications for admission at a school than available positions, Uplift Education shall fill the available positions by lottery, which occurs at the beginning of February each year.
3. Applicants who are not identified for admission through the lottery shall be added to a waitlist.

Enrollment Exclusion. Applicants with a documented history of a criminal offense, a juvenile court adjudication, or a scholar with a history of discipline problems as described in subchapter A, Chapter 37 of the Texas Education Code, that is, offenses for which public school district scholars must or may be expelled, suspended, or assigned to an Alternative Education Program, may be excluded from admission (“Discipline History”). This exclusion from admission is regardless of whether the Discipline History occurred before or after the application for admission to Uplift was submitted.

1. If Discipline History is not disclosed as required during enrollment and is later discovered by Uplift after the applicant is enrolled, the applicant shall be administratively withdrawn effective immediately.
2. A parent is required to, and shall, inform Uplift of any subsequent Discipline History occurring after the date Disciplinary History, if any, is provided during the enrollment process.
3. Any falsifications, misrepresentations, or omissions of information regarding an applicant’s Discipline History shall disqualify the applicant from admission to Uplift.

Enrollment Preferences. Enrollment preferences include, and are applied in the order of, (1) Staff Preference, (2) Sibling Preference, and (3) Geographic Boundary (i.e., zip code) Preference. The CEO or designee shall determine how the preferences are defined and applied.

Reenrollment.

1. Notice of reenrollment shall be provided to families pursuant to a timeline established by Uplift.
2. A parent or guardian of a current scholar(s) wanting to return for the following school year is required to complete and submit re-enrollment documentation in the spring of each school year.
3. Should a parent or guardian submit written notice of withdrawal during the reenrollment period and subsequently wish for his/her scholar to return to Uplift the subsequent school year, he/she is required to provide written notice to Uplift that such withdrawal is being retracted before the first day of school. If such notice or retraction is not received, the scholar shall be withdrawn from Uplift.
4. Scholars in the 5th grade who attend a campus without a 6th grade shall automatically matriculate to the 6th grade (middle school) as identified by Uplift.

Scholar Transfers between Uplift Campuses. Transfers may be permitted during the school year or for the subsequent school year on a discretionary basis. An Uplift scholar who is transferring to a different Uplift school shall not be required to re-enroll in the school being transferred to as the scholar is already enrolled in the Uplift network of schools. Reasons for transfer may include, but are not limited to, legally mandated reasons, such as because the school is identified by the Texas Education Agency as a “persistently dangerous” public elementary

school or secondary school, or if a scholar who is a victim of a violent criminal offense while in or on the grounds of a school that the scholar attends requests the transfer. The CEO or designee is authorized to issue administrative regulations necessary to implement this policy.

First Day of School. At Uplift, every school day is critical to scholar success. In order to develop a culture that sets clear expectations for scholars and that communicates and signals instructional time is sacred and not wasted, all scholars are expected to be present on the first day of school. The provisions herein apply to all scholars, whether previously enrolled at an Uplift school or newly admitted

1. Absence on the First Day of School

a. Enrollment not Withdrawn:

- i. If a scholar is going to be absent on the first day of the school year, the following must apply for the scholar's enrollment to not be withdrawn:
 1. The scholar's parent or guardian must notify the school by 10am of the first day of school that the scholar will be absent;
 2. The scholar's absence is for a reason which would be excused pursuant to the Scholar Handbook.

b. Enrollment Withdrawn:

- i. If a scholar is not present, the scholar will not be counted as enrolled and the scholar's enrollment shall be forfeited.
- ii. No later than 4pm on the third of school, the scholar may re-enroll in the school and not have his/her enrollment forfeited so long as:
 1. The parent or guardian of the scholar submits in writing a reason for the absences that qualifies as excusable pursuant to the Scholar Handbook; and,
 2. Uplift Administration makes the determination to re-enroll the scholar.
- iii. If the scholar is absent on the third day of school, he/she shall be formally withdrawn from Uplift beginning at 4pm.

Parent and Guardian Notification. Parents and Guardians shall be notified of this policy in the following ways:

1. A letter or email will be sent to parents informing them of this policy at the time or enrollment, reenrollment or by June 1st, whichever date is later.
2. Parents of new scholars to Uplift will be provided a copy of the policy during their PAC meeting;
3. A summary of this policy will be posted on the home page of the Uplift website and on each campus website;
4. Parents of currently enrolled scholars and newly admitted scholars (if information is available) will receive an electronic reminder the week before school starts.

Custody Orders.

1. The school will assume both parents have equal right to access to their child, including the right to pick up the child from school, unless the school has been provided with a court order which specifically limits the access of the parent to his or her child at the school. A

divorce decree setting out custody or visitation schedules is not sufficient to prohibit access of a parent unless the decree specifically so provides. Parents involved in divorce or custody proceedings should make every effort to manage these issues without disruption to the scholar or school environment. Parents who fail to comply with this request may be removed from the school campus by the police.

2. The school will not be involved in decisions relating to custody or family disputes, including but not limited to, decisions relating to picking up a child from school. It is the responsibility of parents and guardians, and not the school or Uplift, to ensure the correct parent or guardian is picking up the child from school. Uplift is not responsible for enforcing a custody order. If a parent or guardian is concerned about whether a custody order is being adhered to, he or she is directed to contact law enforcement or a court of law.

Pre-Kindergarten. Uplift shall provide pre-kindergarten programming in accordance with law, and, to the extent allowed by law, may elect to provide paid pre-kindergarten programming.

Administrative Regulations. The CEO or designee is authorized to issue administrative regulations necessary to implement this policy.