

**The Bryan Allen Stevenson School of Excellence**  
**Section 3 - Attachment 9 - Enrollment and Withdrawal Policies**

**2023 - 2024 BASSE Enrollment & Withdrawal Policy**

**Admissions**

To be eligible for admission to the Bryan Allen Stevenson School of Excellence (BASSE): a student must be eligible to enter

- the 6th or 7th grade in the 2023-2024 school year;
- the 6th, 7th, or 8th grade in the 2024-2025 school year;
- the 6th through 9th grades in the 2025-2026 school year;
- the 6th through 10th in the 2026-2027 school year;
- the 6th through 11th in the 2027-2028 school year;
- all grades, 6th through 12th, in the 2028-2029 school year.

The student and their family must be Delaware residents.

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:

- Age and/or grade-level eligibility, or
- By lottery in the case of over-enrollment

An electronic version of the application for the school will be available to submit online. Additionally, families who are more comfortable may download, print, and mail their applications to BASSE. For families unable to access the school website, BASSE will provide them with paper copies of the application upon request.

**Preferences**

The selected preferences of BASSE will be:

- Students residing within the regular school district in which BASSE is located
- Students who have a specific interest in BASSE's teaching methods, philosophy, or educational focus
- Siblings of students currently enrolled at the school

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. 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.

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**Timeline**

<b>BASSE Student Recruitment &amp; Enrollment Timeline*</b>	
<i>Recruitment &amp; Pre-Application</i>	
Student Recruitment Engagement	Ongoing Online and In-Person (Ads, Social Media, Mailers, etc.)
Student Recruitment Events	June 2023 - December 2023, Monthly
School Choice Parent Workshop #1	August 2023
School Choice Parent Workshop #2	September 2023
School Choice Parent Workshop #3	October 2023
<i>Application</i>	
BASSE Begins Accepting Applications	November 6, 2023
BASSE Application Closes at 11:59 PM*	January 10, 2023
BASSE Notifies All Home LEAs of Received Applications	By January 26, 2023
BASSE Begins Action on Approved Applications	February 29, 2023
BASSE Notifies Parents and Home LEAs of Application Action	By March 8, 2023
BASSE Receives in Notice of Intent from Parents in Writing	By March 15, 2023
<i>Lottery**</i>	
BASSE Performs Lottery for Surplus Applications	March 4, 2023
BASSE Notifies Parents and Home LEAs of Lottery Results and Application Action	By March 8, 2023
<i>Enrollment</i>	
BASSE Enrolls Students for Fall 2023	Beginning March 21, 2023

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BASSE Hosts Open House for Students and Families Enrolled for Fall 2023	August 31, 2023
BASSE Notifies DDOE of Fall 2023 Projected Enrollment Total	November 30, 2023 - January 30, 2024

\*The dates selected are based on the school choice process outlined at <https://www.schoolchoicede.org/>. BASSE will align its timeline when the 2023-2024 dates are released.

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

**Lottery\***

In the case that the number of applications exceeds the number of openings after preference is given to students who meet the preference criteria above, BASSE will hold a lottery on March 4, 2023.

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. Depending on the type and amount of applications received, the lottery will be run manually or via a computerized method.

**Waiting Lists**

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 September 5, 2023.

**Withdrawals**

*Application Withdrawal*

Any parent who previously applied for their student to attend BASSE may withdraw their application at any time prior to action on the application by our board by giving written notice.

*Withdrawal from School*

A parent may apply to withdraw their child's enrollment at BASSE prior to the end of their enrollment period by submitting a written application to the BASSE no later than December 1 for enrollment during the following school year. BASSE will then follow the policy outlined in 14 Del. C. § 407 (c) - (i).

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**Re-Enrollment**

Accepted BASSE students will remain enrolled until graduation, provided that the student continues to meet the requirements for enrollment.

A student's right to remain enrolled may be terminated prior to graduation if

- a. The student fails to continue to comply with BASSE's requirements for attending school or class, or
- b. Multiple violations of BASSE's student code of conduct.

**Records**

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).

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.