

Approved by Promise Academy Board of Directors on: _____ 6/13/2023 _____

Approved by Authorizer on: _____

Promise Academy Initial Admission Procedures - 2023-24 School Year

Pursuant to IDAPA 08.02.04, Rules Governing Public Charter Schools

Promise Academy Overview

In accordance with Promise Academy's Charter Document approved by the Middleton School District Board of Directors, Promise Academy is established to serve youth from all over the Gem State **while these youth reside at the Idaho Youth Ranch (IYR) Residential Center for Healing and Resilience**, typically for a 6- 12-month period before returning home. The Residential Treatment Center will serve youth who have been determined to have a **serious emotional disturbance (SED)** which is typically caused by a history of childhood trauma and diagnosed as **requiring therapeutic residential treatment**. Promise Academy is an alternative school and will be guided by IDAPA code in defining **at-risk youth**.

The maximum student enrollment authorized in Promise Academy's Performance Certificate is 70 students ages 11 through 17. The initial enrollment capacity established by the Promise Academy Board of Directors for 2023-24 is provided later in this document.

As a public charter school, Promise Academy conducts admissions in compliance with applicable provisions of the Idaho Public Charter Schools Act of 1988 (Idaho Code 33-5201 et seq.) and Board of Education rules (IDAPA 08.02.04 Rules Governing Charter Schools – a copy is attached to these procedures for reference), as established in these Initial Admission Procedures.

Initial Enrollment Deadline - IDAPA 08.02.04.203.03

Promise Academy will comply with the requirements in this IDAPA provision as follows:

Promise Academy has established an **Enrollment Deadline of August 1, 2023 at 1 PM MT** for the 2023-24 school year. Promise Academy must receive all written requests to attend the school prior to the deadline for a student to be included in the equitable selection process that will determine initial enrollment.

Notice of Enrollment Opportunity within Primary Attendance Area – IDAPA 08.04.02.203.04

Promise Academy will comply with the notice requirements in this IDAPA provision as follows:

1. Promise Academy's Performance Certificate identifies the primary attendance area as the IYR Hands of Promise Campus where both the Residential Treatment Facility and Promise Academy are located: 28371 El Paso Rd, Caldwell, ID 83607. Accordingly, Promise Academy will advertise enrollment opportunities to current and prospective families residing at, or who may reside at,

IYR's Hands of Promise Campus. Promise Academy will initiate these notification efforts no later than July 1, 2023.

2. Promise Academy will partner with the Idaho Youth Ranch, as an independent third party with state-wide reach, to publicly disseminate notice of the opportunity to enroll at Promise Academy through printed and/or electronic publications and through emails to students and families across Idaho that IYR has determined may be eligible to receive the residential therapeutic services offered to at-risk youth at the IYR Residential Treatment Center on the Hands of Promise Campus. IYR will also provide notice to service providers across Idaho, including but not limited to the Idaho Department of Health and Welfare, that work with students and families that may benefit from the services offered at IYR's Residential Treatment Center.
3. The notification of the opportunity to enroll at Promise Academy will include, at a minimum the following language:

Promise Academy Charter School serves youth from all over the Gem State while these youth reside at the Idaho Youth Ranch Residential Center for Healing and Resilience. Parents or legal guardians may submit a request for admission to Promise Academy by completing and submitting this Request for Admission Form **no later than August 1, 2023, at 1 PM MT**. Promise Academy will initially enroll 8 students ages 11-17 for the school year beginning August 15, 2023 (first day for students). All prospective students will be given the opportunity to enroll in the public charter school, regardless of race, color, national origin, ethnicity, religion, gender, socioeconomic status, or special needs.

4. In accordance with IDAPA 08.02.04.05.a, Promise Academy will only request the listed information items and any additional information that is necessary for determining the student's eligibility for admittance as approved in the charter school performance certificate.
5. In accordance with IDAPA 08.02.04.05.b, Promise Academy's Request for Admission Form and enrollment web page will include the following statement: In the case of a family with more than one (1) child seeking to attend Promise Academy, a separate written request for admission must be submitted on behalf of each child.

Equitable Selection Process – IDAPA 08.02.04.06

Promise Academy will conduct its equitable selection process in compliance with this IDAPA provision as follows:

1. Promise Academy will conduct its equitable selection process within seven (7) days of the enrollment deadline, or not later than August 8 for the 2023-24 school year.
2. Promise Academy will conduct its equitable selection process in a public setting, the date and time of which will be noticed to the public via the Promise Academy website and via email to all applicants at least forty-eight (48) hours in advance.

3. A neutral, third party with no interest or personal gain of selection results shall draw the select individual students at random, documenting the selection number for each student.
4. Promise Academy is authorized to accept students between the ages of 11-17 who are: (1) at-risk; (2) diagnosed with a serious emotional disturbance; and (3) diagnosed as requiring residential therapeutic treatment. Because of the student population Promise Academy serves, it is not expected that student grade levels will correspond with their age. Accordingly, Promise Academy will not conduct a grade-by-grade enrollment process, but a single process for all eligible applicants ages 11-17. This is consistent with the enrollment capacity approach in Promise Academy's Charter Document and Performance Certificate, both of which contain an overall, rather than grade-by-grade, enrollment capacity.
5. Promise Academy will provide an enrollment preference to students residing within the primary attendance area identified in Promise Academy's Charter Document and Performance Certificate. Promise Academy will identify all students eligible for this preference prior to conducting the selection process. Promise Academy will first conduct an enrollment draw for these students and will place the students in order of selection. Promise Academy will next conduct an enrollment draw for the remaining students and will place those names at the bottom of the list in the order they are drawn.
6. Prior to conducting the equitable selection process, Promise Academy will review all Requests for Enrollment to confirm each student's eligibility to enroll at Promise Academy and will include all eligible applicants in the equitable selection process. Eligible students include those students who: (1) will be aged 11-17 while enrolled at Promise Academy; (2) meet the 'at-risk youth' definition following the At-Risk Qualifier Form and criteria maintained by ISDE; (3) are diagnosed with a serious emotional disturbance; and (4) are diagnosed as requiring residential therapeutic treatment. If Promise Academy determines a student is not eligible for enrollment, Promise Academy will notify the legal guardian who submitted the application in writing informing the legal guardian of Promise Academy's determination and the basis thereof. Promise Academy will remove the student's name and application from the equitable selection process.
7. If the number of eligible requests for admission does not exceed the number of open seats at initial enrollment (8 seats), Promise Academy will offer enrollment to all eligible prospective students and no equitable selection process shall be held.
8. If the number of eligible requests for admission exceeds the number open seats at initial enrollment (8 seats), Promise Academy will randomize all student applicants, in accordance with the in-attendance area preference identified above, and the students will be drawn at random using either index cards or an electronic sorting tool such as excel random sort. As each student is drawn, Promise Academy will place the student on the enrollment list in the order drawn. Once all names are drawn and placed on the list, the list will constitute the final selection list.
9. Promise Academy will maintain a waitlist of prospective students each year after the equitable selection process has been completed. The waitlist shall consist of students for whom no open seat is currently available. Promise Academy will maintain in the order students who participate in the equitable selection process were selected. Prospective students for whom a written request for admission was received after the enrollment deadline shall be placed on the waitlist in the

order in which the request was received, with students residing within the primary attendance area being placed above students residing outside the primary attendance area.

Initial Offers of Enrollment

1. The names of the students in highest order on the final selection list will have the highest priority for admission to Promise Academy and will be offered admission to Promise Academy until all seats are filled (8 seats for 2023-24 initial enrollment), generally as follows:
 - a. Within seven (7) business days of the equitable selection process, Promise Academy will begin making initial, written enrollment offers.
 - b. The first enrollment offer is made to the student with the highest draw order on the final selection list.
 - c. Offers for enrollment continue down the final selection list in numerical order until all open seats have been offered.
 - d. The student in the next numerical order after the last open seat has been offered begins the waitlist.
 - e. Legal guardians must be notified in writing of an offer to enroll or position on the waitlist within seven days of the equitable selection process.
 - f. If a legal guardian fails to accept an offered seat by the deadline established by the public charter school in the offer letter, the public charter school shall offer the seat to the next student on the waitlist in the applicable grade.
 - g. There shall be no carryover from year to year of the waitlist maintained to fill vacancies.
2. With respect to students selected for admission to Promise Academy, within seven (7) days after conducting the equitable selection process, Promise Academy shall send a written offer of enrollment to the legal guardian who submitted the written request for admission on behalf of the student, advising such person that the student has been selected for admission to Promise Academy and designating the date by which the offer for enrollment must be accepted by accepting, in writing, the enrollment offer.
3. To accept the enrollment offer, the legal guardian's written response accepting the offer must be returned to Promise Academy by the date designated in the offer for enrollment. All accepted offers shall be retained by Promise Academy in the student's permanent record.
4. This offer and acceptance process initiates the formal enrollment process and Promise Academy will provide all applicable enrollment paperwork and information to the legal guardian.
5. If a legal guardian receives a written offer on behalf of a student and declines admission or fails to timely sign and return such offer by the date designated in such offer letter by Promise Academy,

then the name of such student will be stricken from the final selection list, and the seat that opens will be made available to the next eligible student on the final selection list.

Requests for Admission After Initial Selection Process

When Promise Academy receives a Request for Admission for the current school year after the Initial Enrollment Deadline, Promise Academy will review the application for student eligibility. If seats are available in accordance with the 2023-24 Enrollment Capacity table below, Promise Academy will provide a written offer or enrollment to eligible applicants in accordance with the above process. If Promise Academy does not have seats available, the eligible student will be placed at the bottom of the enrollment waitlist for the current school year, considering any applicable enrollment preference.

Increasing Enrollment to 64-Student Capacity Throughout 2023-24 School Year

The 2023-24 school year is the initial year of operation for Promise Academy. Given the challenging student population Promise Academy will serve, Promise Academy will slowly and thoughtfully increase enrollment capacity throughout the school year pursuant to the table provided below.

2023-24 Enrollment Capacity – Seat Vacancies

The Promise Academy Board establishes the following seat capacities for the 2023-24 school year.

Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar-Jun
2	10	18	26	34	42	50	58

Non-Discrimination Statement

Promise Academy's Request for Admission form and enrollment web page will contain the following statement:

Promise Academy does not does not exclude, deny benefits to, or otherwise discriminate against any person on the grounds of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, marital or family status or on the basis of disability in admission to, participation in, or receipt of the services or benefits of any of its programs and activities or in employment therein, whether carried out by Promise Academy directly or through a contractor or any other entity with whom Promise Academy arranges to carry out its programs and activities.

This statement is in accordance with the provisions of Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Regulations of the U. S. Department of Health and Human Services issued pursuant to the Acts, Title 45 Code of Federal Regulations Part 80, 84, and 91; Title IX of the Education Amendments of 1972; and the Regulations of the U. S. Department of Education, Title 34 Code of Federal Regulations Part 106 and The Individuals with Disabilities Education Act of 2004.