

IVY HAWN CHARTER SCHOOL OF THE ARTS  
ADMISSION AND ENROLLMENT POLICY

Ivy Hawn Charter School of the Arts ("Ivy Hawn" or school) is committed to enrolling a diverse student population and shall abide by the provisions of the Florida Educational Equity Act and Florida Statutes prohibiting discrimination on the basis of race, color, nationality, and ethnic origin, religion, sexual orientation, disability, or gender. Copies of applications and registration forms will be made available in English and Spanish. Interpretation of the applications and registration forms into other native languages will be provided upon request.

**Residency Requirement**

Volusia county primary residency is required for initial and continued enrollment at Ivy Hawn Charter School of the Arts.

**Re-Enrollment for Current Students and Capacity Notice**

Each school year, the total capacity and total enrollment of the school will be posted on its website. The capacity will be based on the Charter Contract for the school. Seats will be made available based on this Policy and on Florida laws.

The parents and guardians of students enrolled at the school for the previous school year will be asked to submit a Letter of Intent, indicating intent to re-enroll for the upcoming year. The deadline for the Re-Enrollment Applications will be determined by the Ivy Hawn Charter School of the Arts Governing Board, and this **Re-Enrollment Deadline** will be posted on the school's website. Students whose Re-Enrollment Applications have been submitted by the Re-Enrollment Deadline will be automatically re-enrolled, so long as they have maintained eligibility requirements. Students whose Re-Enrollment Applications are not submitted by the Re-Enrollment Deadline may lose their seat for the upcoming school year.

**New Applicants and Controlled Open Enrollment for Out-of-County Applicants**

Students who are new to the school must submit an Enrollment Application. Enrollment Applications will be available on the school's website. ~~and at the school.~~ Enrollment Application must be completed in order to be considered. Student applications must be submitted through Lotterease lottery system on the school's website. Any misrepresentation on a student application of student information, status, preference or any other data shall result in that student's eligibility being revoked for that school year.

The initial due date for the Enrollment Application will be established by Ivy Hawn Charter School of the Arts Governing Board and posted on the school's website. This will be the Initial Enrollment Period. At the end of the Initial Enrollment Period, parents and guardians will be notified of acceptance. In the event the number of Enrollment Applications for eligible students exceeds the capacity for a given grade level, class, or building, the Lottery Process will be followed, as described below. If capacity is not reached for a grade level, class, or building after the Initial Enrollment Period, subsequent applications will be accepted, and additional lotteries held as dates established by the Ivy Hawn Charter School of the Arts Governing Board and posted on the school's website.

## **Lottery Process**

Ivy Hawn Charter School of the Arts shall enroll an eligible student who submits an Enrollment Application prior to the posted deadline, unless the number of applications received during the applicable enrollment period exceeds the capacity of a class or grade level. In such case, the Lottery Process will be followed.

First, Applicants with the following Enrollment Preference will be selected in the following order, as permitted by the Charter Contract and Section 1002.33(10)(d), Florida Statutes:

- Currently enrolled students.
- Students who are the children of a member of the governing board or an employee of the charter school.
- Students who are siblings of a student enrolled at the charter school.
- Students who are the children of an Ivy Hawn alum.
- Students who are the children of an active-duty member of any branch of the United States Armed Forces.
- Students currently enrolled and in good standing at Reading Edge Academy, Samsula Academy, or Burns Science and Technology Charter School

If the number of Enrollment Applicants with Enrollment preference exceeds the capacity of a grade level, class, or building, a lottery will be held among Enrollment Applicants with preferences.

Second, a lottery will be held among the Volusia County Applicants for each grade level, class, or building that exceeds the capacity. If there are any remaining applicants that are not selected in the lottery(ies), such applicants will be placed on the Ivy Hawn Charter School of the Arts Wait List in the order such Enrollment Applications were selected in the last lottery held. Students applying after the lottery will be placed on the Ivy Hawn Charter School of the Arts Wait List after students who were already placed on the Wait List. Wait Lists will not be carried over from year to year.

The Ivy Hawn Charter School of the Arts Governing Board may establish one or more Additional Enrollment Periods if there are seats remaining for any grade level, class, or building. Applicants will be processed, and lotteries held in the same manner as for the Initial Enrollment Period.

## **Registration**

Upon selection, the parent/guardian will receive registration instructions that include a detailed list of the documentation required by Ivy Hawn Charter School of the Arts and timelines that must be followed. This notification will be provided electronically to the parent/guardian email included in the Enrollment Application. If the documentation is not provided within the required timelines, the applicant's seat will be forfeited and offered to another applicant.

**Lottery Hardships**

If a student of Ivy Hawn has a lottery hardship regarding continued enrollment in Ivy Hawn, the following steps may be taken by the family;

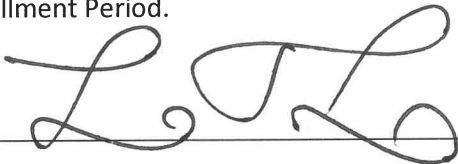
1. Meet with school administration to determine options that could be available.
2. Submit a written request to the board for a lottery hardship; based on the available options.
3. The board will discuss the lottery hardship at the next scheduled board meeting. All attempts will be made to not use the student or parent names and attempting to avoid sharing information that could identify the student. The family may elect to participate in the meeting; however, the meeting must remain open to the public.
4. The board may request additional information from school administration or from the family if needed.
5. The board will vote to determine if the lottery hardship is granted or not granted.

**Records**

Copies of all Enrollment Applications and Wait List will be maintained by the school for the time periods required by law.

**Board Chairperson Certificate**

I hereby certify that the foregoing Policy was adopted by a majority vote of a quorum of the Ivy Hawn Charter School of the Arts Governing Board at a duly noticed meeting held on 4/14/24 and that it will be effective for student admission for the 2025-2026 School Year. This policy will be reviewed annually in October of the year preceding the next Enrollment Period.

A handwritten signature in black ink, appearing to be 'L. J. L.', is written over a horizontal line.

Board Chairperson

