

Student Enrollment Policy

Catalyst will be culturally-inclusive and serve a diverse population in terms of race, ethnicity, national origin, gender, economic status, religion, home language, learning or physical disability, sexual orientation, or level of academic preparation.

Catalyst is open to all students at the appropriate age groups and grade levels who wish to attend without regard for the location of residence of students in Washington. There shall be no admission testing or other evaluation required of any applicant. Catalyst shall not charge tuition. If capacity is insufficient to enroll all students who apply to Catalyst, admission, except for existing students, shall be determined by a random, public lottery in accordance with any authorizer approved enrollment preferences and the Open Public Meetings Act.

Catalyst will include, as part of its enrollment policy, a final timeline for application and enrollment period. The table below contains tentative dates for enrolling Catalyst's founding class of scholars. This timeline provides families with ample time to make a decision and submit required enrollment paperwork and the school to ensure strong data collection systems are in place to warehouse and organize student enrollment data securely and efficiently.

a. Application and Enrollment Period

Action	Timeline/Deadline
Application Period	October 1 – First Friday in February
Admissions Lottery <i>(if needed)</i>	First Monday in February following close of application period
Notify Admitted Students	First Wednesday in February after lottery date
Intent to Enroll Forms Due	Second Wednesday in February after lottery date
Waitlist Students Notified <i>(if applicable)</i>	Second Thursday in February after lottery date
Enrollment Packets Due	March 1 (deadline rolls to Monday if March 1 is on a weekend)

Application and Enrollment Process

In the interest of reaching our target students, families, and communities, and minimizing any potential barriers to entry, the application process to Catalyst is designed to be as simple and accessible as possible. The application itself requires only information that is absolutely necessary, and it is available in languages predominantly spoken in Bremerton and the surrounding region. Catalyst staff is available and actively seek to assist any students or families in the application process.

Application and Enrollment Timeline

- **October 1** - Applications for admission to Catalyst will be made available via the school website, mailings to current parents and community members, and through various community outreach efforts.
- **First Friday in February**– Final deadline for submission of applications from new applicants. Any applications received after this date and time will be placed at the end of the lottery-generated waitlist. All applications received in person will receive a confirmation receipt. Families are welcome to mail their application, fill one out on-line, or in person at the school's office. An acknowledgement letter will be sent upon receipt of the mail or online application. If a family does not receive or keep this receipt the school is not responsible for claims that an application was sent by mail but not received by the deadline. All receipts will be closely tracked but in the unlikely event that the record is lost, the school cannot take responsibility should an application be unaccounted for and the family does not have their record.
- **First Monday in February following close of application period** – If applications exceed the number of available seats, a random lottery for each grade level will be take place. The lottery will be conducted pursuant to Washington state's charter school law (RCW 28A.710.050) and the admissions policy, once approved the authorizer. The lottery will be open to the public and attended by a representative of the Catalyst Board of Directors and a neutral auditor. After all seats have been filled for each grade level, a lottery-generated waiting list will be created for each grade level, placing students in the order which their ticket was drawn. The waitlist will be valid for one year.
- **On-going** – If capacity is not reached by the application deadline, students will be enrolled to the school on a rolling basis. If and when the number of students surpasses the number of seats, students who submit applications after capacity is reached will be added to a waitlist, in the order that the school received their application.
- **First Wednesday in February after lottery date** - After the lottery is complete, all parents will be notified of the results of the lottery within 48 hours. Parents of accepted children will receive an **Intent to Enroll form**, which can either be picked up at the school, or mailed to the parent with a return envelope and postage included. School staff will be available to assist families with the completion of Intent to Enroll forms as necessary. Completion of the Intent to Enroll form guarantees the student a spot in the school and once a family submits and Intent to Enroll form this will receive an **Enrollment Packet**. Students who have been placed on the waiting list will also be notified of such placement within 48 hours of the lottery.
- **Second Wednesday in February after lottery date** - Completed Intent to Enroll forms must be returned to the school. If mailed, the Intent to Enroll form must be postmarked by this date.
- Before the due date for the Intent to Enroll forms, Catalyst will attempt to verify personally with each parent by phone or at home if they intend to accept a seat at the school and encourage them to submit their Intent to Enroll form. If the school is unsuccessful in contacting the family for verification or is not in receipt of an Intent to Enroll form, the family will then give up the seat and the student's name will be placed at the end of the lottery-generated the waitlist.
- If there are still seats available after the Intent to Enroll deadline, the school will begin accepting students on the waitlist. After all seats have been assigned, the lottery-generated wait list will be utilized for the remaining students who have registered if a seat should open. In all cases, Catalyst will adhere to all schedules and requirements pursuant to Washington State law concerning the recruitment and enrollment of students.

- **March 1** – Enrollment packets are due for lottery-selected students. If students are enrolled on a rolling basis, enrollment packet deadlines will be set accordingly to give families ample time to gather the necessary documentation. Late paperwork for admission and enrollment shall result in loss of opportunity for enrollment preferences as listed below, and may result in loss of opportunity for admission, but will be reserved in the case that the waiting list is completely exhausted in each year. Catalyst will provide extensive support to families, including holding office hours, home visits and Family Enrollment Events, to ensure all paperwork is received on time.
- The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. If there is an available seat, Catalyst will immediately enroll any homeless student, and will not delay or prevent the enrollment of a homeless student due to the lack of school or immunization records. If enrollment is at capacity, the student will be placed at the top of the waitlist and admitted as soon as a seat opens.

b. Student Recruitment Plan for Admission

Catalyst is committed to being culturally-inclusive and serving a diverse population in terms of race, ethnicity, national origin, gender, economic status, religion, home language, learning or physical disability, sexual orientation, or level of academic preparation. Catalyst's recruitment efforts will support the goal of serving historically marginalized groups and communities, students from economically disadvantaged families, and students attending underperforming schools. Catalyst will also actively recruit military families and their children.

The information sessions, home visits, and the application packet for admission to Catalyst shall include information that allows students and parents to be informed about Catalyst's operation as a charter school, its educational program, the academic and behavioral expectations of students, and the rights and responsibilities of students and parents who wish to join the Catalyst community.

Community Communication and Notification (July – September)

All communication from Catalyst will be in English and Spanish, whenever possible. Other languages will be added, as needed. The following will also be implemented:

- Catalyst will place paid advertisements in local print media. The ads will announce that the school is public and tuition-free, accepting applications, contact information and dates, and times/locations for recruitment events.
- Catalyst will seek to include recruitment events and application deadlines on community calendars (print and electronic when available).
- If the addresses are available for students enrolled in target areas schools and preschools, Catalyst will mail postcards to each residence. The postcard will announce that Catalyst is accepting applications, contact information and dates, and times/locations for recruitment events.
- Catalyst will have a table set up at all major community events, fairs, farmers markets, celebrations, and parades to spread the word about Catalyst.
- Catalyst will be present in apartment buildings/complexes and in affordable housing communities, such as:
 - Bay Vista Housing Development

- Nollwood Housing Development
- Shadow Creek Apartments
- Tamarack Apartments
- Tara Heights
- Winfield Apartments
- Wright Court
- Catalyst will work with the faith-based community to present to full congregations.
- Catalyst will run a digital media marketing campaign with quick access to the Catalyst charter application and maintain a website that includes detailed information and updates on the school, recruitment, application process, and deadlines.
- Catalyst will post fliers announcing recruitment events at various public facilities frequented by school-aged students and families and set up tables at the entry to share more information at the following locations:
 - Marvin Williams Community Center
 - Coffee Oasis locations
 - Kitsap Immigration Assistance Center
 - Local restaurants and other community services
 - Organizations that serve Catalyst's target populations (recreation centers, libraries, athletic venues, and schools)
 - If allowed, Catalyst will place announcements in the parent newsletters or other communications at pre-schools and elementary schools that will feed into Catalyst. The announcements will state that the school is accepting applications, contact information and dates, and times/ locations for recruitment events.

Recruitment Events

Each open house will include a presentation that provides a detailed description of Catalyst and its educational model. Participants will have an opportunity to provide feedback on defined aspects of the Catalyst program and ask questions in a large group setting or on a more individual basis. Participants will also have an opportunity to share ideas and ask questions through non-verbal means, to ensure all voices are given space to contribute. Participants will be given an application for admission and extensive written explanation of the school and its programs. The entire event and all written materials will be translated into Spanish and other languages as needed.

Beginning in November of each year and concluding in the spring, Catalyst will host a frequent, small group question-and-answer session for the parents of prospective students. The session will be facilitated by a representative from the school. During the session, participants will be given the written materials and application provided at the open house. In subsequent years, they will have an opportunity to observe our classes in session and ask individual questions.

Catalyst will request to be one of the schools included in any annual pre-school fairs in early childhood programs serving Bremerton families.

Catalyst will request the opportunity to present or be a part of any other elementary information opportunities or events hosted by the target schools or districts.

Conditions of Enrollment

Catalyst shall have the following requirements that must be met by each student and his or her family before enrollment is complete:

- Complete enrollment/registration forms including student data sheet, emergency information cards and other required documents.
- Provide records documenting immunizations required by public schools.
- Admission tests will not be required; however, assessments will be administered following enrollment to determine personalized learning plans. These tests will serve as diagnostics of students' reading, writing and math skills. Catalyst will use a student information system to process enrollment as the student body grows.
- Typically, students will be placed in the grade level that is most appropriate for them given their age as well as prior year's grade placement. If families would like for their students to repeat a grade that decision will be made collaboratively with the family and Catalyst staff.

c. Lottery Procedures

The lottery will, generally, follow the order below:

- Current students are automatically re-enrolled to the next grade.
- If spaces are available, and once an application is completed and duly submitted, siblings of currently enrolled students will be automatically enrolled. If a grade has more sibling applicants than openings, sibling applicants will be drawn at random.
- New applicants are drawn completely for each grade, beginning with the lowest entry grade, until all applicants are placed in a grade or the waiting list. As applicants are drawn and enrolled, siblings will also be immediately enrolled.
- After all spaces are filled, the drawing continues to determine the order of the waiting list.

Lottery rules, deadlines, dates and times for the lottery will be communicated in the admission applications and on Catalyst's website. Public notice for the date and time of any lottery will be posted once the application deadline has passed. Catalyst will inform parents of all applicants and all interested parties of the rules to be followed during the lottery process, location, date, and time via mail or email at least two weeks prior to the lottery date.

d. Weighted Enrollment Preference

Catalyst will grant an enrollment preference to siblings of currently-enrolled students, with any remaining enrollments allocated through a lottery per RCW 28A.710.050(3). Before the lottery, the approved weighted enrollment preferences will be published and available for families to review and all applicable rules and guidelines will be followed.

e. Waiting Lists, Withdrawals, Reenrollment, and Transfers

Waiting Lists

Using the lottery and waitlist process outlined above, Catalyst will notify families of available spots in a timely, systematic way. Students will be taken off the waitlist in the order they are placed. This waitlist will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a waitlist carry over to the following school year.

Re-Enrollments

Students are assumed to be returning to the school each fall unless the school is informed otherwise. Re-enrollment of currently enrolled students is automatic and the school will issue Intent to Renew Enrollment forms to confirm student status. Re-enrollment of previously enrolled Catalyst students that have unenrolled will be dependent upon capacity. The student may be placed on the waitlist.

Withdrawals

To withdraw a student, the parent/guardian informs the school in writing that the student is transferring and indicates the school to which s/he is transferring. Catalyst is a school of choice and it is critical that all students and their parents review the school closely before deciding to enroll. We realize there may be circumstances in which a parent or guardian wishes to transfer their child to a different school. In these instances, Catalyst personnel will offer to meet with the family to discuss the reasons for the desired withdrawal from the school and seek solutions to any problems within the school community. If the parent or guardian still wishes to transfer their child to another school, staff at Catalyst will make every reasonable effort to help the student find a school that better serves the family's desires. Catalyst will ensure the timely transfer of any necessary school records to the student's new school.

Transfers

Students who wish to transfer to Catalyst will be placed on the waiting list and notified when an opening exists. Students that enter mid-year will be supported with acculturation (see ***Section 8: School Culture***).

f. Admission Criteria Specific to Kindergarten

- Standard age criteria for Kindergarten: Subject to allowed age exemption, students must reach age 5 by August 31 to be qualified to enroll in kindergarten at Catalyst Public Schools
- Age exemption criteria for Kindergarten: Students who are 5 years of age by October 1 of the year of enrollment are eligible for early entrance to Catalyst's kindergarten program, as approved by the Washington State Charter Schools Commission. Early entrance to kindergarten is intended to serve students who are ready to succeed in kindergarten, with the general expectation that early entrance kindergarten students will typically enroll in first grade the following year. Early entrance to kindergarten at Catalyst Public Schools is subject to applicable law as well as applicable Commission policies or application requirements.