

EVERMAN COLLEGIATE HIGH SCHOOL

Sean Milligan, Ed. D., Principal Lora B. Macaulay, Counselor

1000 South Race Street, Everman, Texas 76140 817-568-5251

1. The ECHS recruitment and enrollment processes shall identify, recruit, and enroll the subpopulations of at-risk students (as defined by PEIMS), including, but not limited to, students who are of limited English proficiency, students with disabilities, or students who have failed a state administered assessment. Enrollment decisions shall not be based on state assessment scores, discipline history, teacher recommendation, parent or student essays, minimum grade point average (GPA), or other criteria that create barriers for student enrollment.
2. The ECHS shall identify, recruit, and enroll subpopulations (in addition to those who are at risk as defined by PEIMS) that are historically underrepresented in college courses (e.g., first generation college goers, students of low socioeconomic status, African American, Hispanic, Native American.)
3. The ECHS shall clearly document recruitment and enrollment policies and practices; refining and improving them annually based on data reviews.
4. Recruitment and enrollment processes (including marketing and recruitment plans, materials, and timelines) shall include input from key stakeholders (e.g., parents and community members; postsecondary partners); target student populations as described in 1 and 2 above; and include regular activities to educate students, counselors, principals, parents, and school board and community members.
5. For admissions, the ECHS shall use either a performance-blind, open-access lottery system that encourages and considers applications from all students (all students have an equal opportunity for acceptance, regardless of background or academic performance) or a weighted lottery that favors students who are at risk or who are part of the targeted subpopulations for the ECHS.

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Recruitment Plan

Everman Collegiate High School begins the recruitment process in November. The Everman CHS principal and Everman CHS counselor meets with the Everman Junior High leadership team to coordinate interest presentations and providing applications to current 8th graders. In January, the Everman CHS principal and Everman CHS counselor, plus current ECHS students, spend two to three days at the junior high school doing presentations. This ensures that our recruitment efforts reach all students.

The Baxter Junior High School counselors meet with students who match the target population of at-risk students including, but not limited to, students who are of limited English proficiency, students with disabilities, or students who have failed a state administered assessment (Benchmark 1). Also, students who are historically underrepresented in college courses such as first generation college goers, economically disadvantaged youth, Hispanic, African American, and Native American are identified and the BJH counselor and junior high AVID teacher meet with them to encourage them to complete an application. All students who complete the form are invited to a meeting with a ECHS team member. Parents and students have the opportunity to ask questions about Everman's program.

At this point, we contact any student/parent who is on our match list but did not complete a form and/or did not attend a 1-to-1 meeting. They are encouraged to schedule a meeting with a Everman CHS staff member to become better aware of Everman CHS's program and all that it has to offer.

Throughout the school year, Everman CHS maintains a spreadsheet of names and phone numbers of those who have called to ask questions concerning ECHS. Anyone on this list receives a phone call and an email to invite them to an information session.

Part of the enrollment process includes disaggregating the data of the incoming freshmen class to track the requirements as defined by state benchmark guidelines.

The recruitment and enrollment process is examined each year during the end of the year teacher work day. We review all of our disaggregated data and discuss as a team what we want to keep and what we would like to refine. This review may include:

- Review attendance at various events and discuss ways to improve attendance
 - o Open House
 - o 1-to-1 meetings
 - o Individual Spanish presentations
- Review our daily attendance percentages and ways to improve student attendance
- Review and refine our presentations
- Review and refine our print materials
- Finalize our media plan

- Survey parents of our current 9th graders for their feedback on the recruitment process
- Survey our current 9th graders for their feedback on the recruitment process
- Ask for input from our Campus Education Improvement Committee (CEIC)

Everman Collegiate High School Recruitment Plan

November 2018 – Strategy meeting between ECHS leadership team and Baxter Junior High leadership team to plan information sessions.

January 29-31, 2019 - All BJH 8th graders will attend ECHS presentations

February 1st – Submissions of application for 2018-2019 begins

- Peachjar flyers and district callouts to parents/guardians notifying application process (English/Spanish)

Parent Presentation

Thursday, January 31, 2018 6:00 PM

APPLICATION DUE DATE

February 15, 2019

STUDENT INTERVIEWS-all students will have an interview

March 5, 2019 6:00 PM-8:00 PM

March 6, 2019 6:00 PM-8:00 PM

March 19, 2019 6:00 PM-8:00 PM

Additional interviews as needed

LETTERS

We will begin to send notifications letters on March 25, 2019

COUNSELOR VISITS BJH TO CREATE SCHEDULES

April, 2019 BJH Visit for 9th grade schedule

April, 2019 out of district 9th grade schedule day

Timeline

Everman Collegiate HS Recruitment, Parent Outreach, and Enrollment Events

| Date | Event | Description |
|----------------|---------------------------------|--|
| November, 2018 | ECHS/Baxter JH Planning Meeting | Meeting between ECHS and BJH leadership to plan and coordinate recruitment plan. |

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| January 29-31, 2018 | Everman Collegiate HS presentation to Baxter Junior High 8 th graders | Everman Collegiate HS students do presentations at the junior high school that cover clubs, benefits, and curriculum. All middle school students attend. Provide information about the benefits of attending ECHS. |
| January 31, 2018 at 6 pm | ECHS Parent Night | Information meeting for 8 th grade parents/guardians to share information regarding the benefits of attending ECHS. ECHS students do presentations that cover clubs, benefits, and curriculum. |
| January/February | Flyers & Callouts | All parents/guardians of Baxter Junior High 8 th grade students were mailed a flyer with information about attending ECHS |
| March 5, 2019, from 6pm-8pm; March 6, 2019, from 6:00 pm to 8:00 pm; March 19, 2019 from 6:00 pm to 8:00 pm | Student interviews | Students interested in attending Everman Collegiate High School next school year will have a 1 on 1 meeting with ECHS leadership, parents and prospective student. |
| June 2019 | Summer Bridge Program | Incoming freshmen are required to attend a month long academy. This academy focuses on study skills, time management, and team building. Staff from ECHS engages students in TSI prep and testing. Students meet with their teachers to start to build trust and relationships. At the conclusion of each day, students reflect on their experiences. |