

Eagle's Nest Academy

Admission and Enrollment Policy

Admission to Eagle's Nest Academy (ENA) shall be open to all age appropriate children for grade levels offered in accordance with ENA's charter contract (kindergarten-third grade for school year 2015-16). Admittance is without charge for tuition and without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, gender, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student.

ENA will remove barriers to the enrollment and retention in school of children experiencing homelessness by developing and implementing practices and procedures consistent with the McKinney-Vento Homeless Education Assistance Act and applicable state law. The school will ensure that all identified homeless children and unaccompanied youth receive a free and appropriate education and are given meaningful opportunities to succeed in the school.

It is the policy of the Board that its educational service provider develop and implement practices and procedures that control the admission and enrollment of students, including public notice, and a random selection drawing (lottery) to be used when the number of applicants exceed the number of available spaces for each grade offered. Detailed application, lottery, and admission practices and procedures shall be available to parents and the general public at the school office and on its website. The Board will annually approve offered seats and maximum class size of ENA.

Eagle's Nest Academy Admission and Enrollment: Practices and Procedures

ENA will comply with all applicable federal and state laws related to admissions and enrollment.

Non-Discrimination

ENA will not discriminate on the basis of intellectual or athletic abilities, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, gender, color, national origin or any other basis that would be illegal for an existing public school.

Open Enrollment Period and Notice The Open Enrollment Period for the first year of operation will occur between March 2, 2015 and April 24, 2015. In all subsequent years, the Open Enrollment Period for the following school year is from the first day of school of the current school year until 5:00 PM on the last day of business in February of the current school year. Open Enrollment parent information meetings will be scheduled during day time hours, in the evenings after 5:00 PM and also include some weekend times. Notice of the Open Enrollment Period and application process will be designed to inform the persons most likely go be interested in the school.

ENA will provide notice of Open Enrollment on its website and by:

- Printing a legal notice of the Open Enrollment Period in a local newspaper of general circulation
- Mailing a written notice of the Open Enrollment Period and an application to all families who inquire about school enrollment
- Posting a written notice of the Open Enrollment Period at the ENA office
- In addition, notice of the Open Enrollment Period may be provided by other means

As part of the enrollment process, school staff will communicate opportunities to meet with prospective families and students in a timely manner and prior to the first day of school.

Application Procedures

Interested parties may obtain applications at the ENA website and the ENA office. Applications will be mailed, emailed or faxed to anyone requesting and application by telephone.

Applications for the current school year will be accepted until the end of the current school year and available seats will be filled. Applications for the subsequent school year are received during and after the Open Enrollment Period. If applications received

during the Open Enrollment Period exceed offered seats in any grade level, a random selection process (lottery) will take place for all affected grade levels within two weeks of the end of the Open Enrollment Period. If applications received are fewer than offered seats in each grade level, all eligible applicants will be accepted and a random selection process (lottery) will not be conducted.

All applications received after the Open Enrollment Period will not be eligible to participate in the random selection process, and will be added to the end of the accepted list if offered seats are still available after the random selection process, or to the resulting waiting list created at the time of the random selection process.

Accepted applicants must confirm their intent to attend the school within four weeks of acceptance by returning certain initial forms, including an Admissions Form and an Official Release of Records Form. The school will send letters to parents reminding them of this obligation in order to enroll their child. The school will send all applicants a notice to inform parents/guardians that if their child does not attend the first day of school or call in to request an excused absence by the date and time indicated, the student will forfeit his/her registered status in the school and will not be enrolled. The school may attempt to call all applicants who have not responded to inquire whether the child is still planning to attend ENA.

Once students are enrolled and continue to be enrolled, they will remain eligible to be re-enrolled at ENA for successive years without having to re-enter the random selection process. However, parents/guardians will be requested to complete a re-enrollment form by the end of the Open Enrollment Period showing intent to re-enroll for the subsequent school year. All applicants on a waiting list must re-submit an application for the following school year during the Open Enrollment Period.

Random Selection Process

The random selection process (lottery) shall be open to the public, and the school will notify all applicants affected of the time and place. Three neutral third party people will conduct the drawing. The neutral third parties must not be related to any prospective student or family, current student, or ENA or management company staff member, Each applicant will be given a number. Each number will be randomly selected until all offered seats have been filled. Any remaining numbers will be randomly selected to establish waiting list priority used to fill available offered seats prior to and during the school year for which the student applied. After all eligible names (numbers) have been randomly selected; ENA will add the names of applicants who submitted applications after the Open Enrollment Period in the order in which they were received. The random selection process will be video recorded and in the event of any discrepancy, the video recording will be the official record of placement of students.

Class Size and Offered Seats

Class size and offered seats will be determined by the ENA School Board of Directors each year. In order to provide for student attrition (re-enrolling students whose parents indicate that they will be returning, but do not attend on the first day of school and provide no notice of absence) and erosion (new students who have been accepted for offered seats but are absent without excuse on the first day of school), ENA may over-subscribe grades. The number of students to be over-subscribed will be determined based on historical and forecasted attrition and erosion. In addition, the number of classrooms may fluctuate in the event the number of students enrolled warrants the increase or decrease in number of classrooms. In no event will over-subscription, or fluctuations in the number of classrooms result in a violation of any provision or limit contained within ENA's charter contract or applicable law.

Enrollment Preferences

Enrollment preference is as follows:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Siblings of students selected in the random selection process (if applicable)
4. Children of employees of ENA, or the ENA board
5. All remaining applicants

If permitted by law, other enrollment preferences may be granted. If a student is selected for a grade level that still has offered seats available and the student has a sibling applying for a grade that no longer has offered seats available, the student will be accepted for his/her grade level and the student's sibling will be placed on the waiting list for his/her grade level with sibling preference. Therefore, while sibling preference applies, siblings are not guaranteed a seat.

Procedural Steps

Step 1: Set-up: Grade level lists will be developed in the order that applications are received. Included on the list are notations of siblings who are also in the application process.

Step 2: Admission of Students Applying for Over-Subscribed Grade Levels:

Each student in an over-subscribed grade will be assigned a number. That number will be used in lieu of the student's name during the random selection process. Parents/guardians will be notified of the event and their child's number. Three neutral party people will first conduct the drawing for the order (if applicable) of the over-subscribed grades that will be included in the random selection process. After the initial grade's student numbers have been selected,

all siblings involved in the application process in over-subscribed grades will be automatically accepted and added to the grade level list before the random selection occurs. This process of sibling preference continues until all grade levels are drawn. If a sibling's grade has been drawn previously and he/she was not accepted, he/she will be moved up the grade level waiting list for sibling preference.

Step 3: Waiting List Priority

Students will continue to be randomly selected until all numbers are selected. After a grade level's seats are filled, all remaining numbers (names) will be placed on the waiting list in the order in which they were selected. Applications received after the Open Enrollment Period will be added to the end of the waiting list for the appropriate grade in the order in which they were received.

When a seat becomes available in a particular grade due to attrition, erosion, or other event, and that particular grade has a waiting list, that available seat will be filled by the first student on the waiting list for that particular grade. If a waiting list does not exist for that particular grade, but exists for another grade, ENA may (subject to applicable enrollment limits and board approved offered seats) fill the available seat using the first student on the waiting list in the different grade, the grade deemed most beneficial to student and school, considering class size, teacher capacity, and other school operational factors.

Appeals

Any parent or guardian who wishes to contest or appeal any aspect of the random selection process may do so in writing to the ENA School Board and sent to the school's address. Following receipt of the parent/guardian's written appeal, a School Board designee will contact the parent/guardian to discuss the concern or objection. Final decisions will be made by the School Board.