



ENROLLMENT POLICY AND PROCEDURES

Governing Law: Admission policies and procedures, consistent with [Education Code Section 47605.6] subdivision (e). Education Code Section 47605.6(b)(5)(M)

Nevada City School of the Arts (NCSA) actively seeks a diverse student population that understands and values the Charter School's mission and is committed to the Charter School's instructional and operational philosophy. Admission to the Charter School is open to any resident of the State of California and the Charter School shall admit all pupils who wish to attend the Charter School, subject to capacity. No test or assessment shall be administered to students prior to acceptance and enrollment into the Charter School. The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or their parent or legal guardian within the state. Prospective students and their parents or guardians will be briefed regarding the Charter School's instructional and operational philosophy and will be given a summary of the Charter School's student-related policies. Admission procedures outlined in the Board-approved enrollment policy are strictly followed. In accordance with Education Code Sections 49011 and 47605.6(e)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

The Charter School will be nonsectarian in its programs, admission policies, , and all other operations, and shall not charge tuition nor discriminate against any pupil based upon any of the characteristics listed in Education Code Section 220. The Charter School shall not require a parent/legal guardian/student to provide information regarding a pupil's disability, gender, gender identity, gender expression, nationality, legal or economic status, English Learner status, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or any other information that would violate federal or state law, prior to admission, participation in any admissions or attendance lottery, or pre-enrollment event or process, or as a condition of admission or enrollment. The Charter School may request, at the time of, and as part of, conducting its lottery process, the provision of information necessary to apply specific admissions preferences set forth herein.

In accordance with Education Code Section 47605.6(e)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605.6(e)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English Learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Education Code Section 47605.6(e)(4)(C), the Charter School shall not



encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil of because the pupil exhibits any of the characteristics described in Education Code Section 47605.6(e)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605.6(e)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Education Code Section 47605.6(e)(4), and make this notice available to parents.

The Charter School shall adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths. The Charter School shall provide specific information, in its outreach materials, websites, at community meetings, open forums, and regional center meetings, that notifies parents/guardians that the Charter School is open to enroll and provide services for all students and provides a contact number for access to additional information regarding enrollment. The Charter School shall comply with all applicable provisions of Education Code Sections 48850 – 48859.

Application Process and Public Random Drawing

A. Determining Capacity

The Charter schools' Board or School Director will annually determine the capacity, or maximum enrollment, by "grade level" (by specific grade level or encompassing all grade levels served) for each school year based on, among other factors, the annual budget, staffing, applicable legal requirements, and available resources prior to the start of the Open Enrollment Period. The School Director may update the Charter Schools' capacity throughout the year as needed to meet the needs of the Charter School.

B. Notice of Open Enrollment and Application Deadline

The School Director will set an Open Enrollment Period each year. Public notice of the Open Enrollment Period and lottery rules, deadlines, dates, and times will be communicated in the enrollment applications and on the Charter School's website.

Applications will be accepted during the publicly advertised open enrollment period each year for enrollment in the following school year.

Public notice for the date and time of the lottery will also be posted once the application deadline has passed. The Charter School will inform parents/guardians of all applicants and all interested parties of the rules to be followed during the lottery process via mail or email at least two weeks prior to the lottery date. The Charter School will provide sufficient notice to applicants if the Charter School finds it necessary to change the lottery date.



C. Lottery

Following the open enrollment period each year, which is published on the the website, applicants shall be counted to determine whether any grade level has received more applications than availability.

In the event that this happens, the Charter School will hold a lottery to determine admission for the impacted grade level, with the exception of existing students, who are guaranteed admission for the following school year. Admission preferences in the case of a lottery drawing shall be given to the following students in the following order:

1. Children of employees at NCSA
2. Siblings of students admitted to or attending NCSA and grandchildren of employees at NCSA
3. Siblings/children of alumni of NCSA
4. Students currently enrolled at Margaret G Scotten School
5. Students who reside within the Grass Valley School District
6. Students who have remained on the waitlist for 2 or more consecutive years
7. Residents of Nevada County
8. All other applicants

The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed. The lottery will be run on a widely-publicized date via “Lotterease” an online program that is transparent and open to the public.

Acceptance of Enrollment – April-August (For Following School Year)

After the lottery draw, parents of students to whom an offer of admission is extended will be contacted and given a maximum of two (2) business days to accept the spot (verbally or in writing). If the family does not accept the spot within the allotted time, the student’s name will be removed from the list, and the next child on the waiting list will be offered the available position.

In addition to accepting the offer within two (2) business days of notification of an open spot, parents must complete the registration packet enrolling their student for the new school year. This registration packet is emailed out following the verbal acceptance and is expected to be returned fourteen (14) calendar days from the date of acceptance. If it is not received by that time, the student will be removed from the waitlist and the next child on the waitlist will be offered the opening. Charter School shall not request a pupil’s academic records or require the family to submit the pupil’s academic records before enrollment in accordance with Education Code section 47605(e).

If a student is extended an offer of admission due to one of the preferences noted in this Policy and the Charter School’s charter, the Charter School may request supporting documentation as part of the enrollment process. The Charter School will conduct a

verification of such documentation before finalizing the student's enrollment and may disqualify an applicant who submitted materially false information. Admission offers are valid only for the academic year for which the lottery is conducted. There is no option to defer an offer of enrollment.

Acceptance of Enrollment – August-April (For Current School Year)

When an opening becomes available, parents/guardians of student applicants will be contacted and given two (2) business days to respond. If they do not accept the opening or respond within the allotted time, the student's name will be removed from the list, and the next person on the waiting list will be offered the available position. If circumstances are such that the reason for refusal is poor timing of the transfer, the parent may request for their child to be added to the bottom of the waitlist.

Registration Packet

The Registration Packet shall include, but is not limited to, the following:

- Authorization for the Charter School to request and receive student records from all schools the student has previously attended or is currently attending;
- Proof of compliance with state-required immunization requirements, or valid medical exemption
- Proof of health and oral examinations required by the Health and Safety Code, unless waived in writing by the parent/guardian;
- Proof of minimum age requirements;
- Proof of residency;
- Indication of whether the student may require special education or related services, the student's home language and whether the student may be an English language learner;
- Emergency medical information form;
- Emergency Contact Card;
- Free or Reduced Lunch Meal Application;
- Indication of whether the student has been expelled from a prior school;
- Physician's Authorization to administer medication, if applicable; and
- Homeless Questionnaire

If an applicant fails to timely complete the registration process, the spot will be filled from the waitlists, and the student will be presumed to no longer have interest in enrolling with the Charter School.

Waitlist Management

If a spot becomes available because an accepted student declines admission or fails to timely complete the enrollment process, a student leaves the Charter School after the start of the



academic year, or as spots become available, the Charter School may notify families on the waitlist in the order they appear on the waitlist.

They will continue to receive email updates any time their child moves on the waitlist.

If there is no waitlist and there is capacity during the school year, the Charter School shall admit applicants in accordance with the Charter School's charter petition and applicable law. If the Charter School did not conduct a lottery because spots were available but were oversubscribed during the school year, the Charter School will create a waitlist and add students to the waitlist on a first-come, first-served basis.

Charter School waitlists shall not carry over from one year to the next. Students who have not been admitted will be required to submit a new enrollment application for the next school year and are required to participate in the lottery if space is limited.

PLEASE NOTE:

- Students remaining on the waiting list at the end of a school year do not have any priority for the following school year. If they would like to be included in the lottery for the following year parents must re-apply prior to the close of enrollment.
- Students wishing to transfer to NCSA during the course of the school year will not be enrolled until they have completed an intake meeting with the school director and teacher.
- Enrollment for the current school year closes on March 1st - NCSA does not accept any students for the current school year after that date.
- Students enrolled in Transitional Kindergarten have enrolled student priority and will automatically advance into Kindergarten the following year.
- Applications for 8th Grade will not be accepted after the third (3rd) Friday of September.
- Students who have left NCSA, and wish to return, will still be required to follow the standard order of priority as outlined above.

Exit Policy:

1. We ask parents/guardians to let us know when their children will no longer attend NCSA. Because a student is not allowed to be enrolled in two schools at the same time, if we receive an official student cumulative file request from another school, the student will be automatically withdrawn from enrollment at NCSA.
2. If the parent/guardian notifies the Enrollment Coordinator that their student will no longer attend NCSA by phone, email, or any other communication, the student will be withdrawn from enrollment as of the date discussed and their spot will be filled.