

Nord Country School

BP 5010 – Admissions and Enrollment

1.0 Purpose

- 1.1 The Nord Country School Board seeks to attract, enroll, and retain the broadest spectrum of students and families representative of the rich diversity existing in the county.
- 1.2 The School will be nonsectarian in its programs, admission policies, employment practices, and all other operations; the charter program will not charge tuition and the school will not discriminate in admissions or outreach against any pupil on the basis of ethnicity, national origin, gender, or disability.

2.0 Scope

2.1 Open Enrollment Period

- 2.1.1 Each school year, a period of open enrollment shall be identified during which the School shall encourage applications for enrollment to be filed with the School for the following fall. This period shall run for a minimum of two weeks.
- 2.1.2 At the end of the open enrollment period, if needed, a lottery will be held to determine new student enrollment and waiting list placement for unsuccessful applicants.

2.2 Eligibility

- 2.2.1 All students must be fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- 2.2.2 All kindergarten students must be age 5 on or before September 1 of the school year in which he/she seeks enrollment.
- 2.2.3 For those children who do not meet the minimum age for admission into kindergarten, the School offers a voluntary transitional kindergarten (TK) program for eligible children. The TK program is a two-year program operated within the kindergarten program. TK students turn 5 after September 1 and on or before December 2 of the school year in which he/she seeks enrollment.
- 2.2.4 All students must be at least age 6 by September 1 of the school year in which he/she seeks enrollment in first grade.
- 2.2.5 No student may concurrently attend a private school that charges the student's family for tuition.
- 2.2.6 All students shall be documented as residents of the State of California. Documentation of this shall be maintained in the School's files.
- 2.2.7 No student will be admitted during the term of an expulsion for bringing to or possessing a firearm at any school, unless the Administrator makes a determination based on the specific facts of the situation in accordance with the School's discipline policy.

2.3 Application for Admission

- 2.3.1 Complete applications for admission must be timely submitted to the School no later than the deadline published for that school year.
- 2.3.2 The application for admission shall include, but is not limited to, the following:
 - 2.3.2.1 Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;
 - 2.3.2.2 Proof of full immunization or exception from the requirement;
 - 2.3.2.3 Proof of health examinations required by the Health and Safety Code;
 - 2.3.2.4 Proof of age with the application for admission through documents such as the following: birth records, statements by the local registrar of a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian or a passport.
 - 2.3.2.5 Proof of residency through documents such as the following: parent or guardian's drivers' license, ID card or DMV printout, a copy of a lease, utility bill or similar showing the address of the residence, etc, California tax returns giving California as the home address (within acceptable dates), car registration and/or car insurance, California health insurance or Medi-Cal ID;
 - 2.3.2.6 If any information provided by the parents/guardians could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

2.4 Admissions

- 2.4.1 Nord Country School is a free, public school open to all eligible students.
- 2.4.2 The Administrator or designee shall be responsible for defining procedures for gathering and maintaining all required documentation for legally enrolling a student in the School.
- 2.4.3 Applications for admission will be accepted throughout the open enrollment period preceding the school year for which the application pertains.
- 2.4.4 If the number of pupils who wish to attend the charter school exceeds the School's capacity, enrollment, except for existing pupils of the School, shall be determined by a public random drawing.
- 2.4.5 A waiting list shall be maintained for students not successful in the lottery process and for those applying for admission after the open enrollment period has ended.

- 2.4.6 Kindergarten applicants five (5) years old as of September 1 of the application school year will be given preference over applicants not yet five (5) years old. This qualification shall apply to all enrollment priorities listed below in this policy.
 - 2.4.7 Admissions and waiting list maintenance shall follow the enrollment priorities as described below and in the Charter Petition.
- 2.5 Enrollment Priority
- 2.5.1 Siblings of students currently enrolled in the school will be given first priority.
 - 2.5.2 Children of current staff (not to exceed 10% of the total student population) are given second priority.
 - 2.5.3 Children living within the Nord Community are given third priority.
 - 2.5.4 Children of Nord Country School alumni are given fourth priority.
 - 2.5.5 Children residing within the CUSD District boundaries are given fifth priority.
- 2.6 Lottery Process
- 2.6.1 Should a lottery be necessary to determine new student enrollment and waiting list placement, such lottery will be advertised to parents and held in public.
 - 2.6.2 The Administrator or designee shall create procedures to ensure the creation of a legal and fair lottery and wait list for each grade or class, ordered by both enrollment priority and lottery number.
 - 2.6.3 Immediately following the lottery and wait list assignments, families shall be notified of their student's eligibility to enroll. Parents will then have two (2) business days to complete the enrollment process or their spot will go to the first application on the wait list.
- 2.7 Wait List
- 2.7.1 The wait list will be maintained using the enrollment priorities specified in this policy as well as in the Nord Country School Charter Petition.
 - 2.7.2 If an applicant on the wait list successfully enrolls in the school, his or her siblings on the wait list shall be moved to the top of the list behind any other applicants already on the list holding that same enrollment priority.
 - 2.7.3 Once on the wait list, an applicant will remain on the wait list until offered a spot in the School or they express no further interest in enrolling at the School. The wait list is generated annually and applicants are not automatically rolled from one year's wait list to another year's wait list. Applications are filed annually.
 - 2.7.4 If an applicant on the wait list is offered a position, they must accept that position within two (2) business days. If they decline, they may choose to be removed from the wait list or placed at the bottom of the wait list.
 - 2.7.5 Applications arriving after the lottery is complete shall be placed at the end of the wait list, in order of their priority according to application submission date.

3.0 Adoption and Review

- 3.1 Originally Adopted: 3/15/2007
- 3.2 Most Recent Revision: 02/24/2021