

# **NORTHEAST CLAIBORNE CHARTER SCHOOL**

## **ADMISSIONS POLICY**

### **INTRODUCTION**

The admission policy of students to Northeast Claiborne Charter School is essential to the core mission that despite socio-economic status, race, disability, or privilege every student can learn and will learn given a caring and nurturing environment where community values are the cornerstone of the school environment. Northeast Claiborne Charter School shall not limit admissions based on race, religion, gender, ethnicity, national origin, intelligence level as ascertained by an intelligence quotient examination, or identification as a child with an exceptionality as defined in R.S. 17:1942(B). The purpose of the admissions policy is to define the procedures that shall apply regarding all admissions to Northeast Claiborne Charter School.

### **ENROLLMENT PLAN**

First year beginning enrollment of Northeast Claiborne Charter School will be 120 students with annual increase of no more than 10 students until a maximum of 150 students is reached. The slots filled are based on availability by grade in agreement by Junction City School District. All students residing in Claiborne and Union Parishes are eligible for enrollment regardless of race, religion, gender, ethnicity, national origin, intelligence level as ascertained by an intelligence quotient examination or identification as a child with an exceptionality. Northeast Claiborne Charter School will make a good faith effort to recruit a student population that matches the demographics of Claiborne and Union parishes.

## **ADMISSIONS COMMITTEE**

The Admissions Committee oversees all aspects of the admission process. The committee is comprised of a Committee Chairperson and four (4) parents, two (2) parents of “at risk” students and two (2) parents of “non-at risk” students enrolled at Northeast Claiborne Charter School. The Northeast Claiborne Charter School Board will appoint the Committee Chairperson. The Advisory Committee will select the parent representatives of the Admissions Committee. These individuals selected will serve a term of 3 years, after which each will be subject to replacement, although such is not required. Any vacancies that occur during the term of the committee will be filled by the School Board. The Admissions Committee will keep minutes of all admissions meetings and report to the School Board.

Northeast Claiborne Charter School will comply with all requirements, including admission requirements, set forth in the Louisiana Charter School Demonstration Programs Law and applicable BESE policy (La. R.S. 17:3971, *et seq.*).

## **ORDER OF STUDENT SELECTION**

Subject to the Louisiana Charter School Demonstration Program Law (La. R.S.17:3971, *et seq.*), the order of precedence for admission to Northeast Claiborne Charter School is as follows:

A. At risk

B. Non at risk

Northeast Claiborne Charter School will strive to serve the needs of all students and to achieve a balance between those students who are considered as being “at risk” and those who are “non-at risk”. The admissions policy of Northeast Claiborne Charter School shall strive to make a good faith effort to maintain an “at risk” student population of 79.47%. After the admission of siblings, the Admissions Committee will give priority to “at risk” students who have been placed on a waiting list.

## **SELECTION PROCEDURES**

The following selection procedures are established:

- a. Parents or guardians of students seeking admission are encouraged to attend an orientation meeting prior to the submission of an enrollment application. Parents or guardians unable to attend the orientation meeting are encouraged to contact the school to schedule an alternative orientation. An orientation meeting will be conducted annually during the recruitment period by the Admissions Committee.
- b. All applicants will be placed on one of the following lists:
  1. At risk
  2. Non at risk

The waiting lists are under the exclusive control of the Admission Committee. In accordance with Louisiana Public Records law, waiting lists will be made available upon request.

c. Parents or guardians of students attending Northeast Claiborne Charter School will be advised by letter from the Admission Committee that they must notify the committee of their intent to continue their child(ren) as students of the school and if they will seek admission of another sibling. A deadline for receipt of notification will be established by the Admissions Committee. If a parent or guardian fails to respond in the allotted time, the position will be determined vacant by the Admissions Committee and the committee will be free to fill the position by admitting another student under the procedures.

d. No later than January 30 of each year, the School Board in collaboration with Junction City School Board will determine the availability of seats for the next school year. The Chairman of Admissions Committee will be informed of the seats available per class.

e. Upon notice from the School Board of the number of students to be admitted per grade, the Admission Committee will select applicants by means of a random draw lottery. The lottery will be held annually the last Thursday and Friday of May at the Junction City, Louisiana City Hall.

f. The Admissions Committee will assign each student a numbered tile. In the case of more than one student in a family, the family will receive a numbered tile for all siblings residing in one domicile.

g. Parents or guardians will be notified immediately following the lottery. Parents or guardians have until the first Friday in June to determine acceptance.

## **MISCELLANEOUS PROVISIONS**

The following are the other provisions relating to admissions:

- a. Students who have been expelled from another private or public school will not be considered for admission until such time the student would be eligible to return to the school from which the student was expelled.
- b. Parents and/or guardians can seek application for their student during the recruitment period each year. No student will be included on the school's waiting list unless the student is eligible to be enrolled the following school year if admission is granted. Waiting lists will only include students who are eligible for admission to a specific grade during the next year.
- c. When vacancies occur during the school year by a student leaving the school for whatever reason, the Admissions Committee may agree to admit a student from the waiting list. The selection process will follow the regular admissions policy.
- d. If a student fails to enroll after 5 days into 1<sup>st</sup> semester, the student will be dropped from the approved enrollment list. Parents and/or guardians will be required to repeat the application process.
- e. Students whose application for admission was not accepted will be placed on the waiting list for one year. After the period of one year, the parents and/or guardian will be required to repeat the admission process. If the parent and/or

guardian does not repeat the admission process, the student's name will be removed from the waiting list.

f. Any parent or guardian who makes application for an "at risk" student must provide all required documents substantiating the student's "at risk" status to the Admissions Committee. These documents are required yearly by the Admissions Committee. If the documents are not received by the deadline set by the Admissions Committee, the student's name will be removed from the "at risk" waiting list.

g. Documents to substantiate "at risk" status of students may be required from parents and/or guardians time to time by the Admissions Committee.

h. If a student is granted admission based on false or misleading information, the student may be discharged from the school at any time during the school year, or at the end of the current school year. The School Board will make a decision based on the recommendation of the Admissions Committee.

i. If legal guardianship has been transferred from natural parents to any other entity or individual(s), such guardianship will only be recognized and accepted when the guardianship is permanent and approved by a court of competent jurisdiction.

## **PRIVACY REQUIREMENTS**

Members of the Admissions Committee will maintain all student and parent and/or guardian information in the strictest of confidence. No information received during the application process will be discussed with any individual who is not a member of the Admission Committee. All applications and information received for an application will be considered property of the school and will not be released to any individual, committee, agency or other entity except as may be required by the laws of the State of Louisiana or an order from a court of competent jurisdiction.

## **RECRUITMENT**

The recruitment process for Northeast Claiborne Charter School will begin annually each January and conclude with the student lottery in May. Procedures for recruitment will include but are not limited to the following: advertisements, website, and an open house.

An annual advertisement will be placed on January 31 in the **Guardian Journal** in Homer and **Bernice Banner** in Bernice. Advertisement will include grades served, programs offered, grade level seat availability, residency requirement and enrollment dates. The advertisement will have a statement of assurance that Northeast Claiborne Charter School admits students regardless of race, religion, gender, ethnicity, national origin, intelligence level as ascertained by an intelligence quotient examination, or identification as a child with an exceptionality.

The website will include pertinent information and assures applicants that Northeast Claiborne Charter School is an open enrollment public school serving a diverse population.

Enrollment forms, programs offered, grade level seat availability, and residency requirements will be available on the website.

Prior to the application period, an annual open house will be conducted for interested parents. Relevant information regarding programs and procedures will be provided. Northeast Claiborne Charter School will make possible applicants aware that a Spanish interpreter will be available if needed. Northeast Claiborne Charter School will also make available a sign language interpreter and have representatives from the special education department available to answer possible questions. The pre-opening tours will be conducted beginning at 6:00 pm on the third Tuesday in March. Special orientation meetings can be scheduled by appointment for parents or guardians who were unable to attend. After completion of the meeting, the children will be added to the appropriate waiting list, but will be required to participate in the admission procedures.



(a) Geographic Catchment Area	(b) Free & Reduced Lunch Percentage of Catchment Area of Year prior to Charter Opening (if more than one parish)	(c) Charter School's Required Free & Reduced Lunch Percentage (.85 * b)	(d) Charter School's Potential Other At-Risk Percentage as defined in Bulletin 126 (sans Free and Reduced Lunch)
Union and Claiborne Parishes	79.47%	67.55%	11.92%

## Northeast Claiborne Charter School

Grade	2014-15	2015-16	2016-17	2017-18	2018-19
K	3	5	6	7	7
1	11	6	7	8	8
2	6	14	7	8	9
3	8	8	15	8	9
4	12	10	9	16	9
5	4	13	11	10	17
6	12	5	15	13	11
7	6	14	7	15	14
8	11	7	15	7	16
9	14	12	8	15	8
10	9	15	13	12	15
11	10	10	16	15	12
12	14	11	11	16	15
<b>Totals</b>	<b>120</b>	<b>130</b>	<b>140</b>	<b>150</b>	<b>150</b>