

FCA Arkansas Enrollment Policies and Procedures

Open-Enrollment Lottery (*from the original charter application*):

STANDARD 11: ENROLLMENT CRITERIA AND PROCEDURES

As per Section 10.02.02 of the *Arkansas Department of Education Rules for Governing Charter Schools* and/or any and all applicable federal and state laws, Northwest Arkansas Classical Academy will not deny enrollment to any high school eligible student based on gender, national origin, race, ethnicity, religion, disability, academic, or athletic eligibility. Nor will Northwest Arkansas Classical Academy discriminate against students with special education needs or those qualified as English Language Learners. It will be the intention of Northwest Arkansas Classical Academy to enroll students from all walks of life, regardless of socioeconomic status.

Consistent with previous ResponsiveEd campuses, information regarding the vision of Northwest Arkansas Classical Academy will be readily available to all parents, students, and stakeholders via the Northwest Arkansas Classical Academy campus website. Parties interested in applying for enrollment or seeking further campus information will be encouraged to either call the campus or visit the campus website. To raise enrollment awareness for students of all ages and ethnicities, a strong marketing presence will also be necessary to increase visibility for Northwest Arkansas Classical Academy. This will be achieved through the use of campus-specific postcards, banners, signs, and, potentially, billboards spread throughout the areas in the community most likely to draw students of various age groups and ethnicities, such as shopping malls, grocery stores, athletic facilities, or movie theaters. Marketing materials will include information as to how one can contact Northwest Arkansas Classical Academy to learn more about the campus, as well as how to enroll.

RANDOM LOTTERY PROCESSES

Should more individuals apply for admission to Northwest Arkansas Classical Academy than can be accommodated under the terms of the charter; a random, anonymous lottery will take place in order to allow all eligible, interested students an equal opportunity to enroll at the campus. Lottery proceedings will occur at the Northwest Arkansas Classical Academy campus, will be governed by the Headmaster, as well as overseen by a member of the Community Advisory Council and other available campus staff. Prior to such an event, proper notification will be posted on the campus website. Similarly, the ADE Public Charter School Program Coordinator will be notified in advance of the lottery.

Additional Board Approved Policies / Procedures:

Priority Levels for Enrollment

1. Re-enrolling in the same campus
2. Student of employee at the same campus
3. Student of employee at different ResponsiveEd campus or corporate
4. Sibling of student currently enrolled* at the SAME campus
5. Sibling of a student from a different FCA campus or a transfer student (if transferring during the approved transfer window)
6. General applicant

*Enrolled or enrollment occurs when a student is recorded in attendance at a given campus and not merely when a student has been offered a seat through a lottery. They must actually ATTEND to be identified as enrolled.

Sibling Enrollment

Siblings are considered priority once one student in the family is enrolled. Enrollment occurs once a student has completed the official enrollment packet and supplied all necessary information and documents.

Transfers within the ResponsiveEd Arkansas Community of Schools

Parents of students under 18 years of age and students 18 years of age and older may request a transfer to another ResponsiveEd community school operated under the same charter by submitting a “Student Transfer Request Form” to the Campus Director at the school office. A “Student Transfer Request Form” may be obtained at the school office.

Transfer Window

Transfer requests are accepted annually in the school office and must be received during the transfer window for consideration. The transfer window coincides with the established open-enrollment period for each year. In general, transfer requests will not be considered outside the transfer window except for new district employees within their first month of employment and those who move during the course of the school year. The Headmaster reserves the right to make exceptions in extenuating situations. At the end of the window, transfer students have priority for the lottery based on the Priority Levels for Enrollment. Transfer students enrolled in ResponsiveEd schools within a 25 mile radius of each other will remain on the waitlist until March 31. If an opening has not become available by March 31, transfer students will remain at their current campus. Notification of the decision for a transfer request will be communicated in writing by March 31.

The school may delay a decision when the school determines a delay is necessary to properly consider relevant information and operational needs.

Considerations of Transfer Request

Upon receipt of the “Student Transfer Request Form,” the Headmasters of the sending and receiving schools will consider the following factors when approving transfers:

1. overcrowding at the sending and receiving schools;
2. size of the sending and receiving schools;
3. length of time for which the transfer is requested; (The student must intend to remain for the full year.)
4. student attendance history;
5. student discipline history;
6. student academic performance; (i.e., Students must be passing all subjects/courses.)
7. whether the student is a child of a district employee;
8. the existence and extent of a waiting list at the receiving school; and
9. extenuating circumstances as determined on a case-by-case basis.

If approved, a transfer student may receive priority status.

Length of Approved Transfers

Once a transfer is granted, the student will transfer as a full-time student to the requested school. The parent may elect a one-time option to request a transfer returning to the student's sending school at the end of the semester (Grades 9–12) or the end of the year (Grades 1–8).

Reasons for Transfer Revocation

Transfers may be revoked by the receiving Headmaster for any of the following reasons:

1. changes in the facility and/or instructional capacity at the receiving school;
2. falsification of residence, transfer, or enrollment documents; or
3. other relevant factors as determined by the Headmaster.

Once a transfer is revoked, the student must return to the student's sending school. Except when deemed necessary by the Headmaster, no further transfer request will be granted for this student.

Appeals

Decisions regarding student transfers may be appealed in accordance with the school grievance procedure.