

ADMISSIONS POLICY

(By Laws Recommendation from School Administration which incorporates Board recommendations from August and additional clarifications- October 2007)

Section 1: Application Periods:

Applications for enrollment for each school year shall be accepted during the application period specified by the Board. Application packets are distributed to interested parties at the school sponsored Preview sessions. Unless otherwise designated, the application period shall be the second Friday in November of the year preceding the school year through the second Friday in January for the year for which enrollment is sought.

Section 2: Application Requirements and Waitlist Application Periods

As part of the Application process, interested parties must attend one school sponsored Preview Session, at which school administration will articulate an overview of the school's mission, structure, curriculum, and expectations of students. For the purposes of this requirement, "interested party" shall mean the parent or guardian of a potential student applicant. Parents of currently enrolled students wanting to employ the sibling preference rule (A.R.S. 15-184) must submit an application during the open enrollment period and are encouraged to attend a Preview session. Full time employees wishing to employ the teacher preference rule (A.R.S. 15-184, S.B. 1196) must also submit an application during the open enrollment period and must attend a Preview session. Members of the Governing Board wishing to employ the Board member preference rule (A.R.S. 15-184, S.B. 1196) must also submit an application during the open enrollment period and must attend a Preview session.

Application packets shall only be distributed to those interested parties who attend a Preview Session. The Principal may use discretion in determining if required attendance at the Previews Session would impose an undue burden on an interested party, in cases such as health emergencies or great distance between the interested party's current residence and NPA. The Principal may allow such interested party to submit an application without having attended a group Preview Session, record "no Preview Session" on the application, and schedule a meeting to discuss the content of the Preview Session before the student is enrolled should this application be selected in the lottery or move to the top of the waiting list.

Application packets will only be accepted when complete and must be submitted during the Application period in order to be a part of any lotteries conducted to establish enrollment priorities at the various grade levels.

The Waitlist Application Period shall begin after the open enrollment period ends, and shall run until the last day of the school year for which enrollment is sought.

During the Waitlist Application Period, interested parties may receive and submit applications without attending a school sponsored Preview Session. However, should such an application rise to the top of the waiting list, such interested party shall meet with a school administrator to discuss the content of the Preview Session before the student is enrolled.

Applications received during the Waitlist application period shall be placed at the bottom of the waiting lists for the grade levels being sought, in the order that they are received.

Section 3: Lottery Procedure

If the number of completed applications exceeds the capacity limit set for a particular grade level, the selection will proceed as follows:

- A. The completed applications shall be divided into: 1- applications submitted by siblings of current students; 2- applications submitted by children of full time employees; 3- applications submitted by children of Governing Board members; and 4- applications submitted by those who are not siblings of current students, children of full time employees, or children of Governing Board members.

For the purposes of this policy, a full time employee is considered to be one who is employed 5/7ths of the day at the time of the end of the open enrollment period.

- B. All completed applications from siblings of current students will be accepted unless the number of siblings exceeds the capacity for the grade level. If there are more siblings than the capacity for the grade level, selection will be by lottery among the siblings.
- C. After siblings of current students have been accepted then children of full time employees will be accepted, unless the number of children of full time employees exceeds the capacity for the grade level. If there are more children of full time employees than the capacity for the grade level, selection will be by lottery among the children of full time employees. After children of full time employees have been accepted then children of Board members will be accepted, unless the number of children of Board members exceeds the capacity for the grade level. If there are more children of Board members than the capacity for the grade level, selection will be by lottery among the children of Board members.

D. After siblings of current students, children of full time employees and children of Board members who have submitted a completed application have been granted preference, the remaining spaces shall be filled by those who are not siblings of current students or children of full time employees or Board members. If the number exceeds the remaining spaces in the class, selection shall be by lottery.

E. If a lottery is necessary, selection of names shall continue through the entire group of applicants to create a waiting list.

F. If at any point during the selection of names, any applicant is selected who is the sibling of another applicant in the applicant pool, that applicant's sibling(s) will automatically be selected for the next available space(s) at the appropriate grade level(s). Regardless of the order of lottery selection by grade level, an applicant whose sibling is accepted to the school shall be placed higher on the list for his or her grade level than all other non-siblings in the

applicant pool. In addition, an applicant who is the child of a full time employee shall be placed directly below siblings of current students and higher on the list for his or her grade level than all other non-siblings or children of non-full time employees. Likewise, an applicant who is the child of a Board member shall be placed directly below the children of full time employees and higher on the list for his or her grade level than all other non-siblings or children of non-full time employees.

Section 4: Exclusions

Pursuant to Arizona Law, the school may refuse to admit any applicant who has been expelled from another education institution or who is in the process of being expelled from another educational institution.

First Reading: 7/12/04

Second Reading/Adopted as amended: 8/9/04

Proposed Amendments October 26, 2009

LEGAL REF.:A.R.S. 15-184