Jackson Day School

Board Policy-Admission and Enrollment (Includes lottery procedures)

1) **Purpose**
   a) The purpose of this policy is to ensure that all students are enrolled into Jackson Day School (JDS) legally and fairly.
2) **Procedures**
   a) Open Enrollment Period
      i) Each school year, a period of open enrollment shall be identified during which JDS will advertise enrollment opportunities to the community and accept Intent-to-Reenroll forms from existing students for the following fall.
         1) The open enrollment period shall run from the first week in November through the last week of February.
         2) The application will be made available each open enrollment period on the school website and paper copies from the school office beginning the first week in November. Applications must be received and time-stamped no later than 4:00 pm, electronically or to the front office, on the last day of the open enrollment period.
         3) The lottery application may request the necessary family and student information to conduct the lottery. The lottery application does not contain prohibitive questions including, but not limited to:
            (a) Students IEP
            (b) Race
            (c) Gender
            (d) GPA
            (e) Religion
            (f) Other nonessential information
3) **Admission**
   a) Applications for admission will be accepted preceding the school year for which the application pertains.
   a) If there is room for all applicants at the close of the open enrollment period, all the applicants will be enrolled. Applicants will continue to be registered on a first-come, first-serve basis until classes are filled. Any applicants received after classes fill will be placed on a waiting list in the order the applications were received.
   b) If a class or classes have more applicants than space at the close of the open enrollment period a lottery shall be held. A waiting list shall be maintained for applicants that exceed available space in the rank order of selection through the lottery process.
   c) Parents will have seven (7) calendar days to respond from the time they are notified to enroll their student before the space shall be offered to the next applicant on the waiting list.
      i. Parents will have to fourteen (14) calendar days to submit all required enrollment documentation to JDS.
   d) If an applicant on the waiting list enrolls and has a sibling(s) also on the waiting list, the sibling(s) will be moved to the top of the waiting list behind any other siblings already be on the waiting list.
4) **Eligibility**
   a) JDS will not limit admission to students based on race, creed, national origin, religion, or ancestry.
      a) Applicant's parents must be residents of North Carolina.

b) Applicants entering Kindergarten must be five years old by August 31st.

c) JDS reserves the right to refuse admission to any student that has not met the academic requirements for the grade level they have applied to enter.

d) JDS may refuse admission to any student who has been expelled or suspended from a public school, under North Carolina General Statute (GS115C-391) until the period of suspension or expulsion has expired.

i. Notwithstanding any law to the contrary, a charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired.

5) Re-Enrollment

a) Currently enrolled students intending to maintain their enrollment for the following school year shall express this intent prior to the end of the open enrollment period. This will be done by filling out a school provided Intent-to-Reenroll Form. This will aid the school in determining the amount of space per class for new students

b) Once enrolled in JDS, students are not required to reapply in subsequent enrollment periods. The purpose of the Intent-to-Reenroll form is to determine the amount of available space available to the community in subsequent years.

6) Enrollment

a) The Dean of Operations or designee will be responsible for defining procedures for gathering and maintaining all required documentation for legally enrolling a student in the school.

7) Enrollment Priority

a) Currently enrolled students with an Intent-to-Reenroll Form on file.

b) Children of the school's full-time employees and Board of Directors.

i. This number cannot exceed 15% of the school's total enrollment unless granted a waiver by the State Board of Education.

c) Siblings of currently enrolled students.

d) Siblings of JDS graduates.

i. JDS graduate must complete four academic years before graduation to be eligible for sibling priority.

ii. Sibling enrollment priority is granted for up to five years following the graduation of a JDS student.

e) A student enrolled in JDS within the past two years but left.

i. To participate in an academic study abroad program or a competitive admission residential program or

ii. Because of the vocational opportunities of the student's parent.

8) Lottery

a) The admission staff, under the direction of the Dean of Operations, will determine the grade levels that are oversubscribed at the end of the open enrollment period with applications and therefore require a lottery.

b) The admission staff will conduct the lottery process on the second Wednesday of March at 4:00pm.

i. Lottery procedures:

1. If a lottery is needed, JDS will enter individual students name into the appropriate grade level lottery based on information provided in the lottery application. If the students name is selected, they will be admitted into JDS.

a. If the selected student is a multiple birth sibling, then all the multiple birth siblings will be admitted.

c) The lottery results will highlight the students selected at random who are eligible for "offer" letters. The “offer letters” will be generated for students in rank order of selection through the lottery process and will require an acceptance within seven (7) calendar days in order to secure a seat in the school.

d) The remaining students will move to a waitlist based on their respective lottery number.

i. If an applicant enrolls in school based on available space and they have a sibling(s) that are on a wait list, the sibling(s) shall be moved to the top of the waiting list behind any other siblings that may already be on the waiting list.

ii. Applications received after the close of the enrollment period will be placed on the waitlist in the order in which they are received (according to date, time, and preference).

9) Adoption

a) This board policy was initially adopted by Mountain Island Day Community Charter Schools' governing board on November 30, 2017 and was updated on November 8th, 2018. This policy was updated on January 6th, 2022, with minor edits and school's new name Jackson Day School.

* Some verbiage within this policy was copied from 115C-218.45. Admission requirements.