



ENROLLMENT PROCEDURE

Purpose

Explore Knowledge Academy Charter School (EKA) is nonsectarian in its programs, admissions policies, employment practices, and all other operations; the school will not charge tuition and will not discriminate against any pupil on the basis of race, gender, religion, ethnicity, or disability of a pupil. EKA sets forth the following non-discriminatory enrollment procedure, as required by NRS 386.580 and addresses the philosophy of the founding members. The purpose of this procedure is to provide guidelines and directions for the enrollment of students at Explore Knowledge Academy.

Scope

The charter school serves students in grades K-12.

Applications for Enrollment

To receive an application for enrollment, a parent or guardian can contact any EKA office. EKA does not permit the new enrollment of 11th and 12th grade students unless they have previous project based learning experience at the high school level or if they have attended EKA in the past. **Enrollment Packets** can be completed and submitted to the Registrar. The enrollment packet will consist of a Registration Form (which will include all pertinent data the charter school will be required to report such as county of residence, previous school information, etc.), Health Card, Emergency Card, Network Access form, Code of Honor, Educational Involvement Accord and the FERPA Notice. Parent needs to provide Birth Certificate, ID, Immunization records and transcripts from previous school. If more pupils who are eligible for enrollment apply to the charter school than the number of spaces which are available, the charter school shall determine which applicants to enroll on the basis of a lottery system.

Proposed Dates of Enrollment

Current students will be surveyed in January of each year to determine how many are returning. Enrollment will be opened to the general public once re-enrollments are complete. If the school reaches capacity, a waiting list will be compiled of all students who have completed an enrollment package. Families will be notified of fall enrollment once the registrar has determined the space is available and the application has been fully completed.

Online Registration

All new and returning families will register using the online registration system. Registration will be completed through the Parent Portal Account.

Lottery

If at any time the enrollment exceeds the capacity of the different grade levels, all subsequent applications for enrollment will be put on a waiting list. (Registration must be complete to be considered for the waiting list.) If and when space becomes available, the school will conduct a lottery to determine which students will be enrolled. The lottery will be governed by the following rules:

Students are admitted to Explore Knowledge Academy on a first-come first-serve basis until the charter school reaches its maximum capacity per grade and then students are selected through a lottery. The lottery is conducted by assigning numbers to the registration applications and then having the computer generate a random number. Once the numbers have been selected, the parents are contacted to find out if they are still interested in attending Explore Knowledge Academy. If an applicant declines the offer of placement at the time the offer is extended, or does not respond within 72 hours after being informed there is an opening, the applicant must reapply to be eligible for the lottery at the end of the next open enrollment period. Previous lottery lists will be exhausted in their entirety prior to a new lottery list being utilized.

Fees

All families will be asked to supply at least one computer in the home with access to the Internet. Families of students in grades K-12 will be asked to contribute to a technology fund. This fee will not exceed \$50/year per student.

Other potential fees for students are the costs of cultural events (such as museums, plays, and concerts), costs of special PE activities or transportation to PE activities, a community service fee (which will depend on the type of community service the student chooses), internship fees (to cover liability insurance or costs of training), or costs of specific tools or materials required to complete a project. Participation in these activities would be optional and will not exceed actual cost as determined by the vendor.

EKA shall notify students/parents of possible fees prior to enrollment. A fee schedule will be prepared on a yearly basis for distribution to students and parents prior to enrollment. Family or community donations for special activities scheduled by the charter school may be accepted by the Board of Trustees. EKA shall offer assistance when available to students and scholarships for all required equipment, materials, and special activities to any student who cannot afford the fees and wished to apply for assistance.