

**Office Use Only:**

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_ Birth Certificate Verified \_\_\_\_\_ MCS Staff Initial \_\_\_\_\_

**McCURDY CHARTER SCHOOL**  
**2017-2018 OPEN ENROLLMENT APPLICATION**

**Student's Full Name** \_\_\_\_\_  
(As shown on Birth Certificate)

Date of Birth \_\_\_\_\_ Gender  Male  
 Female

Grade Level applying for (2017-2018 school year) \_\_\_\_\_

**Kindergarten only:** Preschool Experience (Check One)  None  Private  Public  Head-start  Child Care  
What school is the student currently attending? \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

Relationship to student \_\_\_\_\_ living with this person?  Yes  No Legal Guardian?  Yes  No

Mailing address \_\_\_\_\_  
*Address City State Zip Code*

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Parent/Guardian Email address \_\_\_\_\_

**Second Parent/Guardian Name** \_\_\_\_\_

Relationship to student \_\_\_\_\_ Living with this person?  Yes  No Legal Guardian?  Yes  No

Mailing address \_\_\_\_\_  
*Address City State Zip Code*

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Parent/Guardian Email address \_\_\_\_\_

**Siblings currently enroll at McCurdy Charter School:**

1. Sibling Name: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Sibling Name: \_\_\_\_\_ Grade: \_\_\_\_\_

3. Sibling Name: \_\_\_\_\_ Grade: \_\_\_\_\_

By checking this box, I certify that my child has not been **expelled** from any school district or private school in this state or any other state during the preceding twelve months.

By checking this box, I certify that my child has **not engaged in behavior detrimental to the welfare or safety of other students or school employees** in any school district or private school in this state or any other state during the preceding twelve months. **This includes violent behavior, weapons, and/or illegal substances.**

My signature certifies that I am the parent or legal guardian of the student named in the application, that all information provided is true and correct, that I understand and agree to the MCS Mission and Enrollment Policies, and that any falsification of information nullifies this application and therefore withdraws my student's name from the current or possible enrollment in McCurdy Charter School.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**By my signature...**

**I certify that I am the parent or legal guardian of the student named in the application, that all information provided is true and correct to the best of my knowledge, that I understand the mission and educational program of the McCurdy Charter School, and that any falsification of information nullifies this application and therefore withdraws my student's name from the current or possible enrollment in McCurdy Charter School.**

- **I certify that I have received and read the Mission Statement, Enrollment Policies, Admission Policies, Uniform Policy, Graduation and Curriculum Requirements, Volunteer Hours, Attendance Policy, and Tardiness Policy.**
- **I confirm that I have completely and accurately filled out the Enrollment Application.**
- **I understand that it is my responsibility to notify the school if any of the contact information changes.**
- **I understand that I must supply the above listed information required prior to my child's enrollment admission to McCurdy Charter School.**
- **I understand that if my child was suspended or expelled from his/her previous school in the past 12 months, they will not be admitted to MCS.**

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*Parent/Guardian Signature*

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*Date*

# McCURDY CHARTER SCHOOL

## 2017-2018 ENROLLMENT POLICIES AND PROCEDURES

### MCCURDY CHARTER SCHOOL MISSION STATEMENT

The Mission of McCurdy Charter School (MCS) is to provide a safe learning environment for the students of Northern New Mexico: an environment that recognizes education is rooted in academic pursuit and achievement, character development and awareness, and community engagement and leadership.

Our school is characterized by academic excellence based on high expectations and a pre-collegiate learning environment, a high level of accountability for administrators, teachers, students, and families.

Our school strives to ensure that each child who attends MCS can achieve their highest potential in all academic areas while fostering and developing character and community involvement. Every school decision is determined by this belief.

We are a free public charter school in the Espanola Valley, providing parents in our community as well as outlying communities the opportunity to choose where and how their child is educated. McCurdy Charter School recognizes the importance of including students from all areas of our community so everyone can benefit from the school's educational programs and environment. MCS employees, parents, and community member's work together to create an educational atmosphere conducive to high academic achievement for all students in our community.

Our goal is to have a collaborative school environment in which parents, students, teachers, administrators, and community members work toward common, well-articulated goals in a situation highly supportive of challenge and innovation. This pre-collegiate environment provides the best possible setting for our children to succeed and use their acquired knowledge to help our community.

### MCS ENROLLMENT POLICIES

**McCurdy Charter School will accept enrollment applications for the 2017-18 school year based on the following:**

- In accordance with the Charter School Act, any student, regardless of where they reside in New Mexico, who meets the State of New Mexico's eligibility requirements for attending school, may attend McCurdy Charter School (MCS).
- McCurdy Charter School does not discriminate on the basis of race, color, creed, age, gender, sexual orientation, religion, or disability, in its programs, admissions policies, employment practices, or other operations.
- Students who have been expelled from any school in the previous 12 calendar months are not eligible for enrollment at MCS.

### MCS Enrollment Openings

McCurdy Charter School, as approved by the New Mexico Public Education Commission, serves students in Kindergarten through Grade 12. The maximum MCS enrollment is 584 students.

- Each grade level has two classes.
- **To enroll, Kindergarten students must be five years old before September 1, 2017.**
- Siblings of currently enrolled MCS students will be given preference for openings in all grades.
- Openings will be filled as follows:
  1. Siblings of currently enrolled students;
  2. Lottery applicants;
  3. Open enrollment applicants.

## MCS SIBLING ENROLLMENT POLICY

- Sibling preference will be given for siblings of currently enrolled MCS students.
- Parent of siblings must submit an online lottery application for each sibling on March 1, 2017 through March 28, 2017. Siblings may apply after the lottery, and applicants will be placed at the bottom of the sibling waiting list for their grade level.
- If the number of sibling applicants exceeds the open spots in a specific grade, a sibling waiting list will be created based on lottery number. The sibling waiting list will precede all other applicants for that grade.
- If a child is accepted for the upcoming school year through sibling preference, but the currently enrolled MCS student does not return for the following school year, the child will not receive sibling preference, and will be placed on the waiting list based on their lottery number.

## MCS ADMISSION POLICIES

Following the confirmation of admission, each student's parent/legal guardian will be required to provide the following information prior to admission to school in August, 2017.

- Original Birth Certificate for verification
- Copy of current Immunization Record
- For grades 7-12, an official transcript from their current school
- If the student has a legal guardian, Proof of Guardianship (**official court records**) must be provided.
- Information release form authorizing MCS to share or request any and all records, information, or data determined by MCS to be relevant to the student's attending MCS.
- Individual Education Plan (IEP) or other special education documents, where required.
- All registration paperwork.

## MCS UNIFORM POLICY

### McCurdy Charter School (MCS) believes that a Uniform Policy:

- increases school safety by identifying students and eliminating gang references;
- improves the learning environment by minimizing disruption, peer pressure and tension;
- fosters self- esteem, mutual respect, school pride and a sense of community;
- prepares students for future roles in the professional workplace; and
- is cost effective.

Therefore, all MCS students must adhere to the Uniform Policy. The MCS Uniform Policy is available for review at [www.mcsk12nm.org](http://www.mcsk12nm.org) and a copy of the policy will be provided at student registration.

## MCS GRADUATION REQUIREMENTS

MCS is a pre-collegiate environment, and as such, graduation requirements exceed the New Mexico state requirements for graduation to better prepare the student for collegiate environments. To graduate, MCS requires a total of 26 units in high school that are aligned to the state academic content and performance standards:

- *4 units in English*
- *4 units in both math and science*
- *3.5 units in Social Studies*
- *2 units in PE, health and behavioral health*
- *2 units in a language other than English*
- *4.5 units in communication, humanities, fine and practical arts*
- *1 unit in service learning*
- *1 elective unit*

Students from grades K-12 will be required to complete service learning projects each semester as part of the MCS curriculum.

## **MCS VOLUNTEER HOURS POLICY**

McCurdy Charter School expects families and students to complete 20 hours of volunteer work per student per semester, with total of 40 volunteer hours for families with more than two students. Volunteer hours must be done either at the school, or through an MCS approved community involvement program.

## **MCS ATTENDANCE POLICY**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for the student, as well as classmates, and is regarded as a very serious problem. Guidance as to what constitutes an excused or unexcused absence will be provided following a student's admission.

Parents **must** immediately contact MCS concerning a student's absence, and notify MCS of the extenuating circumstances that restrict a student's attendance. Parents have 24 hours to provide an excuse regarding a student's absence. After 24 hours, the student's absence is considered unexcused. Pursuant to NMSA-22-12-7, the New Mexico Compulsory School Attendance Law, a parent or guardian is **legally** responsible for the attendance of their child. Violations will be reported to the authorities for enforcement of the law.

Any student showing a consistent pattern of unexcused absences will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office. Students having 10 days of unexcused absences will be reported to the Children, Youth & Families Department and the Juvenile Probation Office. Students having 20 total days of absences will be considered for retention in their grade level.

## **MCS TARDINESS POLICY**

Students are expected to be on time and in attendance when classroom lessons begin. Being on time is a valuable lesson in life, especially relating to future work activities.

General tardiness to class will not be tolerated. If a student is tardy at the start of the school day, then the parents are required to provide written documentation to the office. Students are required to check in at the office for an admit slip when they are tardy. Teachers will not accept students into class without an admit slip.

Any student showing a consistent pattern of tardiness will be reported to the Children, Youth & Families Department and/or the Juvenile Probation Office.

## **MCS TRANSPORTATION POLICY**

MCS will **not** provide bus or van transportation to and from school. MCS may provide bus transportation for field trips, sporting events, or service learning projects. Parents may be charged a fee for bus transportation.

## **PROGRAM AND ATHLETIC FEES**

Parents of MCS students agree to pay fees for the MCS Athletic Program, Art Classes, and other clubs and programs their student may participate in.