

April 27, 2017

Lottery Policy

In accordance with public school law statutes 115C-238.29F, any child who is qualified under the laws of this state for admission to a public school is qualified for admission to charter schools. Charter schools shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability and shall not limit admission to students on the basis of intellectual ability, disability, race, creed, gender, national origin, religion or ancestry.

Lottery Procedures

The names of all children eligible for the lottery will be randomly drawn from an executive report off of the enrollment applications and placed on an index card containing the child's name and the grade they are applying for along with an assigned number. Once available positions are filled, the acceptance by lottery will continue in order to create a school waiting list.

The lottery will start with Kindergarten, followed by the first grade and work its way up through the eighth grade. The number of anticipated openings will be stated before names are drawn. If no openings exist or when all seats are full, then all names will be drawn for the waiting list.

The first official will draw a number. They will then pass it to the next official who will verify the number along with the name on the index card and then hand it to the recording secretary for recording. Once the drawing starts, it will not stop until all names for that grade are drawn.

Enrollment Priority

The school will give enrollment priority to the following:

1. Children of The Head of School (Principal)
2. Children of the school's full-time employees
3. Presently enrolled student's that have completed the 2016-2017 school year.

The school may give enrollment priority to any of the following as space allows:

1. Applicants who have siblings that are currently enrolled and have been for at least one school year. The term sibling includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.
2. If multiple siblings of already enrolled students apply then **ONE** surname in the lowest grade level that is being applied will be entered. The surname of the siblings is selected,

then all of the siblings shall be admitted to the extent that space is available, the sibling (s) will be given priority in the respective grade(s) level waiting list. In the event that the lowest grade level applied for doesn't require a lottery, siblings will be entered as one surname automatically by the school.

Lottery Procedures for New Sibling Applicants

1. If multiple birth siblings (twin, triplets, etc.) apply for admission to the School and a lottery is needed, the school shall enter one surname in the lottery to represent all the multiple birth siblings applying at the same time. If that surname is selected, all multiple birth siblings shall be admitted. Example: Kindergarten-20 spaces available, if a twin is drawn for space #20 then the school would increase class size to 21.
2. If multiple siblings apply then **ONE** surname in the lowest grade level that is being applied will be entered. The surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available on the respective grade(s) level waiting list.

Waiting List Procedures

If seats become available prior to the first day of school, the student's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answering machine/voice mail. That parent will have to confirm that his/her child will attend the school within 24 hours of the phone call. After 24 hours, the next name will be called, and the first student will be moved to the bottom of the waiting list. This procedure continues until all names have been called or all seats have been filled.

If seats become available on the first day of school or until the end of the second grading period (January 9, 2018), the student's parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answer machine or voice mail. That parent will have to confirm immediately to reserve his/her child's seat. If there is no response, or the parent does not call back right away, that student will go to the bottom of the waiting list and the next child will be called. This procedure continues until all names have been called or all seats have been filled. The waiting list **does not** roll over to the following school year. A new application must be completed during open enrollment each school year to be included in the lottery.

Notification of Acceptance Policy

Parent/guardians will be notified of their child's acceptance or placement on a waiting list by either phone call, email or letter within 3 school days.

Acceptance of Seat Policy

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled students must be present the first day of school by 7:55 am to secure their seat. Also, new students will not be allowed to begin classes until proof of promotion from their previous school has been provided.

****It is very important that you understand that the order of the names that are drawn may change at any time based on change of Principal, staff or students being retained or decide to withdraw. If these changes occur, we will have no choice but to comply and you will be contacted about these changes. With that being said, we are ready to proceed with our lottery following the policies and procedures discussed.**