

## **Bear Grass Charter School Admissions Policy**

### **Purpose**

The purpose of this policy is to establish a set of admission requirements that will be followed by both the Bear Grass Charter School, Inc. and all applicants seeking enrollment into the charter school. These requirements were established to ensure that enrollment into the charter school is unrestricted, impartial, and equitable to all applicants.

### **General Admission Requirements**

In accordance with North Carolina Charter School Laws, admission into the Bear Grass Charter School, Inc. is unrestricted to any student who is qualified under the laws of North Carolina for admission to a public school.

The Bear Grass Charter School, Inc. will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Furthermore, Bear Grass Charter School, Inc. will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

Admission to the Bear Grass Charter School, Inc. will not be determined according to the school attendance area or to the local school administrative unit, in which the student resides.

During the first year of operation, the Bear Grass Charter School, Inc. will give enrollment priority to children of the initial members of the charter school's board of directors, so long as (i) these children are limited to no more than ten percent (10%) of the school's total enrollment or to 20 students, whichever is less.

The Bear Grass Charter School, Inc. will give enrollment priority to siblings of currently enrolled students who were admitted to the charter school in a previous year.

If multiple birth siblings apply for admission to Bear Grass Charter School, Inc. and a lottery is needed under G.S. 115C-238.29F(g)(6), the school will enter one surname into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings will be admitted.

The Bear Grass Charter School, Inc. will give enrollment priority to children of the school's principal, teachers, teacher assistants and staff.

Notwithstanding any law to the contrary, Bear Grass Charter School, Inc. may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-391 until the period of suspension or expulsion has expired.

## **Lottery**

The Bear Grass Charter School, Inc. will establish an enrollment period for applications to be submitted. The enrollment period will be communicated to the public through a series of public announcements posted in the local newspaper, on fliers and on the school's website.

During each period of enrollment, the Bear Grass Charter School, Inc. will enroll all eligible students who submit an application by the enrollment period deadline, unless the number of applications exceeds the number of available openings. When the number of applications exceeds the available openings, the Bear Grass Charter School, Inc. will conduct a lottery. The lottery is a system of random selection of applications that identifies students for enrollment. The lottery system will be used to determine students for enrollment and to generate a waiting list. The use of the lottery is to ensure that all applicants are provided equal opportunity.

## **Lottery Procedure**

1. Bear Grass Charter School, Inc. administration will determine the number of available openings for each grade level prior to the enrollment period. This will be done by requesting currently enrolled students to complete re-enrollment forms.
2. The available openings and the enrollment period will be provided to the public through a series of public announcements.
3. All applications must be received by Bear Grass Charter School, Inc. by the close of business on the deadline date or post marked by 5:00 p.m. on the deadline date.
4. After the enrollment period ends, Bear Grass Charter School, Inc. administration will review each application to:
  - verify it was received by the enrollment deadline
  - total the number of applications per grade level
  - identify applicants that have siblings already attending the charter school
  - identify multiple birth sibling (twins, triplets etc.) applications
  - identify applications with priority such as children of the principle, teachers, teaching assistants, and staff
5. Once the applications are reviewed, the applicants will be entered into a database for further tracking during the application process. A number will be assigned to each applicant. This number along with the corresponding applicant name will be placed on a card and used during the lottery drawing.

6. All applicants will receive notification by Bear Grass Charter School, Inc. that they have been placed in the lottery for enrollment. If the applicant wishes to withdraw his or her application, they must do so in writing prior to the lottery.
7. The lottery will be conducted in a public forum. All applicants will be invited and encouraged to attend the lottery proceedings. Public notice will be provided prior to the lottery proceedings.
8. The lottery drawing will be conducted by a Certified Public Accountant who is unaffiliated with Bear Grass Charter School, Inc.
9. A lottery drawing will be conducted for each grade level that has available openings.
10. Prior to the lottery drawing, the Certified Public Accountant will verify:
  - a card is present for each applicant by grade level
  - each applicant's name and number are correct on the card
  - the card for each applicant by grade level is placed in the lottery tumbler
11. The Certified Public Accountant will draw applicant cards from the lottery tumbler for each grade level.
12. The Certified Public Accountant will record and verify the lottery results.
13. When the openings for a grade level are filled, all remaining cards in the lottery tumbler will be drawn. These names will be placed on a waiting list according to the order in which they were drawn. As openings become available, applicants will be contacted in order as they appear on the waiting list.
14. A list of applicants selected for enrollment will be available following the lottery proceedings for review by the applicants and the general public.
15. The waiting list will be available following the lottery proceedings for review by the applicants and the general public.
16. Letters are sent offering positions to students selected during the lottery. Parents must respond accepting or declining these offers. Families who are present at the lottery will be directed to pick-up their enrollment/registration packet containing their offer letter. Families who are unable to attend the lottery will receive their enrollment/registration packet in the mail.

17. Each family will be reminded that enrollment confirmation forms are due back to the school during the registration period and by the registration deadline in order to secure their place at Bear Grass Charter School, Inc.
18. Any family failing to submit the required documentation for enrollment/registration by the registration deadline will forfeit their place at Bear Grass Charter School, Inc.
19. Applicants placed on the waiting list will be contacted in order by listing if openings become available.
20. All applications received after the enrollment period deadline will be added to the end of the waiting list in order how they were received by the school.

### **Appeal Process**

Any parent or guardian wishing to contest or appeal the lottery process can do so by contacting the Board of Directors in writing.

Following receipt of the parent's written appeal, a representative of the Board of Directors will contact the parent to discuss the nature of the concern or objection. Final decisions regarding appeals or complaints about lottery procedures will be made by vote of the Board of Directors in an open meeting.

### **Audit Process**

In order to maintain the integrity of the lottery, Bear Grass Charter School, Inc. will continually audit the process. This will ensure that enrollment into the charter school is unrestricted, impartial, and equitable to all applicants.