**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.

Bear Grass Charter School, Inc. will give enrollment priority to children of the 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, assistant 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. If 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. The Bear Grass Charter School, Inc. Board of Directors will determine the number of available openings for each grade level prior to the enrollment period.
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. Lotterease online enrollment system, by the close of the deadline date.
4. Families who do not have internet or computer access will be provided the opportunity to complete the online application at Bear Grass Charter School during regular school hours for the duration of the application period.
5. 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 Board members, principal, assistant principal, teachers, teaching assistants, and staff

1. Once the applications are reviewed, the Lotterease online lottery system will assign a number to each applicant.
2. All applicants will receive notification Bear Grass Charter School, Inc. through the Lotterease system that they have been placed in the lottery for enrollment.
3. The lottery drawing will be conducted by the Lotterease online lottery system.
4. A lottery will be conducted for each grade level that has available openings.
5. Prior to the lottery drawing, Lotterease will verify data is present for each applicant by grade level.
6. Lotterease will randomly populate applicants for each grade level.
7. Lotterease will record and verify lottery results.
8. When the openings for a grade level are filled, all remaining applicants in the lottery will be drawn. These names will be placed on a waiting list according to the order in which they were populated. As openings become available, applicants will be contacted in order as they appear on the waiting list.
9. Using the numbers assigned by Lotterease, a list of applicants selected for enrollment will be available following the lottery proceedings for review by the applicants and the general public.
10. Using the numbers assigned by Lotterease, the waiting list will be available following the lottery proceedings for review by the applicants and the general public.
11. Families will be contacted by email from Lotterease concerning the student’s status in the enrollment process.
12. All enrollment documentation will be completed electronically through the Lotterease system.
13. Any family failing to submit the required documentation for enrollment by the deadline will forfeit their place at Bear Grass Charter School, Inc.
14. Applicants placed on the waiting list will be contacted in order by listing if openings become available.
15. All applications received after the enrollment period deadline will be added to the end of the waiting list in the order they were received by Lotterease.

**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.