



## **Admissions and Enrollment Policy**

### **GENERAL INFO**

Charlotte Secondary School (CSS) is a public charter school for students in grades 6-12. Our mission is to provide a balanced and comprehensive liberal arts education with a strong focus on civic education, the humanities, as well as college prep. Our students develop critical thinking skills, an ethical sensibility and an appreciation for the arts. Upon graduation they will think with discernment, and ingenuity, communicate with empathy and tolerance and act with integrity and purpose.

As a charter school, School will be open to all students who would otherwise qualify for enrollment in a North Carolina Public School. The school will not discriminate against any student on the basis of intellectual ability, measure of achievements or aptitude, athletic ability, ethnicity, national origin, gender, disability, religion, or ancestry.

School will open enrollment on the first Monday in January. The open enrollment period will end on the first Tuesday in March. The lottery date, time and location will be published on the school's website by the first Monday in January of each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website., unless a family is unable to access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, their grade level for the coming year, student's date of birth, current school, the name of any siblings already enrolled at the school, declaration of the student's residence in the state of North Carolina, confirmation of access to email, parent email address and an indication as to how the family would like their children entered into the lottery.

### **RESIDENCY**

Any child who is qualified under the laws of this State for admission to a public school is qualified for admission to a charter school. Admission to a charter school shall not be determined according to the school attendance area in which a student resides. A student who is not a domiciliary of the State shall be permitted to register to enroll in a



charter school or participate in a lottery for admission to a charter school within the State by remote means, including electronic means, prior to commencement of the student's residency in the State if all of the following apply:

1. A parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in the State.
2. Upon request by the charter school where the student seeks to register to enroll or participate in a lottery for admission, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in the State.
3. A parent or legal guardian completes and submits the charter school's required enrollment forms and documentation, except that proof of residency and documentation related to disciplinary actions pursuant to subsection (i) of this section shall not be required until the student transfers into the State, at which time they shall be required prior to commencing attendance.

A charter school shall make available to a student who registers to enroll or who participates in a lottery pursuant to this subsection the same opportunities available to a student enrolled or participating in a lottery contemporaneously with domicile in the State, such as registering for courses and applying for programs that require additional request or application. A student enrolled pursuant to this subsection may not attend the charter school until proof of residency is provided in accordance with the requirements of the charter school. Nothing in this subsection shall be construed to curtail a charter school's authority pursuant to subsection (i) of this section.

### **Grade Level for the Lottery Application**

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level and then if admitted the student will be evaluated by the Director and child's teacher before a



retention decision is made. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled during the lottery.

### **Single or Family Application**

Each family will be offered the choice to either enter all of their children into the lottery with one surname or enter each child separately in the lottery. When a family application (all siblings on one application) is pulled during the lottery, all of the students listed on the application will be pulled at the same time. If there are spots available in the appropriate grade levels, the children will be admitted. If there are no spots available, they will be placed on the waitlist for those grades at that time.

### **Returning Students**

Current students at School will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year during January to allow the school to plan appropriately for the lottery. If a student withdraws from CSS, they must reapply for admission and adhere to the lottery process guidelines for the subsequent school year.

### **RIGHT TO REFUSE**

CSS reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over. The School also reserves the right to refuse to enroll if a parent willingly and knowingly provided incorrect or inaccurate information on the enrollment form.

If a student has accepted enrollment at the school but does not appear at the school the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the waitlist the spot.



## **LOTTERY**

After the initial year, before the general enrollment lottery begins, the school will conduct a sibling lottery of the students admitted in the prior year. If there are more siblings that have applied than there are spots available, a grade level waitlist will be started and students not receiving spots will be added to the wait list in the order in which they are pulled. Once the sibling lottery has been completed (if needed), the general lottery will begin.

When there are more applicants than available space in a grade level, a general lottery is held to decide the actual enrollment population. The lottery will be held on the first Wednesday of March on the school campus at 4:00 PM. The specific date and time of each year's lottery are published on the application form, and the event is open to the public. Parents/guardians do not need to be present in order to be selected. The school will notify all applicants via email within the next 24 hour period.

The grade level order for the lottery will be randomly determined at the beginning of the lottery. Names are then drawn and enrollment placements are awarded. The lottery not only designates the students who will be enrolled, it also defines the order of the waitlist. CSS will segregate duties during the lottery process; one person will draw the name, a second person will record it and a third will read it aloud.

Students admitted during the lottery will have 10 calendar days from the date their email acceptance was sent to accept or decline enrollment and 30 calendar days from the same date to submit required enrollment paperwork.

## **WAITLIST**

Students admitted will be called and emailed from the waitlist as a space becomes available in their respective grade levels based on their lottery ranking. Applications that are received after the lottery is held will be added to the end of the waitlist in the order in which they are received. After emailed notification, parents/guardians have 48 hours to accept or decline enrollment and 5 calendar days to return required admissions paperwork. If the school does not receive enrollment confirmation back in the specified time period, the Head of School may decline enrollment to the student and offer the spot to the next student on the waitlist.

## **RETENTION**



If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to the school and will retain enrollment status with the school. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled from during the lottery.

### **Enrollment Priority:**

The School will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law

The following groups will have enrollment priority at The School for subsequent school years in the order that follows as space permits in each grade] :

1. Siblings of currently enrolled students who were admitted to the charter school in a previous year. For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, step siblings, and children residing in a family foster home.
2. Children of full-time employees and board members (may not exceed 15% of total school population)
3. Children who are currently enrolled in a North Carolina Charter School

### **SIBLINGS OF STUDENTS**

North Carolina defines siblings as two or more individuals having at least one parent in common. To qualify for CSS enrollment, this commonality must be a biological or legal relationship between the parent(s) and child. Marriage and/or adoption grants sibling status. Foster children are also considered siblings for the purposes of enrollment. When someone with children is in a "live-in" relationship with another person who has children, the children who do not have a common biological parent are not siblings.

All children in a family are "bundled" together under one unique lottery registration number but will only be registered to run in the lottery under the name and grade of the oldest child, also known as the "Primary Registrant". If the "Primary Registrant" child is admitted, all siblings bundled on the registration form will be eligible for placement in their respective grade level immediately, as long as there is an opening. If there are no



openings, they will be placed on the general wait list for the respective grade level. If the “Primary Registrant” is placed on the waitlist, the other siblings will also be placed on the waitlist for their respective grade levels.

When multiple birth siblings apply to CSS, a single surname is entered into the lottery to represent all of those siblings in the “set”. When that surname is drawn for enrollment, then all of the siblings shall be admitted, regardless of the number of seats remaining in the lottery. If the siblings are not in the same grade, the school will assign them based on actual current grade and the next year’s grade confirmation.

It is the intent of the school to provide Lottery Procedures that benefit families but are fair and consistent for all of our applicants.

### **Enrollment Forms**

Enrollment forms will include, but are not limited to the following:

- (1) Proof of North Carolina Residency
- (2) Permission to request current school records
- (3) Immunization Records

### **Handling of Errors**

#### **School Errors**

If CSS notices an error after the lottery, the school will take the steps necessary to remedy the problem. Depending on the nature of the error, CSS will choose to re-do the grade level lottery to ensure fairness for the applicants.

If any mistake is made by CSS in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of the school that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery. The lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed in the appropriate grade level in the lottery, the application will not be admitted. They may submit a corrected application



which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at the grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable will be removed.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant, not included by mistake, a random application number from the full pool of applicants will be assigned. The application will be assigned that number as their lottery placement number and appropriately placed as if they were pulled at the same time as a randomly assigned placement number. Any applicants with placement numbers on the waitlist behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

### **Parent Errors**

If a student name is duplicated in the lottery and School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period. If a parent provides inaccurate information in the lottery process or application, the school reserves the right to remove the student from the lottery or if the lottery has already occurred to revoke the student's admission offer.

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