

#### 4.05 Student Enrollment Policy

ArtSpace Charter School abides by all North Carolina school enrollment laws. If a conflict were to arise all applicable state laws will supersede local policies. ArtSpace encourages diversity and does not discriminate on the basis of gender, race, national or ethnic origin, sexual orientation, economic standing, religion, or disability of the child in its admission policies or educational programs.

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- I. APPLICATION
  - A. Applications will be available at the school during regular school hours. Application packets are also available on our website or upon request can be mailed to families.
  - B. To qualify for application, a student's parent or legal guardian must be legally domiciled in the state of North Carolina, and must provide documentation of such at the time of application. Out-of-State applications will not be considered. Students protected by the McKinney-Vento Homeless Act are qualified for enrollment.
  - C. Prospective parents, including families with currently enrolled students, must submit a complete Student Application Form for each child they want to enroll.
  - D. An application will be considered "complete" only if all the information requested is given, the information is truthful, the parent/legal guardian has signed the form, and proof of being domiciled in NC is attached.
  - E. A student may apply for only one grade. To enroll in Kindergarten, a child must be five years old by August 31 of the current school year (**NCGS 115C-364**).
  - F. Application Deadlines.
    - 1. For the **Current** school year, applications will be accepted until the twentieth day of the academic year. Students will not be enrolled after the twentieth day.
    - 2. For the **Following** school year, applications will be accepted beginning the 21<sup>st</sup> day of the current school year. All completed applications must be received prior to the second Monday in March at 4:00 to be included in the ArtSpace lottery, while others will be placed on the wait lists in the order received.
  - G. Once enrolled, students are not required to re-apply in subsequent years. However, families must notify the office by May 15 to confirm their enrollment for the following year.
  - H. Currently enrolled families are contacted in January, asking if they have any siblings to be included in the ArtSpace Lottery. Sibling applications should be returned by the second Monday in March at 4:00.
  - I. An application must be signed by a parent or legal guardian, and is considered complete only when this signature is obtained. A student in foster care or under temporary / alternate placement is not necessarily living with the legal guardian. The legal guardian must sign the application.

## II. ADMISSION

- A. Students who seek admission into ArtSpace Charter School must complete the application process.
- B. No students will be admitted after the twentieth day of the academic year.
- C. A student must be admitted either by the ArtSpace Lottery or the wait list for their grade level.
- D. Applicants must document their academic achievement level to ensure appropriate grade placement. Any presentation of inaccurate information on the application, or during enrollment, regarding a student's academic record or situation could potentially result in a loss of placement.
- E. If an applicant is offered a slot and declines the opening, then the application is removed from the active files to a "declined enrollment" file, with notes as to why the application was declined.

## III. ENROLLMENT

- A. Once an applicant is offered a spot, parents must return the Enrollment Form, Request for Transcripts and Emergency Contact/Release form with all signatures. A student will not be allowed to attend without these signed forms in the school office.
- B. The first day of attendance is the actual enrollment date.
- C. Once enrolled, students are not required to re-apply in subsequent years. However, families must notify the office by May 15 to confirm their enrollment for the following year.
- D. Currently enrolled families are contacted in January and asked if they have any siblings to be included in the ArtSpace Lottery. Sibling applications should be returned by the first Monday in March.
- E. If an IEP or 504 is currently in place for a student, a copy must be attached to the enrollment form in order for the enrollment to be considered "complete". These documents will be reviewed by the administration before the applicant will be enrolled to insure appropriate services are offered.
- F. All documentation regarding achievement, IEP's, and/or 504's will be reviewed. Any presentation of inaccurate information could potentially result in a loss of enrollment.

## IV. GENERAL POLICIES

### A. General Lottery Policy

- 1. By law charter schools must conduct a lottery to fill any openings by grade level.
  - a. If the number of completed applications received by the annual lottery date (see I.F.2 above) **exceeds** the capacity of the grade level, then students will be admitted by lottery.
  - b. If the number of completed applications received by the annual lottery date **is less than** the capacity by grade level, then students will be admitted on a first-come basis until school capacity is reached.
- 2. Currently enrolled families are contacted in January and asked if they have any siblings to be enrolled and included in the lottery. Sibling applications should be returned by the second Monday in March at 4:00.
  - a. If the number of siblings with completed applications **is less than** the capacity by grade level, then siblings will be admitted on a first-come basis until school capacity is reached.
  - b. If the number of siblings with completed applications **exceeds** the capacity by grade level, then siblings will be admitted by a sibling lottery.
- 3. Parent Information Night(s), Open House(s), retail ads, and personal letters will be made available prior to the lottery to allow interested families and the community to learn more about ArtSpace Charter School.
- 4. Families on the current year's Wait List are contacted regarding inclusion in the upcoming lottery, Parent Information Night/Open House dates, and are given new blank applications to complete.
- 5. For the lottery, the number of openings is determined in March, and is based upon:
  - the number of returning students,
  - the growth levels established by the Board

- the number of siblings to be newly enrolled, and the number of retentions and double promotions.
6. Completed applications must be received by the second Monday in March by 4:00 to be included in the ArtSpace Lottery. Completed applications received AFTER the second Monday in March will be placed on a wait list by grade level in the order received.
  7. The ArtSpace Lottery will be held on the fourth Tuesday of March.
  8. The ArtSpace Lottery event is open to the public, and will follow NC Open Meetings laws. The date and time of the ArtSpace Lottery will be posted in advance.
  9. An applicant can be included in the lottery for only one grade level.
  10. A student who was enrolled in ArtSpace within the two previous school years but left the school (a) to participate in an academic study abroad program or (b) who left because of the vocational opportunities of the student's parents, are eligible for admission priority. The term of leave may be for one academic year. A formal written request must be submitted to the Executive Director for approval by June 30 of the school year in which the student is currently enrolled.
  11. General Statute 115C-218.45 restricts the portion of priority enrollment given to children of staff and board members to no more than 15% of the total student body. ArtSpace will limit the number of these priorities based on this statute.

## **B. Lottery Procedures**

1. Five separate drawings will occur:
  - a. First draw will be for children of all full-time employees. Note that this does not apply to PACE or FACE Board members.
  - b. Second draw will be for (1) siblings of currently enrolled students, or (2) siblings who apply to the charter school for admission beginning in the same school year, or (3) siblings of students who graduated 8<sup>th</sup> grade and were enrolled in at least four grade levels
  - c. Third draw will be held for students who were enrolled in ArtSpace within the two previous school years but left the school (1) to participate in an academic study abroad program or (2) who left because of the vocational opportunities of the student's parents.
  - d. Fourth draw will be held for applicants whose parent has been a member of the PACE or FACE Board for at least one year (from the date of the actual lottery).
  - e. Finally, an open draw will be held for all other applicants. Once all openings are filled, applicants will be placed on the appropriate grade-level wait list in the order drawn.
2. School Mint, an online lottery/enrollment platform, will be used to facilitate the lottery.
3. Families are notified in writing of the lottery results (grade placement or wait list placement) within two weeks.
4. Enrollment forms are due 2 weeks after notice of acceptance. Families MUST reply and notify the school of acceptance within 2 weeks, clarifying their decision to accept or decline the continuation of the enrollment process, or placement could be lost.
5. For an applicant who is selected for admission and decides NOT to enroll, the next applicant on the wait list for that grade level will be notified immediately for enrollment.

## **C. Wait List**

1. A wait list for each grade level will be established whenever ArtSpace Charter School's capacity is exceeded, and students on the list will be contacted if and when an opening occurs.
2. When an applicant is placed on the wait list, the application will be held until a new enrollment period begins. After this, the applications will be archived. Families will be contacted regarding the new enrollment period, upcoming lottery dates, and PIN/Open House dates.
3. New students will not be enrolled after the twentieth day of school.
4. When an opening becomes available, applicants are offered a slot according to the order of the Grade Level Wait List. The applicant is notified and given a specified time frame in which to accept or decline the opening. To secure enrollment, appropriate forms must be returned to the school office before the specified deadline.
5. A separate wait list is maintained for each grade level.
6. Applicants may sign into their School Mint account to check their waitlist placement.

**D. Siblings**

1. Siblings of currently enrolled students will be given admission priority. Siblings includes half-siblings, and stepsiblings residing in the same home. It also includes foster children living in the same home.
2. Siblings of students who have completed the 8<sup>th</sup> grade at ArtSpace **and** who were enrolled in at least four grade levels at ArtSpace will also be given admission priority.
3. Qualifying siblings include those of currently enrolled students who were admitted to the charter school in a previous year, or siblings who apply to the charter school for admission beginning in the same school year.
4. Prospective parents, including families with siblings of currently enrolled, must submit a Student Application Form for each child they want to enroll.
5. Families of currently enrolled students will be contacted in January, and requested to complete an application for siblings who wish to be enrolled for the upcoming year. The deadline for completed sibling applications is the second Monday in March at 4:00.
6. Multiple birth siblings enter the ArtSpace Lottery under one application. Other siblings must enter the ArtSpace lottery on a separate application form.

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