

# Lottery, Admissions and First Day of School Policy

*(approved 12/17/2013, revised and approved on 9/30/2014, 3/4/15, 5/21/18, 1/13/19; 12/16/24; 12/16/25 by PSCS Board of Trustees)*

Pioneer Springs Community School is a nonprofit, tuition-free public charter school authorized by the state of North Carolina as of the 2014-2015 school year. As a charter school, PSCS will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. PSCS does not discriminate on the basis of race, color, religion, creed, national origin, ancestry, disability, gender, sexual orientation, gender identity, age or ethnic origin. All applicants must be North Carolina residents. In order to register for Kindergarten, children must be five years of age by August 31st of that school year.

No criteria for admission will be used except the completed registration, i.e. application. The registration may be completed online by submitting the electronic form on our website ([www.Pioneersprings.org](http://www.Pioneersprings.org)). Submitting the online registration is preferred; but if necessary, a paper registration may be downloaded and printed from the web site, picked up in person from the school, or sent by mail upon request. If a paper registration is used, it must be sent to the school by mail at **PO Box 480537 Charlotte NC 28269**. Paper registrations will not be accepted at the school. The registration will include the student's name, parent's/guardian's name, current address of student, phone number of parent/guardian, email address of parent/guardian, county of residence, current grade level, student's date of birth, current school, the name of any siblings already enrolled at the school, confirmation of access to email, parent email address and an indication as to how the family would like their sibling children entered into the lottery.

Only one registration is allowed per child. In the event a child is registered more than once, only the first registration is valid, as determined by the assigned registration number. Any additional registrations will be considered invalid, unless approved in advance by the Director prior to the lottery. Any additional inaccuracies found in registration information may invalidate the lottery entry. We will make every effort to remove additional and inaccurate registrations prior to the lottery, however, if an additional or inaccurate registration is discovered during the lottery, this will not invalidate the lottery results. In the event of intentional additional and/or inaccurate registrations are submitted, the Director has the discretion to invalidate all fraudulent registrations before or after the lottery. The lottery will not be rerun due to additional duplications or inaccuracies.

Pioneer Springs Community School will conduct open enrollment for a minimum of 30 calendar days. At the end of the open enrollment a determination will be made as to whether a lottery will be required or if rolling enrollment will continue until all spots are filled. The Board of Trustees will annually establish the dates and times for open enrollment and the lottery, and these dates will be posted on the school website.

If there are more applicants than there are spots available, we will hold a lottery in an open meeting. Online registrations received after midnight on the last day of open enrollment and mailed registrations

postmarked after that date will be added to the end of the waitlist after the lottery is drawn. All applicants must be North Carolina residents. In order to register for Kindergarten, children must be five years of age by August 31<sup>st</sup> of that school year. If a parent/guardian is considering early enrollment, please refer to the Early Enrollment Policy.

PSCS will use a computer lottery program to conduct the lottery. Any paper enrollment forms received will be manually entered into the electronic lottery system by a staff member designated by the Board of Trustees and witnessed by a member of the Board.

**Lottery Day:**

The Pioneer Springs Board of Trustees will call the meeting to order with the purpose of conducting the lottery. Members of the Board will conduct the lottery. Results will be displayed to those in attendance.

*\*According to North Carolina General Statutes Chapter 115C, if a multiple sibling surname has been drawn, all multiples will be admitted, even if in different grades.*

**Post-Lottery Results:**

The Director or designated person will notify parents/guardians of admittance. The lottery results will be posted on the PSCS website.

**Waitlists:**

The computerized program will create the general and sibling waitlists based on the lottery results. Registrations received after the designated lottery registration period will be added to the end of the general waitlist. The waitlists will also be formed in accordance with the priorities outlined below. All current waitlists expire on January 1<sup>st</sup>.

**Priorities:**

According to North Carolina General Statutes Chapter 115C and as approved by our Board of Trustees: Pioneer Springs designates these priorities for admission into Pioneer Springs Community School in the order that follows:

1. Children of full-time employees
2. Siblings of currently enrolled students\*
3. A student who was enrolled in the preschool program operated by the charter school (Pre-Oneers) in the prior school year.

\*Siblings of currently enrolled students for whom an enrollment form has been received are automatically admitted to open seats in the appropriate grade level at the end of the open enrollment period. If the number of such registered siblings exceeds the number of open seats, a sibling priority lottery will be held before the general lottery and will include only siblings of currently enrolled students.

For families' initial enrollment, multiple-birth siblings must be entered under one surname and

receive one registration number. If that registration number is admitted, then ALL multiple-birth siblings will be admitted. For non-multiple-birth siblings, parents/guardians may choose to enroll siblings separately, or they may enter all siblings under one surname (designated as their “unique registration number”), as follows:

- If siblings are run through the lottery separately and one sibling is admitted while the other sibling(s) is not, the non-admitted sibling(s) will be given priority for admission by placement in the sibling priority lottery after the admitted child has attended PSCS for one full year, provided the sibling is registered during open enrollment. If there is no one ahead of the non-admitted sibling on the waitlist during the current calendar year, that student will be admitted prior to Dec 31st of the current calendar year.
- If siblings are run through the lottery under one surname (one unique registration number), parents/guardians must first decide in which **GRADE LEVEL** the **ONE** unique registration number should be entered for the lottery. If that registration number is admitted, then ALL siblings will be admitted immediately IF space is available in their respective grade levels. If there is no space available, then remaining siblings will be placed on the sibling priority waitlist, which takes precedence over the general waitlist. Admissions can be made throughout the school year as space becomes available. If children on the sibling priority waitlist are not admitted by January 1, they are entered into the sibling priority lottery, provided the sibling is registered during open enrollment.

### **First Day of School:**

Students, parents/guardians, and staff will be provided procedures and assignments for the first day of school prior to school opening.

If a newly enrolled student is absent on the first day of school, parent/guardian must contact the school with a reason. Otherwise, at the close of the first day of school a PSCS staff member will attempt to contact parent/guardian utilizing all contact methods listed on the Student Demographic Form. If by the close of the second day of school, PSCS cannot reach the parent/guardian and/or parent/guardian does not provide documentation explaining absence and confirmation of student’s intent to attend, then that student will lose his/her spot. PSCS will offer that spot to the next student on the waitlist. PSCS will send written confirmation sent by email and postal mail that child has been taken off rolls.

In the event a student is enrolled after the first day of school, but does not attend the first admitted day, the same procedure will apply.

