

# 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 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 the initial Board of Trustees may be admitted to the school in the first year of its operation without entering the lottery.
2. Children of full-time employees may be admitted regardless of lottery position.
3. Sibling Priority:

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.

Pioneer Springs Community School will adhere to the North Carolina State House Bill 250 as stated below:

G.S. 115C-238.29F(g)  
2013-359 Charter School Enrollment & Charter Revisions  
**GENERAL ASSEMBLY OF NORTH CAROLINA**  
**SESSION 2013, SESSION LAW 2013-359**  
**HOUSE BILL 250**

AN ACT TO PROVIDE FOR ENROLLMENT PRIORITY AND PROCEDURES FOR CERTAIN STUDENTS APPLYING TO CHARTER SCHOOLS AND TO MAKE CHANGES AS TO WHAT QUALIFIES AS A MATERIAL REVISION TO A CHARTER APPLICATION.

The General Assembly of North Carolina enacts:

**SECTION 1.** G.S. 115C-238.29F(g) reads as rewritten:

"(g) Admission Requirements. –

(1) 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.

(2) No local board of education shall require any student enrolled in the local school administrative unit to attend a charter school.

(3) Admission to a charter school shall not be determined according to the school attendance area in which a student resides, except that any local school administrative unit in which a public school converts to a charter school shall give admission preference to students who reside within the former attendance area of that school.

(4) Admission to a charter school shall not be determined according to the local school administrative unit in which a student resides.

(5) A charter school shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall 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. Within one year after the charter school begins operation, the charter school shall make efforts for the population of the school to reasonably reflect the racial and ethnic composition of the general population residing within the local school administrative unit in which the school is located or the racial and ethnic composition of the special population that the school seeks to serve residing within the local school administrative unit in which the school is located. The school shall be subject to any court-ordered desegregation plan in effect for the local school administrative unit.

(5a) The charter school may give enrollment priority to any of the following:

a. Siblings of currently enrolled students who were admitted to the charter school in a previous year and year. For the purposes of this subsection, 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.

b. Siblings of students who have completed the highest grade level offered by that school and who were enrolled in at least four grade levels offered by the charter school or, if less than four grades are offered, in the maximum number of grades offered by the charter school.

c. to children limited to no more than fifteen percent (15%) of the school's total enrollment, unless granted a waiver by the State Board of Education, the following:

1. Children of the school's principal, teachers, and teacher assistants.full-time employees.

2. In addition, and only for its first year of operation, the charter school may give enrollment priority to children of the initial members of the charter school's board of directors.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, and (ii) the charter school is not a former public or private school.

d. A student who was enrolled in the charter school within the two previous school years but left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent.

(5b) Lottery procedures for siblings.

a. If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-238.29F(g)(6), the charter school shall may enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admittedto the extent that space is available and does not exceed the grade level capacity.

b. If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-238.29F(g)(6), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

Within one year after the charter school begins operation, the population of the school shall reasonably reflect the racial and ethnic composition of the general population residing within the local school administrative unit in which the school is located or the racial and ethnic composition of the special population that the school seeks to serve residing within the local school administrative unit in which the school is located. The school shall be subject to any court-ordered desegregation plan in effect for the local school administrative unit.

(6) During each period of enrollment, the charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, students shall be accepted by lot. Once enrolled, students are not required to reapply in subsequent enrollment periods.

(7) Notwithstanding any law to the contrary, a charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired."

**SECTION 2.** G.S. 115C-238.29D reads as rewritten:

**"§ 115C-238.29D. Final approval of applications for charter schools.**

(a) The State Board may grant final approval of an application if it finds that the application meets the requirements set out in this Part or adopted by the State Board of Education and that granting the application would achieve one or more of the purposes set out in G.S. 115C-238.29A. The State Board shall act by March 15 of a calendar year on all applications and appeals it receives prior to February 15 of that calendar year.

(b) Repealed by Session Laws 2011-164, s. 2(a), effective July 1, 2011.

(c) The State Board of Education may authorize a school before the applicant has secured its space, equipment, facilities, and personnel if the applicant indicates the authority is necessary for it to raise working capital. The State Board shall not allocate any funds to the school until the school has obtained space.

(d) The State Board of Education may grant the initial charter for a period not to exceed 10 years and may renew the charter upon the request of the chartering entity for subsequent periods not to exceed 10 years each. The State Board of Education shall review the operations of each charter school at least once every five years to ensure that the school is meeting the

expected academic, financial, and governance standards.

(e) A material revision of the provisions of a charter application shall be made only upon the approval of the State Board of Education.

It shall not be considered a material revision of a charter application and shall not require the prior approval of the State Board for a charter school to increase its enrollment during the charter school's second year of operation and annually thereafter (i) by up to twenty percent (20%) of the school's previous year's enrollment or (ii) in accordance with planned growth as authorized in the charter. Other Except as provided in subsection (f) of this section, enrollment growth shall be considered a material revision of the charter application, and the State Board may approve such additional enrollment growth of greater than twenty percent (20%) only if the State Board finds that all of the following:

1. The actual enrollment of the charter school is within ten percent (10%) of its maximum authorized enrollment;
2. The charter school has commitments for ninety percent (90%) of the requested maximum growth;
3. The board of education of the local school administrative unit in which the charter school is located has had an opportunity to be heard by the State Board of Education on any adverse impact the proposed growth would have on the unit's ability to provide a sound basic education to its students;
4. The charter school is not currently identified as low-performing;
5. The charter school meets generally accepted standards of fiscal management;
6. It is otherwise appropriate to approve the enrollment growth.

(f) It shall not be considered a material revision of a charter application and shall not require prior approval of the State Board for a charter school to do any of the following:

1. Increase its enrollment during the charter school's second year of operation and annually thereafter by up to twenty percent (20%) of the school's previous year's enrollment.
2. Increase its enrollment during the charter school's second year of operation and annually thereafter in accordance with planned growth as authorized in its charter.
3. Expand to offer one grade higher than the charter school currently offers if the charter school has operated for at least three years and has not been identified as having inadequate performance as provided in G.S. 115C-238.29G(a1)."

**SECTION 3.** This act is effective when it becomes law and applies beginning with the 2013-2014 school year.

In the General Assembly read three times and ratified this the 17<sup>th</sup> day of July, 2013.