**ENROLLMENT AND LOTTERY POLICY**

**1. Overview & Purpose**

This policy is in place to address the process for handling admissions at Old Main Stream. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted in North Carolina law.

Old Main STREAM (hereinafter OMSA) is a North Carolina nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, OMSA will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not illegally discriminate against any student on the basis of ethnicity, national origin, gender, or disability. OMSA will follow all rules and regulations regarding enrollment priorities and weighted lotteries as required by applicable North Carolina law, specifically including N.C. G.S. 115C-218.45, its Charter Agreement, and State Board of Education policy.

**2. Admissions Period**

OMSA’s admissions period shall be no less than 30 consecutive calendar days. On the 31st consecutive day, the lottery will close at 5:00 p.m. If there are more applications than seats available, OMSA shall determine a date, time, and location to hold the legally required lottery. This lottery will be publicly noticed and open for public observation. If needed, the lottery will occur within three weeks of the end of open enrollment. The lottery date, time and location will be published on the school’s google site within two weeks of the end of open enrollment.

**3. Enrollment Application**

The enrollment application may be completed online through our google site 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, student’s date of birth, the name of any siblings already enrolled at the school, and a declaration of the student’s residence in the state of North Carolina. No criteria for admission will be used except the completed application.

**4. 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

**5. Grade Level**

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 student will be entered into the lottery for the next grade level. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level. 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.

**6. Returning Students**

Current students at Old Main STREAM Academy are invited to return the following year and do not have to go through the initial enrollment proceedings. Current families wishing to reenroll will be given an Intent to Return form to complete and return to the school during the open enrollment period to allow the school to plan appropriately for the lottery.

**7. Enrollment Priorities**

The following groups will have enrollment priority at OMSA in the order that follows as space permits in each program, class, grade level, or building, consistent with NCGS §115C-218.45

1. 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 charter school's board of directors.

2. Children of (a) persons employed full time by the charter school or working full time in the daily operation of the charter school, (b) including children of persons employed by an education management organization or charter management organization for the charter school, if applicable.

In this order:

a. Children of current OMSA Board of Directors

b. Children of current The Head of School (Principal)

c. Children of the school’s full-time employees

2. Siblings who apply to the charter school for admission beginning in the same school year, such as when a sibling was not initially admitted due to grade level capacity;

 3. A student who was enrolled in another charter school in the State in the previous school year.

**Lottery Procedures**

Lotterease is an independent automated lottery system that the school uses to manage their lottery and waitlist. Since Lotterease is an independent system, the school staff do not have the ability to manipulate or adjust the lottery outcome. They must work within the requirements of the system.

In addition, all activity that takes place with your application is tracked in a history log that you can view at any time by logging into the parent portal.

Parents will go to lotterease.com online to register their child/children for the lottery. They will have the option of currently enrolled sibling preference, multiple birth siblings, and school employee students that are currently in place. The application period will last through February and March for thirty one days. The lottery will be held in April. On that day, the staff and a local official, not affiliated with the school will be on campus to initiate the program online. This will be able to be viewed by all who want to attend the lottery. The program will instantly notify the parent and/or guardian via phone or email, based on what they requested when they filled out the application online.

After completing the acceptance by lottery, Old Main STREAM Academy shall have a specified and reasonable, timeframe in which the accepted applicants must reply to the school clarifying their decision to accept or decline continuation of the enrollment process. The school’s enrollment policy, including all time frames will be declared on the original application completed by the applicant.

1. Sibling Bundling

a. Multiple Birth Siblings: If multiple birth siblings (twin, triplets, etc.) apply for admission to the School and a lottery is needed, the school shall enter one surname in the lottery to represent all the multiple birth siblings applying at the same time. If that surname is selected, all multiple birth siblings shall be admitted. Example: Kindergarten-20 spaces available, if a twin is drawn for space #20 then the school would increase class size to 21.

b. Siblings Enrolling at the Same Time: If multiple siblings apply then ONE surname in the lowest grade level that is being applied will be entered. The surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available on the respective grade(s) level waiting list.

**Waiting List Procedures**

If seats become available prior to the first day of school, the student’s parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answering machine/voice mail. That parent will have to confirm that his/her child will attend the school within 24 hours of the phone call. After 24 hours, the next name will be called, and the first student will be moved to the bottom of the waiting list. This procedure continues until all names have been called or all seats have been filled. If seats become available on the first day of school or until the end of the second grading period, the student’s parent/guardian at the top of the waiting list will be contacted. All the numbers on the student application will be called. If there is no answer, a message will be left on the answer machine or voicemail. That parent will have to confirm immediately to reserve his/her child’s seat. If there is no response, or the parent does not call back right away, that student will go to the bottom of the waiting list and the next child will be called. This procedure continues until all names have been called or all seats have been filled. The waiting list does not roll over to the following school year. A new application must be completed during open enrollment each school year to be included in the lottery.

**Students Applying after the Open Enrollment Period:** Any students applying after the open enrollment period will be placed on the waitlist directly after any waitlisted students from the lottery in the order the application was received.

**Old Main STREAM Academy Charter School’s Right to Refuse Enrollment:** Old Main STREAM Academy Charter School reserves the right to refuse enrollment to any student or family under the following circumstances:

● The student is currently under a term of expulsion or suspension 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;

● A parent or guardian willingly and knowingly provided incorrect information on the enrollment application;

● If a student has accepted enrollment at the school but does not appear at the school in 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 5th day of school, Old Main STREAM Academy reserves the right to remove the student from their enrollment roster and offer a position to the next student on the waiting list.

**Notification of Acceptance Policy**

Parent/guardians will be notified of their child’s acceptance or placement on a waiting list by either phone call, email, or letter within 3 school days.

**Acceptance of Seat Policy**

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled students must be present the first day of school by 7:45 am to secure their seat. Also, new students will not be allowed to begin classes until proof of promotion from their previous school has been provided.

\*\*It is very important that you understand that the order of the names that are drawn may change at any time based on change of Principal, staff, or due to students being retained or withdrawn. If these changes occur, we will have no choice but to comply and you will be contacted about these changes. With that being said, we are ready to proceed with our lottery following the policies and procedures discussed.

**Handling of Errors**

*School Errors*

If any mistake is made by Lotterease in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of Lotterease that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate program, class, grade level, or building 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 too many students were included in the lottery at a program, class, grade level, or building or if a student name was duplicated in the lottery, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

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 received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the 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 program, class, grade level, or building through the lottery.

*Parent Errors*

If a student name is duplicated in the lottery and Lotterease 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 a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, 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 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.

**Enforcement**

It shall be the responsibility of the OMSA Principal and Board of Directors to administer this policy. The school principal or designee will maintain the wait-list in a safe place.

**Distribution**

This policy is available to all Old Main STREAM Academy staff and the general public on the Old Main STREAM Academy website.

 **Policy Version History**

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| **Version** | **Date** | **Description** | **Approved By** |
| **1.0** | **11/19/2018** | **Initial Policy Adopted** | **OMSA Board** |
| **1.0** | **03/25/2020** | **Reviewed/Affirmed** | **OMSA Board** |
|  **1.0** |  **2/11/2021** |  **Reviewed/Affirmed** |  **OMSA Board** |