

Bacanton Community Charter School

(May, 2019, SCSC Contract)

ADMISSIONS LOTTERY POLICY AND PROCEDURE

A random lottery process will be implemented to fill student vacancies in cases where the number of enrollment applications exceed the capacity of any BCCS program, class, grade level, or building. Following are the policies and procedures surrounding BCCS's annual admissions lottery.

Pre-Lottery:

- **Applications:** Applications for the lottery will be available for submission by the first Monday in February of each year. See BCCS's Enrollment Policies for details.
- **Lottery Date:** The lottery will be held annually on the first Saturday in March.
- **Public Announcement:** Pursuant to SCSC Rule 691-2-.05, public announcement of the admissions lottery will be made each year during the months of January and February. This announcement will contain information on the enrollment application deadlines.

Lottery Procedures:

- **Location:** BCCS admissions lotteries are open to the public and will always be held at a time and location allowing for public attendance.
- **Attendance:** Attendance is open to all. Students and/or guardians/representatives are not required to be in attendance to be eligible for an enrollment offer.
- **Personnel:** Prior to the lottery, BCCS will designate
 - a) one person to draw names/numbers
 - b) one person to record the names/numbers drawn
 - c) one person to announce the names/numbers to attendees
- **Randomization:** Randomization shall be done through manual methods, preferably by the use of assigned numbers with cards drawn manually from a clear container. Randomization will not be performed prior to the lottery; it shall be done at the announced lottery in full view of the public. If the labeling is done by number rather than by name, families/individuals will be informed of their numbers prior to the drawing.
- **Sequencing:** Each number drawn will represent an entire family. All family members will be placed across grade spans when their number is drawn. Due to complications for sibling preference, enrollment offer lists will not be fully compiled until ALL families have been drawn. Once all families have been drawn, each grade will be sorted by priority group and draw order.
- **Priority:** Enrollment priority ranking for BCCS is created through the following groups. The members of each list are further ranked within their group by their lottery draw sequence. With highest-priority first:
 1. A student whose parent or guardian is a member of the governing board of the Charter School or is a full-time teacher, professional, or other employee at the Charter School;

2. A student matriculating from a pre-kindergarten program which is associated with the school, including, but not limited to, programs which share common facilities or campuses with the state charter school, or pre-kindergarten programs which have established a partnership or cooperative efforts with the state charter school; and
 3. A sibling of a student enrolled in the Charter School.
- **Lottery Weighting:** In accordance with O.C.G.A. § 20-2-2066(a)(1)(A), BCCS has implemented a weighted lottery. An increased chance of admission will be provided to the following subsets of educationally disadvantaged students with each subset as defined by the State Board in accordance with federal guidelines and regulations:
 1. Students who are economically disadvantaged;
 2. Student with disabilities;
 3. Limited English proficient students;
 4. Neglected or delinquent students;
 5. Homeless students

To facilitate the weighted lottery, applicants may indicate their educationally disadvantaged status on the admissions application. BCCS shall rely on the self-reporting of parents/guardians for the qualifying subset, but shall not be required to re-administer the lottery or change a student's lottery status in the event any student's failure to provide appropriate documentation of such status results in a lower or higher percentage of educationally disadvantaged students being accepted.

The weight shall be calculated annually with the formula $W = (PA - PE) / (E - PE)$, provided however, the weight shall be no less than 4:1. Weighting shall be rounded to the nearest integer.

The variables of the weighted lottery formula described above shall be defined as follows:

1. "P" shall be equal to the percentage of economically disadvantaged students in the Mitchell County School System as measured by the Governor's Office of Student Achievement for the previous school year. In the event that this percentage of economically disadvantaged students is more than 50%, P shall not exceed 50%.
 2. "A" shall be equal to the total number of Kindergarten applications from all students.
 3. "E" shall be equal to the number of Kindergarten applications from students who qualify as educationally disadvantaged.
- **Notification of Acceptance:** Parents/guardians will be notified of their child's acceptance or placement on a waiting list—as well as their position on that list—by an official email from the Registrar following the conclusion of the lottery. In the case of sibling admissions, parents/guardians will also be informed of how one sibling's acceptance/rejection of an enrollment offer would affect the other sibling(s) enrollment priority rankings.

- **Acceptance of Seat Policy:** After notification of acceptance, a student's registration packet must be completed and submitted by the date set by the Registrar, otherwise the student's name goes to the end of the waiting list. Newly enrolled students must be present on the first day of school otherwise their seat may be assigned to the next student on the Waiting List. Parents must provide proof of grade placement/promotion from their previous school.
- **Waiting List Policy:** A waiting list will be established using the lottery system whenever capacity is exceeded, and the students on the list will be contacted if and when openings occur during the current school year only until the closing of enrollment. 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. Wait list positions will not be secured from year to year. Every reasonable effort shall be made to contact the next person on the wait list if a slot becomes available. However, if a decision is not made within 72 hours of notification by the school, the next student on the list may be extended the offer.

Weighted Lottery Provisions during the School Closure for Covid-19.

- SCSC approved Open-enrollment forms will be mailed to all applicants who registered prior to this form's approval. A self-addressed stamped envelope will accompany each form to the return of the forms.
- The Open-Enrollment forms will be available online, by mail, and by pick up in an outside container at the school. Our clerical staff will be equipped to mail enrollment forms from their homes to any who request the forms. These mail-outs will also include the self-addressed forms.
- Our office staff will check the mail daily and the phone messages will be sent via email to our staff for a quick response to any who call for lottery information. Our message on the phone system will direct them to email the administrator for any questions.
- Should the need for social distancing still be a concern, for the safety of everyone, we are prepared to offer a lottery drawing that is closed to the public but is streamed on line via Facebook Live.