



## ADMISSIONS LOTTERY POLICY

- 1. Purpose:** This policy sets forth the process for determining admission to Water's Edge Village School (WEVS) where new student applications exceed the school's student capacity. It conforms to N.C. G.S. § 115C-218.45. The goal of this policy is to ensure that the process and methods utilized in the Lottery Policy are fair and consistent and do not offer priority to any student candidate except where specifically allowed under applicable North Carolina law. WEVS is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, WEVS is open to all students who would otherwise qualify for enrollment in North Carolina Public Schools.
- 2. Structure of WEVS' Admissions Process:** Admission to WEVS is determined using a lottery system. This lottery is conducted as a random drawing as set forth below rather than being based on which candidates are the first to apply. *WEVS's lottery is only for new students hoping to fill open positions.* Any child who is a resident of North Carolina and meets the age requirements is eligible to enter WEVS's lottery, which does not discriminate on any basis, including race, color, age, gender, religion, sexual orientation or expression, national/ethnic origin, or disability.
- 3. Lottery Timing and Criteria for Applying:** The registration period for the lottery begins the Monday after Thanksgiving of the current school year runs until 5pm the Thursday before the drawing (exceeding the statutory 30-day minimum requirement). The lottery drawing for the upcoming school year is held on the first Friday in March. To be eligible for the lottery, the parents/guardian of the prospective student candidate must have submitted a *Request for Admission/Lottery Enrollment* form. If there are more than one prospective applicants in the family, a form must be submitted for each applicant. The information requested on the form is necessary to ensure that all applicants have an equal opportunity for enrollment. The information provided on the application is the sole criteria used to determine eligibility and whether any specific exception permitted under applicable North Carolina law apply. The application may be completed online through WEVS' website, [www.WatersEdgeVillageSchool.com](http://www.WatersEdgeVillageSchool.com) . In the event parents/guardian are unable to complete an online application WEVS will provide a paper application upon request. The information requested on the application includes: the student's name; parent/guardian names; current address of student; phone number of parent/guardian; email address of parent/guardian; current grade level; student's date of birth; information regarding siblings currently enrolled at WEVS or who had been previously enrolled for four or more years; and a declaration that the prospective student's primary residence is in North Carolina.
- 4. Grade Level for the Lottery Application.** Parents may not choose which grade they would like their child enrolled in for the upcoming year; entering an incorrect grade level on the Form will void the Application. The requirement applies even if the parents/guardians wish to have the prospective student considered for retention. If the student's current school has documented in the student's school file that retention is



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recommends a student for retention, the student will be placed in the appropriate grade following successful admission to WEVS and will retain enrollment status. If the student is on WEVS's Waiting List at the time the student's current school makes the retention recommendation and that action changes the applicant's grouping within the WEVS Lottery (i.e. K/1 grouping or grouping for grades 2 – 8) the applicant will be moved to the correct grouping and placed on the Waiting List within such grouping based on the number they pulled in the lottery.

5. **Enrollment Priority and Weighted Lottery:** WEVS follows all rules and regulations regarding enrollment priority provided under applicable North Carolina law. Prospective students falling within the following categories will have enrollment priority at WEVS in the following order to the extent there is space within the applicable grade:
  - Children of full-time employees and board members of Corolla Education Foundation who have served on the board for at least one year; provided, however, students in this category may not exceed 15% of total school population
  - Siblings of currently enrolled students who were admitted to WEVS in a previous year and siblings of previous students who have completed our highest-grade level and attended WEVS for at least 4 grade levels will be entered into a second lottery drawing. (G.S. 115C-218.45(f)(1))
6. **Multiple Siblings Applying At the Same Time:** Siblings (including multiple-birth siblings) applying together will have their names on one lottery card. If the siblings fall into multiple lottery groupings, the card will be placed in the drawing vessel for the “lowest grade” sibling.
  - For siblings on the same card who are all in Grade 2 and above, all siblings shall be offered enrollment together unless WEVS reaches classroom or school capacity. Where space limitations apply, the parents/guardian may choose which sibling they want to accept a seat for.
  - For siblings who fall into multiple lottery groupings (e.g., one in K-1 and another in 2-8), the student in Grade 2-8 will not be immediately offered a seat along with their K/1 sibling. However, once the K/1 classroom is full (12 total), the siblings of the K/1 student will next be offered a seat(s) to the extent available. For additional clarification, this means that:
    - *Remaining K/1 cards might be drawn after K/1 enrollee's siblings are offered seats*
    - *K/1 students might be offered seats when their older siblings are not.*
    - *Students who received preferential enrollment status based on the admission of a sibling in the K/1 drawing will only receive that preferential admission if the K/1 student actually enrolls. In the event that the K/1 student does not enroll, the older sibling name(s) will be added to the end of the list of names for the fourth lottery drawing..*



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- Multiple-birth siblings: In the event that class opening is not available for all siblings at the time a “multiple-birth sibling” card is drawn, all multiple birth-siblings will be put on the Waiting List.

### 7. Safeguards & Controls for Lottery Drawing:

- The official lists of all applicants and sibling groups eligible for the drawing(s) will be open to inspection by the applicants’ parents/guardians during the 30-minute period prior to commencement of the scheduled drawing.
- Applicants and their parents/guardians may be present to witness the drawing, but are not required to be present.
- An impartial person (usually, the Corolla Public Library’s librarian) will draw names from the lottery vessel. This individual will blindly choose each name card, one at a time, from the vessel and shall read it aloud immediately so that it may be recorded by another person unaffiliated with WEVS or Corolla Education Foundation. This recorder shall confirm that the candidate names were recorded in the exact order drawn and announced by the drawer.
- In the event there are applicants who are children of full-time WEVS employees or eligible CEF Board Members or who are siblings of current WEVS students (or previous WEVS students who attended for 4 or more grades and completed WEVS highest grade level), four drawings will be held in the following order:
  - **First Drawing:** North Carolina resident children of full-time WEVS employees & children of current board members who have served for at least one year; provided that prospective students falling within this may exceed 15% of WEVS total enrollment; once this 15% limit applies, additional students in this group will be entered into the drawing for their grade grouping with no priority.
  - **Second Drawing:** Siblings of current students or siblings of previous students who have completed our highest-grade level and attended WEVS for at least 4 grade levels will be entered into a second lottery drawing. Names will be drawn until there are no more names in the lottery card vessel or until all seats are filled.
  - **Third drawing:** Kindergarten & 1<sup>st</sup> Grade to the extent that the classroom size limit of 10 K-1 students is not exceeded. See Section 6 above for specific procedures for siblings enrolled in the lottery on the same card as a K/1 sibling.
  - **Fourth drawing** – Grades 2-8
- For purposes of this Policy, “siblings” includes brothers and sisters, half- brothers and half-sisters, step-brothers and step-sisters and foster children provided that, in each case, they reside in the same household.
- Once all seats have had a corresponding name drawn to fill them, subsequent names drawn will be added to WEVS’s **Waiting List**.

### Accepting Offered Seats:



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- All families, regardless of whether a parent/guardian was present for the lottery drawing, will be sent an email from WEVS indicating whether their applicants were selected for a space at WEVS and, if successful, the process that the parent/guardian must follow to accept that spot (due dates, required forms that must be submitted, etc.).
  - In the event that a parent/guardian declines a spot (including a current student whose parent/guardian declines a spot due to a post-lottery change of circumstances) that spot will be offered to the next applicant on the Waiting List corresponding to the opening (e.g., K-1 classroom). The parents/guardians of the next applicant on the Waiting List will be promptly contacted via email from WEVS. This procedure will continue until there are no remaining seats.
    - After the drawing and until the last day of the current school year, parents/guardians have 7 days from the date an email is sent to them notifying them of the availability of a spot to accept the offer. If the parent/guardian does not accept in writing (by email or otherwise) within 7 days from the date email notification of an offer is made, it will be deemed that they declined the offered spot. If the parent/guardian has indicated on the Application for Admission that they do not have internet access, then they will be sent a postmarked letter by U.S. Mail and will be contacted at the telephone number they have provided on the Application and they will have 10 days from the postmark date of the Letter to accept.
    - If an offer of a spot is made during the period running from the first day of summer break until the seven (7) days before the first day of the school year, a parent/guardian must accept the offer within 4 days of the offer or the spot is forfeited. This is because time is of the essence for WEVS to be able to fill its enrollment capacity for the year.
    - If an offer of a spot is made during the period starting seven (7) days prior to the first day of the school year through Thanksgiving, a parent/guardian must accept the offer within 24 hours of when e-mail notification of the offer is sent or it is forfeited. Due to this short timeframe, WEVS will also endeavor to notify the parent/guardian by phone call or text.
    - No prospective student on the Waiting List will be offered a spot for the current school year after Thanksgiving of that year.
- 8. School's Right to Refuse Enrollment:** WEVS reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over. School reserves the right to refuse to enroll a student if a parent 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 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the Waiting List the spot.



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9. **Capping Enrollment:** Once the school year commences, WEVS may opt to cap enrollment at the level on the first day of school if the Board of Directors determines, in its sole discretion, that keeping enrollment open would result in material disruption to WEVS.

### 10. Handling of Errors:

#### A. *School Errors*

- If a mistake is made by WEVS in administering 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 grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors following discovery of the mistake.
- If an applicant is omitted from the lottery by mistake, the number of students who were included in that applicant's corresponding grouping will be added to the number of mistakenly omitted applicants and then a random application number from the total number of applicants will be assigned to the applicant as his or her lottery placement number. Applicant will then be appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the Waiting List behind the newly placed applicants will be moved down in order on the Waiting List. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.
- If any mistake is made by WEVS after the lottery regarding the addition of a prospective student's name on the Waiting List, the error will be corrected based on the time/date of the Waiting List enrollment. Following discovery of the error, the candidate will be inserted on the Waiting List based on where he/she would have been had the error had not been made. If that candidate's name would have already been called but instead the seat was offered to another applicant, the applicant's name will be placed first on the Waiting List within in his/her drawing's grouping. Any applicants with placement numbers on the Waiting List behind the applicant who was left off by mistake will be moved down in order on the list.

**B. *Parent Errors:*** If an applicant has been mistakenly placed in an incorrect grade, either because a parent wishes to have their student retained or promoted or because of a mistake filling out the Application form, the candidate will be ineligible for admission. The parents/guardians may submit a corrected application, which will be subject to the process followed for students applying after the Lottery Registration period.