

Circle of Seasons Charter School

Board of Trustees Policy

Admission Of Students - Lottery Process Policy

Purpose:

Circle of Seasons Charter School adheres to the State law that requires admission be open to all residents in the Northwestern Lehigh School District by lottery or criteria and subsequently by lottery or criteria to all residents outside of the Northwestern Lehigh School District, in that priority order.

Delegation of Responsibility:

The Chief Executive Officer ("CEO") or the CEO's designee shall conduct the application process and the lottery with the oversight of the Board of Trustees.

Guidelines:

- 1) Other than as set forth below, non-Northwestern Lehigh School District resident students may be admitted only if there are no Northwestern Lehigh School District students applying for the remaining open seats in that particular grade. Non-resident students' per pupil allotment must be paid by the district in which the non-resident student resides.
- 2) A completed Charter School application which is timely submitted to Charter School is required for participation in the lottery.

Enrollment/Lottery:

- 1) All students currently enrolled in Charter School from the prior school year are exempted from the lottery process.
- 2) The child(ren) of a current employee of Charter School is exempted from the lottery process if there is space in the grade sought.
- 3) A lottery will only be held for each grade level if more applications are received than can be accommodated for such grade level. Priority for available seats and for any waitlists shall be as follows (the "Priority List"):
 - a. Siblings (defined as children having one common parent) of students enrolled at Charter School from the prior school year who reside in Northwestern Lehigh School District..

- b. Siblings (defined as children having one common parent) of students enrolled at Charter School from the prior school year who do not reside in Northwestern Lehigh School District.
 - c. Students who reside in Northwestern Lehigh School District and do not fall into any of the above categories.
 - d. Students who do not reside in Northwestern Lehigh School District and do not fall into any of the above categories.
- 4) The lottery is conducted after specific and publicly announced enrollments periods and will include all applications received by the due date of a respective enrollment period. All applications must be submitted annually for participation in the lottery. The wait list from the prior school year is discarded and is not applicable to the next school year lottery.
 - 5) Each application received will be designated a card with the student's name on it, beginning with Kindergarten and proceeding to eighth grade, and will be placed in a container/bag and shaken. Each card will be individually drawn by the CEO, Board Trustee or a Board designee. Each name will be read out loud and entered on a written list, kept by the school administrative assistant, or a second Board Trustee or designee, who will record the student name and "Waiting List number" on this list. Each name drawn will be assigned a sequential number from one until all cards have been drawn for that grade. If siblings (defined as children having one common parent) participate in the lottery for the same grade, and one sibling's name is selected, the remaining sibling(s) will be assigned the next sequential seat in the grade or spot on the waitlist, as applicable.

Notification of Applicants:

- 1) The results of the Lottery will be entered into a Charter School database list.
- 2) An email will be sent to each individual applicant indicating their child's status and guidance for the completion of the admissions process if their child's name is offered a seat applicable to their position on the Waiting List. Distinct emails will be created:
 - a) Announcement of date and time of public lottery drawing
 - b) Notification of placement on Wait List
 - c) Congratulations on admission when child's spot on Waiting List has been offered a seat due to an opening

Post-Lottery Application Submissions:

Any applications received after the lottery has been conducted will be entered into the database and coded as Wait List and assigned the next sequential number, in accordance with their categorization on the Priority List, for the grade sought.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.

ADOPTED this day 21 of December, 2017

President

Secretary