

Lincoln Charter School	Code: J-1 Reviewed May 2016
Lincolnton, North Carolina	Policy Manual

Admission Policy:

The admission policy of the Lincoln Charter School is set forth in accordance with North Carolina Charter School Legislation. In accordance with NCGS115C-238.29F(g) the Lincoln Charter School does not discriminate against admission of any student on the basis of race, ethnicity, national origin, gender, disability, athletic ability, creed, religion or ancestry. Any child who is qualified under North Carolina law for admission to a public school is qualified for admission to the Lincoln Charter School. As the decision to enter a charter school in North Carolina is a choice, those interested in the Lincoln Charter School program are responsible for obtaining, completing and submitting lottery application forms by the date set forth by the Lincoln Charter School Board of Directors. Lottery applications are to be made available to the public. Applications will be accepted until at least the date time publicized for that application year.

Open Application Period:

Open application period at LCS will commence on the first Monday of September each year and conclude on the date publicized prior to the lottery. The public lottery will be held on the first Saturday in March.

Any non-preference application received after the deadline to apply for the post lottery will be placed at the bottom of the admissions/wait list, in the order received.

Lottery Processes:

A public lottery will be held to establish the acceptance list or wait list for each grade, depending on space availability if more applicants exist than seats available. This process is a combined K-12 lottery (D, D-L, L-D and L). At the conclusion of the lottery (which may be held

electronically), the admissions/wait list will be compiled according to grade level and campus preference. **Students who are placed on the wait list and have a campus preference will have their second campus preference attached to the end of the wait list for this campus.** Lottery results will then be published to the School website within **72** hours and posted in any other public manner the School should deem appropriate. Once a student has been offered a seat and they have accepted or declined, their name is removed from any LCS admissions/wait list(s) and can re-apply at the next open enrollment period. A family may not modify their campus preference within 72 hours prior to the time and date the lottery is to be held or at any time thereafter.

Preference/Order:

1. A student of a LCS full time staff member
2. A transfer request from a currently enrolled student desiring to move from one campus to another **who has completed at least one year at the first campus**
3. Siblings of a currently enrolled or legacy student - this may include step-siblings, adoption foster-care situations, they must live in the same home, as per school and/or state policy (NCGS115C-238.29F(5a)a
4. Opportunity preference students
5. All students not included in previous 4 categories

Sibling Preferences:

Each family surname (encompassing also siblings with different surnames) is assigned a confirmation ID number for lottery purposes.

This one lottery ID will be entered into the lottery for all families (step, half and foster children). Once the lottery ID is selected, all students attached to that one family structure will be accepted if space is available at that particular grade level or placed in sequential order for the next available seat on the waitlist. Siblings from the same family must indicate the same primary and secondary campus preferences.

Transfer Preferences:

To be eligible to transfer, a student must complete one academic year at the initial campus, or successfully complete the School Board appeal process. To request a transfer from one campus to another, a student

must be currently enrolled at Lincoln Charter. To request a transfer, a *family must submit their request in writing for each student wishing to transfer and notify their campus registrar and/or administrator.* To be eligible to transfer, a student must complete one academic year at the initial campus unless an appeal process approves an earlier transfer. The School Board Transfer Appellate Committee will consist of three standing school board members without a conflict regarding the family requesting transfer. *The parent(s) of the student(s) requesting early transfer must complete and sign an early transfer request form and submit this form, along with any supporting documentation the parent(s) wishes the Board Committee to review, to the principal of the relevant campus and grade of the student.* Early transfer requests will be forwarded to the relevant principal of the campus to which the student wishes to transfer, for review. After both principals review the request, if both should deem early transfer requirements inapplicable, then this decision is final. Should at least one principal deem early transfer requirement applicable, then all documentation relevant to the early transfer request shall be forwarded to the Board Committee for review. Should the Committee deem that transfer requirements are met, the Committee may grant the early transfer. Should the Committee be unable to make this determination on paperwork available alone, the Board Committee may grant an appeal hearing with the student, the parents, the principals, and any other concerned party at the complete discretion of the Committee. At the completion of the appeal process, the Committee will render its decision in writing to both relevant principals, the Chief Administrator, the student, and the parents of the student requesting early transfer. Any decisions made by the Committee are final and no appeal to the full Board shall be available.

Multiple Birth Siblings:

If multiple birth siblings apply for admission, and a lottery is needed, one surname will be entered into the lottery to represent all of the multiple birth siblings. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

Legacy Preference:

Siblings of students who were enrolled at least seven consecutive academic years at LCS and have graduated from Lincoln Charter School will be entitled to sibling priority.

Opportunity Preference:

A LCS student who was enrolled within the last two academic years, but left due to an academic study abroad program, competitive admissions residential program or temporary family military assignment will receive enrollment preference.

Late Admissions:

No student shall be admitted or transferred after the completion of the first semester unless an extenuating circumstance exists which may be appealed by the parent/guardian to the LCS board for approval.

Situations Arising Not Specifically Covered by this Policy:

Should a situation arise involving this policy which is not specifically covered by this policy and which, by application of this policy, could result in more than one possible interpretation, LCS Administration shall make the final determination of the application of this policy until such time as the Board may determine that revision to this policy is necessary and shall execute a revision of this policy.

Administrative Actions:

* A video may be made of the entire open lottery and available to the public upon request. This will be announced the day of the lottery.

* An e-mail communication will be sent to all parent/guardians of accepted students requesting written confirmation of their acceptance or denial of potential seat offered. After the communication has been sent, the parent/guardian will have no more than 48 hours to respond via telephone, e-mail, in person or in writing. Should the parent or guardian respond via telephone or in person, the school staff person charged with this responsibility will document this communication in writing. This will be combined with additional communication efforts. *At least two documented phone calls will be made to the primary and secondary numbers listed on the application. If no documented response is received within 48 hours, the seat may be forfeited.*

Proof of residency:

Any of the following proof of permanent residency will be required upon registering for school at LCS:

- * Copy of deed or record of most recent mortgage payment
- * Copy of lease agreement
- * A utility bill dated within the past 30 days, including gas, water, electric, landline phone, cable, satellite or internet services
- * A valid NC driver's license or NC photo ID card
- * A vehicle or property tax bill dated within the past one year
- * A bank or credit card statement with a NC address dated within the past 60 days