



Casa Esperanza Montessori
a dual-language charter school and preschool community

Policy Number: 3.1

Section: Admission and Attendance, Admission and Lottery

Title: Admissions Policy

Policy Verbiage:

Casa Esperanza Montessori Charter School is a tuition free public school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission to a charter school. To qualify to attend a NC public school, a student must be a resident of North Carolina. County boundaries or school attendance areas do not affect charter school enrollment. Casa Esperanza Montessori Charter School does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry.

1.0 Lottery application

Casa Esperanza utilizes an automated system for the application and lottery process. Families without access to a computer will have the opportunity to enter their child into the lottery by submitting a lottery application at the school. The school will provide access to a computer.

The lottery application process will begin each year during the first week in January and end during the second week in March.

2.0 Priority

The School may give enrollment priority in certain instances as stated in G.S. 115c-238.29F(g). The school has decided to offer the following enrollment priorities and will implement them in the manner described below:

1. Siblings of currently enrolled students who were admitted to the charter school in the previous year.
2. Children of a full-time employee. *Limited to no more than 15% of the school's total enrollment.*
3. A student who was enrolled in the charter school within the two previous school years but left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent.
4. *Siblings of students who completed the highest grade offered by Casa Esperanza and were enrolled at least four years at the school.*

Definition of sibling: One of two or more individuals having one or both parents or guardians in common including any of the following who reside in the same household: "half-sibling, step-sibling, and children residing in a family foster home".

Multiple birth siblings: Parents/Guardians of twins and multiples may enter one surname for all the sibling applying at the same time; and if that name is drawn, all the children are admitted simultaneously. If the multiple birth siblings are in different grade levels, the parent should enter the name of their children individually to make sure they are entering into the correct grade level.

3.0 Lottery Process

Lottery procedures will comply with the NC Open Meeting Laws provided in G.S. 143-218.10(a). The charter school will publicize the date, time, and location of the meeting and allow anyone to attend. *The lottery is conducted by an Administrator, a Board Member, and the Admissions Coordinator.*

Available number of spaces is determined each year in each program and grade level and it is preset in the automated system.

Parents/Guardians will be notified via automated system the results of the lottery.

Parents/Guardians have five calendar days to make a determination to accept or decline an offer of enrollment from date of issuance of notification, unless the offer is made between June 15th and the 16th day of school. If the offer of enrollment is made between June 15th and the 16th day of school, Parents/Guardians have 48 hours to make a decision and submit completed admission paperwork.

Parents/Guardians that have accepted enrollment in the upcoming school year have five calendar days to submit completed registration paperwork, unless the acceptance has been made between June 15th and the 16th day of school. If the acceptance occurs between June 15th and the 16th day of school, Parents/Guardians have 48 hours to submit all required registration paperwork.

An enrollment offer that is declined or that is not accepted within the required period will be immediately offered to the next child on the waitlist.

Current year waiting lists dissolve when the next enrollment period begins.

Casa Esperanza may refuse admission to any student who has been expelled or suspended 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.

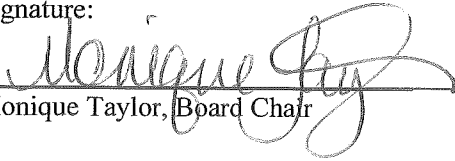
Once enrolled, students are not required to enroll in subsequent enrollment periods. In order to properly plan, the school will routinely inquire of Parents/Guardians in early spring through letters of intent to ascertain if students will return to Casa Esperanza Montessori the following year.

If a child does not show up on the first day of school Casa Esperanza Montessori Charter school will attempt to contact the Parent/Guardian. If the school has not heard from the Parent/Guardian within *ten* business days to confirm enrollment, the child will be removed from the school's roster and their spot will be offered to the next child on the waitlist.

- Include in Parent Information Handbook
- Include in Employee Handbook

- Include on School Website

Signature:


 Monique Taylor, Board Chair

12/19/18
 Date Adopted

Revision History	Issue Date	Sections Affected
Entire policy update <i>Changes are on italics</i>	12/19/2018	1.0, 2.0, 3.0

