

Student Admission and Leave Procedures

Excerpt from the CDS, Inc. Parent/Student Handbook - Updated 1/28/2015

Admission Policy

The application of any eligible student who agrees to be bound by the school pledge and adhere to the school's policies will be accepted and that student will be admitted if there is space available. If the number of applications received during this period exceeds the available number of openings, then all the applications will be placed in a lottery and assigned placement numbers as each number is drawn.

Lottery Policy

In accordance with public school law statutes 115C-218.45(a), any child who is qualified under the laws of this state for admission to a public school is qualified for admission to charter schools. Charter schools shall not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. Also, the School shall 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.

- **Open Enrollment Period**

Applications for enrollment will be accepted during the month of January. All applications received during January will have equal priority for the lottery which will be held in February. All applicants must have a North Carolina address at the time of the lottery.

After January 31st, all applications will be dated and time stamped by computer submission and will be added to the waiting list in the order received. These applicants will be used to fill available vacancies after the lottery list has been depleted.

- **Enrollment Priority**

The School may give enrollment priority as governed by 115C-218.45(f) to any of the following as space allows:

- a. Children of the School's full-time employees at their respective school.
- b. Applicants who have siblings who are currently enrolled and have been for at least one school year. The term siblings include any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.
- c. Applicants who are siblings of students who have completed the highest grade level offered by the School and who were enrolled in at least four grade levels.
- d. 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.

- **Lottery Procedures for Sibling Applicants**

- a. If multiple birth siblings apply for admission to the School and a lottery is needed, the School shall enter one surname in the lottery to represent all of the multiple birth siblings applying at the same time. If that surname is selected, all multiple birth siblings shall be admitted.

- b. If siblings apply for admission who do not already have a sibling attending the School, all siblings will be entered as one surname. If the surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.

- **Lottery Conduct**

The conduct of the lottery shall be open to the public. Public notice will be sent to all concerned parties at least one week in advance. Prominent members of the local community will be asked to attend the lottery. Additionally, Charter Day School, Inc. Trustees will be present, if possible.

The names of all children eligible for the lottery will be electronically drawn from an executive report off of the enrollment data base and placed on a slip of paper containing the child's name and the grade they are applying for. All names will then be placed in an envelope and sealed until the start of the lottery. At the time of the lottery, the names will be removed from the sealed envelope and placed in an opaque container.

The number of anticipated openings for each grade will be stated before the drawing begins. If no openings exist or when all seats are full, then all names will be drawn for the waiting list.

The first official will draw a name and read it. They will then pass it to the next official who will verify the name drawn and then hand it to the next official for their verification. The name will then be given to the recording secretary for recording. Once the drawing starts, it will not stop until all names have been drawn.

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 in the current school year only. The waiting list does not roll over to the following school year. A new application must be completed online during open enrollment each school year to be included in the lottery.

Notification of Acceptance Policy

Parent/guardians will be notified of their child's acceptance or placement on a waiting list by an official letter from the Headmaster/Director following the conclusion of the lottery.

Acceptance of Seat Policy

After notification of acceptance, a student registration packet must be completed and submitted prior to the due date set by administration, otherwise a seat will not be guaranteed for that student, and he/she will be placed at the end of the waiting list. Newly enrolled students must be present the first day of school by 8:30am to secure their seat. Also, new students will not be allowed to begin classes until proof of promotion from their previous school has been provided.

Transfer Policy

Students enrolled in schools governed by the Charter Day School, Inc. Board of Trustees may not automatically transfer from one campus to another or have enrollment priority. Transfer

students will have to follow public lottery procedures during open-enrollment month or if applying after February 1, will have to be placed on the waiting list until seats become available and until enrollment closes.

Placement

The Headmaster/Director of the school makes all placement decisions. Placement decisions are made for all new students and a review of placement for all continuing students occurs each year. The Headmaster/Director of the school will make every effort to place students in classes that are balanced to foster the optimum growth of each child and the class as a whole.

Re-Enrollment Policy

Prior to the end of the second quarter of school, parents will be given the opportunity to re-enroll their child for the next academic year by filling out a "Letter of Intent." This letter helps determine the number of students per grade level that will be returning and is essential in preparing for new student enrollment. If a parent fails to return the Letter of Intent by the given due date, they may not be guaranteed a seat and must reapply for enrollment.

Promotion and Retention Criteria

In order for a student to be promoted, the following criteria must be met as set forth by the Charter Day School Board of Trustees and North Carolina State Law:

- All students shall meet all attendance requirements.
- All students shall earn a yearly average of 70 or above to pass any subject area.
- All students must pass language arts, reading, and mathematics at or above the minimum acceptable grade level.

The following additional criteria will be used in the decision to promote or retain a student:

- Academic promotion requirements which are specified in a student's Individualized Education Plan (IEP) shall establish the promotion standards by which students with an IEP will be promoted. Any academic requirements for promotion stated in this policy which are not modified in a student's IEP shall remain as a requirement for promotion.
- An evaluation of a number of assessments; including end-of-grade scores, achievement of mastery, and other additional academic considerations specific to grade level and the School philosophy.
- Teacher recommendation to the Headmaster/Director.
- No student will be retained for athletic purposes.

Students progress at their own rate and the significance of their age and/or grade level is de-emphasized. There are times, however, when it is believed that it would benefit a student to spend an additional year at the same grade level. The final decision for promotion will be made after End-of-Grade testing has completed. A parent who does not agree with the decision to retain may appeal the decision to the Headmaster/Director. The State of North Carolina has vested all final promotion authority with the Headmaster/Director of the School.

Suspension, Exclusion, and Expulsion

- **Exclusion**

A student can be excluded from the School in accordance with GS 115C-218.60 and be returned to another school in the local school administrative unit if, in the opinion of the Headmaster/Director, there has been sufficient violation of the School Pledge or the rules and policies of the Parent/Student Handbook.

- **Suspension/Expulsion**

A student may be suspended or expelled from the school in accordance with Article 27 of Chapter 115C of the General Statutes if the rules continue to not be followed or if the student's conduct, as established by his or her teacher(s), proves to be disruptive or dangerous to other students and/or staff, recognizing the requirements of state and federal law concerning special needs students. Suspension may also occur if a student or parent(s) fails to adhere to the terms of the School Pledge or the rules and policies of the Parent/Student Handbook. Until the length of the suspension has been completed and/or the suspension or expulsion is excused by the Board of Trustees (see Appeals), the student will not be permitted to return to campus or participate in any off-campus school activities.

- **Appeals**

Appeals with regards to an exclusion, expulsion or long term suspension should be formally directed in writing to the Board of Trustees within three business days of the student's dismissal. The decision will remain in place until the Board has an opportunity to meet and review the appeal.

Withdrawal

Parents withdrawing their children must fill out a "Withdrawal Form" at the time of withdrawal. Student's permanent records will not be forwarded until the form is completed and a request for transcripts has been received from the student's new school.