

The Capitol Encore Academy Admission Policy

Enrollment:

As a charter school in the state of North Carolina, Encore Academy will be open to all pupils in grades K-12 (following the grade expansion plan) who are qualified for admission to a public school under the laws of the State of North Carolina and who reside within the state of North Carolina. It is expected that the majority of students will reside in Fayetteville. The school will likely serve students from Cumberland, and Harnett Counties. Within one year after the charter school begins operation, the population of the school shall reasonably reflect the racial and ethnic composition of the special population that the school seeks to serve residing within the local school administrative unit in which the school is located.

Encore Academy will be open to all students entering the grades served by the school, subject to the provisions of the enrollment policy, with the only limit being the number of available seats. In administering the admission requirements set forth below, no admission decision shall discriminate against any student on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

In accordance with the law in the state of North Carolina, Encore Academy may refuse admission to any student who has been expelled or suspended from a public school until the period of suspension or expulsion has expired (G.S. 115C-390.5 through 390.11) (Chapter 115, Article 27).

Upon final State Board of Education approval, the school will have an open enrollment period starting on or approximately February of each year with duration of **30 consecutive days**. After the first year, in the weeks prior to the open enrollment period, the school will conduct a re-enrollment period where current students will have the opportunity to claim their continuation for the upcoming school year. If the number of applicants exceeds the number of spots available, there will be an open and public lottery on a subsequent date, decided by the school. There will be written notice of the open lottery stating its purpose and it shall be posted, published and advertised pursuant to NCGS 143-318.12.

Enrollment Preference:

After returning students are placed in their next grade, preference would be afforded to the following ordered categories of applicants:

1. Limited to no more than fifteen percent (15%) of the school's total enrollment, unless granted a waiver by the SBE, the following (G.S. 115C-218.45(f)(3):
 - a. Children of the school's full-time employees
 - b. Children of the charter school's board of directors
2. Siblings of currently enrolled students who were admitted to the school in a previous year OR siblings of students have completed the highest-grade level offered by the school and who were enrolled in at least four grade levels offered by the charter school or, if less

than four grades are offered, in the maximum number of grades offered by the charter school.

- a. Siblings are defined as any of the following that reside in the same household: half siblings, stepsiblings, and children residing in a family foster home (G.S. 115C-218.45(f)(1)).
3. A student that was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level.
4. A student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level and both charter schools have an enrollment articulation agreement to accept students or are governed by the same board of directors.
5. A student who was enrolled in another charter school in the state in the previous school year

Random Selection Drawing (RSD or Lottery):

1. The lottery will be held in a public forum and will be easily understood and followed by all observers.
2. The lottery will be held the Wednesday after the closing of the open enrollment period, at 5:00pm in the Theatre of the school.
3. To minimize the risk of bias, the school will exclude from the task of drawing names those who are employed by the school, or whose relatives are school employees, as well as those who are seeking admission for their children.
 - a. The school will have the following positions for checks and balances
 - i. Impartial drawer
 - ii. Reader of cards
 - iii. Writing of Names in drawn order
 - iv. Highlighter of names proving all drawn
 - v. Numbering of Cards for ordering purposes
 - vi. Typing of names onto sheet for wait list purposes
4. If there are more Enrollment Preferences than spaces available, an enrollment preference lottery will be held prior to the general lottery.
5. All remaining students whose applications were filed by the application deadline, known as open enrollment, and are not a part of enrollment preference, will be entered into the lottery.
6. A drawing of names will then be held until all spaces are filled.
7. Lottery procedures for sibling:
 - a. If siblings apply for admission to The Capitol Encore Academy and a lottery is needed under subsection (h) of G.S 115C-218.45, TCEA will enter one surname into the lottery to represent all of the siblings applying at the same time. If that 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.
 - b. If multiple birth siblings apply for admission to The Capitol Encore Academy and a lottery is needed under subsection (h) of G.S 115C-218.45, TCEA will enter one surname into the lottery to represent all of the multiple birth siblings

applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

8. Once all seats for a grade are filled, any names drawn from that grade will be entered onto a wait list in the order that they are drawn.
9. Parents will be notified of student acceptance or status on the wait list by email and phone call. Parents will have 72 hours to decide on acceptance and arrange pick up of the student's enrollment packet.
10. When an opening becomes available at a grade level, students will be admitted from the wait list.

