



VERITAS Community School Admissions and Enrollment Policy

Purpose of Policy

This policy is in place to address the process for handling admissions at VERITAS Community School. The goal of this admissions and enrollment policy is to state the process and methods that will be used to admit students in a fair and consistent manner that doesn't offer priority to any student except those specifically noted in charter school law N.C. G.S. 115C-238.29F(g)(5).

Adopted & Approved:

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Diversity

VERITAS is committed to enrolling a diverse student population and abides by the provisions in the North Carolina General Statutes, N.C. G.S. 115C-238.29F(g)(5), forbidding discrimination on the basis of race, national origin, gender, marital status, religion, ethnicity, or disability. The school admits students of any race, color, nationality and ethnic origin, religion, sexual orientation, or gender. All eligible students who submit a timely application will be enrolled unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process.

VERITAS Community School endeavors to achieve racial/ethnic balance through a comprehensive marketing and recruitment plan that reflects the community it serves [N.C. G.S. 115-238.29F(g)(5)]. These efforts will include marketing to under-represented populations with direct mail, community postings, public service announcements, and community meetings. It will be the goal of the school to, within one year of its operation, reflect the racial, ethnic, and special populations demographics that compose the general population surrounding the school's location.

Applications

In order to apply to our school, a child must meet the following requirements:

- Kindergarten students must be five years old by August 31st.
- Resident of the state of North Carolina, defined as: The residence of a child under age 18 is the legal residence of the parent(s) or guardian(s) who has physical custody of the child.
- Complete and submit an online application through our website (www.VERITASCommunitySchool.com). Paper applications will be provided upon request, and must be completed in full and returned to the school by mail or in person.



Open Enrollment

Open Enrollment is designed to give all interested parents equal opportunity for their child to attend VERITAS Community School. The Open Enrollment period will be communicated to the public through a series of public announcements. During Open Enrollment, all applicants will submit an application form and will get equal consideration regardless of date submitted. An application received at the end of Open Enrollment receives equal treatment to one received on the first day of Open Enrollment. VERITAS will enroll all eligible students who submit an application by the enrollment period deadline, unless the number of applications exceeds the number of available openings. When the number of applications exceeds the available openings, VERITAS will conduct a lottery.

- Students admitted before June 15 will have 30 calendar days from the date of the enrollment notification to accept or decline enrollment and turn in enrollment paperwork.
- If a student is admitted after June 15, they will have 7 days to accept or decline enrollment at the school and 15 days to return the enrollment paperwork.
- If a student is admitted after August 15, they will have 48 hours to accept or decline enrollment at the school and 5 days to return the enrollment paperwork.
- If the school does not receive enrollment confirmation and the completed paperwork in the specified time period, the Executive Director may decline enrollment to the student and offer the spot to the next student on the wait list.
- If enrollment is declined and then a parent later wishes to accept the enrollment, he or she will be asked to submit a new application and the student will be placed on the wait list in the next available seat.
- As seats at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, the school will mail a letter of acceptance to the child's residence.

Enrollment Priority

VERITAS will follow all rules and regulations regarding enrollment priority as specified in



charter school law 115C-238.29F(g)(5).

The following groups will have enrollment priority at VERITAS, in the order that follows, as space permits in each grade:

1. Children of full time employees and Board members (may not exceed 15% of total school population).
2. Siblings of current students (as determined by Charter School law GS 115C-238.29F(g)(5a)).

Sibling Definition and Preference

Families are important to VERITAS Community School, for having siblings attend the same school enriches their individual educational experiences. North Carolina defines a sibling to include "half siblings, stepsiblings, and children residing in a family foster home." Cousins, nieces, nephews and unrelated children sharing an address with the applicant are **not** considered siblings. Siblings of students currently attending VERITAS are given priority for placement as spaces for the applicable grade level become available.

Multiple Birth Siblings

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list in the order they are listed on their application.

Returning Students

Current students at VERITAS Community School will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year during the first week of February to allow the school to plan appropriately for the lottery.

- At the end of each year, all students who are not currently enrolled at VERITAS, including any student who is on the waiting list from the previous year, must submit a new application.



Right to Refuse Enrollment

- VERITAS Community School reserves the right to refuse enrollment to any student currently under a term of expulsion or suspension by his or her school until that term is over.
- VERITAS reserves the right to refuse enrollment to a student if a parent willingly and knowingly provided incorrect information on the enrollment application.
- If a student has accepted enrollment at the school, but does not appear at the school in the first 2 days of school, the school will make reasonable attempts to contact the parents. If there is no response from the parent by the 3rd day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the wait list the spot.

Lottery

The lottery is a system of random selection of applications that identifies students for enrollment. The lottery system will be used to determine students for enrollment, to generate a wait list, and to ensure that all applicants are provided equal opportunity.

Grade Level for the Lottery Application

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year; instead, they must enter the actual current grade and the next year's grade as confirmation.

Parents wishing to have their child considered for retention or promotion (beyond one grade level) must still submit their student for the subsequent grade level.

- Once admitted, the Executive Director and the child's teacher will evaluate the student's records regarding placement. If the student's current school recommends a student for retention or promotion beyond one grade level, and documents the recommendation in the student's file, the student will be placed in the appropriate grade at VERITAS Community School.



- If the student is on the wait list at the time the retention or accelerated promotion decision is made, he or she will be moved to the correct grade level and placed on the wait list of the new grade based on the student's original lottery position.

Lottery Procedures

Excluding the school's first year of operation (2015-2016), VERITAS Community School will conduct a sibling lottery, as needed, prior to the general enrollment lottery. If there are more sibling applicants than there are seats available in a particular grade, then a lottery will be held to determine enrollment. Once enrollment capacity is achieved, any remaining sibling applicants will be placed on a grade level wait list in order of their position pulled from the lottery.

- Once the sibling lottery has been completed (if needed), the general lottery will begin.
 - All applications received during the Open Enrollment period will be placed into one school wide lottery.
 - Applications will be pulled one-by-one, and the registration number will be announced aloud as it is pulled. If the application has more than one child listed on it, all children will be placed in their respective grades if there are still seats remaining in the grade. If there are no spots remaining in a respective grade, the student will be placed on his or her grade level wait list at that time.
 - Once all of the seats have been filled in a grade level, we will begin adding applicants to grade level wait lists in the order they are pulled from the lottery. This wait list will be used in the event that a spot opens and the school chooses to fill the vacant position.
- Once all current students are registered and classes have been assigned, class size and the school's compliance with NC GS 115C-238F(g)(5) will determine the need for subsequent marketing efforts. Communication with prospective students is



generated as appropriate, and applications are collected on an ongoing basis and maintained on a wait list.

Lottery Results

The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

- The results and the wait list will be updated regularly to allow parents to determine their current place on the wait list. Parents of students placed on the wait list will not receive communication via email or mail as to their student's place on the wait list. They will be asked to look at the wait list information placed online to determine their spot on the wait list.

Students Applying after the Open Enrollment Period

Any students applying after the open enrollment period will be placed in their respective grade if there is still space available. Otherwise, they will be placed directly after any wait-listed students from the lottery in the order the application was received.

Addressing Errors

If any mistake is made by VERITAS Community School in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of VERITAS Community School that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake).

- If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted. The



applicant may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

- If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.
- If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the wait list behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.
- If a parent duplicated a student name in the lottery and VERITAS Community School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.
- If a parent incorrectly placed an applicant in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

Appeal Process

Any parent or guardian wishing to contest or appeal the lottery process can do so by contacting the Board of Directors in writing.



Following receipt of the parent's written appeal, a representative of the Board of Directors will contact the parent to discuss the nature of the concern or objection. Final decisions regarding appeals or complaints about lottery procedures will be made by vote of the Board of Directors in an open meeting.

Audit Process

In order to maintain the integrity of the lottery, VERITAS will continually audit the process to ensure that enrollment into VERITAS is unrestricted, impartial, and equitable to all applicants.

Accepted Students

If accepted, parents will receive an Enrollment Packet. These parents must submit to the school all of the following items by the date specified in the letter:

- Enrollment Form
- Student Information Form
- Special Education Records (include a photo copy if applicable)
- Official Request for Student Records (Not Applicable for Kindergarten Students)
- Request for Medical/Health Information and Permission to Provide First Aid
 - Include most recent Immunization Records
- Home Language Study
- Student-Family-School Contract
- Proof of Residency
- Proof of Child's Birth (include a copy of original birth certificate)
- Health Assessment (For Kindergarten only)
 - <http://www.cms.k12.nc.us/cmsdepartments/StudentPlacement/Documents/Kindergarten%20Health%20Assesment.pdf>

If these documents are not received by the date specified in the acceptance letter, the student may be removed from VERITAS' Accepted List.



Wait Lists

Students on a wait list continue to receive school information. It is not unusual for a small percentage of accepted students to select other options prior to the start of school.

Openings created by opt-outs are filled by those on a wait list. Do not become discouraged if your child is put on a wait list, and please do not call the school office. Openings could become available, and if your child's name is the next one on the list, we will contact you immediately.