

## **Stone Creek Elementary Lottery Policy**

Stone Creek Elementary (SCE) welcomes all students. SCE prohibits discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. SCE is required per the federal No Child Left Behind Act (NCLB), as a charter school who will accept startup and implementation funds from the Colorado Department of Education, to hold an annual lottery to fill its classes. The following steps are provided to show how SCE will implement the required lottery.

It is also a requirement of the NCLB that all families, on an annual basis, reaffirm their desire to enroll their children at SCE. Families will do this by completing the 'Intent to Enroll' form which they can acquire on the SCE website or at the school office.

### **Eligibility.**

To be eligible to enter the SCE lottery pool, a potential student must be born and have a name. Parents may submit Intent to Enroll forms to SCE at any time. Except for kindergarten, only full-time students will be accepted. Students must live in the Eagle County School District RE50J. Students living outside the district may be admitted on a space available basis after in-district students are admitted.

### **Priority Preferences.**

It is anticipated that enrollment requests will exceed the capacity of the school. As a result, the following criteria will be used to establish priority for admissions:

(1) Children of "founding families," not to exceed 10% of the eligible openings, shall receive preference. A founding family is one in which a family member has volunteered at least 120 hours of time prior to the opening of Stone Creek Elementary in September 2006; or has served as a board member in good standing at least 3 months prior to SCE opening in September, 2006; or approved as a founding family by a majority vote of the board members of SCE.

(2) Should enrollment exceed capacity for any grade level, a blind lottery will be held within that group to determine the order that students will be admitted. If a student is chosen in the lottery and there is a sibling or siblings who want to attend SCE, those siblings will be given preference so the family can all attend the same school.

In subsequent years, the priority preference will be:

- (1) Currently enrolled students
- (2) Children from founding families
- (3) Siblings of enrolled students.

### **Lottery Process.**

Should the number of Letter of Intent forms exceed space availability for any grade level, a lottery will be conducted. The actual dates of the letters of intent are not relevant.

Someone who submits a letter of intent on March 14 has the same chance for enrollment, as someone who submitted a letter of intent, months earlier. The first lottery, if needed, will be held on March 15, 2006 so that we can identify with confidence the number of children whose families are willing to sign enrollment forms for admission to Stone Creek Elementary. This early, first lottery will help us secure our facility and will also assist us in developing our marketing plan. For each year thereafter, the lottery, if needed, will be held on March 15. In the event March 15 falls on a day the school is not in session, the lottery will be conducted on the following business day. At least three SCE representatives will conduct the lottery. Once class lists are filled, the remaining names will be randomly chosen for a wait list should any vacancies occur during the school year. Any letters of intent received on March 15, 2006 or later will go to the bottom of these waiting lists in first-come, first-served order. We will continue to fill open slots until each class is full or until October 1st, 2006, the date open enrollment ends. There is no waiting list from year to year. The intent of the founding committee of SCE is to make the lottery process as transparent as possible.

**Enrollment Notification.**

Parents will be notified of their child's selection for an opening at SCE through the phone numbers listed on the Intent to Enroll form. Between November 1 and July 31, from the time of notification, parents will be given 21 calendar days to either accept or decline enrollment. Between August 1 and October 30 parents will have 72 hours from notification to either accept or decline an enrollment opening. Children of parents declining an opening will be removed from the lottery pool unless or until a new Intent to Enroll form is completed by the parent. Students enrolled in SCE will remain enrolled until a withdrawal form is completed in the SCE office.

**Community Notification.**

SCE will distribute public service announcements to the media each year at least 30 days prior to the lottery. Further, this policy will reside on the SCE website and the Colorado Charter School Institute will make information on SCE available in the same manner as they publicize their other charter schools.

## **Lottery Process Step by Step.**

### **List the Classes.**

For each grade, define the maximum number of students who can enroll. If there are multiple classes for a specific grade, combine the totals for that grade. Combine all kindergarten applicants into a single grade, regardless of preference for full-day or half-day classes.

### **Hold the Lottery.**

At the end of the open enrollment period, March 15, 2006, perform the following steps, in order:

1. List the Potential Students
2. Order the Classes for Queue Building
3. Build the Queues
4. Invite Students

Each procedure is described in detail, below.

### **List the Potential Students.**

Organize every student for the enrollment period by grade as follows: Write each potential student's name and grade on an index card. Also list any siblings along with their grades and enrollment status. These cards have check-boxes to indicate the following conditions, if true:

Current student, space reserved, enrollment confirmed, founder priority, sibling priority.

Check all those boxes that apply. Check the "sibling priority" box only for those family members where at least one sibling has the "current student" box checked. At this stage, no card will have either "space reserved" or "enrollment confirmed" checked.

### **Order the Classes for Queue Building.**

This procedure ranks the classes for queue building, granting priority to those classes with the fewest potential students relative to class size. Ranking them in this fashion makes it most likely to be able to fill each class and best honor sibling priorities. For each grade, determine its percent capacity by dividing its number of potential students by the class size. Rank the classes by the percent capacity, lowest first.

### **Build the Queues.**

This process creates an ordered list, or queue, for each grade, indicating the order in which students have the option to actually enroll.

In order of the percent capacity ranking determined above, do the following six steps for each grade:

#### **Order Current Students**

#### **Queue Section I**

Shuffle the current students and use this ordered stack as the beginning of the queue for the class.

**Order Founders' Students**

Shuffle any remaining applicants with founder priority and append the stack to the queue.

**Queue Section II****Order Students with Siblings**

Shuffle any remaining applicants with sibling priority and append the stack to the queue.

**Queue Section III****Order Remaining Students**

Shuffle the remaining applicants and append the stack to the queue.

**Queue Section IV****Reserve Spaces for Current Students**

Starting at the top of the stack, check the "space reserved" box for all current students until the class capacity is reached. For any card that has siblings listed, perform the "Increase Priority for a Sibling" procedure for every listed sibling.

After a preliminary queue for every class has been built using the above steps and space has been reserved for current students where possible, then, again using the order of the percent capacity ranking determined above, do the following for each grade to fill out each queue:

**Reserve All Remaining Spaces.**

Starting at the first student whose "space reserved" box is not checked, check the "space reserved" box. If this card has siblings listed, perform the "Increase Priority for a Sibling" routine for every listed sibling. Repeat this "Reserve Spaces" procedure until the class capacity is reached.

If, as a result of this queue building, any class remains unfilled, retain the queue ordering and note the date that open enrollment ended. After March 15, 2006, unfilled slots will be filled on a first-come, first-served basis.

New queues are built for each school year. There is no waiting list from year to year.

**Invite Students**

This process dictates how a classroom opening is filled using the pre-built queue. It is the time when invitations are extended to parents for their children to enroll. This process works both at the beginning of a school year to fill a class, and later when single openings occur. At the beginning of a school year, this process cannot begin until queues are built for all classes.

Extend invitations to all students whose "space reserved" box is checked. This invitation will occur no later than March 31, 2006. Families have three weeks to enroll, counting from the date we confirm receipt of the invitation. Phone or email confirmation is acceptable if followed within 3 days by the proper paperwork.

When a Kindergartner enrolls, the parent selects the desired class configuration (full-day, ½-day AM, ½-day PM) from slots available at the time. Kindergarten enrollments are made on a first-come, first-served basis among those who are invited.

If an invitation is accepted, mark the card “enrollment confirmed” and add the student’s name to the roster for that class. Retain the original queue ordering for tracking purposes.

If an invitation is declined, remove the student’s card from the queue and perform the “Fill an Opening” procedure. Perform such procedures in a first-come, first-served manner. If multiple openings occur on the same date, process them in a random order.

**Fill an Opening.**

This process indicates how a student is selected from an existing queue when an opening occurs. An opening could occur for a number of reasons: a student declines an invitation, a student drops out, a class size is increased, or a new class is added for a grade.

Select the first student in the queue. Mark the “space reserved” box on this card.

Perform the “Invite Students” procedure, with a variable time limit. If class is in session, the invitation must be accepted within 2 days; otherwise, the deadline (in days) is the number of weeks until school starts, but never less than 2 days, nor more than 15 days.

**Increase Priority for a Sibling.**

This procedure occurs when a sibling has space reserved in a class. This action applies to the remaining siblings. Check the “sibling priority” boxes on each of those siblings’ cards. For each of these updated siblings’ cards, if the queue has not yet been built for this class, do nothing more. Otherwise, if the student is in Queue Section IV, randomly insert the student into Queue Section III. If the immediate card displaced has the “space reserved” box checked, then check the “space reserved” box for this card unless doing so would exceed classroom capacity.