

Willie Jeffries School of Excellence

Enrollment Policy Overview:

Willie Jeffries School of Excellence's admission policies and procedures will reflect compliance with all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. Enrollment is open to all students who are eligible to attend public school in the state. Pursuant to § 59-40- 50(B)(7), S.C. Stat. (2014), the school shall enroll any eligible student who submits a timely application unless the number of applications exceed 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 lottery. Enrollment will follow § 59-40-50, S.C. Stat. (2014), which includes enrolling students according to racial/ethnic balance provisions in § 59-40-50(B)(7), S.C. Stat. (2014) and § 59-40- 70(D), S.C. Stat (2014).

Student applications will be made available online through the school's website and in paper form if needed at local distribution sites. The student applications should be submitted via the link on the school's webpage, emailed to williejeffries.school@gmail.com, or via mail to *3105 Five Chop Rd, Orangeburg, SC 29115*. Applications submitted for each grade level will be monitored. Applications will be accepted on an ongoing basis and maintained on a waiting list. Upon submission of an application, the information is reviewed for eligibility of attendance. Proof of South Carolina residence and age requirements will be verified. At each phase of the admission process, the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored, and reports created to determine the need for a lottery, waitlists, and notification of acceptance. At the end of the enrollment period, parents will be notified of acceptance to the school or assigned a lottery number. If capacity is not reached after the established enrollment period, subsequent applications will be accepted until capacity is reached. If, at the end of the open enrollment period, there is an oversubscription for any grade level, a lottery will be

conducted. In the event that an applicant is denied for reasons other than a lottery, the applicant may appeal to the SCPCSD.

Lottery Rules and Procedures

1. All applicants who applied within the open enrollment window (students not already attending the school) participate in the lottery.
2. The lottery will include all grades in which the number of applicants exceeds the number of expected seats available.
3. All offers of enrollment shall be made in the order of the lottery results and the established waitlist.

Rules: Preferences

All preference categories shall be published prior to conducting the lottery. All applicants entitled to receive a placement preference shall be identified prior to the lottery. The school reserves the right to rescind acceptance offers if the preference status is not verified or validated (i.e. proof of residency, proof of legal guardianship). Per S.C. 59-40-50(B)(8), enrollment preference will be given to currently enrolled students, meaning they will not have to participate in the lottery if they are currently enrolled.

Enrollment Rules and Procedures

Rules: General

1. For the purposes of the following rules, the following terms are defined as follows:
 - a. All references to dates are defined to mean the CLOSE OF BUSINESS on the date indicated.
 - b. Lottery refers to the process whereby all eligible applicants are assigned a random number and sorted by grade in order of the randomly assigned number.
2. All applicants (students not already attending school, including siblings of those already attending) participate in the lottery irrespective of preference status.
3. Only applications received prior to the end of the enrollment deadline are eligible to participate in the lottery.
4. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time or they will be moved to a Non-Responsive list and the next person on the waitlist will be offered a seat at the school.
5. A lottery shall be conducted by a school to include all grades in which the number of applicants exceeds the number of expected seats available.
6. **ALL** offers of enrollment shall be made in the order of the lottery results.

Rules: Preferences

1. All preference categories shall be published prior to the lottery being conducted.
2. All applicants entitled to receive an initial placement preference shall be identified **PRIOR** to the lottery.

3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
4. In accordance with § 59-40-50(B)(8), S.C. Stat. (2014), the school may give priority enrollment to the following populations:
 - A. A sibling of a pupil currently enrolled and attending.
 - B. Children of a school employee and children of the Charter Committee/Governing Board (not to constitute more than 20% of the enrollment of the school).

Process:

Applications will be made available online and at local distribution sites. The application is accessible through the Willie Jeffries School of Excellence website and can be picked up during business hours from the Willie Jeffries School of Excellence Office. The enrollment system accepts student applications and monitors the number of applications submitted for each grade. Applications can also be submitted at the Willie Jeffries School of Excellence Office, 3105 Five Chop Rd, Orangeburg, SC 29115. Upon submission of an application, the information is reviewed for attendance eligibility. e. Proof of residence in a particular area and age requirements are verified. Confirmation of receipt will be provided. At each phase of the admission process, the appropriate correspondence will be generated and communicated to each applicant. The data will be monitored, and reports created to determine the need for a lottery, waitlists, and letters of acceptance. If, at the end of the Open Enrollment period, there is an over-subscription for any grade level a lottery will be conducted.

All accepted applicants will be provided access to registration requirements and documents, via their parent dashboard through the enrollment system. Required documentation is collected for review and verification by the school. The following items are generally required for all students during the registration process, after acceptance:

- Authorization for request of cumulative folder
- Proof of residence
- Birth certificate
- Report card, transcript
- Current immunization/medical history
- When appropriate, ESE/SPED, ESOL/ELL, literacy folder, and any conduct/discipline actions

Procedure:

Applications will be accepted each year during an Open Enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a lottery will be held to determine which applicants are admitted. For the first year of enrollment the number of seat available will be based on grade level capacity. For each subsequent year, the number of seats available will be determined by the number of students who recommit minus the capacity. The drawing will continue until every name has been drawn and scheduled for enrollment or placed on a numerical waiting list. All applications received after the Open Enrollment period will be placed at the bottom of the

waiting list for that particular program, class, or grade level in the order in which they are received. The lottery will be both random and conducted by a third-party representative. Each applicant selected in the lottery will receive an offer notification, instructing the parent/guardian to accept or decline their child's seat. Through the data provided from the enrollment system, the Willie Jeffries School of Excellence enrollment team is able to track and confirm each applicant's plans for attendance in real time. An applicant will have no more than one week (7 days), starting from the date the offer was made, to respond to the offer notification. They will have the opportunity to confirm their plans for attendance at the school, by either accepting or declining the offer. If the applicant fails to respond to the offer, in either the affirmative or the negative, the offered seat will be rescinded and offered to an applicant on the waiting list. The applicant will be placed on a non-responsive list.

Should the applicant decide to accept the offered seat, they will receive a confirmation email within 24-48 hours of their response. The email will contain instructions for completing the registration process. Starting from the day of the applicant's acceptance, the applicant will have no more than two weeks (14 days) to complete and submit several items of the required registration paperwork. If these registration items are not submitted within the specified time frame, the applicant will lose their seat. The registration items required to secure an applicant's seat can all be completed and electronically signed online through the parent/guardian's enrollment dashboard, and they include the following:

- Dress Code Agreement
- Internet Use & Promotion Form
- Parent Contract
- Photograph & Video Release Permission Form
- Volunteer Form
- Special Programs Information

The Lottery Process

1. The enrollment office will confirm the applicant's eligibility to participate in the lottery determined by the open enrollment time period.
2. Enrollment office will verify the grade levels which require a lottery.
3. Enrollment office will oversee the lottery process.
4. The lottery results module of enrollment system will highlight the students eligible for "offer" letters, along with noting the siblings.
5. Letters will be generated to offer students an acceptance in the charter school.
6. The remaining students will move to a waitlist based on their lottery number. Applications received after the enrollment period will be placed on the waitlist in the order in which they are received (according to date, time, and preference).

Applicable Fees:

Upon acceptance of a seat, a non-refundable commitment fee of \$25 is required during the registration process to confirm the student's enrollment. This fee will be applied as a deduction from the student's overall fee* balance once the registration is completed.

* Qualifying families have the option to request waivers for eligible fees.