Open Enrollment Lottery Procedures for 2013

1. If during the Open Enrollment period (January 1-31, 2013) more applications are received than space is available per grade level, families will be notified in writing that the student's acceptance at Riverview will be subject to a State mandated lottery due to an oversubscription in the grade level that their child is applying for. A letter conveying the date, time, and location of the lottery drawing, as well as their child's lottery number, will ensue. The letter will also state that the lottery meeting is public and therefore all families of affected students are encouraged, but not required, to attend.

2. Members of both the Riverview Charter School Board of Directors and the Beaufort County Board of Education will be on hand to ensure lawful operation of the lottery, per page 8 of 226 of the charter contract. Additionally, a "Sponsor representative" from Beaufort County School District will "draw" the applicant's number at the public meeting.

3. A random lottery number will be assigned to each applicant. Grade level "strands" for all assigned lottery numbers will be prepared in an Microsoft Word file based on the following weighting system, in keeping with the terms of the *Agreement to Amend the Beaufort County Public School Title VI Desegregation Plan Re: Riverview Charter School*, as revised May 10, 2010:

   Kindergarten:
   - 1 lottery number entry for each applicant;
   - 2 additional lottery number entries if the child resides with a single parent;
   - 3 additional lottery number entries if the child is currently participating in a Beaufort County School District, Headstart or Department of Defense preschool program.

   Grade Levels 1 through 8:
   - 1 lottery number entry for each applicant;

4. Each "grade level strand file" will be saved as a Word Document, and submitted to Beaufort County School District for verification no later than forty-eight (48) hours prior to the lottery meeting.

5. The lottery drawing for Kindergarten, 1st and 5th grade will be held on Wednesday, April 10, 2013. The lottery drawing for 2nd, 3rd, 4th, 6th, 7th and 8th grade will be held on Thursday, April 11, 2013.

6. At the public meeting, the procedures for the lottery will be publicly reviewed prior to the drawing of any lottery cards.

7. For each grade level lottery, the "grade level strand file" will be uploaded to www.Random.org's "Third Party Draw Service". The Sponsor representative will then initiate the drawing of lottery numbers through the online service and a file of outcomes will be immediately projected on the wall/screen.

8. Upon conclusion of each grade level drawing, the outcomes will be reviewed and all siblings of newly enrolled students will be added to the appropriate wait list(s) that will be visibly displayed during the meeting.

9. This process will continue until all of the online drawings have been concluded. The class roster for the affected grade level will include the students whose names were drawn in lottery order equaling the number of enrollment openings for that grade. The remaining names will compose the wait list for that grade by order of their lottery number.

10. Per the SC Charter Schools Act (Section 59-40-50 (8)), a charter school may give enrollment priority to a sibling of a pupil currently enrolled, and attending, or who, within the last six years, attended the school for at least one complete academic year. A charter school also may give priority to children of a charter school employee~~,~~ and children of the charter committee, if priority enrollment for children of employees and of the charter committee does not constitute more than twenty percent of the enrollment of the charter school. Riverview Charter School will honor these special circumstances for priority status enrollment and applicants with "priority" status will be exempt from lotteries. Additionally, applicants living within Beaufort County will be given priority status over applicants residing outside of Beaufort County, per (SCCSA 1996, Section 59-40-145) but in-district applicants will not be exempt from lotteries unless they meet the abovementioned criteria.

11. Lottery results will be posted on the school's website at www.RiverviewCharterSchool.org within forty-eight (48) hours of conclusion of the lottery.

12. An Enrollment Packet shall be mailed to each accepted student within three business days of the lottery. The cover letter shall state: *All paperwork included in the Enrollment Packet must be completed and returned no later than May 1, 2013, for a student to be "enrolled". Failure to complete and submit all of the Enrollment Packet paperwork within this timeframe will be considered declining enrollment at Riverview, and the student's space will be given to the next student on the wait-list.*

13. Wait listed students will be notified by mail of their wait list number. If an enrollment space comes available, the next student on the wait list will be notified by phone and an Enrollment Packet will be mailed to that family immediately.

14. Families who decline enrollment may not keep their space on the wait list but may be moved to the end of the current wait list if they would like to be considered for future openings.

15. If a family has multiple students on the wait list and one child is offered an enrollment space, once that offer is accepted the remaining siblings on the waitlist will be treated as siblings of an enrolled student and given priority enrollment. This does not guarantee an immediate space for those siblings as we can only offer spaces as there is room in our classes.

16. There is no appeal process when an applicant is denied admission because of lottery results. (SCCSA 1996, Section 59-40-50 (7))

17. Applications are only valid for the current year and applicants must reapply annually if we are unable to offer them admission for the current school year due to oversubscription.

18. Acceptance to Riverview through lottery may not be deferred to another school year.

Definitions:

Charter Committee Members: The 'charter committee', as defined by the SC Charter Schools Act (1996), means "the governing body of a charter school formed by the applicant to govern through the application process and until the election of a board of directors is held." Riverview's charter committee members are parents, educators or community members who serve on one or more of the seven (7) governing committees. Charter committee members are identified by name and committee in the charter contract as was approved by the State Charter Advisory Committee on August 5, 2008, and approved by the Beaufort County Board of Education on July 18, 2009.

Sibling: Siblings are defined as any two (2) or more students who share a legal parent/guardian or share the same primary residence.

"In-District": Students whose primary residence is within Beaufort County or military families who hold orders to report to Beaufort on or before the first day of school (August 14, 2013).

"Out of District": Students whose primary residence is not within Beaufort County.