

# **Alain Locke Charter School Lottery Policy**

New student applications are mailed out to all surrounding zip codes. Alain Locke follows all Charter School regulations for student enrollment and recruitment. Parents are explained at open house and during registration that we do not discriminate enrollment based of race, ethnic background, religion, or disabilities. The school website states that ALL students are eligible to apply.

Alain Locke complies with all charter school law and accepts application for any student whose residence is in the city of Chicago. Any student who is a resident of the city of Chicago is eligible to submit an application. Alain Locke Charter School is subject to 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.

As necessary, we hold a lottery if we have more applications than open slots available. The lottery is held at Alain Locke Charter School, 3141 W. Jackson Blvd., Chicago, IL. The school mails out flyers and applications to households in the surrounding zip codes to inform parents when space is available. Information about application and enrollment is also available on our website.

Alain Locke will not request information in the application process about a student's social security number, academic aptitude, special education needs or English language proficiency. Alain Locke will also not request an essay, parent-student behavioral contract, material review, or other such exercises as part of the application process. The application will be available to all parents and students without limitations, such as an open house or school visit requirement.

Applications may be obtained at the school and on the Alain Locke website. Applications may be submitted to the school office via fax or email or drop off. Applications are kept in binders by grade level. If an applicant has a sibling attending Alain Locke, the application is stamped "sibling". Each applicant's name is typed on a slip of paper and placed in an envelope by grade level and siblings.

Each year, if on the date of Alain Locke's application deadline, there are more eligible applicants for enrollment in the charter school than there are spaces available, successful applicants shall be selected by lottery which shall be open to all applicants and the public. Priority for enrollment will be given to siblings of pupils enrolled at Alain Locke Charter School and to pupils who were enrolled in the school the previous school year, unless expelled for cause.

The lottery shall be witnessed by an independent third party and videotaped by school personnel. Alain Locke welcomes the authorizer or its designee to be present or view the lottery in real time as well.

Alain Locke Charter School will maintain a videotaped record of the lottery, including a time/date stamp. Alain Locke will transmit copies of the videotape and all records relating to the lottery to CPS. An independent accounting firm (Crowe Horwath) observes that each of the family names on the master list is appropriately identified on lottery slip. Prior to the lottery drawing, the firm's representative randomly selects ten family applications from the binders and traces them to the master list. The representative observes the process of inserting each of the slips in the lottery box and observes the lottery box until the lottery drawing is complete. The representative also observes that all slips were drawn and rank ordered at the conclusion of the drawing.

Alain Locke shall submit to I&I a copy of the lottery results, a written summary of its lottery process and the manner in which its lottery process complies with Article 27A of the Illinois School Code, and any supporting documentation within ten (10) business days of the lottery date.

Parents are notified by phone when students have been selected through the lottery. The School Manager maintains an official record of when phone calls are made.

In the event that the classrooms spots are filled, Alain Locke shall establish a waiting list of students via Excel who shall be offered the opportunity to enroll at the charter school if additional space later becomes available.

The Board reserves the right to request additional information regarding the lottery process from Alain Locke including, but not limited to, the names of students who participated in the lottery and a copy of the current waitlist. Alain Locke acknowledges that the school is required to submit an updated waitlist to the authorizer on a quarterly basis. If a student is no longer on the waitlist or at the school then that information will be provided as well.