

The GLOBE Academy 2019-20 Lottery Process, Policy, and Procedures

Lottery Date: Thursday, February 28, 2019 at Noon

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Enrollment Policy

For the 2019-20 school year, The GLOBE Academy will accept applications for kindergarten through sixth grade. In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), 2nd - 5th grade applicants must meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the STAMP language assessment (see below).

If the number of timely applicants received by The GLOBE Academy exceeds the capacity of a program, class, grade level or building, The GLOBE Academy shall ensure that such applicants have an equal chance of being admitted through a random-selection lottery. To participate in the lottery, a student's application must be received during the Open Enrollment period and prior to the enrollment application deadline as established by the school's Board (5:00 p.m. on Monday, February 25, 2019). The lottery will take place on Thursday, February 28 at noon. A non-biased third party will witness and certify the validity of the lottery.

The attendance zone for eligible applicants is any residence within the DeKalb County School District as determined by DeKalb County School District (DCSD). Class size is at the discretion of the Head of School, with Board approval, as long as within legal limits.

PROCEDURES

Open Enrollment

During Open Enrollment (January 25 - February 25, 2019), parents may apply online via The GLOBE Academy website at www.theglobeacademy.org/apply. Students applying for 2nd - 5th grade must complete STAMP language assessment before applying. Contact Susan Mellage at sjmellage@theglobeacademy.net for more information and to schedule the assessment. To be included in the 2019-20 lottery students must complete the STAMP assessment by Feb. 14 in order to apply.

Post Open Enrollment and Waiting List

Upon closing of each Open Enrollment period, if the number of qualified applications from applicants exceeds the number of available seats for any or all grade levels, a random selection (Lottery) will be conducted.

After all names have been drawn and placed, waiting lists will be adjusted to award sibling preference. Sibling preference applies only when the sibling is placed on the acceptance list, as opposed to placement on a waiting list. Student preference siblings will be moved up the waiting list based on their original order, bypassing singletons.

Applications received after the Open Enrollment period will be placed at the end of the waiting list after the lottery has concluded, in the order in which they were received. If a class is not at capacity at the end of the lottery, additional students will be added as qualified applications are received, in the order they are received. The STAMP assessment will continue to be offered throughout the spring and summer to 2nd-5th grade applicants to determine eligibility. If additional seats become available after the Lottery, they will be filled from the applicants, in order, on the waiting list.

Sibling preference will be applied to the waiting list only at the time of the lottery. The waiting list order will not be adjusted after the time of the lottery, even if one sibling gets accepted off the waiting list. Applications are only valid for one year. New applications for the following year will need to be submitted for the next year's consideration. The waiting list does not carry over from year to year.

PREFERENCES

Pursuant to O.C.G.A. 20-2-2066, and The GLOBE Academy policies, enrollment preferences will be given in the following order to: 1) students with a parent or guardian who is a member of the governing board or is a full-time teacher, professional, or other employee of The GLOBE Academy and 2) siblings of students enrolled in the school.

Siblings and Sibling Preference

By definition, a sibling is a:

1. Biological (including ½ sibling)/adoptive sibling residing within the GLOBE attendance zone.
2. Step-siblings residing in the same household.
3. Foster children residing within the same household.

Sibling notes: Step-siblings living in different households are not considered for sibling preference. An applicant must have a currently enrolled sibling at GLOBE at the time of the lottery. A sibling of an alumnus of the school does not qualify as a sibling for entrance preference. Further, sibling preferences are only applicable for students who are eligible to enroll based on age.

Same-grade siblings (twins) will be treated as one single applicant unit, rather than as multiple applicants. When one applicant unit is drawn in the lottery, the same-grade sibling(s) will be numerically ordered on the waiting list or conditionally accepted, dependent upon where in the lottery that applicant unit was drawn.

Students with a parent or guardian who is a member of the governing board or is a full-time teacher, professional, or other employee of The GLOBE Academy and siblings of current students must submit an application to the school during the open enrollment period to be considered for admission.

Additionally, beginning with the first year of GLOBE's charter renewal (selecting students for the 2019-20 academic year), the school's lottery will also include the option for a weighted lottery to provide an increased chance of admission to students who are economically disadvantaged, as defined by State Board Rule. The goal of this policy is to increase GLOBE's percentage of newly enrolled students who are economically disadvantaged by 20% (4% during each year of the charter term) or until GLOBE's total percentage of economically disadvantaged students is within 10% of the DeKalb County School District average.

To facilitate the weighted lottery, applicants can indicate their "economically disadvantaged" status on the admissions application and such status will be verified as part of the registration process, which shall include a sworn statement by the parent/guardian confirming accuracy. The weight for economically disadvantaged students shall be calculated annually as follows using Kindergarten as an example:

1. Identify the % of Kindergarten students for the current school year who are eligible for Free or Reduced Price Lunch (F/RL).
2. Identify the goal % of F/RL students for the upcoming school year by adding .04 to the current year's percentage.
3. Identify the number of open spots available in Kindergarten for the upcoming lottery.
4. Multiply the number of available spots by the F/RL percentage identified above to determine the number of new F/RL students needed to meet the F/RL goal.
5. Identify the number of preference students in the upcoming lottery who will be given priority and who also qualify for F/RL.
6. Take next year's goal number of new students and subtract the F/RL preference from "new admissions needed" to indicate the number of new F/RL lunch students needed to meet the goal. (**N**)
7. Identify the number of spots available in the upcoming lottery, after preferences. (**S**)
8. Calculate the total number of applications received that are non-preference. (**A**)
9. Within A, calculate the number of applications identified as F/RL. (**F**)
10. Calculate the percent of F/RL students that needs to be pulled from the available slots after preferences (N/S) (**P**)
11. Determine the percentage of F/RL non-preference applications that need to be pulled to meet the goal.

P = Percentage of F/RL applications needed to be pulled
W = Weight for Upcoming Lottery

$$W = \frac{P(A - F)}{F(1 - P)}$$

* Weight will applied across all grade levels with openings.

Formula Summary

N	=	New F/RL lunch students needed
S	=	Spots available after preferences
A	=	Number of non-preference applications
F	=	Number of non-preference F/RL applications
P	=	Percent F/RL needed to be pulled to meet goal
W	=	F/RL weight

Example

1. Current year Kindergarten % F/RL = .10
2. F/RL Goal for Upcoming year = .14
3. Number of open Kindergarten spots for upcoming year = 144
4. Number of spots times goal = 144 * .14 = 20
5. Siblings who qualify for F/RL = 8
6. New F/RL needed = 20 - 8 = 12 **N**
7. Spots after preference = 100 **S**
8. Total non-preference applications = 200 **A**
9. F/RL applications within A = 20 **F**
10. % Pulled needed to meet goal (N/S) - 12/100 = 12% **P**
11. Solve for W to determine Weight

$$W = \frac{P(A - F)}{F(1 - P)}$$

In this example, solving for W = 1.23

$$W = \frac{.12 * (200 - 20)}{20 * (1 - .12)}$$

$$\mathbf{W = 1.23}$$

2nd - 5th Grade Enrollment Policies

In accordance with guidelines set forth by the Georgia Department of Education (SBOE Rule 160-4-9-.05), The GLOBE Academy can accept students for enrollment in 2nd through 5th grade who meet proficiency standards in Spanish, French, or Mandarin Chinese (simplified) through the STAMP language assessment.

The following STAMP proficiency scores are required for grade level application:

Grade Applied For	STAMP Score Required (Listening, Speaking, Reading, Writing)
2nd Grade	2 or above in Listening and 2 or above in one other section
3rd Grade	2 or above in 3 out of the 4 sections
4th Grade	3 or above in 3 out of the 4 sections
5th Grade	4 or above in 3 out of the 4 sections

Please contact Susan Mellage, Admissions Director, at sjmellage@theglobeacademy.net or (404) 464-7040 to schedule an assessment date and time.

Results of the STAMP assessment are final and the assessment cannot be repeated for the current school year's application.

If the number of timely applicants received by The GLOBE Academy exceeds the capacity of a program, class, grade level or building, The GLOBE Academy shall ensure that such applicants have an equal chance of being admitted through a random-selection lottery. To be included in the 2019-20 Lottery, students applying for 2nd-5th grade must complete STAMP assessment by Wednesday, February 14, 2019. After the lottery, open seats will be filled by qualified applicants in the order they are received.

NOTIFICATION PROCESS

Parents/Guardians will be notified of acceptance by email immediately following the lottery. Lottery results will be posted at Lower Campus and on The GLOBE Academy website within 24 hours of the lottery.

ENROLLMENT PROCESS

Each parent/guardian of each student who has received a winning lottery number will receive notice of the winning drawing and an offer of acceptance. Parents/guardians will then have until 4:00 PM on the 10th business day from the date of sending such notice and offer of acceptance in which to either accept or decline the offer. The applicant will have until 3:00 PM on the 21st

calendar day beginning on the day following an offer acceptance to return all completed registration materials. Failure to submit the enrollment forms and documents by the deadline may result in the student's spot being forfeited and given to the next student on the waiting list. All requested documents are required as per DeKalb County Schools Student Registration requirements. If the student is found to be ineligible for enrollment due to age or if the student resides outside the DeKalb County School District attendance zone, the student's spot will be forfeited. If any preference (sibling status, governing board or employee child, low-income status) given to student at the lottery cannot be verified at the time of enrollment, the student's spot will be forfeited and the student will be moved to the end of the waiting list.

At the time of enrollment, the parent/guardian must submit the following:

1. Completed enrollment forms
2. Original or state-certified birth certificate or other acceptable age verification document as defined by DeKalb County Schools Student Registration Policy. A photocopy will be made and the original document will be returned to the parent.
3. Parent/guardian photo identification - Parent identification will be verified with the birth certificate. Proof of custody or guardianship will be required if not the birth parent.
4. Social Security Card or Social Security Card waiver. A photocopy will be made and the card will be returned to the parent.
5. Proof of Residency

One document proving residency within the attendance zone. Proof of residency may be established with:

- Signed copy of lease or rental agreement
- Current mortgage statement (No more than 30 days old)
- Current utility bill (Gas, water, or electric only. No more than 30 days old. We cannot accept phone or cable bills.)

Residency notes: Residency in the DeKalb County School District must be established as of the enrollment deadline and proper proof of residency must be submitted with enrollment paperwork. Residency must be with the primary or shared custodial parent(s) or legal guardian(s) -- not other relatives or friends. Residence must be student's primary home, not a rental property, place of business, etc. The residency document must show the name and service address of the parent/guardian. Ownership of property/land with stated intent to build and use as primary residence is insufficient. Parents or guardians who live in a residence but do not own or lease the residence will be required to complete a notarized Affidavit of Residence. The parent/guardian and the adult owner/lessee of the residence will both be required to complete the form, attesting that the person does indeed reside there. The parent/guardian will also need to provide evidence that they do live at the specified residence, as detailed on the affidavit. The parent/guardian and the adult owner/lessee of the residence must both present the Affidavit of Residence at the time of enrollment.

6. Certificate of Nutritional Screening and Eye, Ear, and Dental Examination (GA form 3300 – GA-DHR)

7. Certificate of Immunization (GA form 3231 – GA-DHR) or DPH affidavit of religious conflict
8. Sixth grade students must submit withdrawal paperwork from their previous school or a final 5th grade report card showing successful completion of 5th grade by July 15.

All forms and documents must be submitted together at one time (except health/immunization forms and withdrawal paperwork for sixth grade which may have separate deadlines). No incomplete enrollment packages will be accepted.

Enrollment of Returning Students

The GLOBE Academy will publicize and announce enrollment procedures to the entire DCSD attendance zone, and each January will pre-enroll returning students. Any such student shall be permitted to be enrolled provided that: 1) the student meets age and residency requirements and his/her grade level is offered and 2) the student's re-enrollment form has been completed and returned to the school no later than 1:30 p.m. February 25, 2019. The GLOBE Academy may reserve up to 2 (two) spots in the kindergarten class for children of full-time teachers, professionals or other employees of The GLOBE Academy. If these spots are not needed, any open spots will be offered to the first applicant(s) on the waiting list. The child of a governing board member or full-time employee of The GLOBE Academy may also be placed as "the 25th child" in first or sixth grade at the discretion of the Head of School. Residency requirements do not apply to children of full-time employees of The GLOBE Academy.