Voyager Academy

Admissions and Enrollment Policy

Purpose:

This policy is in place to address the process for handling admissions at Voyager Academy. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted as required by North Carolina law.

Students will be admitted to the Voyager Academy Charter School as described below.

Voyager Academy Charter School is a tuition free public school. Any child who is qualified under the laws of North Carolina for admission to a public school is qualified for admission into a charter school. To qualify to attend a North Carolina public school, a student must be a resident of North Carolina. Voyager Academy Charter Schools does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry. Voyager Academy will open enrollment on January 1. The open enrollment period will end on February 28. The lottery will be held on the first Friday in March. The lottery date, time, and location will be published on the school's website by January 15th each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website., unless a family is unable to access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, their grade level for the coming year, student's date of birth, current school, the name of any siblings already enrolled at the school, or any priorities that would apply, declaration of the student's residence in the state of North Carolina, confirmation of access to email, parent email address and an indication as to how the family would like their children entered into the lottery.

Returning Students

Current students at Voyager Academy will not be required to re-enroll. They will be asked to sign a letter of intent for the coming year to allow the school to plan accordingly for the lottery.

Grade Level for the Lottery Application

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention or promotion must still submit their student for the subsequent grade level and then if admitted the student will be evaluated by the Managing Director and School Principal before a retention or promotion decision is made. If the student's current school recommends a student for retention or promotion and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the waitlist at the time the retention or promotion decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were assigned during the lottery.

Application and Enrollment Process

During each period of enrollment, Voyager Academy will accept applications for new students. Once enrolled, students are not required to enroll in subsequent enrollment periods. In order to properly plan, the school will routinely inquire of parents through a letter of intent to ascertain if students will return to Voyager Academy the following year. Applications for new students can be completed on the school website and paper copies available at each school.

During the enrollment period, Voyager Academy shall enroll an eligible student who submits an application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. If the number of applications exceeds the number of available spaces, a lottery will be held to fill vacant seats for the next school year. After seats are filled, the lottery drawing will continue to determine the order of a waiting list. Current year waiting lists dissolve when the next enrollment period begins.

Lottery procedures will comply with the North Carolina Open Meetings Law provided in G.S.143-218.10(a). The school will publicize the date, time, and location of the meeting and allow anyone to attend.

Applicants drawn during the lottery process and before May 1st must reply to accept or decline admission to Voyager Academy and complete all enrollment paperwork within 10-business days. If a student is admitted after May 1st , they will have 3 business days to accept or decline enrollment and complete all enrollment paperwork. If a student is admitted after June 1st, they will have 2 business days to accept or decline admission to Voyager Academy and complete ~~all~~ enrollment paperwork. If a student is admitted after August 1st, they will have 1 business day to accept or decline admission to Voyager Academy and complete enrollment paperwork. Should a parent decline the enrollment offer or not respond before the deadline, the school may offer admission to the next name on that specific grade's waiting list.

Enrollment Priorities

Voyager Academy Charter School may give enrollment priority in certain instances as stated in G.S. 115C-238.29F(g). The Board had decided to offer the following enrollment priorities and will implement them in the order and manner described below:

1) Children and grandchildren of full-time staff, so long as that total does not exceed 15% of the school's enrollment (unless a waiver is sought from the State Board of Education).

2) Siblings of currently enrolled students who were admitted to the school in a previous year. The law defines sibling to include "half siblings, step siblings, and children residing in a family foster home."

3) Siblings of students that completed the highest grade level of the charter school and were enrolled in at least 4 grades offered by the school (or the maximum number of grades offered by the school);

4) A student that was previously enrolled in the charter school but left to participate in an academic study abroad program, a competitive admission residential program, or due to vocational opportunities for the student's parents. For this to occur, the child must have been enrolled at the charter school within the previous two school years.

5)Children and grandchildren of Voyager Academy Board Of Directors, so long as that total does not exceed 15% of the school's enrollment (unless a waiver is sought from the State Board of Education).

Siblings: It is the intent of Voyager Academy to support families and create school community. All families with siblings of currently enrolled students must submit an application. Siblings of enrolled students will receive priority for admission during the lottery process if their applications are received by the designated deadline.

If multiple birth siblings apply for admission to a charter school and a lottery is needed under G.S. 115C-238.29(g), (2), the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings. If the surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

School's Right to Refuse Enrollment

School reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over.

School reserves the right to refuse to enroll or remove a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

YOUR CHILD MUST BE IN ATTENDANCE THE FIRST DAY OF SCHOOL

If your child is not in school on the first day of school, the school will make reasonable efforts to contact the student's family via phone and email. If the school has not heard from the family in advance and approved the absence (examples: illness, quarantine, death in the family, court appearance, or religious observance), the seat will be offered to the next student on the waitlist on the next day of school.. Family vacation and summer camp are not allowed absences.

Handling of Errors

School Errors

If any mistake is made by Voyager Academy in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of Voyager Academy that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the waitlist behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

Parent Errors

If a student name is duplicated in the lottery and school administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

4115.1 Students Entitled to Admission Students are entitled to admission to the Voyager Academy Charter Schools if they meet the following requirements:

A. The student meets legal age requirements and has not completed the prescribed course of study for graduation from high school

B. The student has satisfied North Carolina immunization requirements;

C. The student is domiciled within North Carolina,

D. The student is not presently under suspension or expulsion from a private or public school in North Carolina or any other state.

The admission of a student who meets the qualifications of the McKinney-Vento Homeless Assistance Act will not be denied or delayed due to the absence of required records or documents.

Verification of Age The parent/guardian of a child who is making initial entrance into school must furnish a valid copy of the child's birth certificate of other acceptable proof of age.

Verification of Permanent Residency The parent/guardian of a child who is enrolled in school must furnish proof of permanent residency documentation that can be examined to determine domiciliary. Documentation can include, but is not limited to the following:

1) Copy of deed or record of most recent mortgage payment;

2) Copy of lease agreement;

3) A utility bill dated within the past 30-days, including: gas, water, electric,
landline phone, cable, or satellite;

4) A valid North Carolina driver's license or North Carolina photo identification card;

5) A vehicle or property tax bill (dated within the past year); and

6) A bank or credit card statement with a North Carolina address (dated within the past 60-days)
The school will make adjustments for students that are classified as homeless under the McKinney-Vento Act.

HOMELESS STUDENTS In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the Voyager Academy Charter Schools shall provide a free appropriate education to each homeless child enrolled in the school. The Board will make reasonable efforts to identify homeless children and youth of school age enrolled and eliminate barriers to their receiving an education, which may exist in district policies or practices. The Board will

ensure that homeless students are not stigmatized or segregated on the basis of their status as homeless.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq.; U.S. Department of Education Non-Regulatory Guidance on Education for Homeless Children and Youth Program (2004); G.S. 115C-366(a2); 16 N.C.A.C. 6H.0112; State Voyager Academy Charter Schools

Policy EEO-I- 000

Board Approved: 11/20/2020

Revised and Approved: 10/27/22

Revised and Approved: 10/24/24