

## **Lottery and Waitlist Procedure at Innovation Lab High School 2020-21:**

*Revised 1/2020*

If there are fewer than 200 9<sup>th</sup>- and 200 10<sup>th</sup>-grade students with Northshore School District residency registering an interest in the Innovation Lab High School Classes of 2024 and 2023 (respectively) by February 28, 2020, each of these students will have a place in the Innovation Lab HS Class of 2024 or 2023 respectively - as long as Innovation Lab HS staffing and programming enable us to adequately meet an interested student's needs.

**If there are more than 200 students with Northshore School District residency who complete a ILHS Lottery and Commitment Form for Innovation Lab High School for the Class of 2024 and/or 2023 by February 28, 2020, a lottery will take place for the grade(s) meeting this condition. The results will be shared with the students and families as soon as possible, and no later than March 13th, 2020, barring unforeseen complications.**

*Beginning in 2021 and thereafter, the size of the lottery will be reduced to 150 students for the (then) current 8<sup>th</sup> grade class.*

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### **Lottery Philosophy:**

*We aim to be a great small school for any Northshore School District teen, so we want to have a student body that reflects Northshore School District's wonderful diversity. Our lottery process strives to promote that as best we can within the parameters of the law. Specifically, our lottery process strives to ensure that we are demographically representative of Northshore School District in terms of the three categories that impact school staffing and funding: students who receive free or reduced price lunch, students who receive Special Education services, and students who are considered by NSD as "English Language Learners." (The free or reduced data will be based on permissions garnered from participating families.) Our lottery process will also guarantee a spot to siblings of current 9th-11th grade students because we want to cultivate deep connections with families that are interested in having their high school-aged children attend the same school. [Please note: 8th Graders who have siblings in the 12th grade – or who are alumni of Innovation Lab – will NOT have an advantage or disadvantage in the lottery.]*

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### **Lottery Process**

- Shortly after the February 28th deadline (and before March 13th), the names of all 8th graders who have submitted a Innovation Lab HS Commitment and Lottery Form to Innovation Lab High School will comprise the lottery pool. Students must be living in Northshore School District – or planning to live in Northshore School District - by September 1st, 2020 to be considered a part of the "in district" pool.
- Prior to the lottery, Innovation Lab HS officials will determine the minimum number of special education students, ELL students and free and reduced lunch students necessary for the freshmen class to be demographically representative. (There is NO maximum number for these categories.)
  - For any 2020 lottery, this is defined as the number of students that is 2% fewer than the district percentages of 8th graders who receive special education or ELL services or free and reduced lunch.
  - District percentages are based on the October 1, 2019 data.
  - If the minimum target number to be demographically representative is not met – or met exactly – within the entire lottery pool in one or more of these three groups, then these students will all be admitted.
- The lottery for the class of 2023 (if necessary) will be conducted first. Then the lottery for the class of 2024 (if necessary) will be conducted and both lotteries will be resolved. This

will allow us to meet the philosophical tenet that younger siblings of current returning students shall be automatically offered admission.

- Before the lottery for the class of 2024 begins, any applicant in the class of 2024 who is a sibling of an accepted member of the Innovation Lab HS class of 2023 will be offered a spot. Sibling status will be indicated on the student's commitment form and confirmed by ILHS staff before the time of the lottery. Step-sibling and half-siblings are considered siblings. *In the future, this provision will apply to applicant siblings of any (then) current ILHS student that is in grades 9-11.*
- The students remaining in the pool will each be assigned one lottery number using a random number generator. The lower the lottery number, the greater the likelihood that a student will have a place in the Innovation Lab HS Class of 2024 or 2023.
- Spots in the class will then be filled by lottery number, from lowest to highest – as long as the targets to be demographically representative are met. If not, the sequence will be altered to ensure that the minimum targets are met.
- Students not offered a spot will be placed on a wait list, ordered by lottery number - regardless of whether the student does or does not belong to any of the three above identified categories.
- Innovation Lab High School will send an alphabetized spreadsheet to the area middle schools with both the names of students to be offered a spot, and the names (and order) of students on the wait list. No reference on this spreadsheet will be made to a student's demographic information.
- Innovation Lab HS staff will promptly communicate lottery results to impacted families. Any student who is on the accepted student list is presumed to be attending Innovation Lab HS for the fall of 2020. If a student has received a lottery spot at Innovation Lab HS and decides to attend another high school, the student's parent or guardian must let Innovation Lab HS Administration know as soon as possible.
- Because transfers between schools are extremely disruptive to students and to school programming at both the sending and receiving schools, **STUDENTS WHO ACCEPT A SEAT AT INNOVATION LAB HIGH SCHOOL ARE COMMITTING TO STAY AT THE SCHOOL FOR AT LEAST ONE SCHOOL YEAR.\***
- Past history at schools using similar lottery and waitlist procedures indicates that a number of students offered a spot in the lottery will decline it. Consequently, we will initially be offering spots to 200 9<sup>th</sup> and 200 10<sup>th</sup>, knowing that not all of these students will choose to commit to Innovation Lab HS. Still, each and every one of the 200 students at each grade level is guaranteed a spot in the Innovation Lab HS Class of 2024 or 2023 (as applicable). The typical maximum for any grade level at Innovation Lab HS is 150, however due to the possibility of attrition as the school moves through its first three years, the numbers accepted will be artificially high in this lottery.
- In the event that twins (or triplets, etc.) from the same family are in the lottery pool, they will be treated during the lottery number generation process as one student and given one number (assuring that either both students will get offered a spot - or will not). In the unlikely event that the twins draw the final (200th) spot in the class, both will be admitted.
- Any child of an Innovation Lab HS staff member will be guaranteed a spot, but this child will not take one of the 200 lottery spots in a grade. S/he will be added to the maximum number (eg: to create a maximum class of 201 students). An Innovation Lab HS staff member is defined as any NSD employee who is assigned to work at and for Innovation Lab High School as part of their employment. This, for instance, includes Innovation Lab Food Service staff, but not bus drivers.

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**Waiting List:**

As noted above, should a waiting list become necessary, lottery numbers will determine the order on the wait list.

- When an opening arises in the incoming 9th or 10<sup>th</sup> grade class, the Principal will offer the spot to the top student on the wait list, as long as overall demographic minimums are met (in Special Education, ELL and free or reduced lunch). If they are not being met in one or more categories (greater than 2% difference between percentages at ILHS and the 8th grade district average in ELL and Special Ed or free/reduced lunch), the Principal will select the first person off the wait list who meets the most under-represented demographic. The Principal will make this determination based on the current make-up of the ILHS class in question and the most recent district October 1st figures for that cohort.
- Students who register an interest in ILHS after the submission deadline will be added to the end of the wait list in the order in which their commitment letter is received.
- Families may hold a spot on the wait list for as long as they would like. In the spring of each school year, families will be asked if they would like to continue to have their child on the wait list for the following school year.
- *In the future a similar process will be followed for students on the wait list in grade cohorts already attending ILHS. For Grades 10-12: If ELL or IEP students are represented at less than the district average in grades 10-12, then if any students in that group transfer out of ILHS, then another student of that designation will be given priority in the waitlist.*
- A sibling for a current ILHS student moves to the top of the wait list – unless that sibling has previously turned down a spot at ILHS.
- Students who attend ILHS and then have to leave Northshore School District due to circumstances out of the student's control (eg: family has moved to Minneapolis) but then return to Northshore School District and want to come back to ILHS are moved to the top of the waitlist.

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**Procedures if a Student is Offered a Spot Off the Waitlist:**

- Families will be asked respond to an offer within 3 work days from a direct communication from the school (eg: after the principal has directly spoken to a student or parent).
- Families may request an extension for up to a week.
- Families may request a meeting, shadow or visit before making a decision.
- Language facilitators will be used to help communicate an offer for all families for whom this is appropriate.
- During the school year, if families do not respond to at least 3 attempts at communication within a week, then the spot will be offered to the next person on the list, and the student's name will be removed from the waitlist.
- During the summer, if there is no response to 3 attempts at communication within 1 week, then the student's spot will be skipped on the waitlist, and if there is no response after 2 weeks, then the student's name will be removed from the waitlist.
- Families on the waitlist will be asked to share their summer contact information.
- The information above will be included on the website as well as in all future correspondences about the waitlist.

\* In exceptional circumstances, the Administration of Innovation Lab High School will work with students and families whose case demonstrates an urgent need to transfer to their home area high school midyear. Such requests will only be processed at the semester.