

Howe Hall Arts Infused Magnet School

2026-2027 Enrollment and Lottery Handbook



115 Howe Hall Road

Goose Creek, SC 29445

(843) 820-3899

<http://www.bcsdschools.net/HHA>

Table of Contents

- I. Purpose and History
- II. Eligible Students
- III. Applications
- IV. Conducting the Lottery
- V. Enrollment
- VI. Transportation
- VII. Special Education Services
- VIII. Homeless Services
- IX. Guideline Evaluations

I. PURPOSE AND HISTORY

Howe Hall Arts Infused Magnet School (HHA) was opened in 2001 to offer an innovative instructional program to Berkeley County families. Our mission is to include the arts as an essential component of the curriculum to optimize student achievement through a variety of learning experiences that facilitate the development of our students as lifelong learners and productive citizens. In addition to the core academic subjects, the HHA philosophy includes standards-based instruction in dance, theatre, music, visual art, and physical education. Students will have the opportunity to experience the arts through team-taught infusion lessons, exploratory classes, and arts integration in their core subjects.

As time has progressed, HHA has earned numerous awards and recognitions for excellence in education including being recognized by the Kennedy Center for Excellence in Fine Arts Education in 2007, named a National Blue Ribbon School of Excellence in 2010, and receiving the Elizabeth O'Neill Verner Award for Arts in Education in 2015. We are extremely proud of our students' successes and accomplishments and continue to strive to raise the bar each and every year. On the 2024-2025 SC School Report Card, HHA received an Overall Rating of Excellent.

Due to the success of our school, HHA has always been a popular choice for Berkeley County School District (BCSD) families. HHA receives significantly more applicants than we can accommodate in our classes. Since its inception, enrollment at HHA has been determined by a lottery system in order to provide equal opportunities for all of the children in Berkeley County. This system was also designed so that the school population would be representative of the student population in Berkeley County.

These written guidelines have been created to provide Berkeley County families and BCSD employees with a transparent written document to answer their questions about the lottery and enrollment processes at HHA. They reflect the practices and procedures that have evolved since the first lottery was conducted at HHA and serve to provide clear concise guidelines to ensure that the admission of students into HHA remains a fair and equitable process.

No single set of guidelines can anticipate every possible situation that may arise during the lottery and enrollment process. This document is not intended to replace BCSD Board Policies or applicable state and federal laws. If a circumstance falls outside these guidelines, the BCSD Superintendent or his designee will make a decision based on the best interest of the child.

II. ELIGIBLE STUDENTS

Eligibility for Application

All current and future Berkeley County residents with a child entering Kindergarten through 5th grade are eligible to apply for enrollment at HHA through the lottery process. Only the child's parent/guardian may apply. Family members, friends, temporary guardians, etc. may not apply for the parent.

Eligibility for Enrollment and Attendance

In order to be eligible for enrollment at HHA a child must meet one of the following criteria in addition to the requirements of BCSD Board Policy JBCA.

Please note that the appeal and transfer provisions of BCSD Policy JBCA are not applicable to Howe Hall Arts Infused Magnet School (HHA).

1. The student has been selected through the lottery process.
2. The student has a sibling who is currently attending HHA, or matriculated from HHA and is currently attending Marrington Middle School of the Arts in grade 6 or 7. *
3. The student has a parent/legal guardian employed full time by BCSD at HHA.

Siblings

Siblings are defined as two or more students who share a common biological parent or adoptive parent **and** live in the same residence at least 50 percent of the time. **Proof of guardianship and residency may be required for verification of sibling status.**

*If a student that can be considered a sibling under the enrollment categories listed above, withdraws from HHA, they forfeit their seat. The student would need to re-apply through the lottery for future enrollment and would no longer be considered for sibling preference.

III. APPLICATIONS

Application Overview

Lottery applications will be made available by the school on January 12, 2026. Applications will be available at all BCSD schools as well as on the HHA and BCSD websites. Completed applications must be mailed to HHA with a postmarked date on or before February 13, 2026 for entry into the lottery. Only mailed applications will be accepted in order to verify compliance with the established postmarked due date.

An application should be completed for each student who a parent wishes to enter into the lottery. However, multiple applications for siblings may be mailed in the same envelope.

Families will receive telephone confirmation upon receipt of their application and written notification prior to March 16, 2026. Applications are only good for the upcoming lottery, and families must complete applications annually for entrance into the lottery pool in future years if not selected.

Maintenance of Applications

Applications will be reviewed by a school official and pertinent information will be entered into a secure electronic database upon receipt. The original application and the envelope in which it was mailed will be maintained in a secure file organized in alphabetical order by last name.

Assignment of Numbers and Zones

Applications will be sorted into zones by the current high school attendance lines. School staff will use the student's residential address to assign the student a code for the purpose of the lottery. The school will use the address where the child resides the majority of the time if there are multiple residences due to shared custody. In the case of two addresses in which the child resides equally, the address used for registration will be used to issue the zone.

If a BCSD employee who resides in Berkeley County wishes to apply for his/her child, the applicant will be placed in the zone based on his/her residential address. If a BCSD employee who resides outside of Berkeley County wishes to submit an application, his/her application will be placed in the zone based on the address of his/her place of employment. For example, if a BCSD employee works at the Men Riv Educational Center and resides outside of Berkeley County, then his/her application will be placed in the Goose Creek High application pool.

Incomplete, Duplicate, Falsified, or Inaccurate Applications

It is the Parent's or Guardian's responsibility to ensure the information on the application is accurate. Information on the application will be verified at the time of enrollment and must be consistent with the application. If an error on the application is detected in advance of the lottery, then the Parent/Guardian will be notified and a change will be made by the principal or designee. If an error is detected after the student has been selected, then the application will be considered null and void. These errors include listing the incorrect grade level and incorrect addresses. Inconsistent applications also include, but are not limited to, applications with residences that differ from the address established in the PowerSchool database. It is the applicant's responsibility to ensure the initial enrollment information is consistent with the information on the submitted application.

If multiple applications are submitted for the same student for different grade levels, none of the duplicate applications will be entered into the lottery. Families should submit a single application per student indicating the intended grade level. Applications that conflict will be marked ineligible for the lottery, and the school will contact the family to resolve the issue.

Selected lottery students will not be granted a seat if they are retained at their home school in their current grade level.

IV. CONDUCTING THE LOTTERY

Determination of Open Seats

Howe Hall AIMS (HHA) serves 417 students. Class limits and numbers of classes per grade are used to determine the number of available seats at the school for the upcoming year.

Kindergarten – Two classes of 24 students each.

First Grade – Four classes of 18 students each.

Second Grade- Three classes of 24 students each.

Third through Fifth Grade – Three classes per grade level of 25 students each.

Prior to conducting the lottery, the principal or designee will calculate the number of seats available in each grade level. The following steps will be utilized in determining how many seats are available. Verification of residence in Berkeley County may be required.

1. Current HHA students will be placed into a seat based on their end of the year promotion or retention decision. Verification of residency in Berkeley County may be required.
2. Students remaining on the waitlist from the prior year will be put into available seats.
3. Siblings of students currently attending HHA or who have matriculated from HHA and are currently attending Marrington Middle School of the Arts in grades 6 or grade 7. *
4. Full-time HHA employees' children will be placed into spaces.

After the first four groups listed above have been placed, any seats not filled by students will be considered open and filled during the first lottery. If there are limited seats for the four groups listed above in one of the grade levels, the students will be randomly selected for the available seats and students not selected will be added to the waitlist. *If a student that can be considered a sibling under the enrollment categories listed above, withdraws from HHA, they forfeit their seat. The student would need to re-apply through the lottery for future enrollment and would no longer be considered for sibling preference.

Scheduling of the Lottery

The lottery will be conducted publicly on March 31, 2026 in order to have the most accurate promotion and retention data on current students. The lottery will be conducted at HHA and facilitated by the Superintendent or designee in collaboration with the principal to maintain the integrity of the process.

Materials

Large display boards will be used to indicate the order in which zones and grade levels will be selected. The number of open seats in each grade level will be displayed on grade level specific boards. These boards will be used to collect the lottery codes for students selected in the initial or subsequent lotteries.

Order of Events

1. Principal or designee will explain the process to the audience.
2. BCSD High School letter codes selection will occur to establish the order for the rotation of the lottery zones.
 - a. Select high school zones one at a time and attach to the zone display board.
 - b. High school containers will be organized in the order from the display board.
3. Grade level selection will occur to establish the order for the rotation of grade levels.
 - a. All grade levels will be selected one at a time and attached to the grade level display board.
 - b. Lottery application codes put in grade level order.
4. Lottery selection for seats begins
 - a. Based on the zone and grade level, applicant codes are deposited into matching zone container.
 - b. Selections are made in order of the BCSD High School zones until all open seats are filled.
 - c. This process is repeated until all seats are filled in all grade levels.

****Siblings-**When a label is selected with the sibling code “S, SS, SSS, etc.” the sibling code will be written down on a new label for the lottery selection process. After the lottery is completed these codes will be removed from the pool and added to the display board. ******

*****Waitlist** will be utilized when no spaces are in a grade level for a sibling. *******

Supplemental Lotteries

In order to fill any seats that become available due to student withdrawals, it may be necessary to conduct supplemental lotteries throughout the summer to maintain 100% enrollment. After the initial lottery, the Superintendent or designee and the principal can draw additional names, as seats become available. Those supplemental lotteries will be conducted in the summer as needed. Students will not be drawn if a space becomes available after the 10th day of school. However, if there are students on the sibling wait list, then they can be enrolled after the 10th day cut off and prior to the 90th day of the school year.

The order of events for all supplemental lotteries will remain the same as the original lottery with the facilitator continuing from the last zone and grade level where the prior lottery concluded.

Notification of Lottery Results

Lottery results will be posted on the HHA website and available in the front office. Once students are selected, the parent/guardian will receive a phone call from the school inviting them to enroll. Student names will not be announced or listed in order to maintain student confidentiality.

V. ENROLLMENT

All selected students should be enrolled within thirty days of the primary lottery selection to ensure all open seats are filled prior to the first day of school. All enrollments must be in accordance with BCSD Policy JBCA. Additionally, verification of the application will be conducted at the time of enrollment. Intentionally falsified or inconsistent applications will be considered null and void and the selected student will not be permitted to enroll. Inconsistent applications include, but are not limited to, applications with residences that differ from the address established in the BCSD database. Families who **fail to enroll within the thirty-day timeline** surrender their seats, and another applicant will be selected in the supplemental lottery to fill that seat. Students chosen during a supplemental lottery must enroll within 10 calendar days of selection notification.

Due to the high demand for enrollment seats at Howe Hall AIMS (HHA), and the district's goal to maintain a student body representative of the district as a whole, only students with bona fide residences in Berkeley County School District, as defined by BCSD Policy JBCA and Section 59-63-30 under the South Carolina Code of Laws, will be permitted to register, enroll, and attend. Adult residency affidavits will not be accepted in lieu of the required BCSD registration forms and documentation for all newly enrolling lottery students. Additionally, the appeal and transfer provisions of BCSD Policy JBCA are not applicable to Howe Hall AIMS (HHA).

PURSUANT TO S.C. CODE 59-63-32, IF IT IS FOUND THAT A PERSON HAS WILLFULLY AND KNOWINGLY PROVIDED FALSE INFORMATION IN AN AFFIDAVIT TO ENROLL A CHILD IN A SCHOOL DISTRICT FOR WHICH THE CHILD IS NOT ELIGIBLE, THAT PERSON MAY BE FOUND GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, MUST BE FINED AN AMOUNT NOT EXCEED \$200 OR IMPRISONED FOR NOT MORE THAN 30 DAYS AND ALSO MUST BE REQUIRED TO PAY BERKELEY COUNTY SCHOOL DISTRICT AN AMOUNT EQUAL TO THE COST TO THE DISTRICT FOR EDUCATING THE CHILD DURING THE PERIOD OF ENROLLMENT.

VI. TRANSPORTATION

Transportation is not provided to HHA students. Parents/guardians are responsible for transportation to HHA. The inability of a student to meet the arrival and attendance expectations may result in the lottery selection being revoked. In that case, the student must then return to their zoned school.

VII. SPECIAL EDUCATION SERVICES

HHA offers Special Education services in accordance with the Individuals with Disabilities Education Act (IDEA). Upon selection prior to enrollment, a Multidisciplinary Team will meet to review the student's programming needs and program capacity. BCSD adheres to state special education program capacity guidelines. Once a student is enrolled for HHA, all district transportation rules apply and the student is no longer eligible to receive district transportation, Special Needs Transportation to and from school. Parents/guardians are responsible for transportation to HHA. Please note, just like all other BCSD schools, not all Special Education programs are available at HHA.

VIII. HOMELESS SERVICES

Families who become homeless prior to the enrollment process will be served at their home school location in accordance with the McKinney-Vento Homeless Assistance Act. Students who become homeless after enrollment at HHA will be served at HHA in accordance with the McKinney-Vento Homeless Act.

IX. GUIDELINE EVALUATIONS

This document will be evaluated and approved by the BCSD Superintendent or designee annually.