



## Staten Island Hebrew Public Charter School: Enrollment Policy

### Introduction

Staten Island Hebrew Public Charter School's (SIHP's) admission policy is non-sectarian and does not discriminate against any student on the basis of ethnicity, national origin, gender, disability or any other ground that would be unlawful if done by a school. Admission to SIHP will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion or ancestry. Any child who is qualified under New York State law for admission to a public school is qualified for admission to SIHP. The School will ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and § 2854(2) of the New York Education Law, governing admission to a charter school.

Eighty-seven (87) Kindergarten and 75 1st grade students will be accepted in the inaugural lottery. Every year thereafter, SIHP will have 87 new Kindergarten seats available in the school. SIHP's admissions will be open to both entering Kindergarten students as well as students in each grade above Kindergarten that the school is currently serving up to and including grade 5, in the event that seats are available in those grades. Admission to SIHP will be limited each year to pupils within the grade levels to be served by the school. In order to be eligible to apply for Kindergarten, students must turn 5 by December 31 of the year in which they will enter Kindergarten. The law provides explicit preference for siblings of students and students residing in CSD 31 in Staten Island. All applicants must be residents of New York State.

In its admission policies and procedures, SIHP will **not** engage in any of the following:

1. Requiring parents to attend meetings or information workshops as a condition of enrollment
2. Having an unduly narrow enrollment period (e.g. fewer than 30 days);
3. Giving enrollment preference to children of members of the SIHP Board or founders group;
4. Requiring parents to sign agreements or contracts imposing certain responsibilities or commitments to SIHP, regardless of their virtue, as a condition of enrolling their children (e.g. correcting a child's homework, volunteering, etc.);
5. Mandating that students or parents agree with SIHP's mission or philosophy; or
6. Giving preference to students interested or talented in a particular SIHP program (e.g. foreign language proficiency).

### Enrollment Period, Admissions Lottery, Registration, and Withdrawal

Formal recruitment of incoming students will begin after the charter school is authorized. It is important to note that this process will be carried out in dominant languages in the community. Beginning on or before January 1 of each year, the charter school will advertise open registration and provide families, if they choose, with opportunities to meet staff and learn more about the School.

SIHP will determine and publicize the number of spaces available each year by grade level. Families may submit applications beginning on or before January 15 through April 1 or thereafter (the date will be set and publicized each year). If as of the application deadline, the number of applicants to the charter school exceeds capacity, a random selection process (lottery) will be used to admit students. This lottery, if necessary, will be held annually on or about April 15. At least one week notice will be given

prior to the lottery, the lottery will be open to the public, and the notice of the enrollment lottery will include the number of spaces available each year by grade

#### *Lottery Process*

In the event that a lottery process is necessary, names will be drawn randomly by grade to fill available seats (87 seats in Kindergarten and 75 seats in Grade 1 for the inaugural lottery. For each subsequent year, 87 seats in Kindergarten and expected vacancies in the grades that are served through Grade 2). After those names are drawn, names will continue to be drawn in order to form a waiting list at each grade level (K-2) for the school. This waiting list will be the only official, legal document identifying the names of grade-eligible students with applications to the charter school pending acceptance when vacancies arise, based upon the order of random selection from the lottery. The previous year's waiting list will expire annually at the lottery drawing. SIHP will keep accurate records of their waitlist containing the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission.

#### *Procedures for Student Registration and Parental Intent to Enroll*

Once the lottery has been conducted, SIHP will notify parents and guardians of applicants by mail and email whether their child has been granted a seat at the School or if they are on the waiting list. The mailing will include an admission acceptance form that each parent of a child who has been selected for admission will fill out to confirm his or her intent to enroll the child in SIHP. For those accepted in the lottery, the admission acceptance form shall be due ten business days after notification that the child is admitted.

Admission preference shall be granted to applicants in the following manner:

- First preference (after the first year) will be given to returning students, who will automatically be assigned a space at the School and whose families will be formally contacted prior to the beginning of the school year to confirm automatic admission of their child.
- Second preference will be given to siblings of students already enrolled in the charter school or siblings of a student whose name is drawn in the lottery whose names are also in the current year's lottery.
- Third preference will be given to residents of CSD 31.
- Fourth preference will be given to children of employees of the charter school or charter management organization, provided that such children of employees may constitute no more than fifteen percent of the charter school's total enrollment.

Prior to the commencement of each academic year, families of children who enroll at the School must complete the student registration process. As part of this process, parents must provide verification of residency, adult photo identification, NYC notice of transfer form (if available), IEP record if applicable, home language survey, photo media release form, ethnic identification survey, additional medical restrictions form if applicable, parent/guardian consent to request for the release of student records and/or a copy of the student's prior year academic record, birth certificate and immunization record, and student health insurance form indicating what coverage the student has. Parents will also complete student registration forms, lunch program applications, emergency contact information, and transportation forms. SIHP staff will be available to assist parents in understanding the registration requirements, obtaining required information and completing the required forms. The transportation form shall be distributed to parents as part of the admission packet and shall be due on the last Friday in August. In addition, forms and instructions will be published in languages other than English to facilitate successful registration by ELL parents and guardians.

Except in the case of homeless students, proof of address may be verified by any two of the following containing the address of residence:

- 📄 NYS Driver's license or learner's permit
- 📄 A residential utility bill (gas or electric) in the resident's name dated within the past 60 days.
- 📄 Documentation or letter on letterhead from a federal, state or local government agency including the Internal Revenue Service (IRS), City Housing Authority, Human Resources Administration, the Administration for Children's Services (ACS), Board of Elections or an ACS subcontractor indicated the resident's name and address dated within the past 60 days
- 📄 An original lease agreement, deed, or mortgage statement for the residence
- 📄 A current property bill for the residence
- 📄 A water bill for the residence dated within the past 60 days.
- 📄 A landlord affidavit – if a parent/guardian is subletting an apartment of home, or if more than one family shares a living space, the parent/guardian must present an affidavit or notarized letter from the leaseholder or homeowner and attach any of the above proofs of address, such as the lease, deed or utility bill

All families of students currently enrolled in SIHP will be sent a renewal form by February of each year in order to indicate whether or not they will re-enroll their child for the next academic year. Reasonable and multiple attempts will be made to reach parents regarding their decision to re-enroll their children and parents will be given a reasonable amount of time to re-enroll their child before the School determines that they do not intend to enroll. This process will inform the school as to any planned vacancies in Grades 1-5 that will need to be filled through the current year's application and lottery process.

#### *Waitlist Process*

Whenever a vacancy occurs, either prior to the start of a particular school year or during the course of that school year, SIHP will contact the parents of the student next on the appropriate waiting list. For those accepted from the waitlist, the admission acceptance form shall be due five business days after notification that the child is admitted. Reasonable and multiple attempts will be made to contact the family of the student on the top of the waiting list and get confirmation of whether the student is still interested in enrolling at SIHP before proceeding to the next name on the list. If reasonable and multiple attempts to contact the student's parents are unsuccessful, then the School may remove that student from the waitlist. The School will maintain documentation of the attempts made to contact the parents of any student removed from the waitlist and will keep accurate records of their waitlist containing, the

names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. Waiting lists will not be carried over from year to year. Instead, the annual admission lotteries will be used to create new waiting lists.

#### *Voluntary Withdrawal*

SIHP is a public school of choice, both for application and withdrawal. At any time, a parent may wish to transfer their child to a different school. A parent wishing to withdraw his/her child from the School will be asked to complete a request for student withdrawal form. SIHP personnel will offer to meet with the family and discuss their reasons for withdrawing from the School, as well as to seek solutions to any problems that arise from these discussions. If the parents still wish to transfer their child to another school, SIHP staff will make every reasonable effort to help the student find a school that better serves the family's desires. SIHP will ensure the timely transfer of any necessary school records to the student's new school. Upon withdrawal of any student in grades K-5, SIHP will seek to fill that vacancy in a timely manner with the next student on the relevant grade's waitlist.