

# PHILADELPHIA

## Hebrew Public CHARTER SCHOOL

### BOARD OF TRUSTEES

#### Student Admissions Policy

#### Purpose:

Philadelphia Hebrew Public Charter School (PHPCS) adheres to the State law that requires admission be open to all residents in the Commonwealth of Pennsylvania by lottery or enrollment preferences.

#### Delegation of Responsibility:

The Head of School (HOS) shall conduct the application process and the lottery with the oversight of the Board of Trustees (BOT).

#### Guidelines:

1. Non-resident students may be admitted only if there are no School District of Philadelphia students applying for that particular grade. Non-resident students per pupil allotment must be paid by the district in which the non-resident student resides.
2. A completed Charter School application which is timely submitted to Charter School is required for participation in the lottery.

#### Lottery:

1. All students currently enrolled in Charter School from the prior school year are exempted from the lottery process.
2. Children who are residents within the School District of Philadelphia are given first preference.
3. Siblings of students who are offered a seat through the lottery are given preference after each grade's lottery.
4. The child(ren) of current employees who are residents within the School District of Philadelphia or original founding members of Charter School who are residents within the School District of Philadelphia is exempted from the lottery process if there is space in the grade sought.
5. Siblings (defined as children having one common parent) of students enrolled at Charter School from the prior school year are exempted from the lottery provided there is space available for the grade sought. Siblings must be Philadelphia residents to be eligible for this preference. A sibling lottery will be held if there are more siblings than seats available in any grade.
6. All other applicants, other than those identified above, are included in the lottery process.
7. The lottery is conducted annually based on predetermined dates assigned by Apply Philly Charter and will include all applications received by application deadline that year. All applications must be submitted annually for participation in the annual lottery. The waiting list from the prior school year is discarded and is not applicable to the next school year lottery.
8. The school will hold a randomized lottery to determine which applicants are offered a seat for enrollment. All applications submitted within the application window will be referred into the lottery, assuming an application is not a duplicate submission and is otherwise eligible to attend the school. The application window for enrollment for the 2025-2026 school year is September 20, 2024 through January 21, 2025. The

lottery for the 2025-2026 school year will be conducted on February 5, 2025. Priority will be given to applicants according to the stated preferences listed in the Student Admission's Policy. The lottery will be conducted by the school on the Apply Philly Charter system.

9. Upon application submission, each applicant is automatically assigned a random lottery number. When the lottery is run, it will take the following into account: first, the priority group an applicant falls into, and, second, the applicant's random lottery number. Seats will first be offered to applicants who fall into the first priority group in order of lowest random lottery number to highest. The lottery will then offer seats to applicants in the second, third, etc. priority groups in order of random lottery number, until the number of available seats has been exhausted. Applicants who were not offered a seat through the lottery will be waitlisted in order of their priority group first, and their random lottery number second. 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.
10. In the event that students are offered a seat from the waitlist, families will have to respond by the deadline automatically set in the Apply Philly Charter system.

**Notification of Applicants:**

1. The results of the Lottery will be a part of the Board Meeting Minutes and also entered into the Charter School database as recorded.
2. The Apply Philly Charter system will generate email notifications to each individual applicant indicating their admissions status (offered seat or waitlisted, and the applicant's position on the waitlist) and guidance for the completion of the admissions process. Additionally, students offered seats in the lottery will also be contacted by phone and via first class mail.
3. Students who are subsequently offered seats off the waitlist post lottery will be notified via automated Apply Philly Charter system generated email (see above) and via phone.

**Post-Lottery Application Submissions:**

Any applications received after the lottery has been conducted will be entered into the database and coded as Wait List and assigned the next sequential number from the lottery process for the grade sought.

**TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.**

**REVISED this day 24 of June 2024**

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**Board Chair**

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**Secretary**

# BOARD OF TRUSTEES

## Student Enrollment Procedure

Upon acceptance through the lottery, PHP will require parent/guardians to provide copies of only the following documents:

Required Documentation:

1. Proof of child's age (One of the following is required):

Acceptable documentation includes (the following are examples and not a conclusive list):

- Child's original birth certificate
- Notarized copy of the child's birth certificate
- Child's valid passport,
- Original baptismal certificate indicating the child's date of birth
- Copy of the record of baptism – notarized or duly certified and showing the date of birth
- Notarized statement from the parents or another relative indicating the date of birth
- Prior school records indicating the date of birth

2. Immunization Record (One of the following is required):

Acceptable documentation includes:

- The child's immunization record,
- A written statement from the former school district or from a medical office that the required immunizations have been administered, or that a required series is in progress,
- Verbal assurances from the former school district or a medical office that the required immunizations have been completed, with records to follow.
- Exemption from immunization:
  - Medical exemption. Children need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child.
  - When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized according to the Code.
  - Religious exemption. Children need not be immunized if the parent, guardian or emancipated child objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.
  - Please note: If a student has just started a series for each type of shot, they may be enrolled. The student must be in the process and keeping up with the timeline of the series (e.g. student just got shot one and he/she will get shot two in thirty days from shot one.

3. Proof of Residency:

A photocopy of any two documents to establish **proof of residency** in Philadelphia County. PHP will be flexible in verifying residency in accordance with state and federal law, and will consider information which is reasonable in light of the family's situation. The following documentation will be considered acceptable by PHP:

- A current vehicle registration card
- A recent employer pay stub showing a current address or
- A current PA driver's license
- Deed
- Valid Department of Transportation identification card
- Mortgage settlement sheet
- Current credit card bill
- Current utility bill (gas, electric, cable, telephone) within 30 days of acceptance of offer
- Recent vehicle registration
- Recent property tax bill
- Voter Registration Card showing current address
- Recent bank statement with current address
- Letter from Social Security Office with current address
- IRS Statement or other wage and tax statements e.g., W2, 1040, 1099
- Letter from Public Assistance Office with current address
- Foster care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency
- Shelter placement or residency letters are acceptable for homeless students
- Original lease with name(s) of parents/legal guardians and children
- Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement

#### 4) Parent Registration Statements:

A sworn statement attesting to whether the student has been or is suspended or expelled for offenses involving drugs, alcohol, weapons, infliction of injury or violence on school property must be provided for a student to be admitted to any school entity. 24 P.S. §13-1304-A. A school may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement. However, if a student is currently expelled for a weapons offense, the school can provide the student with alternative education services during the period of expulsion. 24 P.S. § 13-1317.2(e.1) If the disciplinary record or sworn statement indicates the student has been expelled from a school in which he was previously enrolled, for reasons other than a weapons offense, it is recommended the school review the student's prior performance and school record to determine the services and supports to be provided upon enrollment.

A sworn statement attesting to whether the student has been or is suspended or expelled due to being convicted or adjudicated delinquent of committing a sexual assault upon another student enrolled in the same public school entity must be provided for a student to be admitted to any school entity. §1318.1. A school may not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement. If the disciplinary record or sworn statement indicates the student has been expelled from a school in which he was previously enrolled, for reasons other than committing a

sexual assault upon another student, it is recommended the school review the student's prior performance and school record to determine the services and supports to be provided upon enrollment.

5) Completed PHP Home Language Survey:

All students seeking first time enrollment in a school shall be given a home language survey in accordance with requirements of the U.S. Department of Education's Office for Civil Rights. Enrollment of the student may not be delayed in order to administer the Home Language Survey.

Requested Information:

In addition, the school may ask for health or physical examination records, academic records, attendance records, Individualized Education Program, and other special education records so that the student can be placed in the appropriate grade level/classroom with the appropriate level of supports.

Please note: Although PHP may ask for any of this information, it will not require it as a condition of enrolling or admitting a child and may not delay a child's enrollment or attendance until these documents are provided. The school may follow up with the parent/guardian for this information after the child has been enrolled in the school.

Document Submission:

All documents may be submitted in the following ways:

- Via SchoolMint using family-specific account provided by Philadelphia Hebrew Public
- In-person at Philadelphia Hebrew Public
- By fax to 215.689.2887
- By email to [info@philadelphiahebrewpublic.org](mailto:info@philadelphiahebrewpublic.org)

## APPLY PHILLY CHARTER LOTTERY PROCESS DESCRIPTION

### School Year 2025-26

If more applications are received than there are seats available, the school will hold a randomized lottery to determine which applicants are offered a seat for enrollment. All applications submitted within the application window will be referred into the lottery, assuming an application is not a duplicate submission and is otherwise eligible to attend the school. The application window for enrollment for the 2025-2026 school year is September 20, 2024 - January 21, 2025.

The lottery for the 2025-2026 school year will be conducted on February 5, 2025. Priority will be given to applicants according to the stated preferences listed in the Student Admission's Policy. The lottery will be conducted by the school on the Apply Philly Charter system.

Upon application submission, each applicant is automatically assigned a random lottery number. When the lottery is run, it will take the following into account: first, the priority group an applicant falls into, and, second, the applicant's random lottery number. Seats will first be offered to applicants who fall into the first priority group in order of lowest random lottery number to highest. The lottery will then offer seats to applicants in the second, third, etc. priority groups in order of random lottery number, until the number of available seats has been exhausted. Applicants who were not offered a seat through the lottery will be waitlisted in order of their priority group first, and their random lottery number second.

Applicants who were offered a seat through the lottery will be notified on February 7, 2025 via email through Apply Philly Charter. Applicants will also be able to log-in to their Apply Philly Charter accounts on February 7th to view their application results. Applicants who were offered a seat through the lottery will have until February 21, 2025 to accept their seat offer on Apply Philly Charter by clicking "accept" in their Apply Philly Charter accounts. Applicants will then be required to submit enrollment paperwork to the school by March 10, 2025. Failure to meet the March 10, 2025 deadline may result in forfeiture of the Applicant's seat, except when a family with a demonstrated language barrier experiences extenuating circumstances.

Students who are offered seats off the waitlist post lottery must accept their seat offer on Apply Philly Charter by the following deadlines:

- February 7 - February 21, 2025: 14 days
- February 22 - June 30, 2025 (Post-Deadline period): 7 days
- July 1, 2025 - June 30, 2026 (Current Year period): 3 days

Applicants who accept a waitlist offer will then be required to submit enrollment paperwork to the school by the following deadlines:

- February 7 - February 21, 2025: 14 days
- February 22 - June 30, 2025 (Post-Deadline period): 7 days
- July 1, 2025 - June 30, 2026 (Current Year period): 3 days

Failure to meet these deadlines may result in forfeiture of the Applicant's seat, except when a family with a demonstrated language barrier experiences extenuating circumstances.

Enrollment paperwork will not be collected through Apply Philly Charter. All enrollment paperwork may be submitted in the following ways:

- Via SchoolMint using family-specific account provided by Philadelphia Hebrew Public
- In-person at Philadelphia Hebrew Public
- By fax to 215.689.2887
- By email to [info@philadelphiahebrewpublic.org](mailto:info@philadelphiahebrewpublic.org)

In the event that students are offered a seat from the waitlist, families will have to respond by the deadline automatically set in the Apply Philly Charter system.

***Updated and approved by the Board of Trustees August 6, 2024***