Hebrew Language Academy 2
CHARTER SCHOOL

Hebrew Language Academy 2: Enrollment Policy

Introduction

HLA2'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 HLA2 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 HLA2. 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.

HLA2's admissions will be open to entering PreKindergarten, Kindergarten students as well as students in each grade above Kindergarten that the school is currently serving, in the event that seats are available in those grades. Admission to HLA2 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 PreKindergarten or Kindergarten, students must turn 4, and 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 21 in Brooklyn. All applicants must be residents of New York State.

In its admission policies and procedures, HLA2 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 HLA2 Board or founders group;
4. Requiring parents to sign agreements or contracts imposing certain responsibilities or commitments to HLA2, 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 HLA2's mission or philosophy; or
6. Giving preference to students interested or talented in a particular HLA2 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 English, Hebrew, Russian, Ukrainian, Mandarin, Cantonese and Spanish (and any other dominant language in the community, as necessary). Beginning on Oct 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.

Families may submit applications online, by mail or in person beginning on or before October 1st through April 1 or thereafter (the date will be set and publicized each year). Families may submit applications online by visiting hebrewpublic.org/apply, in-person by visiting HLA2's main office during school hours, by mail by printing out a paper application which can be found at hebrewpublic.org/apply and mailing the completed application to Hebrew Public's network office at 25 West 39th Street, 9th Floor, or by phone by calling our enrollment hotline at 646-916-0055. 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, and the lottery will be open to the public.

Students who do not secure a seat through the random lottery will be placed on a waiting list in the order that their names were drawn. The notice of the date, time and place of the lottery shall be consistent with Public Officers Law section 104 in accordance with section 119.5 of the Commissioner's Regulations.

HLA2 will include a description of the public lottery in its application material distributed to families during the outreach phase of the process. Should a lottery be required, all families who applied to the school will be informed of the details of the lottery, including the date, time and location that it will be held.

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 21.
- Fourth preference will be given to children of employees of the charter school, provided that such children of employees may constitute no more than fifteen percent of the charter school's total enrollment.

*For the second (2nd) third (3rd) and fourth (4th) aforementioned preference categories, a weight of 2.00 will be added for each applicant who identifies as an English Language Learner ("ELL") as opposed to a weight of 1.00 to all applicants who are non-ELL. When submitting an application a family must select whether or not their child is an ELL. Families also receive an explanation of what an ELL is within the question. Here is the specific language from the application.

Some Hebrew Public Charter Schools* provide children who are not proficient English speakers with a priority in the admissions lottery. If you believe your child qualifies for this type of lottery priority, please indicate below. *

( ) Yes, my child is an English Language Learner( ) No, my child is not an English Language Learner

A child qualifies as an English Language Learner or ELL if English is not his/her native language, and s/he is not yet able to communicate fluently or learn effectively in English. *This lottery priority is given to students applying to HLA and HLA2.

Lottery Process

In the event that a lottery process is necessary, names will be drawn randomly by grade to fill available seats, with additional names drawn to form a waiting list at each grade level. 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. HLA2 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, HLA2 will notify parents and guardians of applicants by email, text and personal phone call 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 HLA2. For those accepted in the lottery, the admission acceptance form shall be due 3 weeks after notification that the child is admitted.

The admission acceptance form may be submitted by mail, in person, or online. HLA2 shall make reasonable and multiple attempts to contact parents and guardians who do not submit the admission acceptance form by the deadline, including phone calls, emails, and mail. Families and students who decline an offer of admission will be removed from the list of accepted students, and HLA2 staff shall retain records of all guardians' and applicants' contact information and of all contact with the guardian.

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, we request that guardians provide the following: Student

and Guardian Information, Medical and Emergency Contact Form, Consent to Release Student Records Form, Dismissal and Authorized Pick Up Form, NYC Residence Questionnaire, NYC Ethnicity Form, Special Education and Support Services Form, Home Language Survey, Media Consent Form, Walking Trip Consent Form, 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. HLA2 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 <u>two</u> of the following containing the address of residence:

- Lease agreement, deed, mortgage statement for the residence;
- A residential utility bill (gas or electric) in the resident's name issued by a utility company (such as National Grid or Con Edison) must be dated within the past 60 days;
- A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days;
- Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, the federal Office of Refugee Resettlement, the Human Resources Administration, or the Administration for Children Services (ACS), or an ACS subcontractor, indicating the resident's name and address must be dated within the past 60 days;
- A current property tax bill for the residence;
- A water bill for the residence must be dated within the past 90 days;
- Rent receipt which includes the address of residence must be dated within the past 60 days;
- State, city, or other government issued identification (including an IDNYC card), which has not expired and includes the address of residence;
- Income tax form for the last calendar year;
- Official NYS Driver's License or learner's permit, which has not expired;
- Official payroll documentation from an employer issued within the past 60 days, such as a paystub with home address, a form submitted for tax withholding purposes, or payroll receipt (a letter on the employer's letterhead is not adequate) must include home address and be dated within the past 60 days;
- Voter registration documents, which include the name of the parent and the address of residence;
- Unexpired membership documents based upon residency (such as neighborhood residents' association), which include the name of the parent and the address of residence;
- Evidence of custody of the child, including but not limited to judicial custody orders or guardianship papers; documents must have been issued within the past 60 days and include name of student and address of residence.

All families of students currently enrolled in HLA2 will be sent a renewal form by April 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 K-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, HLA2 will contact the parents of the student next on the appropriate waiting list via email, text message and phone call. For those accepted from the waitlist, the admission acceptance form shall be due two weeks 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 HLA2 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

HLA2 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. HLA2 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, HLA2 staff will make every reasonable effort to help the student find a school that better serves the family's desires. HLA2 will ensure the timely transfer of any necessary school records to the student's new school. Upon withdrawal of any student in grades K-2, HLA2 will seek to fill that vacancy in a timely manner with the next student on the relevant grade's waitlist