



# Urban Choice Charter School

*Redefining Urban Education*

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## STUDENT ADMISSION POLICY

Urban Choice Charter School (UCCS) shall not discriminate against any student based on race, ethnicity, national origin, gender, or disability or for any other basis that would be unlawful for a public school. UCCS shall be open to any child who is eligible under the laws of New York State for admission to a public school, and UCCS shall ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and Paragraph 2854 (2) of the New York Education Law, governing admission to a charter school. New students will be admitted each year without regard to prior measures of achievement or aptitude, athletic ability, disability, handicapped condition, ethnicity, race, creed, gender, national origin, religion, or ancestry.

### **Enrollment Period and Admissions Lottery**

Beginning in January of each year, UCCS places enrollment information, including the application, on its website. Prospective families work with the Student Enrollment Coordinator to get their questions answered. The Student Enrollment Coordinator can also arrange tours for interested families. Applications can also be requested by phone. Interested families will submit applications beginning January 3 until April 2. Completed applications can be mailed or faxed to the school. Applications must be submitted/received on or before April 1 in order to be included in the lottery.

If the number of applicants to UCCS exceeds seats available in a particular grade, a random selection process conducted by an individual unaffiliated with the School will be used to assign spaces as described below. This lottery will be held as soon as feasible after the close of business on April 2 annually, sufficiently prior to the annual deadline for notifying the students' district of residence for transportation services.

For the 2012-2013 school year, UCCS will accept applications for admission to Grades K-8, for which approximately 40 students will be accepted in Grade K and 1-3 students accepted in Grades 1 thru 8.

In the event of the need for a lottery, admission preference shall be granted to applicants in the following manner:

- First preference will be given to returning students, who will automatically be assigned a space within the School.
- Second preference will be given to siblings of students already enrolled at UCCS. For definition purposes, "siblings" are two or more children that are related either by birth or by means of the same father or mother or by legal adoption.
- Third preference for admission is for students who reside in the school district of location.

- Any remaining slots shall be available to applicants residing outside the district of location.

In the event that a lottery process is necessary to determine enrollment, numbers (which randomly correspond to student applications, thus insuring anonymity) will continue to be drawn after all available spaces have been filled in order to form a waiting list for each preference category for each grade level. This waiting list will be the only official, legal document identifying the names of grade eligible students with applications to UCCS for the subsequent school year, or when vacancies arise, based upon the order of random selection from the lottery. The waiting list will continue to be used to fill vacancies, as long as academically and otherwise appropriate, throughout that school year. All applications (including sibling applications) submitted after the April 2 deadline will be added to the end of the waitlist in receipt date order, after all other applications in all preference categories, including out-of-district applicants. The application itself shall expire annually on the following December 31<sup>st</sup>, and a new application must be submitted for the following year's lottery.

### **Student Recruitment Activities**

UCCS will undertake the measures below, among others, to recruit student applicants (and will provide translation services, if necessary, for all promotional materials and any person-to-person interaction requiring an English translation):

- Mailings to residents of the school district of location
- Post flyers and notices in local newspapers, supermarkets, churches, community centers, and apartment complexes;
- Visit local organizations in surrounding neighborhoods; and/or
- Canvass neighborhoods to further reach interested families.

### **Voluntary Withdrawal**

UCCS is a public school of choice, both for application and withdrawal. There may arise circumstances in which a parent or guardian may wish to transfer their child to a different school. Students with their parent or guardian permission may withdraw from UCCS at any time. School personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from UCCS, as well as to seek solutions to any problems that arise from these discussions.

If the parents or guardians still wish to transfer their child to another school, the staff at UCCS will make every reasonable effort to help the student find a school that better serves the family's desires. UCCS will ensure the timely transfer of any necessary school records to the student's new school.

If a student withdraws mid-year, the Principal, in consultation with the CEO, determines if it is academically and otherwise appropriate to fill the opening. Every effort will be made to fill the opening, but it may be determined that the opening is better filled later (for example, if a student withdraws a week before a long vacation), or it may be determined that the opening not be filled at all (if late in the school year).

If the Principal and CEO determine that a vacancy should be filled, the wait list resulting from the April lottery is consulted. The lottery list already takes into account sibling preference. We contact the next student, see if he or she is interested in enrolling at that point, and move on as needed until a student wishes to enroll.

All students applying for the current academic year between December 31<sup>st</sup> and April 1<sup>st</sup> would be added to the end of the lottery waitlist. Students who had participated in the previous year's lottery would get preference over anyone applying during this timeframe.