

South Bronx Charter School for International Cultures and the Arts Admissions and Enrollment Policy

SBCS will adhere to the provisions of Section 2854 (2) of the Education Law to guide the admission policies and procedures of the Charter School.

Equal Access

As per §2854(2)(a) and (b), the school will be open to any student who is qualified under the laws of New York for admission to a public school. Admission of students will be not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, ancestry, proficiency in English or any other ground that would be unlawful. In short, there will be no admission requirements and no tests of any sort will be given to determine whether or not admission will be granted.

Every student will be enrolled who submits a timely application space permitting. If the number of applications exceeds the school's capacity per grade level or building-wide, the applicants will be selected on the basis of an open lottery.

The approved ICA lottery process is as follows: Preference will be given to siblings of students already enrolled in the school, then English Language Learners residing in the school district, followed by English Language Learners residing out of the school district, followed by the general lottery for in district students, and finally general lottery students that are out of the district.

Outreach Plan

ICA will continue to pursue extensive outreach efforts in the local community and will not be selective in any way. A recruiting team composed of board members, local volunteers, and school staff will be formed to focus exclusively on this effort. The goal of the outreach plan is to provide as much information as possible to families who may be interested in enrolling their child. To achieve this end, information kits, containing brochures, flyers, application forms, and vital school information, will be distributed throughout the community. These information kits, translated in English and Spanish, will be available at local businesses, day care centers, social service agencies, any institution serving families with young children, and mailed to families with school age children. In addition, the school will advertise in the local newspaper and hold a series of information sessions in the community, which will include open houses and recruitment fairs.

Application Process

The application period will begin on January 1st; the deadline for applications to be received for Lottery will be April 1. However, application will continue to be received beyond the Lottery drawing. As discussed above, school information kits, including applications, will be widely available.

The application process begins when a parent or guardian completes an application form. It will provide the school with basic information about their child, such as, name, address, date of birth, and number of siblings applying to the school. All applications for Lottery must be received on or before the application deadline. Once received, it will be time-stamped, photocopied to a separate secured file, and entered into a database. All information provided on the application will be verified with the applicant's family, especially, the student's age, address, and sibling status. After an application has been deemed complete and accurate, a confirmation card will be mailed indicating the receipt of the application. Please note that applications received after the deadline will be entered into the database on first-come, first-serve basis. If a lottery has not been held, applicants will be admitted to the school by grade in the order in which their applications were received. If a lottery has been held, these applicants will be placed on a waiting list beginning after the last person in each grade who was selected by lottery. ICA will inform parents of their status on the waiting list.

Lottery

In the event there are more applications than seats available for any given grade level at the end of the enrollment period, a lottery will be held for that grade level. All applicants will be contacted by phone and mail to notify them of the date, time and location. It will be held at an appropriate time for parents, such as a weekday evening, and at or near the location of the school. The lottery will be open to all interested parties and to the general public. The lottery will be held in full view of the public. There will be one index card per applicant with their name, address, sibling status, and grade level. Each card will be placed in a box representing a grade level. One card will be selected from each box beginning with the lowest grade and continued to the highest-grade level for that lottery. The process will then repeat until all available spaces have been filled at each grade level. If there are cards still remaining, the process will be repeated to produce a waitlist. As each card is selected, it will be read aloud and placed on a poster board for public display. The card will then be handed to the record keeper, who will number the card and place it in a file. Within 48 hours after the lottery has been held, letters will be mailed to all families, indicating whether the child was admitted or has been placed on a wait list.

Registration

For students who have been admitted, parents will be requested to register their child before the last day of school. The registration form will include emergency contact information, immunizations status, and other pertinent information. If a family has not responded by the registration deadline date or has chosen another school, the next child on the wait list will be notified regarding their admission to the school. Upon registration (or on the first day of instruction for students) parents will receive an updated copy of the Parent Handbook. Provide the school's proposed contract with its Educational Service Provider (if applicable).