

Northside Charter High School
Admissions and Enrollment Policy

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NORTHSIDE CHARTER HIGH SCHOOL

Operations and Policies

1. Admission Policies

Introduction

Any child who is qualified under New York State (NYS) law for admission to a public school is qualified for admission to Northside Charter High School (NCHS). The school will ensure compliance with all applicable anti-discrimination laws governing public schools, including Title VI of the Civil Rights Act and Section 2854(2) of the New York Education Law. NCHS *does not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry.*

Non-action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) is required for an applicant to either receive or submit an application for admission to that school.

To be eligible for admission to NCHS, a child/student must be under 21 years of age, and must not possess a high school diploma. Admission to NCHS will be limited to pupils within the grade levels of 9th to 12th, served by NCHS.

NCHS refrains from the following:

- Requiring parents to attend meetings or information workshops as a condition of enrolling students in NCHS.
- Having an unduly narrow enrollment period (e.g.: fewer than 30 days).
- Limiting outreach or advertising to obscure media or community outlets.
- Giving enrollment preference to children of members of the NCHS board of trustees or founders group.
- Requiring parents to sign agreements or contracts imposing certain responsibilities or commitments to NCHS, regardless of their virtue, as a condition of enrolling their children (correcting a child's homework, volunteering, etc.).
- Mandating that students or parents agree with NCHS' mission or philosophy.
- Giving preference to or unduly targeting students interested or talented in a particular program featured by NCHS.

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a. Application and admission periods and procedures

During or before January of the coming school year, NCHS will advertise open registration. Families, if they choose, can meet with NCHS staff and review the expectations of NCHS. NCHS will recognize its policy of equitable admissions access to economically disadvantaged students, students with disabilities and English Language Learners in every phase of its admissions process.

Interested families will submit applications around the beginning of October until April 2nd, at which point students will be accepted. If the number of applicants to NCHS exceeds capacity, a lottery or a random selection process will be conducted by an individual unaffiliated with NCHS. This unaffiliated person will be used to assign spaces as described below. The lottery will be held on or about the first Tuesday of April annually.

b. Outreach Plan

NCHS 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):

1. Posting flyers and placing notices in local newspapers, supermarkets, communities of faith, community centers, and apartment complexes;
2. Conducting open houses at after-school programs and youth centers;
3. Visiting local organizations in surrounding neighborhoods; and
4. Canvassing neighborhoods to further reach interested families.

NCHS will implement the above measures with consideration to students who are economically disadvantaged, students with disabilities, and English Language Learners.

c. Preferences

Enrollment preferences will be provided to:

1. Students returning to NCHS in the second, and, any subsequent year of operation;
2. Siblings of students already enrolled in NCHS. "Sibling" will be defined in accordance with the definition used by the New York City Department of Education (DOE) namely a brother or sister who lives in the same household, including half, step and foster siblings;
3. Students residing in the community school district (CSD) in which NCHS is located (CSD 14).

d. Applications

Applications will be made available on the platform of SchoolMint in English and any other language that the school deems appropriate. The application process and link will also be available and posted on the NCHS website. Applications may be submitted online using the SchoolMint system. Paper applications are available in the school office. All applications must be received by the date indicated by the school to be included in the lottery. All applications submitted before the date indicated by the school in any year will be accepted regardless of whether the parent has had any prior contact with the school. Applicants will be asked to provide the student's name, grade being applied for, birth date, parent contact

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information, home address (for CSD preference purposes) and student siblings (whether current student or fellow applicant), so that a sibling preference can be given). “Parent” includes a guardian, caregiver, or other person having responsibility for a child for the purposes of this policy. In addition, the application will include several optional demographic questions.

Families will receive automated notifications via email and/or text message through the SchoolMint platform immediately upon application submission.

e. Procedures if student applications for admissions exceed available space

NCHS will admit each eligible student who submits a timely application, unless the number of applications exceeds the capacity of the grade level.

In the event the number of applicants to NCHS in any given year exceeds capacity, a lottery will be conducted. The lottery will be held in accordance with Section 119.5 of the Commissioner’s Regulations. NCHS will pursue full disclosure prior to the lottery by advertising a description of how the lottery will be conducted. NCHS will include a description of the public lottery in its application material distributed to families during the outreach phase of the process. NCHS will contract the services of an independent (unaffiliated) organization to conduct the public lottery. The public lottery will occur at a publicly announced NCHS Board of Trustees meeting or a publicly announced community meeting soon after the closure of the enrollment period on April 1.

If a lottery is required, all the applications submitted to NCHS will be entered into the lottery. The NCHS lottery is a system of random selection of applications that identifies students for enrollment. The lottery will be conducted using SchoolMint’s randomized algorithm. The results will be generated and logged digitally to ensure an audit trail. Each application will be recorded and numbered in the order in which it was drawn and assigned to a specific grade and preference category (in NCHS’s case, students residing in CSD 14 will have first preference for seats). Families will be notified of the results of the lottery instantly or via automated broadcast through the SchoolMint platform following the conclusion of the lottery drawing.

After all available spaces have been filled in each grade and according to preference category; a waitlist is created by the remaining applications. The waitlist ranks applications for a given grade and preference category. These applicants will be identified by number, grade and preference category. As spaces become available at NCHS, they will be offered to the waitlist applicants in the order of placement on the waitlist. The waitlist shall expire annually at the lottery drawing following the next year’s enrollment period.

The lottery will be drawn in the following order:

- (1) First preference will be given to returning students in the second or any subsequent year of operation.
- (2) Second preference will be given to siblings of students already enrolled in NCHS. “Sibling” will be defined in accordance with the definition used by the New York City Department of Education (DOE) namely a brother or sister who lives in the same household, including half, step and foster siblings. If a parent submits applications for siblings within the enrollment period and one of the siblings is chosen in the lottery, the other siblings may be enrolled as long as a slot is available in the siblings’ grade levels.
- (3) Third preference will be for students residing in New York City’s Community School District 14.

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Lottery Weight for English Language Learners

NCHS intends to mirror the enrollment of our district. As such, we offer a lottery weight for applicants who indicate that they are English language learners.

An interested applicant who is an English language learner (as defined below) will be given three chances of having her or his name selected in the lottery, should a lottery be required in that year.

NCHS defines “English language learner” as a student who answers yes the following question:

- Does the student speak a language other than English most of the time at home?

Applicants claiming an admissions preference may be required to submit supporting documentation to verify eligibility. Failure to provide valid proof may result in the adjustment of the applicant's preference status.

Lottery Weight for Economically Disadvantaged Students

NCHS intends to mirror the enrollment of our district. As such, we offer a lottery weight for applicants who indicate that they are economically disadvantaged.

An interested applicant who is economically disadvantaged (as defined below) will be given two chances of having her or his name selected in the lottery, should a lottery be required in that year.

NCHS defines “economically disadvantaged student” as a student who answers yes the following question:

- Does the student live in New York City public housing?
- Does the student's household qualify for SNAP or TANF benefits?

Applicants claiming an admissions preference may be required to submit supporting documentation to verify eligibility. Failure to provide valid proof may result in the adjustment of the applicant's preference status.

f. Waitlist procedure

Whenever a vacancy occurs, either prior to the start of a particular school year or during the course of that school year, NCHS will contact the parent of the student next on the appropriate waitlist. The school utilizes SchoolMint to log and track all waitlist communication, and families can track their waitlist position in real-time via their SchoolMint account. Reasonable and multiple attempts (at least three) will be made to contact the family of the student on the top of the waitlist and to obtain confirmation that the student is still interested in enrolling at NCHS before proceeding to the next name on the list. At least one attempt to contact the family will be via an alternate form of communication (for example, by phone if prior contact was via email or text message). If these attempts are unsuccessful, then NCHS may remove the student from the waitlist. Documentation of all outreach will be maintained via SchoolMint. Waitlists will not be carried over from year to year. Instead, the annual admission lotteries will be used to create newly randomized waitlists.

g. Enrollment Process

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The enrollment process will be as follows:

- Applicants who are admitted through the lottery will be required to accept the offer of a place in writing no later than the date decided by the school.
- Applicants who fail to accept a place in writing or who decline a place may be placed on the appropriate waitlist if they so request in writing. These applicants will be assigned a priority as if they had submitted an application on the day on which they ask to be added to the waitlist, i.e. after all applicants who entered the lottery but were not admitted and all applicants who applied after April 1.

h. Student transfer and/or withdrawal procedures

NCHS is a public school of choice, both for application and withdrawal. At any time there may arise circumstances in which a parent or guardian may wish to transfer their child to a different school. A parent or guardian wishing to withdraw their child from NCHS will be asked to complete a request for student withdrawal form. NCHS personnel will offer to meet with the family and discuss their reasons for withdrawing from NCHS, 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 NCHS staff will make every reasonable effort to support the student find a school that better serves the family's desires. NCHS will ensure the timely transfer of any necessary school records to the student's new school.