

Sylvan Heights Science Charter School

Policy Number: 200

Policy Title: Enrollment of Students

Approved:

Revised: February 24, 2020

AUTHORITY

The Sylvan Heights Science Charter School (the School) Board of Trustees (the Board) shall establish requirements for the enrollment and admission of students to the School which are consistent with law and regulations.

GUIDELINES

Enrollment Lottery Procedures

Children who are five years old by September 1st are eligible for enrollment in Kindergarten.

Parents must first complete and return to the School a completed application form for each student. Enrollment forms are available on the School's website and at the School's Front Desk. By request, an application can be mailed to a prospective parent/guardian. The enrollment application shall only request the following information: student's name, date of birth, grade level, parent/guardian information, residence, sibling enrollment information, and former school information.

Maximum enrollment shall be limited to Kindergarten through Grade 4 only, not exceeding the enrollment cap as outlined in the School's Charter Agreement.

Children are assigned lottery numbers if there are more applicants than available slots in their grade level. Lottery drawings for the open slots are held on May 15th (or the next business day when May 15th falls on a weekend). The lottery viewing is open to the public.

Children who have siblings already enrolled in the School, and who meet all criteria set in the "Siblings" section of this policy, are accepted first when slots are available.

Children residing outside of the Harrisburg School District will be eligible for enrollment once all Harrisburg students have been accepted.

A waiting list is maintained for children who had not won slots in the lottery and for those children who apply after the lottery.

The School shows no preference on the basis of gender, social class, race/ethnicity, English proficiency, aptitude or achievement, or disability. The School's lottery system also eliminates selection on the basis of special educational needs. Children with and without disabilities are admitted on the same basis (lottery).

There are a full range of services, programs, and alternative placements available for the implementation of special education programs at the School. The School engages in child find to locate, identify, and evaluate children who are thought to be eligible for special education. Child find data is collected, maintained, and used in decision-making for placement within the School, along with a conference between parents and an instructional team. Children with disabilities are included in the general education, extracurricular, and non-academic programs and activities to the maximum extent appropriate, in accordance with the Individuals with Disabilities Act via an Individualized Education Program (IEP).

Enrollment Requirements for Siblings

1. All children must reside in Pennsylvania.
2. Siblings of currently enrolled students include: a) siblings by birth, b) step-siblings, c) adopted and foster siblings, and d) wards subject to legal guardianship or other children related by blood or marriage who depend upon the current student's parent(s) for support. A court order or a completed and notarized guardianship form must be submitted to the School in order to document guardianship status.
3. Sibling preference is offered only if the sibling resides in the same primary legal residence/household as the currently enrolled student.
4. If a child was chosen in the current lottery process and enrolled as a student, that student's sibling will be given preference for the following school year only if: a) the sibling meets the requirements listed in this policy, b) the sibling's family applies prior to the deadline, and c) a spot is available.
5. Currently seated students have priority over siblings.
6. If more siblings apply for spaces than are available, sibling applications will be organized in the order they are received. Applications for multiple-birth siblings (i.e. twins, triplets, etc.) will be consecutively numbered. For example, if one twin through lottery receives #8, the sibling-twin would automatically be assigned #9.
7. If a student ceases to be enrolled at the School, sibling priority ceases. Therefore, any unenrolled sibling of such unenrolled student will then follow the general enrollment procedure.

Required Enrollment Documentation

Except when a child is homeless, whenever a child of school age is presented for enrollment by a parent(s), the School shall require that the following information be documented before enrolling the child and allowing the child to attend school:

1. Proof of the Child's Age—Any one of the following constitutes acceptable documentation: birth certificate; notarized copy of birth certificate; baptismal certificate; 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; a valid passport; or a prior school record indicating the date of birth.
2. Immunizations Required by Law—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); or verbal assurances from the former school district or medical office that the immunizations have been completed (with records to follow).
3. Proof of Residency—Acceptable documentation includes: a deed; a lease; current utility bill; current credit card bill; property tax bill; vehicle registration; driver's license; or Department of Transportation identification card. The School may require that more than one form of residency confirmation be provided. However, the School should be flexible in verifying residency, and should consider what information is reasonable in light of the family's situation. *See Policy 251.*
4. Parent Registration Statement—A sworn statement attesting to whether the child 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 child to be admitted to any school entity. The School shall not deny or delay a child's school enrollment based on the information contained in a disciplinary record or sworn statement.
5. Home Language Survey—All children 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 child may not be delayed in order to administer the survey.
6. The Sylvan Heights Science Charter School Enrollment Form.

The School shall not inquire about the immigration status of a child as part of the enrollment process.

If a parent/guardian and child change residences/move while child is enrolled as a student at the School, the parent/guardian shall notify the School. The School shall require the parent/guardian to submit proof of residency documents for new residence, to indicate new residence is in Harrisburg School District and/or within the 10-mile area the School services. The parent/guardian shall also submit a revised Sylvan Heights Science Charter School Enrollment Form. Failure to file revised/updated documentation within two (2) weeks of a change in residence may result in student's un-enrollment.

The School shall not seek report cards, transcripts, or other academic, intellectual, disciplinary, medical, dental, special education and/or English Learner status or demographic information or data from any child, parent/guardian, or other source prior to accepting any child into the program.

The School may seek additional permitted information from children and their parents/guardians following enrollment acceptance; however, the School must permit registration and attendance as soon as parents/guardians submit the five (5) types of documents (proof of age, proof of residency, immunizations, parent registration statement, and home language survey) required under Pennsylvania law, and outlined in the Pennsylvania Department of Education's Basic Education Circular on "Enrollment of Students."

The School shall enroll children in accordance with all applicable laws and may not exclude children based on race, color, familial status, religious creed, ancestry, sex, national origin, handicap, or disability.

Enrollment Under Guardianship and/or Residency Affidavit

Children whose parents reside outside the district and/or 10-mile radius the School services while the child is residing in the home of a resident of the district and/o within the 10-mile radius the School services, may be admitted without payment of tuition where attendance is justified on the grounds that the child lives full-time and not just for the school year with residents who have assumed legal dependency or guardianship and the obligation of full residential support of the child.

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before the child may be declared eligible to be accepted as a student in the School. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.

References

24 P.S. 13-1301
24 P.S. 13-1302
24 P.S. 13-1303-A
24 P.S. 13-1304-A
24 P.S. 13-1310
24 P.S. 13-1317.2
24 P.S. 15-1521
24 P.S. 17-1723-A
24 P.S. 17-1725-A

22 PA Code 11.11
22 PA Code 11.12
22 PA Code 11.14
22 PA Code 11.15
22 PA Code 11.16
22 PA Code 11.19
22 PA Code 11.41
22 PA Code 12.1

Board Policies: 103.1, 113, 113.3, 138, 201, 202, 203, 216, 216.1, 238, 251, 906