

Urban Pathways K-5 College Charter School

Board of Trustees Policy

ADMISSION OF STUDENTS THROUGH THE LOTTERY PROCESS POLICY

The Board of Trustees (“Board”) of the Urban Pathways K-5 College Charter School (“Charter School”) adheres to Pennsylvania Charter School Law at 24 PS §17-1723, that requires with regard to Admission of students to charter schools:

(a) “All resident children in this Commonwealth qualify for admission to a charter school within the provisions of subsection (b). If more students apply to the charter school than the number of attendance slots available in the school, then students must be selected on a random basis from a pool of qualified applicants meeting the established eligibility criteria and submitting an application by the deadline established by the charter school, except that the charter school may give preference in enrollment to a child of a parent who has actively participated in the development of the charter school and to siblings of students presently enrolled in the charter school. First preference shall be given to students who reside in the district or districts.

(b) (1) A charter school shall not discriminate in its admission policies or practices on the basis of intellectual ability, except as provided in paragraph (2), or athletic ability, measures of achievement or aptitude, status as a person with a disability, proficiency in the English language or any other basis that would be illegal if used by a school district.

(2) A charter school may limit admission to a particular grade level, a targeted population group composed of at-risk students, or areas of concentration of the school such as mathematics, science or the arts. A charter school may establish reasonable criteria to evaluate prospective students which shall be outlined in the school’s charter.

(c) If available classroom space permits, a charter school may enroll nonresident students on a space-available basis, and the student’s district of residence shall permit the student to attend the charter school.

Delegation of Responsibility:

The Chief Executive Officer (“CEO”) or a designee of the CEO shall conduct the application process and the lottery with the oversight of the Board of Trustees.

Lottery:

The lottery will be conducted in public by Charter School employees and Board Members who have no personal interest in its outcome.

Kindergarten students must be 5 years old on or before September 1st to be eligible for enrollment. A completed Charter School application, which is timely submitted to the Charter School, is required for participation in the lottery.

The selection process is as follows, and will be determined by subtracting from the total number of spaces available the total number of spaces already taken by each category set forth below in order, beginning with kindergarten and proceeding through the grades in order:

- 1) All students currently enrolled and attending the Charter School are exempted from the lottery process.
- 2) Students who reside in the Pittsburgh Public School District (the “District”) and who have at least one sibling selected for enrollment in the lottery or currently enrolled in the Charter School (“District Sibling Preference”).

In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

- 3) Students who do not reside in the District and who have at least one sibling selected for enrollment in the lottery or currently enrolled in the Charter School (“Non-District Sibling Preference”).

In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

- 4) Students residing within the District that do not meet any of the criteria set forth in (1) or (2) above.

In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

- 5) Lastly, students residing outside of the District that do not meet the criteria set forth in sections (1) or (3) above.

If the total number of enrollments for said students in any given grade exceeds the spaces available after all other students eligible under (1) – (4) above have been given a space, a lottery will be held to determine who will be given a space in the grade.

In the event that a seat is not available for admission to the grade applied for and there is no space in the grade they should attend, said student will be placed on the Wait List in the next numerical position available. The Wait List does not assure admission.

District Sibling Preference and Non-District Sibling Preference (together referred to as “Sibling Preference”) may also apply during the lottery. When the name of a student with a sibling is assigned a space in a grade, then the sibling will automatically receive a space in the grade in which they are seeking to enroll if a space is available. Sibling Preference in the lottery will not apply to students being placed on the Wait List. Students will be placed on the Wait List in the order in which their names have been drawn.

If the enrollment process produces a greater number of students than spaces available in any given grade, applications received after the cut-off date will not be included in the lottery. After the Wait List has been established, these applications will be placed on the Wait List in the order they were received.

If the initial enrollment process does not produce an adequate number of enrolled students, enrollment will continue beyond the cut-off date and a lottery process will not be held for that school year. Applicants will receive spaces on a first come first serve basis using the student preference criteria outlined in this policy.

Waiting List:

Applicants on the Wait List will be notified in sequential order through the Charter School's enrollment system and also via phone if space becomes available. The applicant shall then have five (5) school days to confirm an intent to enroll with the Charter School through the enrollment system, in writing, or by phone. If no confirmation of intent to enroll is received by the Charter School within the allotted time, the next applicant on the Wait List will be contacted and offered admission. The Wait List will terminate at the end of the next school year.

Lottery Process:

The lottery is conducted annually on _____ of _____ unless otherwise designated by the Board of Trustees and will include all applications received from the start of the open enrollment period through _____.

The lottery will assign students to spaces for a grade as follows:

- The names of the students in the grade with complete submitted enrollment applications will be placed in the Charter School's enrollment lottery.
- The lottery will be run with the use of the Charter School's electronic enrollment software or some alternative randomized process. The names of students in the grade will be drawn from the lottery. Students will be assigned to spaces in the order their names are drawn.
- When the name of a student with a sibling is assigned a space in a grade, then the sibling will automatically receive a space in the grade in which they are seeking to enroll if a space is available.
- Sibling preference in the lottery will not apply to students being placed on the Wait List. Students will be placed on the Wait List in the order in which their names have been drawn.

The results of the lottery will be tabulated as follows:

- The names of students (or some alternative designation thereof) who have re-enrolled or have sibling preference due to an already re-enrolled student will be displayed to document the number of spaces already taken before students are assigned by the lottery.
- The names of students (or some alternative designation thereof) who are assigned spaces in a grade by the lottery will be posted.
- The names of students (or some alternative designation thereof) who are

assigned to the Wait List in a grade will be recorded and posted.

Within one week after the lottery has been held, the Charter School will send a notification to all applicants. This notification will indicate either that the student has been offered a space or a place on the Wait List.

If a space becomes available in a grade, the next applicant on the Wait List will be contacted and offered admission in “number” order for the grade. The applicant shall then have five (5) school days to confirm an intent to enroll with the Charter School through the enrollment system, in writing, or by phone. If no confirmation of intent to enroll is received by the Charter School within the allotted time, the next applicant on the Wait List will be contacted and offered admission.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.