

KEYSTONE ACADEMY CHARTER SCHOOL

6649 Tulip St. Philadelphia, PA 19135

ADMISSION OF STUDENTS

1. Purpose

- 1.1 Keystone Academy Charter School adheres to Pennsylvania law requiring admission through lottery and/or established criteria.

2. Delegation of Responsibility

- 2.1 The Board of Trustees delegates the CEO to implement and oversee the admissions process.

3. Guidelines

- 3.1 Kindergarten students must be 5 years old on or before October 1st.
First Grade students must be 6 years old on or before October 1st.
- 3.2 The tuition of non-resident students must be paid by the districts in which such students reside.
- 3.3 Criteria for admission to the lottery:
 - (a) A completed student application must be received by Keystone Academy Charter School by the required date or the child will not be eligible for the lottery.

4. Application

- 4.1 The application requires only the following:
 - (a) Student name, address, date of birth and/or age, gender, grade applying for, and current grade;
 - (b) Parent or legal guardian name, relationship to student, relationship to Keystone Academy Charter School if applicable, and contact information;
 - (c) Sibling name(s), school and grade; and
 - (d) Specific admissions criteria questions, if outlined in the school's charter.

4.2 Application Access

- (a) The application for admission to Keystone Academy Charter School is available to all individuals and organizations.
- (b) The intent to register form is available in English and Spanish, and also will be available in other languages if commonly spoken by members of the school community.
- (c) Translation or interpretation of the intent to register form will be made available in any language requested by a parent or guardian whose home language is one other than English.
- (d) The application can be accessed or retrieved in the following ways:
 - in person
 - downloaded from the school's website
 - email
 - mail
 - fax

School staff is also willing to help families complete the application online.

- (e) The application (all languages) for the following school year and deadline will be submitted to the Charter School Office via Epicenter annually.

4.3 Application Process

- (a) The application will be accepted for at least two (2) consecutive months.
- (b) The application process involves submitting the application by the deadline. No interview, school tour or attendance at an information session will be required.
- (c) The application can be submitted through at least two (2) methods including, at a minimum, mailing the completed application to the School or dropping it off in person.
- (d) Availability of the application and the deadline for its submission will be announced through at least three (3) public avenues (e.g. local newspapers, community flyers, bulletins, school websites) in all applicable languages.

- (e) Applications for multiple-birth siblings (i.e. twins, triplets, etc.) other than those seeking sibling preference pursuant to subsection 10.2, will be consecutively-numbered. For example, if one twin through the lottery is assigned #6, the sibling-twin would automatically be assigned #7.

5. The Lottery

The selection process is as follows:

4.1 Exempted from Lottery.

- (a) All students currently enrolled in and attending Keystone Academy Charter School;
- (b) Siblings of students currently enrolled in and attending Keystone Academy Charter School ("Sibling Preference") who have applied for admission, provided that there is space available for their admission.
 - (1) A Sibling Lottery will be held in the event that there are more siblings applying than seats available in any particular grade.

5.2 Included in Lottery

- (a) All applicants, other than those identified above in paragraph 10.

5.3 The Lottery

- (a) The lottery date is subject to change based on the yearly admissions timeline and process. Admissions policy and open house information will be made available on the school's website and/or at the school's office.
- (b) Once the number of open seats is established, a lottery will only be held for those grades in which seats are anticipated to become available.
- (c) Each student participating in the lottery will be assigned a number corresponding to his or her priority on the waiting list. Students will be admitted from the waiting list until enrollment is capped for each grade.

5.4 Notification of applicants

- (a) Letters will be generated and mailed to each applicant indicating his or her enrollment status or waitlist priority along with guidance for completion of the admissions process, if applicable.

5.5 Any applications received after the lottery date are placed at the bottom of the wait list in the order received.

6. Student Selection for Vacancies

- 6.1 When enrollment space becomes available in a grade, the next eligible applicant on the waitlist will be contacted, offered admission and given a deadline for compliance with the remaining admissions process.

7. Parent/Guardian Responsibility for Documents for applicants and returning students

- 7.1 Parents of incoming and current students must submit all required documentation by the required deadline or such students' seat will be forfeited.
- 7.2 All required documents for applicants must be received by Keystone Academy Charter School. Keystone Academy Charter School personnel will sign and date a form to verify that documents were received.
- 7.3 Application packets will be checked for completion, including all required signatures and proof(s) of residency. It is not the responsibility of Keystone Academy Charter School to notify an applicant of an incomplete application packet.

8. Act 22 of 1997 allows charter schools to establish “reasonable criteria” for admissions and to independently develop internal policies and procedures for admission.

- 8.1 All students applying to Keystone Academy Charter School must meet the school's reasonable requirements for admission. No student who is currently under a suspension or expulsion for an Act 26 violation regarding possession of a weapon on school property will be eligible for admission.

9. Reapplication of Currently Enrolled Students

- 9.1 To determine the number of available seats, current students and applicants identified in Section 4.1 are required to fill out a Letter of Intent to indicate their intention to apply or return to Keystone Academy Charter School the

following school year and will be notified by the office as to the deadline for returning the completed Letter of Intent. Failure to submit a completed Letter of Intent will forfeit a student's seat. The Letter of Intent also outlines expectations for following all policies of Keystone Academy Charter School.

10. Preferences for Seating outside the Lottery Process

- 10.1 First Priority: Currently enrolled students are given first priority for any available seats in their current grade or any other grade.
- 10.2 Second Priority: After all currently enrolled students are seated, siblings of currently enrolled students are then given preference for available seats. To be given sibling preference, however, the currently enrolled student must successfully complete one full year at Keystone Academy Charter School before a sibling is given Sibling Preference.

Step-siblings of seated Keystone Academy Charter School students must meet the same requirement and are given preference only if their primary legal residence is with the currently enrolled family. If a child was chosen in the current lottery process and enrolled, that child's sibling/s will be given preference for the following school year if a spot is available and if that student meets the required criteria as listed above. However, currently seated students still have priority over siblings and any new student to occupy a seat in any current grade.

- 10.3 Third Priority: Children of staff employed directly by Keystone Academy
- 10.4 All students, including siblings and step siblings, etc. that dis-enroll from Keystone Academy Charter School for any reason cannot request priority seating in subsequent years using sibling or other preference. Any student who dis-enrolls must come back through the regular lottery process.

11. Classroom Caps

- 10.1 The Board of Trustees and/or School Administration have full discretion to establish the number of students admitted to each grade

12. Registration Requirements

- 12.1 Selected students meeting all criteria for enrollment will receive a letter confirming acceptance. The enrollment application must be completed and returned to Keystone Academy Charter School by the required date listed in the acceptance letter. Any parent/guardian who completes the registration process by signing this confirmation acknowledges that his or her child is officially enrolled in Keystone Academy Charter School and that the child

will attend Keystone Academy Charter School during the upcoming school year.

- 12.2 At the time of enrollment, proof of residence must be provided.
- 12.3 To make sure Keystone Academy Charter School can contact parents, it is the responsibility of parents to update Keystone Academy Charter School with any changes in contact information.
- 12.4 All enrollments are contingent upon Keystone Academy Charter School's timely receipt of all necessary paperwork for a child. Should Keystone Academy Charter School not receive such information in the time required, the applicant's seat may be offered to the next student on the waiting list. It is the responsibility of the applicant's family to ensure all required paperwork is received in a timely manner.
- 12.5 A child must successfully complete the grade prior to the grade to which he or she is applying. If an applicant applies for a grade that he or she should be entering in the new school year and, at any time during the application process, up to and including the start of the school year, the child is for whatever reason not able to officially be assigned to the applied grade, but, instead, requires another grade (based on official school records), that child's application would then move to the bottom of the waiting list for his or her eligible grade.

13. Waiting List

- 13.1 Applicants will be notified of their status, i.e. accepted or wait-listed, in writing. The wait list is arranged by lottery results and is maintained in the main office. Any applications received after the lottery date are placed at the bottom of the wait list in the order received. In the event that an opening occurs in any grade until May 15th of that school year, a student on the wait list of that grade will be contacted and offered a seat, or on a first come, first served basis if a wait list no longer exists for that grade. New waiting lists are generated every year. If an applicant is not notified of acceptance, he or she must reapply for the next school year.

NOTE: *Any knowingly false information (health forms, progress reports, standardized tests, residency, guardianship, disciplinary action, evaluation and placement reports, etc.) provided to Keystone Academy Charter School by a parent/guardian verbally or in writing will result in an enrolled student being immediately dis-enrolled from Keystone Academy Charter School.*

Falsifying any application documents or any documents for a student successfully admitted through the lottery process and admissions process will result in the application

being considered null and void and the student's immediate dis-enrollment from Keystone Academy Charter School.

Persons providing false information in connection with enrollment of a student shall be subject to criminal penalties in accordance with applicable law.

Keystone Charter School is committed to the principle of equal opportunity in education. No student applying for or enrolled in the school will be denied opportunity for education or be subject to discrimination in any program or activity because of race, color, religion, national origin, sex, age, or disability.