



# Segue Institute for Learning

Where ALL Students are "AT PROMISE"

325 Cowden Street – Central Falls, RI – 02863

Phone – (401) 721-0964 \* Fax – (401) 721-0984 \* Website – [SegueIFL.org](http://SegueIFL.org)

Angelo Garcia – Founder/Head of School

## Segue Institute for Learning Application/Lottery Policy and Procedure

### RI Charter Law as it relates to Public Charter School Admissions\* –

*\*For a more detailed version of this policy please visit RI Department of Education website (<http://www.ride.ri.gov>) and look under Charter School Lottery and Enrollment Guidance.*

Rhode Island state as well as federal statutes and regulations govern how students enroll into charter public schools. In general, charter schools must accept any age-eligible applicant residing in an enrolling community, regardless of background, need, individual characteristic, or prior performance.

In cases where more applicants apply to any particular charter school where there are open seats in the school, charter schools must conduct enrollment lotteries to determine which students shall be admitted.

In 2010 the Rhode Island General Assembly made substantial amendments to the "Charter Public School Act of Rhode Island" (the "Act"). These amendments require that outreach and recruitment programs encourage the enrollment of a diverse student population.

Additionally, in April of 2011, the Board of Regents promulgated "Regulations Governing Rhode Island Public Charter Schools." Chapter 5 of the Regulations, entitled "Charter School Outreach and Enrollment," includes specific requirements related to outreach, lotteries, notification, and waiting lists.

In February of 2014, RIDE issued the "Lottery & Enrollment Guidance" to clarify issues related to lotteries and enrollment that have arisen among directors and operators of Rhode Island's charter schools, including:

- Outreach requirements
- Enrollment procedures
- Application forms
- Invalid applications
- Lotteries

This guidance provides RIDE's interpretation of various statutory and regulatory provisions, and explains how Rhode Island's charter schools may operate in conformity with the Charter Schools

#### *Equal Opportunity Employer*

*Segue Institute for Learning is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD)."*

Cowden Street Collaborative, Inc. dba Segue Institute for Learning

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Act and applicable Board of Regents Regulations. It does not intend to impose any requirements beyond those included in applicable federal and state laws and regulations. Please note that this guidance does not attempt to set forth all of the actions needed to comply with the Act and the Board of Regents Regulations or other requirements of state and federal law, nor does this guidance create or confer any rights for or on any person.

This guidance supersedes and replaces any and all guidance provided in the past by the Rhode Island Department of Education relating to charter school lotteries and enrollment in Rhode Island. 1 RIGL § 16-77.2-1(d), 16-77.3-1(b), 16-77.4-1(b) 4 I.

### **Applying to Segue IFL –**

The Segue Institute for Learning is a free, public charter school that does not require admission tests and has no specific academic requirements for applying.

Segue Institute for Learning is committed to maintaining a safe learning environment free from discrimination on the basis of race, color, religion, national origin, gender identity, sexual orientation, citizenship status, or disability, as defined and required by state and federal laws.

Admission is open to Central Falls residents who are age/grade appropriate at the time of application.

To apply for enrollment to Segue IFL, prospective students (parents) must complete an application. Applications can be requested at the school or via e-mail or phone by contacting Segue IFL at (401) 721-0964 or [Info@SegueIFL.org](mailto:Info@SegueIFL.org).

Applications are also accessible on our website at [SegueIFL.org](http://SegueIFL.org). Applications are in both English and Spanish. These can be submitted electronically.

Please be reminded that all applications for enrollment are encouraged to be submitted at least 2 weeks before the lottery date for the upcoming school year. Exceptions can be made for families that are new to the community.

### **Lottery at Segue IFL –**

When more students apply than there are seats available, the school shall conduct a random lottery drawing to determine enrollment for all eligible students.

Following the guidance of the RI Department of Education, Segue's lottery will be held on **March 1st** at the school. This is a public event. All parents with active applications will be contacted by Segue IFL staff via phone and postcard. Segue also uses social media outlets (Facebook) and public flyers/notices to promote the lottery to the community at large.

All eligible students who have submitted timely enrollment applications prior to the application deadline shall be included in the lottery pool.



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Once all available seats have been filled by lottery, the remaining applicants in the pool shall be drawn and placed on a waiting list ranked in the order that they were drawn.

## **Logistics of Segue Lottery –**

Since the lottery is open to the public, Segue IFL welcomes any/all families who have expressed interest in having their child attend the school be present to witness the lottery, however they do not need to be present at the lottery to gain admission to the Segue Institute for Learning.

Segue staff and or Board Members will conduct the lottery by pulling names of all eligible students and reading them aloud. All names will be recorded by Segue staff members in the order that they are called and will be given a slot number to coincide with the number of eligible seats for the next school year.

The Rhode Island Department of Education reserves the right to "audit" the process and shall designate a staff person(s) to be present during the time of the lottery.

The lottery will continue once all names have been drawn for both active and waiting lists and have been given a slot number/spot.

## **Exemptions from the Lottery –**

Eligible siblings of students presently enrolled in the school at the time of the lottery. For purposes of this policy "sibling" means "one of two or more individuals having one common parent." If two children share a common guardian, and the guardian was appointed for a substantial reason other than school enrollment, then we would also interpret "siblings" to include children who share a common legal guardian. We do not interpret "siblings" to include members of a student's extended family-such as cousins, step-siblings and others who, because of various circumstances, have become part of the family unit and live in the same household. ii.

To establish sibling status, families of students must provide:

1. Photo identification for parent or guardian AND one of the following:
2. Student birth certificate identifying same parent; or Court document(s) reflecting appointment of a common legal guardian

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Children of Segue Faculty and Staff. Children of staff members shall comprise no more than 10% of the school's total enrollment. Should there be more children of staff members applying for a grade than there are openings, a lottery of children of staff members will be conducted before any other applicants will be admitted provided, however, that children of staff members shall comprise no more than 10% of the school's total enrollment.

### **Waiting List at Segue IFL –**

Students not selected by this lottery will be placed on a waiting list before other applicants. Segue will fill any seats that become available either before or after the beginning of the school year by going to the “waiting list” and following the order in which names were drawn and given a slot number.

Once contacted, a family can rescind their application and the next student on the waiting list will be contacted for placement at Segue. This will continue until a slot is filled.

Segue IFL reserves the right to automatically accept a student applying “off the street” once the school year has begun if there is no waiting list to refer to for a specific grade and they meet the residency and grade criteria for the open spot.

Enrollment application forms received after the lottery application deadline shall not be considered on the official waiting list. Such applications shall only be considered for enrollment once the waiting list established through the lottery has been exhausted.

### **Notification –**

Families will be notified in writing whether or not their applicant was selected from the lottery for admission into the school. Upon notification, the family shall confirm their intent to accept the offer of admission by submitting a standard enrollment confirmation form to the school.

Families have 14 days from the mailing of notification to confirm their child's enrollment. The school will make a reasonable effort within this period to make contact with the family. If the family fails to confirm enrollment by the established deadline, the school will offer admission to another family in first position on the waiting list.

After a family has confirmed enrollment, the school will ask the family to provide specific information and documentation about the student, including prior school academic records and special education records (IEP/504 plans).