

SOUTH SHORE CHARTER PUBLIC SCHOOL

Inspiring every student in academics, service, and life

ENROLLMENT POLICY

DRAFT 11/01/2011 REVISED 06/28/12

INTRODUCTION

- a. South Shore Charter Public School (SSCPS) is a tuition free, public charter school enrolling students in grades Kindergarten to twelve. Applications are accepted from any school-aged student who is a resident of Massachusetts. Applicants for grades 11 and 12 generally are accepted only if there is evidence that they will be able to meet the graduation requirements (Exit Standards) prior to graduation. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(1); 603 CMR 1.06(8)
- b. South Shore Charter Public School does not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, gender identity, mental or physical disability, age ancestry, athletic performance, special need, proficiency in the English language or in a foreign language, or academic achievement in admitting students, nor does it set admission criteria that are intended to discriminate on any of these bases. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(1)
- c. SSCPS will implement the student recruitment and retention plan as is written. The plan is available in the SSCPS Annual Report at www.sscps.org. M.G.L. Chapter 71, Section 89(f); CMR 603 1.05(f).

ENROLLMENT CRITERIA

- a. All new applicants to the school must be Massachusetts residents at the time of application.
- b. Proof of residency is required. Applicants need to submit a copy of a utility bill or lease with the application except in the case of homeless students.
- c. All applicants and their parents/guardians are encouraged to attend an informational open house. This is not a condition of enrollment. 603 CMR 1.06(2)
- d. SSCPS does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement. 603 CMR 1.06(2)
- e. Students entering Kindergarten must be five years old (5) but no older than seven years old (7) by October 31st of their Kindergarten year. 603 CMR 1.06(8)

ENROLLMENT PROCESS

- a. South Shore Charter Public School accepts applications at anytime however the formal enrollment process begins in the late fall and continues until the school is fully enrolled (a minimum of 30 days). An Enrollment Lottery is held the second Saturday of February each year if necessary. In any grade where there are more spaces than applicants, the applicant will be admitted without the Lottery. When there are more applicants than spaces in a grade an Enrollment Lottery is conducted. Those applicants not accepted in the Lottery will be placed on a Waitlist in the order their name was pulled and if an opening occurs at a later date they will be contacted by letter and telephone. Each applicant accepted at the Lottery must respond with an *Intent to Attend* form by March 5. If no *Intent to Attend* form is received by that date, the opening will be offered to the next applicant on the Waitlist. Enrollment preference is given to siblings of currently attending students, then to students living in the School's region, and then to students outside of the region but still residents of Massachusetts. Once a student is accepted he or she will not have to reapply annually as long as their attendance is consecutive. If an attending student moves to any other town the student may continue attending the school. If a student leaves the school then wishes to return, the student must go through the application process of any new applicant. Each newly accepted student and their family are encouraged to attend an official Enrollment Registration which may include Kindergarten and 1st Grade Screening, ELL Screening, Learning Services Questionnaire, and Diagnostic Assessment for all new students entering grades 7-11. All 9th grade students and any new 10th or 11th grade students are encouraged to attend the First Year Summer Institute and parents are asked to attend a parent information night in the spring.

- b. Application deadlines will be advertised in *The Patriot Ledger* and other local papers at least one month prior to the deadline for applications. Completed hard copy applications for the Enrollment Lottery are due the Wednesday prior to the Lottery at 5 PM. It is the responsibility of the applying family to be sure the application has been received by the school's office.
- c. Students accepted in the Lottery must indicate their intent to attend the school by March 5. Offers of enrollment not accepted by March 5 will be offered to students on the Waitlist. Students accepted off the Waitlist must give the school their letter of intent to attend by March 15. All accepted students must document (transcript, grade card, or letter from a school official) their successful completion of the previous grade to the one in which they will enroll at SSCPS.
- d. All information requested in the application is not intended and will not be used to discriminate. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(2)
- e. At the request of a student's local school district, SSCPS will provide home addresses to a third party mail house of students currently enrolled from the requesting sending district.
- f. Student information will be withheld per parent or guardian request.
- g. As previously stated, at the request of a student's local school district, SSCPS will provide home addresses to a third party mail house of students currently enrolled from the requesting sending district.

LOTTERY PROCEDURES

- a. SSCPS determines the spaces available in each grade based on the school's charter cap and the estimated number of returning students. Currently enrolled students are asked to notify the school of their intent to return for the succeeding year prior to the Lottery.
- b. Enrollment Lottery deadlines will be advertised in *The Patriot Ledger* and other local papers at least one month prior to the deadline for applications. 603 CMR 1.06(6)
- c. The Enrollment Lottery is a public meeting posted with the Town of Norwell. The Lottery is held the second Saturday of February, in public, at 100 Longwater Circle, Norwell, MA 02061, and is conducted in plain view with all members of the community invited. 603 CMR 1.06(6)
- d. A person, having no relationship with the school personally, academically, in business, or financially will be asked to draw the names. The name of each applicant drawn is read aloud and given a numerical placement on the Acceptance/Waitlist. Applicants may opt out of having the name of their child(ren) read aloud by notifying the SSCPS enrollment office at 100 Longwater Circle, Norwell, MA 02061 in writing prior to the Lottery. 603 CMR 1.06(6).
- e. Siblings of students who are already in attendance are given preference and are drawn first. Sibling is defined as students who have the same biological or legal parent as a currently attending student. 603 CMR 1.06(4)(a)

- f. Non-sibling residents of the towns in the SSCPS region are drawn second. SSCPS region

Abington	Halifax	Marshfield	Rockland
Braintree	Hanover	Norwell	Scituate
Brockton	Hanson	Pembroke	Weymouth
Cohasset	Hingham	Plymouth	Whitman
Duxbury	Holbrook	Plympton	
East	Hull	Quincy	
Bridgewater	Kingston	Randolph	

Non-resident, non-siblings are drawn last. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(4)(a)

- g. The School will not enroll more students from any town exceeding 9% on net school spending in each town. If however, a sibling of a student attending the school would put the enrollment for a town over 9%, the State may pay the additional tuition subject to appropriation of the legislature. M.G.L. Chapter 71, Section 89(i); 603 CMR 1.06(4)(e)

- h. When there are more students than there are spaces, those students not being accepted at the time of the Lottery will be placed on the Waitlist. Each grade will have its own Waitlist. When enrollment in any grade goes below the target enrollment, students will be offered admission based solely on their numeric order on the Waitlist. Siblings are given preference to other Waitlist students. 603 CMR 1.06(4)(d)
- i. If the principal enrollment process fails to produce an adequate number of enrolled students, the Lottery process may be repeated if a waiting list does not exist and the required Lottery process is strictly followed, including public notification and deadlines. 603 CMR 1.06(5)
- j. Students applying after the Lottery application deadline are placed in a wait pool for that enrollment cycle. An additional Lottery may be held within an enrollment cycle if the school has an opening in a grade where there are no students on the Waitlist. The School will announce the new Lottery in its weekly newsletter and at the Norwell Town Offices at least one week prior to the Lottery being conducted. It will also notify all students with an application in the wait pool for that grade.

WAITING LIST

- a. If a student withdraws from SSCPS or declines an offer of admission, the student will be moved off the acceptance list and the next student on the waiting list will be offered the space. If at a later date that student wishes to enroll, the student will have to go through the stated enrollment process again. (M.G.L. Chapter 71, Section 89(n).
- b. No student will be admitted ahead of other eligible students on the waiting list unless that said student is either a sibling of a previously enrolled student or a resident of the charter school district. 603 CMR 1.06(5)
- c. Students accepted off the Waitlist will be notified by telephone and will be followed up with a letter stating the offer and deadline for responding.
- d. If that student declines an offer of admission and at a later date that student wishes to enroll, the student will have to go through the stated enrollment process again.
- e. The school does not rollover its Waitlist. Each applicant on the Waitlist will be notified prior to the Annual Lottery that they must reapply for the succeeding year.
- f. SSCPS keeps accurate records of the Waitlist which contains the names, home addresses, telephone numbers, and grade levels of students who entered the Lottery but did not gain admission. 603 CMR 1.06(4)(f)
- g. If a space becomes available for any reason before February 15th in grades K – 5 SSCPS will fill that space with names from its waiting list. Any space that becomes available after February 15th will be filled in the subsequent grade at the start of the following year. 603 CMR 1.06(4)(d)
- h. A vacancy not filled by February 15th moves into the subsequent grade, to be filled the following September if such grade is not in the last half of the grades offered and is not grades 10, 11, or 12. (603 CMR 1.06(4)(d)

APPLICATION FOR ADMISSION

- a. The application does not require dual parent/guardian signature.
- b. The application is attached to the SSCPS Enrollment Policy.