



ENROLLMENT POLICY

I. INTRODUCTION

- a. South Shore Charter Public School (SSCPS) is a tuition free, public charter school enrolling students in Kindergarten through grade twelve. Applications are accepted from any school-aged student in grades K-12 who is a resident of Massachusetts. M.G.L. Chapter 71, Section 89(m).
- b. South Shore Charter Public School does not discriminate on the basis of race, color, national origin, creed or religion, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, proficiency in the English language or in a foreign language, or academic achievement. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.05(2).
- c. SSCPS will implement the student recruitment and retention plan as is outlined in M.G.L. Chapter 71, Section 89(m) and 603 CMR 1.05(1). The plan is available in the SSCPS Annual Report at www.sscps.org.
- d. The South Shore Charter Public School does not integrate the enrollment process with those of its sending school districts: Abington, Braintree, Brockton, Cohasset, Duxbury, East Bridgewater, Halifax, Hanover, Hingham, Holbrook, Hull, Kingston, Marshfield, Norwell (located), Pembroke, Plymouth, Plympton, Quincy, Randolph, Rockland, Scituate Weymouth, and Whitman-Hanson. 603 CMR 1.05(11).
- e. South Shore Charter Public School offers a wide range of programming to support the needs of diverse learners. Educational programming is offered to meet the needs of all English Language Learners. Programming is available to address the needs of students who may have disabilities requiring accommodations and/or support services. All applicants will be notified in writing of the rights of students with diverse learning needs so that students requiring special education or who are English Language Learners receive accommodations and support services. Upon enrollment, Learning Services staff will work with families to implement programming that serves the individual needs of each child. 603 CMR 1.05 (4).
- f. All information regarding the availability of learning services is included in the student handbook and on the school website www.sscps.org. 603 CMR 1.05(4).
- g. The South Shore Charter Public School does not use financial incentives to recruit students and does not charge an application fee. 603 CMR 1.05(3)(a).
- h. The South Shore Charter Public School will not admit students in excess of the maximum enrollment as specified in the growth plan of the School's amended charter.
- i. The South Shore Charter Public School does not disclose student information unless required by law to do so. G.L. c. 71, § 89(g) and (n).
- j. The South Shore Charter Public School does not provide transportation services to residents of the School's sending districts. Students residing in the Town of Norwell are eligible for transportation through Norwell Public Schools.

I. ENROLLMENT CRITERIA

- a. The applicant must be a resident of Massachusetts to apply to enroll, and to attend a Massachusetts charter school. G.L. c. 71, § 89(ff).
- b. Proof of residency is required. Applicants should submit a copy of one of the following with the application, except in the case of homeless students:
 - o A utility bill (not water or cell phone) dated within the past 60 days
 - o A deed, mortgage payment dated within the past 60 days, or property tax bill dated within the last year
 - o A current lease, Section 8 Agreement, or landlord affidavit
 - o A W2 form dated within the year or a payroll stub dated within the past 60 days
 - o A bank or credit card statement dated within the past 60 days
 - o A letter from an approved government agency dated within the past 60 days
 - Department of Revenue (DOR)
 - Department of Children and Family Services (DCF)
 - Department of Transitional Assistance (DTA)
 - Department of Youth Services (DYS)
 - Social Security
- c. The South Shore Charter Public School does not require potential students or their families to attend interviews or informational meetings as a condition of application or enrollment. All applicants and their parents/guardians are encouraged to attend an informational open house. This is not a condition of application or enrollment. 603 CMR 1.05(3)(a).
- d. SSCPS does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement. 603 CMR 1.05(3)(a).
- e. Students entering Kindergarten must be five years old (5) but no older than seven years old (7) by August 31 of their Kindergarten year. 603 CMR 1.05(12).
- f. All accepted students must provide documentation of (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 prior to the beginning of the academic school year for which that student has been accepted. Students who have not successfully completed the grade for which they applied will be enrolled in the last grade successfully completed.

II. ENROLLMENT PROCESS

- a. Applications may be found online on the website. Families may also pick up a hard copy at the School. Application materials are available at Open Houses and may be mailed directly to families by request.
- b. SSCPS will determine on an annual basis the number of spaces available each year in each grade. When there are more applicants than spaces in a grade, an Enrollment Lottery to determine admission is conducted. An Enrollment Lottery will be held on or prior to the first Saturday of March each year, if necessary. In any grade where there are more spaces than applicants, the applicants will be admitted without the Enrollment Lottery. Applicants not accepted during the Enrollment Lottery will be placed on a Waitlist in the order in which their name was drawn. To ensure a spot on the wait list when there are more applicants than spaces in a grade, applicants must participate in the regular enrollment process, beginning in November and continuing until no later than March 15.
- c. Each applicant accepted at the Enrollment Lottery will be notified by letter and email within one week of the Enrollment Lottery. Accepted students must indicate their enrollment intention by submitting the provided *Intent to Attend* form by April 1. If no *Intent to Attend* form is received by that date, the opening is then subject to being offered to the next eligible applicant on the Waitlist.
- d. If an opening occurs at a later date, the School will directly contact the next eligible applicant on the waitlist by letter and telephone. If the waitlisted student accepts the offer of admission, the school will send an *Intent to Attend* form, which must be submitted to the school within 10 days of receipt. If no *Intent to Attend* form is received by that date, the opening will then be offered to the next eligible applicant on the Waitlist.
- e. 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. If an attending student moves to any other town in Massachusetts, the student may continue attending the school. If a student withdraws from the school for any reason then wishes to return, the student must go through the same application process as any new applicant.
- f. The South Shore Charter Public School will not set any principal application deadlines or hold any Enrollment Lottery for student admission for the upcoming school year until after January 1, and shall conclude its principal enrollment process no later than March 15 of each year. Application deadlines will be advertised in *The Patriot Ledger* and other local newspapers, posted on the School's website, and included in the School's Weekly Update at least one month prior to the February deadline for applications. Completed applications for the Enrollment Lottery are due at five o'clock in the afternoon Monday, February 25, 2019. It is the responsibility of the applying family to be sure the application has been received by the School's Registrar's Office.
- g. Upon request, the school will provide the names and home addresses to a third party mail house of student currently enrolled unless the parent or legal guardian request that the school withhold their child's information. G. L. c. 71, § 89(g); 603 CMR 1.05(6)(e).
- h. Student information will be withheld per parent or guardian request. Parents may notify the Office of the Registrar of this intent by letter, email, or telephone correspondence.
- i. Any and all information requested in the application, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.05(2).
- j. Reasonable proof of current residency or sibling status is required at the time an offer of admission is made. Reasonable proof of sibling status includes birth certificates, medical records, adoption records, or an affidavit. 603 CMR 1.05(10)(a).

III. 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.
- b. The Enrollment Lottery will be held to determine students accepted for admission in all cases where there are fewer spaces than eligible applicants.
- c. Enrollment Lottery deadlines will be advertised in *The Patriot Ledger* and other local papers, the School's website, and in the Weekly Update at least one month prior to the deadline for applications. 603 CMR 1.05(5).
- d. The Enrollment Lottery is a public meeting posted with the Town of Norwell. The Lottery is held on or before March 15, in public, at 100 Longwater Circle or 700 Longwater Drive, Norwell, MA 02061, and is conducted in plain view with all members of the community invited. 603 CMR 1.05(9).
- e. The School may conduct the Enrollment Lottery electronically, or if unable to do so, by manual drawing. If the Enrollment Lottery is conducted electronically, an electronic lottery will randomly determine each applicant's rank order. After the randomly created lottery order has been established, preference for admission will be applied. A neutral party shall certify that the process is fair and that selection is random. 603 CMR 1.05(9). If the Lottery is conducted manually, a neutral party 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. For each grade, all applicants will be randomly drawn to establish an initial random lottery order. After all the applicant names are drawn and a random lottery order has been established, preference for admission will be applied. 603 CMR 1.05(9). 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 Enrollment Lottery.
- f. Siblings of students who are currently attending at the time an offer of admission is made, regardless of residency, are given admission preference over non-siblings. Sibling is defined as students who have a common parent, either biologically or legally through adoption. 603 CMR 1.05(6)(b)
- g. Non-sibling residents of the cities and towns served by the School's region are given preference for admission over non-resident students. Proof of residency, as defined within this policy, is required at the time an application is submitted and, if after the Enrollment Lottery, when an offer of admission is made. G.L. c. 71, § 89(m); 603 CMR 1.05(6)(b).
- h. Non-resident, non-siblings do not receive a preference for admission, but are encouraged to apply. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.06(4)(a).
- i. In cases where the enrollment of a student, who is not a sibling of another currently enrolled student, from the waitlist would exceed the district charter tuition cap, the student will be skipped but kept on the waitlist. In cases where the enrollment of a student in who is a sibling of a student currently attending the South Shore Charter Public School would exceed the district charter school tuition cap, the sibling may be enrolled and the Commonwealth of Massachusetts will provide tuition for the sibling, subject to appropriation. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).
- j. The South Shore Charter Public School shall place the names of students not selected at the time of the Enrollment Lottery on a waitlist in the order the names were drawn. 630CMR 1.05(10). Students shall be admitted off the waitlist in accordance with all enrollment policies outlining sibling preference and residency.
- k. If the initial lottery fails to fill the available admission spaces, the South Shore Charter Public School may repeat the Enrollment Lottery with reasonable public notice of at least ten days prior to the application deadline and will follow the lottery procedures described in this enrollment policy. 603 CMR 1.05(8).
- l. As spaces become available during the school year, the South Shore Charter Public School may repeat the enrollment process to fill these openings and to meet the requirements. 603 CMR 1.05(8).
- m. As spaces become available during the school year the South Shore Charter Public School may repeat the enrollment process to fill these openings and to meet the requirements of G.L. c. 70, § 89(n). 603 CMR 1.05(8).
- n. Applicants who wish to attend SSCPS, but failed to apply before the initial application deadline may do so at any time and be considered for admission or placed on our waiting list during a subsequent enrollment process after the initially created waitlist has been exhausted. All subsequent enrollment processes shall be implemented in accordance with all required application deadlines and notification for additional lotteries.

IV. WAITLIST DESCRIPTION

- a. The waitlist is not static and is subject to change based on changes in preferences that may occur over time. It is important for families to notify SSCPS with any new contact/residency information as it may impact your position on the waitlist.
- b. Should a student(s) stop attending the South Shore Charter Public School or decline admission once accepted, the next available student on the waitlist for that grade, taking into account the current status of enrollment preferences, will be offered admission until the vacant seat is filled. G.L. c. 71, § 89(n).
- c. No student may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process except in cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b). 603 CMR 1.05(8).
- d. Students on the waitlist will be informed of an offer of admission by telephone and/or by letter.
- e. Students who fail to submit their *Intent to Attend* form or decline an offer of admission, either verbally, email, or telephone must reapply for admission should they choose to at a later date.
- f. The South Shore Charter Public School shall maintain a waitlist only for the school year for which the student applied. The South Shore Charter Public School does not maintain a rolling waitlist, thereby generating a new waitlist for each academic year. 603 CMR 1.05(10)(a).
- g. The South Shore Charter Public School maintains accurate records of the waitlist. The waitlist contains student names (first, middle, last), dates of birth, cities or towns of residence, grade levels, home addresses, and telephone numbers for students who entered the lottery but did not gain admission 603 CMR 1.05(10)(a).
- h. In conformance with G.L. c. 71, § 89, the South Shore Charter Public School shall, when a student stops attending the school for any reason, fill vacant seats up to February 15 603 CMR 1.05(10)(c).
- i. A vacancy not filled after February 15 moves into the subsequent grade, to be filled the following September if such grade is not grade 12. Seats for students who have accepted an offer of admission to the South Shore Charter Public School, but have never attended, are exempt from this provision 603 CMR 1.05.

VII. GROWTH PLAN

- a. On January 26, 2016 the South Shore Charter Public School received approval from the Massachusetts Board of Education to expand maximum enrollment. The Growth Plan conforms to all requirements outlined within the Enrollment Policy.
- b. The total number of students attending the South Shore Charter Public School in a school year will not exceed the total number of students in the pre-enrollment report submitted to the Massachusetts Department of Education the previous spring and the total number of students specified in the growth plan in the School’s charter. 603 CMR 1.08(5).
- c. The South Shore Charter Public School reserves the right to modify the number of students accepted at each grade level number by up to five percent dependent upon the number of applications received by the Enrollment Lottery. The figures presented below are projections and are subject to change based on natural fluctuations in enrollment that may occur (i.e., retentions). The primary entry points are grades K and 9 and the school backfills any vacancy in all grades up until February 15.

Level	Grade	2017	2018	2019	2020	Steady State
I	K	72	70	75	75	75
	1	51	75	77	75	75
	2	50	60	75	75	75
II	3	50	60	63	75	75
	4	50	60	65	75	75
III	5	53	60	75	75	75
	6	53	60	75	75	75
IV	7	65	75	80	75	75
	8	66	75	80	80	75
High School	9	83	95	86	100	100
	10	59	100	84	100	100
	11	57	80	82	100	100
	12	49	62	63	95	100
Total	K-12	758	932	980	1,075	1,075