



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, 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. 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. 603 CMR 1.05(3)(a).
- h. 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.

II. 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:
 - i. A utility bill (not water or cell phone) dated within the past 60 days
 - ii. A deed, mortgage payment dated within the past 60 days, or property tax bill dated within the last year
 - iii. A current lease, Section 8 Agreement, or landlord affidavit
 - iv. A W2 form dated within the year or a payroll stub dated within the past 60 days

- v. A bank or credit card statement dated within the past 60 days
- vi. 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 October 31st 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.

III. ENROLLMENT PROCESS

- a. 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 which begins in November and continues until no later than March 15. 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.
- b. Each applicant accepted at the Enrollment Lottery will be notified by letter and email. 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.
- c. 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.
- d. 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 leaves the school then wishes to return, the student must go through the same application process as any new applicant.
- e. 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 papers, 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, ten days prior to the Enrollment Lottery. It is the responsibility of the applying family to be sure the application has been received by the School's office.

- f. Upon request, the School will provide the names and home addresses to a third party mail house of students currently enrolled.
- g. 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.
- h. 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).
- i. Reasonable proof of current residency or sibling status is required at the time an application is submitted. This is before an offer of admission is made. Reasonable proof of sibling status is a birth certificate or legal documentation. 603 CMR 1.05(10)(a).

IV. 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 the first Saturday of March, in public, at 100 Longwater Circle, Norwell, MA 02061, and is conducted in plain view with all members of the community invited. 603 CMR 1.05(9)).
- e. The School may conduct the Enrollment Lottery electronically, or by manual drawing. If the Enrollment Lottery is conducted electronically, 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. 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 already in attendance, 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 Enrollment 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 one month prior to the application deadline. 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 of G.L. c. 70, § 89(n). 603 CMR 1.05(8).
- m. 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 waitlist during a subsequent enrollment process. All subsequent enrollment processes shall be implemented in accordance with all required application deadlines and notification for additional lotteries.

V. WAITLIST DESCRIPTION

- a. 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).
- b. 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).
- c. Students on the waitlist will be informed of an offer of admission by telephone and/or by letter.
- d. 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.
- e. The South Shore Charter Public shall maintain a waitlist only for the school year for which the students 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).
- f. The South Shore Charter Public School maintains accurate records of the waitlist. The waitlist contains students' names (first, middle, last), dates of birth, cities or towns of residence, and grade levels for students who entered the lottery but did not gain admission. 603 CMR 1.05(10)(a).
- g. 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).
- h. Students who have withdrawn with from the South Shore Charter Public School must reapply to be considered for readmission.
- 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(10)(c)



SOUTH SHORE CHARTER PUBLIC SCHOOL

Lottery Process and Application

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. M.G.L. Chapter 71, Section 89(m); 603 CMR 1.05(12);

South Shore Charter Public School does not discriminate on the basis of race, color, national origin, creed, 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 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 1.05(2).

Applications for enrollment at South Shore Charter Public School are welcome from all school-aged students who are residents of Massachusetts. All applications must be received by the due date of Wednesday, February 15, 2017. Applications received after February 15 will be placed into a wait pool to be drawn upon after all names are drawn for admissions and the wait list.

Applying for Admissions and the Enrollment Lottery: Applications due by Wednesday, February 15, 2017

- Complete and sign the 2017-2018 K-12 Application Form for each child applying for enrollment to SSCPS
- Kindergarten applicants must submit a copy of the child's birth certificate *A student must be five years old (5) or no older than seven years old (7) by October 31st of his or her kindergarten year*
- Submit Proof of Residency with one of the following:
 - A utility bill (not water or cell phone) dated within the past 60 days
 - A deed, mortgage payment dated within the past 60 days, or property tax bill dated within the last year
 - A current lease, Section 8 Agreement, or landlord affidavit
 - A W2 form dated within the year or a payroll stub dated within the past 60 days
 - A bank or credit card statement dated within the past 60 days
 - 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

Enrollment Process:

An Enrollment Lottery is held each year if necessary. The 2017-2018 Enrollment Lottery will be held on Saturday, March 4, 2017

For applications to be included it must be received by the Registrar's Office no later than February 15 by 5pm. It is the responsibility of the applying family to be sure the application has been received by the school's office

The Enrollment Lottery is a public meeting held at 100 Longwater Circle, Norwell, MA 02061

During the lottery, applicant cards are organized by grade into three categories

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 enrolled student. 603 CMR 1.06(4)(a) . If applying for sibling status, please submit proof of sibling status with a copy of either birth or adoption records*

Non-sibling residents of the towns in the SSCPS region (see list below) are drawn second

Non-resident, non-siblings are drawn third

As names are drawn, the name is read aloud, and a number is assigned to each name. The number is either for immediate acceptance or placement on the waitlist in the order the name was drawn

Applicants may opt out of having the name of their child(ren) read aloud by notifying the Office of the Registrar at 100 Longwater Circle, Norwell, MA 02061 in writing prior to the Enrollment Lottery

Districts and Towns in SSCPS Region

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

* SSCPS is not a regional transportation provider. Families outside the town of Norwell are responsible for their children's transportation.

For answers to all questions, please contact the Office of the Registrar 781-982-4202 Ext. 103



SOUTH SHORE CHARTER PUBLIC SCHOOL

Inspiring every student to excel in academics, service, and life

K-12 Application for School Year 2017-2018

Student Name: Provide name as it appears on birth certificate

_____ Male Female
First Middle Last

Student's Date of Birth _____ Student's Town of Birth _____

Applicant for Grade (circle one) **K*** 1 2 3 4 5 6 7 8 9 10 11 12 Student's Age _____

**Students entering Kindergarten must be five years old (5) but no older than seven years old (7) by October 31st of their Kindergarten year. Submit copy of the student's birth certificate.*

Student's Home Phone Number (_____) _____ Student's Town of Residence _____
Submit copy of proof of residency

Student's Mailing Address _____ Town _____ Zip _____

Parents/Guardian Name (s) _____ Email address _____

Other Parent/Guardian Address _____ Town _____ Zip _____

Parent Work/Cell Phone (_____) _____ Parent Work/Cell Phone (_____) _____

Parent Place of Employment _____
(Optional)

Parent Place of Employment _____
(Optional)

With whom does the student live? (Optional) Both parents Father Mother Other _____

Current School _____ Current Grade in School _____

Current School Address _____ Town _____ Zip _____

Previous Schools Attended _____

*Siblings attending: _____ Sibling applying: _____

**Siblings of currently attending students will receive sibling preference.*

**Submit copy of proof of sibling status*

How did you find out about SSCPS? (Optional) Newspaper Ad: _____ Newspaper Article: _____
(paper name) (paper name)

SSCPS Family (current or former): _____ Other: _____

Student Signature Date

Parent/Guardian Signature Date

Any and all information requested within this application, or at any time during the admissions process, is not intended and will not be used to discriminate. G.L. c. 71, § 89(m); 603 CMR 1.05(2).

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100 Longwater Circle ~ Norwell, MA 02061 ~781/982-4202 ~ Web Site: www.sscps.org

For School Use:

Date Application Received: ___/___/___ ***Proof of Residence:*** ___ ***Kindergarten Birth Certificate:*** ___
Proof of Sibling Status: _____

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.

	2016	2017	2018	2019	Steady State
Level I (K-2)	132	170	205	225	225
K	44	(+26) 70	(+20) 70	(+5) 75	75
1	44	(+7) 52	(+5) 75	(+5) 75	75
2	44	(+3) 48	(+8) 60	75	75
Level II (3-4)	98	100	120	150	150
3	50	(+5) 50	(+12) 60	(+15) 75	75
4	48	(+5) 50	(+10) 60	(+15) 75	75
Level III (5-6)	90	100	120	150	150
5	45	(+5) 50	(+10) 60	(+15) 75	75
6	45	(+5) 50	(+10) 60	(+15) 75	75
Level IV (7-8)	90	130	145	150	150
7	44	(+20) 65	(+20) 70	(+15) 75	75
8	46	(+20) 65	(+10) 75	(+5) 75	75
High School	196	260	337	400	400
9	52	(+30) 82	(+30) 95	(+25) 100	100
10	51	(+15) 66	(+18) 100	(+5) 100	100
11	48	(+12) 60	(+14) 80	100	100
12	45	(+4) 52	(+2) 62	100	100
Total	606	760	927	1,075	1,075