

## **BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL**

### **POLICIES & PROCEDURES**

#### **NO. 0019**

**Title: Enrollment**

**Effective Date: November, 1 2016**

**Submitted by: Governance Committee**

**Supersedes Date: December 14, 2015**

**Approved By: Board of Trustees**

**Rev. No. 8**

#### **1. Purpose**

- 1.1 The purpose of this document is to establish the enrollment procedures and calendar to be followed by the Benjamin Franklin Classical Charter Public School (BFCCPS).

#### **2. Scope**

- 2.1 All members of and applying families to the BFCCPS. BFCCPS is open to all K-8 students, who are residents of Massachusetts, on a space available basis.

#### **3. Responsibility**

- 3.1 The Head of School (HOS) is responsible for the implementation and adherence of the provisions of this policy. The HOS will review the policy annually with enrollment personnel. This policy and related enrollment information will be published in the public documents of the school so that all applicants and current families will be familiar with them, and will then be responsible for abiding by them. Enrollment regulations are specified in the General Laws of Massachusetts Chapter 71 & 89: MA Department of Elementary and Secondary Education (ESE) Charter School Regulations, as well as the BFCCPS Charter.

#### **4. Definitions**

- 4.1 An accepted student is one who has been accepted but is not yet attending BFCCPS.
- 4.2 An enrolled and attending student is one who participates in class once the academic year has begun.
- 4.3 Siblings are defined as students who have a common parent, either biologically or legally through adoption.
- 4.4 A regional resident is defined as a student who, at the time of application and when an offer of admission is made, resides in the Commonwealth of Massachusetts and lives in the cities or towns that comprise the BFCCPS region (Bellingham, Blackstone, Franklin, Holliston, Hopedale, Medway, Mendon, Milford, Millville, Millis, Norfolk, Plainville, Upton, Walpole, Wrentham).

- 4.5 A non-resident is defined as a student who, at the time of application, and when an offer of admission is made, resides in the Commonwealth of Massachusetts but lives outside the city or towns which comprise the BFCCPS region (listed above in 4.4).

## 5. General Provisions

- 5.1 BFCCPS enrolls a new kindergarten class annually, and backfills positions in each grade level as openings become available.
- 5.2 BFCCPS will implement the activities laid out in its Student Recruitment and Retention Plan, filed and updated yearly with the DESE, as outlined in M.G.L Chapter 71, Section 89(f); CMR 603 1.05(f).
- 5.3 All applicants will be notified in writing of the rights of students with diverse learning needs to attend the charter school and to receive accommodations and support services, including students who may have disabilities, require special education, or are English Language Learners (Right to Attend Document). Information regarding the services provided by BFCCPS can be found in the Student Services section of our website: <http://bfccps.org/classical-education/student-support-office/>, our student handbook, and BFCCPS Outreach materials.
- 5.4 The total number of students attending BFCCPS in a given school year cannot exceed the total number of students in the school's pre-enrollment report, submitted to the Department in the previous Spring in accordance with 603 CMR 1.08(5).
- 5.5 BFCCPS does not charge an application fee to apply or use financial incentives to recruit students.
- 5.6 BFCCPS does not require potential students or their families to attend interviews, informational meetings or commit to volunteer time as a condition of application, admission, and attendance.
- 5.7 BFCCPS does not does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement.
- 5.8 BFCCPS 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 a foreign language, or prior academic achievement.
- 5.9 Except where the regulations specifically authorize access by third parties, no individuals or organizations other than the parent, applicant student and school personnel are allowed to have access to information in the student record without specific, informed, written consent of the parent of the applicant student. Such written consent must be presented to the HOS.
- 5.10 BFCCPS will provide transportation to all residents of its charter region in accordance with the Charter School Technical Advisory 16-1: Transportation. All students residing in the BFCCPS region will be eligible for busing. Busing for students residing in Franklin will be provided by the

Franklin Public Schools. Busing for students residing in the BFCCPS region, but not in Franklin, will be provided by BFCCPS.

- 5.11 Students must begin attending school in accordance with the BFCCPS school attendance policy. If a student does not begin attending school within 10 days, the student will be considered un-enrolled.

## **6. Criteria of Eligibility**

- 6.1 An applicant must be a resident of the Commonwealth of Massachusetts at the time of application to be considered for enrollment, and must reside in the Commonwealth of Massachusetts while attending the school.
- 6.2 BFCCPS accepts applications for openings in grades K-8.
- 6.3 All accepted students must successfully complete the grade prior to the grade for which they seek admission. If the accepted student is retained, he or she will lose the space in the grade for which they were accepted and are invited to apply for the next lottery. This consequence will be made available in the parent's native language and the parents must indicate that they understand the policy and the potential consequence.
- 6.4 Kindergarten entrance age is five by August 31 of the year of entry. BFCCPS will request reasonable proof of age related to this requirement prior to an offer of admission is made.
- 6.5 Students who do not meet eligibility criteria will be notified by phone, e-mail, or mail prior to the lottery, of the reason for ineligibility.

## **7. Application Process**

- 7.1 The application process is a separate process from the enrollment process of any of the districts within the BFCCPS Region. They are not integrated.
- 7.2 The BFCCPS application deadline and lottery for the upcoming school year will be conducted no sooner than January 1, and the principal enrollment process will be concluded no later than March 15. Public notice, of at least 30 days, will be given for the application deadline. Public notice of the lottery will be given at least one week prior to the lottery date. If the principal enrollment process fails to produce an adequate number of enrolled students, the lottery process will be repeated.
- 7.3 The application form will be made available at our website and school location. In order for families to be eligible to receive a preference for admission, please mark the appropriate checkbox.
- K-8 Siblings of currently enrollment and attending students. Please list the sibling's name and grade.
  - K-8 Regional Residents
  - K-8 Non-Regional residents.

- 7.4 The application form includes all student information required for every student:
- Student's names (first, middle, last)
  - Dates of Birth
  - Cities or towns of residence
  - Grade levels of students
  - Home addresses
  - Telephone numbers
- 7.5 All information requested in the application, such as language spoken at home or race/ethnicity, will not be used to discriminate.
- 7.6 Applications do not require signatures of both parents, or the submission of the student's social security number.
- 7.7 Applications received after the application deadline will not be accepted.

## **8. Lottery Procedures**

- 8.1 The BOT directs the HOS to determine openings in enrollment by grade before the lottery based on school's capacity and estimated number of returning students. If the percentage of student applications from the sending district exceeds the 9% tuition cap, then the school may not offer admission, but the student will remain on the waitlist. In cases where the enrollment of a student in and of itself who is a sibling of a student currently attending BFCCPS 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.
- 8.2 Lottery description: If the total number of students who apply is greater than the number of spaces available, then there will be an admissions lottery that includes all eligible students. The lottery will be conducted at BFCCPS, 201 Main Street, Franklin MA 02038. The lottery will be conducted electronically. A neutral party will certify that the process is fair and that the selection is random. Applicants receive a unique lottery number that is used during the public lottery so that student information remains confidential. An electronic lottery will establish a random order of all the eligible applicants for each grade. Preference for admission will then be applied and offers will be made to the students based on the number seats available. Siblings of students who attend the school at the time an offer of admission is made are given preference for admission over non-siblings. Residents of the city/town(s) served by the school are given preference for admission over non-resident students. As such, after the lottery establishes a random order, offers of admission based on preference will be made in the following order:
- siblings of currently enrolled and attending students
  - new students – regional residents
  - new students - non-residents
- Students who do not receive an offer of admission will be placed on the waitlist.
- 8.3 Notification of Enrollment: once the lottery has been conducted, the parents or guardians of the students will be notified of their enrollment status by letter. The status of enrollment letter informs each applicant whether he or she is accepted for the next academic school year or has been put on the waitlist.

8.3.1 Accepted: included in the package for an accepted child will be, along with general information, an official Enrollment Form and a Release of School Records Form. Reasonable proof of sibling status may be required at the time an offer of admission is made. Verification of residence for all new families is required, except in the case of homeless students. BFCCPS accepts current utility bills. 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

**\*Approved government agencies:** *Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.*

*This residency policy does not apply to homeless students.*

Any student who may be considered homeless is able to apply to BFCCPS. For the purposes of receiving residential preference for admission, the school considers all applications from the students who may be homeless on a case-by-case basis to determine where they live.

8.3.2 All forms from the acceptance package must be returned to the school office by the specified due date , which for the primary lottery is typically 7 days after the offer has been made, for all subsequent lotteries it is typically five days, or enrollment will not be allowed.

8.4 Declining offer of admission: If acceptance forms are not received by the school within the above mentioned timeframes, or if a parent/guardian declines the offer of admission, the HOS, or their designee, will inform the parents/guardians that the student's spot at BFCCPS will be forfeited, and if the parents wish for their student to re-enroll in BFCCPS, they will have to enter the lottery. The next student on the waitlist is then notified by the school.

8.5 As spaces become available during the school year, a 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).

## 9. Waitlist

9.1 Waitlisted: BFCCPS shall place the names of students not selected in an enrollment lottery on a waitlist in the order the names were selected. Included in the waitlist package will be a letter with the child's waitlist number on it. Parents of waitlisted students are not required to notify the school if they wish to remain on the waitlist.

9.2 Waitlisted students will be contacted by phone and by email as soon as a space becomes available and an offer of admission will be extended. An official enrollment form is provided for the parent/guardian to sign indicating whether or not they accept or decline the space. Families are given 7 days to accept or decline a seat if the seat is offered between March and August 1<sup>st</sup>. All families that are offered a seat between August 1<sup>st</sup> and the following years' lottery will be given five days to accept or decline the position.

- 9.3 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).
- 9.4 Maintenance of the Waitlist: the waitlist will be maintained in accordance with the lottery regulations as outlined by the MA DESE. If a student is accepted from the waitlist, the next student's position on the waitlist will be moved up one space on the waitlist. Admission will continue to be offered to each student on the waitlist until the vacancy is filled. The waitlist from the lottery will be maintained until February 15th of the school year for which the student applied.
- 9.5 BFCCPS will maintain accurate records of their waitlist which must include but is not limited to : the unique lottery number for each students, as well as their name (first, last middle), dates of birthday, cities or towns of residence; home addresses, telephone numbers, grade level s, and original lottery order of all students who entered the lottery but did not gain admission.
- 9.6 Waitlist preference: Waitlist status can change at any time; for example, if a sibling of a child on the waitlist is enrolled and currently attends the school; or if a family on the waitlist has a change of regional or non regional status. Once a change in preference has occurred, the waitlist will be adjusted in accordance with the original lottery order.

#### **10. Withdrawal from Enrollment:**

- 10.1 If a parent/guardian chooses to withdraw their student(s) from BFCCPS, they will notify the Head of School, or their designee, in writing of their choice to withdraw the student.
- 10.2 Once BFCCPS has been notified in writing of the parent/guardians choice to withdraw their student, the HOS, or their designee, will inform the parents/guardians that the students spot at BFCCPS will be forfeited, and if the parents wish for their student to re-enroll in BFCCPS, they will have to enter the lottery.
- 10.3 If a student stops attending BFCCPS for any reason, the school will fill vacant seats in each grade, up to February 15 in conformance with G.L. c. 71, § 89. A vacancy in grades K-7 not filled after February 15th moves into the subsequent grade, to be filled the following September.

#### **11. Disclosure**

- 11.1 Parents of applicant students must indicate on the enrollment form that they either consent, or deny to disclosure of student information to third parties.
- 11.2 Upon request, BFCCPS will provide the names and addresses of students to a third party mail house for mailings unless the parent requests that the school withhold their child's information.

#### **12. Expected Growth Plan Requirements**

- 12.1 BFCCPS will not admit students in excess of the school's approved maximum enrollment and, if applicable, growth plan specified as a material term of the school's initial or amended charter.

