

Cape Cod Lighthouse Charter School

Procedure for Admission to the 2012-13 School Year

School Mission Statement

Cape Cod Lighthouse Charter School seeks to provide a supportive and challenging learning environment for middle school students, where teachers foster intellectual development and academic achievement in an atmosphere that celebrates learning as a lifelong pleasure.

We appreciate and understand middle school-aged students. We enjoy the often undervalued creativity and intellectual potential of this age group. We strive to provide an emotionally safe and supportive community, encouraging students to develop their strengths and risk new growth, while pursuing an academically rigorous curriculum. Wherever possible, students learn through experience, allowing them to be engaged in the process of discovery and to see the practical applications of classroom lessons.

Looking beyond the walls of the classroom, we collaborate with local partners to utilize the unique natural and creative resources on Cape Cod, and reach out to global partners to broaden our cultural understanding and knowledge. Our graduates take with them the values of personal responsibility, consideration for others, respect for the environment, academic integrity, creative expression, and perseverance.

Cape Cod Lighthouse Charter School is a public school, one of the original fourteen charter schools founded during the 1995-96 school year after the passage of the Massachusetts Education Reform Act. In accordance with state law when there are more applicants than there are seats available, charter schools must hold an impartial lottery to determine admissions. As mandated by state law, siblings of students (as defined below) currently attending CCLCS are given enrollment preference. All applicants must be able to provide proof of residence in Massachusetts. The lottery is run in accordance with Massachusetts charter school law (see link from our web site under Governance). The Cape Cod Lighthouse Charter School does not discriminate on the basis of race, color, national origin, creed, sex, 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.

Applications

CCLCS enrolls students from throughout Cape Cod in sixth, seventh, and eighth grades. We welcome all who would choose to attend our school. A copy of the School Recruitment and Retention plan is available for review on the school website. The school does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement. The school will determine the number of spaces available by grade level each year. Our enrollment potential is limited, however, by space and by charter school law. We invite interested families to apply, and we include all applicants in a grade-specific enrollment lottery. While the application process is more than one month long and is not selective, there are several steps in the process, all of which must be completed for an application to be accepted. **It is the applicant family's responsibility to meet all deadlines in the admissions process.** Applicants must be residents of Massachusetts at the time of application and Cape Cod (Barnstable County) residents have preference over non-residents.

The sixth grade enrollment is established as described in the following procedures. Subsequent openings in sixth, seventh, and eighth grades, if such openings develop, are filled by candidates who are on waiting lists. **7th and 8th grade application information appears on Page 3.**

Open Houses

Public Open Houses will be held on specified dates during the enrollment period. All prospective parents and students are highly encouraged, but not required, to attend. Open Houses include presentations by the director, teachers, parents and students, plus time to ask questions and tour the school. The school does not require potential students or their families to attend interviews or informational meetings as a condition of enrollment.

Applicants' Procedure - Sixth Grade

1. Beginning in November of the year previous to desired entry, you may obtain an application form at the school (225 Route 6A, Bayberry Square, Orleans, MA) or from the school's web site (www.cclighthouseschool.org) Applicants must be residents of Massachusetts at the time of application.
2. Applications must be completed and **RECEIVED no later than the specified date prior to the lottery drawing**. Upon receipt of a completed application, the information will be entered into the school's Applicants database. The computer will assign an Applicant ID number that will be used as the lottery number. Notification of newly assigned lottery numbers will be mailed to applicant families each week.

Failure to meet eligibility criteria

In the unusual event that an applicant fails to meet eligibility criteria, the school confirms that finding with the Department of Elementary and Secondary Education's Charter School office. The school then communicates the decision in a registered letter to the applicant's parents/guardian. An applicant may re-apply if/when the eligibility criteria are satisfied.

Lottery for Sixth Grade

The lottery drawing for the sixth grade will be held on a specified date in February. It is held at the school and is open to the public. All applicants, parents/guardians are welcome to attend, but it is not required and will not affect the outcome of the lottery in any way. Due to the large number of applications beyond available slots, the lottery can be a disappointing experience to witness. We urge parents to please think about whether to bring their students. To ensure privacy, only assigned lottery numbers will be used to refer to applicants. Lottery numbers will be read aloud as they are placed into a container. A neutral member of the local community, not affiliated with the school, will draw out the amount of lottery numbers needed to fill available spaces. Spaces are determined by the total seats available, less the number of siblings registered. (See *State Sibling Rule* later in this document.) School personnel will record the numbers drawn; the numbers also will be written on the chalkboard so the public can easily keep track. The remainder of the numbers will be drawn out as proof that all numbers were in the container -- **and they will establish the numbered wait list.**

Notification

On the day following the lottery, certified letters will be sent to all applicants indicating the result of the lottery as it relates to them. Lottery results **WILL NOT** be given out over the phone. Numeric results will be posted on the school's web site and in a prominent location on the front door of the school. Parents of accepted students will receive a registration form to complete and return by a specified date (generally within 10 days to two weeks), indicating their child's desire to attend.

State Sibling Rule

Adhering to the Massachusetts charter school statute (MGL c.71, s.89) charter schools must give enrollment preference to siblings of students currently attending CCLCS who have the same parent (regardless of whether that relationship is a biological or an adjudicated one). Siblings must fill out an application form.

Stepchildren: In order to qualify under the sibling rule, stepchildren must be legally adopted by the parent of a child already enrolled in the school. The parent must furnish proof (court documentation) that the stepchild is legally adopted.

Blended Families: Children from different families who reside in the same household do not count as siblings under the sibling rule.

District Tuition Cap: Siblings of currently attending students may be exempt from the district tuition cap that limits charter school enrollment.

Please Note: Violation of the sibling rule will result in immediate dismissal from CCLCS.

Notes on the Admissions Policy

1. Since priority is given first to siblings, then to Cape Cod residents, there are essentially three waiting lists for each grade: siblings, Cape Cod residents, Massachusetts non-Cape residents.
2. Wait listed students will be contacted by phone and informed by mail of an opening and offered admission.
3. Students who decline an offer of admission will be removed from the applicant list but may reapply during the next admission season.

The pool of affected wait listed applicants is reset with each lottery.

Applicant's Procedure - Seventh and Eighth Grade Wait Lists

Students do not need to reapply each year to remain on wait lists. The school will maintain wait list student information containing the names, home addresses, telephone numbers, and email addresses provided on the application and will update contact information to maintain accurate information if provided by the family. See page 4 for the the dates that new students may apply for seventh and eighth grade wait lists, as well as the date of the lottery to determine wait list order for those grades. These lotteries are conducted for the purpose of creating numbered wait lists. Should an opening occur in the seventh or eighth grades it will be offered to the individual at the top of the wait list for that grade. Wait lists will be in effect through the following school year.

In the event the principal enrollment lottery process failed to produce an adequate number of enrolled students, the lottery process may be repeated. strictly following the lottery process including public notification and revised deadlines.

See reverse for important dates in the admissions process.

It is the applicant family's responsibility to meet all deadlines in the admissions process.

Updated: 4/4/2011

Cape Cod Lighthouse Charter School

Important Dates in the 2012-2013 Admissions Process

Please Note: It is the applicant family's responsibility to meet all deadlines in the admissions process.

Sixth Grade Applications and Lottery

Public Open Houses

Wednesday, November 9, 2011, Thursday, January 12, 2012 and Tuesday, January 24, 2012

Time: at 6 p.m.

Place: Cape Cod Lighthouse Charter School

All prospective parents, students, and any other interested family members are encouraged to attend an Open House. This is a time to tour the school and ask questions of staff, current students, parents, and members of our Board of Trustees. Attendance at an Open House is not required for admission.

Application deadline Applications for grade 6 must be received in the school office to be included in the lottery.
February 13, 2012, 12 noon

Lottery drawing for sixth grade is held at CCLCS.
February 15, 2012, 3:30 p.m.

Lottery result letters sent to all applicants.
February 16, 2012

Forms must be RECEIVED Accepted students' acceptance and registration forms must be received in the school office.
March 2, 2012, 12 noon.

Application for the Seventh and Eighth Grade Wait Lists

Applications available at the school and online (cclighthouseschool.org) for the 7th and 8th grade wait lists.
April 11, 2012

Application deadline Applications for the 7th and 8th grade wait lists must be must be received in the school office to be included in the lottery.
May 16, 2012, 12 noon

Lottery drawing for seventh and eighth grade wait lists held at CCLCS.
June 1, 2012, 3:30 p.m.