

## **Cape Cod Lighthouse Charter School 2022-23 Enrollment Policy**

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### **A. General Policy**

The Cape Cod Lighthouse Charter School (CCLCS) is a grade 6-8 public school governed by the applicable charter school and education laws and regulations of the Commonwealth of Massachusetts. CCLCS enrolls a new 6th grade class annually and fills positions in each grade level as openings become available. (1a) The school maintains and implements a student recruitment and retention plan as outlined in G.L. c. 71, § 89(f) and CMR 603 1.05(f). (1c). The CCLCS application process is not integrated with any of the districts in the sending region.

CCLCS shall 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 English language or a foreign language, or prior academic achievement when admitting students in its enrollment activities. (1b)

In cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process in accordance with CCLCS's Lottery Policy.

The total number of students attending CCLCS in a given school year cannot exceed the total number of students in the school's approved maximum enrollment. (1h)

All applicants will be notified in writing that the school provides accommodations and support services for diverse learners, including students who may have disabilities, require special education, or are English Language learners. (1e) This information is presented on the School website, in outreach materials, the school handbook and is provided to families on the application receipt. (1f)

CCLCS does not charge an application fee for admission or use financial incentives to recruit students, as outlined in 603CMR 1.05(3)(a). (1g) CCLCS' application process is not integrated with that of its sending school districts. (1d)

In accordance with MGL, Ch 71, section 89, at the request of a school district from which a commonwealth charter school enrolls students, the charter school shall provide to a third-party mail house the addresses for all students currently enrolled in the commonwealth charter school from the district; provided, however, that the information shall not be provided if a student's parent or guardian requests in writing or through email that the school withhold that student's information. Each district shall be permitted to supply a mailing to the third-party mail house and pay for it to be copied and mailed to families of students from said district enrolled in the commonwealth charter school. (1i,j,k)

CCLCS does not provide transportation to and from school for any of its students in any of the towns served. We encourage and facilitate carpools for our families, and we work with the Cape Cod Regional Transit Authority to facilitate public transportation options to both the Upper Cape and Lower Cape. Some families have chosen to collaborate to hire private transport companies to bring their children to and from school. Families should feel free to contact school personnel to discuss any of these transportation options. (1l)

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### **B. Eligibility for Enrollment**

To enroll at CCLCS, all applicants must be Massachusetts residents at the time of application (2a), at the time of offer of admission, and while attending CCLCS. Enrollment preference is given to students who reside in the Barnstable, Falmouth, Sandwich, Bourne, Mashpee, Dennis-Yarmouth, Monomoy, Nauset, Truro and Provincetown school districts in Barnstable County. Other than homeless students, parents/guardians must submit proof of residency at the time of application and enrollment (if residency changed after application). Acceptable proof of residency documents includes utility bill (not water or cell phone), a deed, mortgage payment dated within the past 60 days, a property tax bill dated within the last year, a current lease, section 8 agreement or landlord affidavit, a W2 form dated within the last year or a payroll stub dated within the last 60 days or a letter from an approved government agency dated within the last 60 days. In accordance with the McKinney-Vento Act, homeless students are exempt from this requirement. (2b) In order to receive preference for admission, however, students who may be considered homeless must provide proof of current or temporary residence. The school's homeless liaison will work with students who may be considered homeless on a case-by-case basis to determine residency.

In order for any student to enroll at CCLCS, that student must establish, through transcripts, approved home-schooling plan, and/or other acceptable school records, that he/she successfully completed the grade prior to the grade for which they seek admission. After the offer of admission is accepted, the school may conduct a diagnostic assessment in order to determine the appropriate grade placement if a question arises with respect to placement.

CCLCS does not require applicants or their families to attend interviews or informational meetings as a condition of enrollment. (2c) However, families and students are welcome to attend an open house, take a tour, and/or meet with CCLCS before submitting an application.

Likewise, CCLCS does not administer entrance examinations or placement tests, or predicate enrollment on results from any test of ability or achievement or a student's prior academic results at his/her previous school. (2d)

### **C. Application Process (3a)**

CCLCS shall include on its application and all enrollment materials a notice to all applicants concerning the rights of students with diverse learning needs to attend the school and to receive accommodations and support services, including students who may have disabilities, require special education, or who are English Language Learners. The application shall also include CCLCS's non-discrimination statement.

Applications for enrollment are available and accepted throughout the year. Applications are available at [cclighthouseschool.org](http://cclighthouseschool.org) and/or may be picked up at 195 Route 137, Harwich, MA. Deadlines for submission of applications for the lottery are publicized no later than one month before they occur. (3c) Applications received following the deadline are included in the next scheduled enrollment lottery if one is necessary. Any information requested in the application will not be used to discriminate. CCLCS shall not charge an

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application fee to any applicant seeking enrollment at the school. The application requires the signature of only one parent/guardian unless a court order indicates otherwise for an individual applicant.

CCLCS conducts one principal application deadline and enrollment lottery each year after January 1, but before March 15, for the upcoming school year. (3b) CCLCS shall publicize the date, time, and location with reasonable notice at least one week before the lottery date.

If an applicant is admitted to and enrolls at CCLCS, his/her application becomes part of the student's temporary record and shall be maintained in accordance with governing laws and regulations concerning education records.

If an applicant is not admitted or elects not to enroll at CCLCS, the school shall maintain that child's application as a temporary student record for 7 years after the student's name is no longer on the waitlist.

### **D. Lottery and Enrollment Procedures**

Annually, prior to the enrollment process the school will determine the number of spaces available each year by grade level. (4a) The total number of students attending CCLCS in a given school year shall not exceed the total number of students reported in the school's submission to the Department in the previous spring in accordance with 603 CMR 1.08(5). In cases where there are fewer spaces than eligible applicants, students will be accepted for admission by a lottery process. (4b) Reasonable public notice of at least one week is given before each lottery drawing. (4c) The lottery drawings for each grade will be held on a specified date in February. The drawings will be held in the main meeting room at the school (room 123) at 195 Route 137 in Harwich and will be open to the public. (4d) 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. To ensure privacy, only assigned lottery identification numbers will be used to refer to applicants. Lottery identification numbers will be read aloud from the database of eligible applicants. A randomized computer program will sort the numbers and display the order on a screen. A neutral party shall certify that the process is fair, and the selection is random. (4e) After it is established that all of the assigned lottery identification numbers are included, a random generator program will be used to establish an initial rank order. After the initial rank order is determined, preferences for siblings are applied: siblings over non-siblings, and residents over non-residents.

Adhering to the Massachusetts charter school statute (MGL c.71, s.89) charter schools must give enrollment preference to siblings, residents or non-residents, of students currently attending CCLCS at the time an offer of admission is made over non-siblings. (4g) Siblings must fill out an application form and meet all application deadlines. Siblings are defined as persons who have a common parent, either biologically or legally through adoption. (4f)

Once enrollment preferences are applied to the lottery list, students whose numbers correspond to the spaces in the number of seats available will be offered admission to the next year's class. The waitlist is created after

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Students residing in the Barnstable, Falmouth, Sandwich, Bourne, Mashpee, Dennis-Yarmouth, Monomoy, Nauset, Truro and Provincetown school districts in Barnstable County receive enrollment preference over all the seats available are filled. Students who do not receive an offer shall be placed on the waitlist in the order their names were drawn taking into consideration preferences for admission, which may change over time. Students who live outside the school's chartered region. Before an offer of admission is made by CCLCS, families must submit proof of residency within Barnstable County. Additionally, families of siblings must provide proof of sibling status. (3e) CCLCS reserves the right to verify an applicant's address again at this stage (except in the case of homeless students) by requesting proof of residency. (4h) In accordance with the McKinney-Vento Act, homeless students are exempt from this requirement. (2b) In order to receive preference for admission, however, students who may be considered homeless must provide proof of current or temporary residence. The school's homeless liaison will work with students who may be considered homeless on a case-by-case basis to determine residency.

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. (4o)

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 and of itself who is a sibling of a student currently attending a charter school would exceed the district charter school tuition cap, and the school has not admitted other students prior to admitting the sibling, the sibling may be enrolled and the Commonwealth of Massachusetts will provide tuition, subject to appropriation. (4j)

On the next school day following the lottery, an email communication will be sent to all applicants indicating the result of the lottery as it relates to them. 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 acceptance communications and registration forms via email. (4k) Families must respond to the offer of admission by a specified date (generally within 10 days to two weeks), indicating their child's desire to attend. A few days before the due date, families who have not responded will be called and prompted to respond. Families are required to complete admissions enrollment documents prior to their first day of

attendance. Students must begin attending CCLCS in accordance with the school's attendance policy within ten (10) days of their anticipated start date, for example, the first day of school. Students who do not attend CCLCS will be considered to have declined their offer of admission and they will need to reapply in a future application cycle if they wish to be considered again for enrollment. (4l)

As spaces become available during the school year, CCLCS 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). (4p) Existing waitlists will always be exhausted before accepting students from a subsequent lottery. (4n)

### **E. Waitlist Procedures (5a)**

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If a student stop attending CCLCS or declines admission, 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. (5b) 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 CMR 1.05 (10)(b) or 603 CMR 1.05 (8). (5c)

Families of students from the waitlist who receive an offer of admission will receive a phone call and an email from the school informing them of the offer. (5d) Families will have 10 calendar days to respond in writing to the offer. The response can be in the form of an email. Students who decline an offer of admission must reapply through the enrollment process in the event that they change their mind. (5e)

Families must notify the school when any of their information changes, for example, if the families moves or the family experiences a change in sibling status. The waitlist order is not static and may change over time as preferences change. Students may become siblings of currently attending students on the first day of school and their position on the waitlist will be adjusted accordingly, taking into consideration their principal lottery's random order. Similarly, students may become residents after they move into the school's sending region.

Their position on the waitlist will be adjusted accordingly, taking into consideration their principal lottery's random order.

CCLCS shall attempt to fill vacant seats whenever they occur. If a vacancy occurs after February 15, such vacancy shall remain with the grade cohort. If the school is unable to fill a vacancy during the school year, then the vacancy will be filled in the subsequent grade for the next school year. A vacancy occurring after February 15 shall not be filled by adding a student to a lower grade level. (5h, 5i)

CCLCS will maintain accurate records of its waitlists for all grades. CCLCS shall maintain waitlists only for the school year in which students sought admission. (5f) Information for students who entered the lottery but did not gain admission will include students' names (first, middle, last), dates of birth, cities or towns of residence, home addresses, telephone numbers and grade levels. (5g) Students may withdraw from CCLCS in accordance with the school's withdrawal policy. If a student withdraws from CCLCS and wants to be readmitted, that student must reapply for admission. (5j)

In accordance with G.L. c.71, § 89, when a student stop attending CCLCS for any reason up to February 15th, CCLCS will fill the vacant seat from the waitlist. Any vacancy not filled after February 15th will be filled in the subsequent school year for students entering the 7th and 8th grades. (5i)