

SOUTH SHORE CHARTER PUBLIC SCHOOL

Enrollment Policy

South Shore Charter Public 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 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.

SCHOOL PROFILE

South Shore Charter Public School (SSCPS) is a free tuition, public charter school enrolling students in grades Kindergarten to twelve. Applications are accepted from any school-aged student who is a resident of Massachusetts. Applicants for grades 11 and 12 generally are accepted only if there is evidence that they will be able to meet the graduation requirements (Exit Standards) prior to graduation. The school accepts applications at anytime, however the formal enrollment process begins in the late fall and continues until the school is fully enrolled (a minimum of 30 days). An Enrollment Lottery is held in February each year if necessary-

ENROLLMENT PROCESS

- SSCPS determines the spaces available in each grade based on the school's capacity of 540 and the estimated number of returning students. Currently enrolled students need to notify the school of their intent to return for the succeeding year prior to the Lottery.
- All new applicants to the school must be Massachusetts's residents at the time of application. Proof of residency is required.
- All applicants or parents should attend a scheduled informational meeting with the school or have an individual interview at the school. The school staff will explain the mission and focus of the school so the family may decide if the school is an appropriate option for their student.
- Completed hard copy applications for the Enrollment Lottery are due the Wednesday prior to the Lottery .at 5 PM. No faxed copies will be accepted. It is the responsibility of the applying family to be sure the application has been received by the school's office.
- The Lottery will be held the Second Saturday in February.
- The Lottery deadline will be advertised in *The Patriot Ledger* and other local papers one month prior to the deadline for applications.
- Students will be notified in writing of their acceptance in the Lottery.
- Students accepted in the Lottery must indicate their intent to attend the school in the fall by March 5. Offers of enrollment not accepted by March 5 will be offered to students on the Waitlists. Students accepted off the Waitlist must give the school their letter of intent to attend by March 15.
- The *Intent to Attend* form that the parents and students sign demonstrates their agreement with the school's mission and program.
- Pre-enrollment numbers are communicated to the Department of Education no later than March 19.
- All accepted students must document (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.
- The School will not enroll more students from any town exceeding 9% on net school spending in each town. If however, a sibling of a student attending the school would put the enrollment for a town over 9%, the State may pay the additional tuition subject to appropriation of the legislature.
- If there are not enough applications for a grade to get to-the target enrollment number, students on the Waitlist may be accepted to other grades to keep the overall enrollment at 540 or the pre-enrollment number for that year. . Decisions on where to accept additional students when one grade is under enrolled will be made by the Administrative Team.

LOTTERY PROCESS

- When there are more applicants for a grade than there are available spaces, an Enrollment Lottery is held for that grade.
- Individual cards with the name of each applicant will be ready for the day of the Lottery.
- Applicant cards are organized by Resident, Sibling and Non-resident. *Siblings are students who have the same biological or legal parent as a currently enrolled student. Residents are students living in towns listed in the school's 2005 charter.*
- A person, having no relationship with the school personally, academically, in business or financially 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
- As names are drawn, numbers in order are assigned to each name. In the order the names are drawn a list for each grade will be made for immediate acceptance and a Waitlist.
- Sibling applicants are drawn first. Resident non-siblings are drawn second. Non-resident, non-siblings are drawn last.

WAITLIST

When there are more students than there are spaces, those students not being accepted at the time of the Lottery will be placed on the Waitlist. Each grade will have its own Waitlist. When enrollment in any grade goes below the target enrollment, students will be offered admission based solely on their numeric order on the Waitlist. Siblings are given preference to other Waitlist students.

- Students accepted off the Waitlist will be notified by telephone and will be followed up with a letter stating the offer and deadline for responding.
- If a student declines an offer of admission, the student will be moved off the acceptance list. If at a later date that student wishes to enroll, the student will have to go through the stated enrollment process again.
- Students applying after the Lottery application deadline for a grade where there is full enrollment are placed in a wait pool for the next Lottery. An additional Lottery may be held within an enrollment cycle if the school needs additional students. The School will announce the new Lottery in its weekly newsletter and at the Norwell Town Offices at least one week prior to the Lottery being conducted. It will also notify all students with an application on the Waitlist.
- The school does not rollover its Waitlist. Each applicant on the Waitlist prior to the Annual Lottery must reapply for the succeeding year.

CONTINUING ENROLLMENT

Once a student has enrolled in South Shore Charter Public School, that student may continue to attend the school in consecutive years. If the student moves to any other town the student may continue attending the school. If a student leaves the school then wishes to return, the student must go through the application process of any new applicant.

SSCPS does not:

- Give preference to children of staff or Board members;
- Give preference based on auditions or tests;
- Give preference to siblings of students accepted to the school but not yet attending the school; or
- Consciously make statements intended to discourage, or that have the effect of discouraging, parents/guardians or students with disabilities, students with limited English proficiency, or any other protected group of students from submitting an application to the school.

Board of Trustees
Amended February 15, 2007