

## **Community Day Charter Public Schools – Webster Enrollment Policy**

\*Revised 11/18

### **Eligibility Criteria:**

- Community Day Charter Public Schools are committed to ensuring that all of their programs and facilities are accessible to all members of the public. We do not discriminate on the basis of race, color, national origin, creed, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, religion, homelessness, athletic performance, special need, proficiency in the English language or in a foreign language or prior academic achievement when recruiting or admitting students.
  
- For the year 2018-19, Community Day Charter Public School-R. Kingman Webster will enroll students in grades Kindergarten 1 (K1) through grade 5. Two Kindergarten 1 (K1) classes will be added each year to CDCPS-R. Kingman Webster through 2019-20, with the full enrollment of 400 students in grades K-8 being reached in 2019-20. CDCPS will not admit students in excess of the school's approved maximum enrollment.
  
- Children must be residents of Massachusetts to apply, to enroll at, and to attend the school. Students must provide proof of residency upon offer of admission.

Two of the following documents are required to show proof of residency:

- A utility bill (not cell phone) dated within the past 60 days
- A deed, mortgage payment, or property tax bill dated within the past 60 days
- A current lease or Section 8 agreement
- A payroll stub or W-2 form 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

Residency documents must be pre-printed with the name and current address of the student's parent/legal parent. Items cannot be from the same bullet.

\*Approved Government Agencies: Department of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security; any communications on Commonwealth of Massachusetts letterhead.

Any student who may be considered homeless is able to apply to Community Day Charter Public School-R. Kingman Webster. For the purposes of receiving residential preference for admission, the school considers all applications from students who may be homeless on a cases-by-case basis to determine where they live. Some examples include, but are not limited to, a letter stating the situation of a homeless family from an approved government agency dated within the past 60 days or a letter from a homeless shelter on letterhead dated within the past 60 days may serve as proof of residency for students who may be homeless.

- A prospective student must submit a separate application to be considered for each Community Day Charter Public School.
- Children must be 4 years old on or before September 1 to be eligible for grade Kindergarten 1, and must be 5 years old on or before September 1 to be eligible for Kindergarten 2. Schools may request reasonable proof of age, such as birth certificates, passports or equivalent documents related to these requirements but may not require all students to provide a birth certificate. Proof of age is required for students entering Kindergarten 1 or Kindergarten 2.
- Students who have a brother or sister attending or applying to the school must submit a birth certificate to verify sibling priority when submitting the application and/or at the time an offer of admission is made.
- The school does not require potential students or their families to attend interviews or informational meetings as a condition of application or enrollment.

**Recruitment and Application Procedures:**

CDCPS will develop and implement a student recruitment and retention plan as outlined in G.L. c. 71, § 89(f) and CMR 603 1.05(1), elements of which are described below.

CDCPS accepts students for admissions through a lottery process when there are fewer spaces than eligible applicants. The process is not integrated with that of the Lawrence Public School District. 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. Information regarding the availability of services can be found in the schools’ outreach materials, student handbook and on each school’s website. Prior to the lottery, Community Day Charter Public Schools advertise through local media (English/Spanish/Vietnamese), a mailing to students in the sending district, and by leafleting (English/Spanish/Vietnamese) in the community. These advertisements will also announce that applications are being accepted for the upcoming school year, grades the school serves, when open houses are being held, the application deadline, and the lottery date, time and location.

The schools will give reasonable public notice, of at least one month, of all application deadlines. CDCPS will not set any principal application deadlines or hold any enrollment lotteries 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. 603 CMR 1.05(3)(c).

- Advertisements can be found in a range of media, including the CDCPS websites and other local media.
- Applications are available on the school website.

CDCPS does not administer tests to potential applicants, nor do we consider the results of any tests of ability or achievement in the application or enrollment process. The school does not use charge an application fee for admission or financial incentives to recruit students. All

information requested in the application, including information regarding special needs, language spoken in the home, and race/ethnicity, is not intended and will not be used to discriminate.

CDCPS-R. Kingman Webster may retract or rescind offers of admission, unenroll students, or terminate the enrollment of currently attending students in the case of falsified statements or documents, ineligibility (such as minimum age requirements for kindergarten admission or successfully completing prior grades), or when a student fails to attend school for 10 consecutive school days without written notification and the school has made a good faith effort to reach the parent/guardian.

CDCPS will accept applications for enrollment for K1-grade 8. After the application deadline passes, CDCPS will process all applications and identify which applicants will receive a preference for admission to CDCPS-R. Kingman Webster according to 603 CMR 1.06(4):

- Siblings\* – Students who share a common parent, either biologically or legally through adoption. Marriage does not constitute legal parenthood, and step children not legally adopted are not siblings. Whether the children reside in the same household has no bearing on determining if the children are siblings for purposes of a sibling preference. Children who live in separate households may be siblings and those who live in the same household may not be. If siblings are placed in foster homes and one of them enrolls in the charter school, then the siblings of that student are entitled to admission preference. Foster children are not considered siblings of other children in the foster home unless they share a common parent.
- Residents – Students who live in Lawrence.
- Non-residents – Students who live outside Lawrence, but within Massachusetts.

\* Students with sibling priority are only given preference to the school that their sibling is currently attending.

### **Lottery:**

Each year, prior to the lottery, the school will determine the number of spaces available by grade level. Community Day Charter Public School lotteries are open to the public and conducted yearly by March 15. The application deadline will not be earlier than January 1. The lottery is conducted publicly at 190 Hampshire Street in Lawrence, MA. Reasonable public notice is given at least one week prior to each enrollment lottery. Children are entered into the lottery by the submitted online application by their parent or legal guardian. The application must be submitted by the application deadline, which is before the lottery and published on the application and in other advertisements. By submitting this online application, parents/legal guardians are confirming that all of the information provided is true to the best of their knowledge and understand that admission may be revoked if information provided is inaccurate. This policy will be provided in the parent/guardian's native language. Applications will not be accepted after the application deadline and it is the responsibility of the parent/guardian to ensure that all applications are submitted correctly.

The CDCPS lottery uses a single electronic application form and common application process

for all schools (Community Day Charter – Prospect, Community Day Charter School – Gateway, and Community Day Charter School – Webster) and a neutral party shall certify that the process is fair and the selection is random. The electronically generated lottery corresponds to the identification number of each applicant. The parent or guardian of each applicant will receive their child’s identification number in advance of the drawing to ensure the transparency and fairness of the process.

Prior to the start of the lottery, the number of openings, if any, in each grade are announced. CDCPS will run the lottery to generate the random order and then apply preferences. Preference for admission is given first to “Sibling” applicants, followed by “Resident” applicants, and then by “Non-Resident” applicants without regard to when their application was submitted as long as it was prior to the application deadline. Applicants not being offered a slot will be added to the waitlist based on the initial random lottery order determined electronically, while taking into account preference for admission.

- If a student’s enrollment would cause the sending district to exceed their tuition cap, the student will not be offered admission but will remain on the waiting list. If the student is a sibling of a student currently in attendance at CDCPS, the child will be offered admission and the state will pay the child’s tuition, subject to appropriation. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).
- If the principal enrollment process fails to fill the available admission spaces, the school may repeat the process more than once providing such process is fair and open and that the school gives reasonable public notice at least one month prior to the application deadline. 603 CMR 1.05(8).
- CDCPS-R. Kingman Webster does not typically hold additional lotteries. Any subsequent lottery that is held will adhere to public notification requirements and follow the enrollment processes described above.

Students who have been offered admission are notified by mail of their status following the lottery and have one week from the letter date to accept or decline the offer. Once an offer of admission is accepted, students and families are invited to attend an optional informational interview. This interview will not be designed, intended or used to discriminate. Potential students or their families are not required to attend the interview or any other informational meeting as a condition of enrollment.

### **Waiting List:**

The order of the waiting list may change over the course of the year. These changes may be due to events such as declining an offer, changes in sibling status, or changes of address.

- All applicants not selected in an enrollment lottery are placed on a waiting list in the order the names were selected while also taking into account sibling and resident preference.
- If a student stops attending the charter school or declines admission, the next available student on the waiting list for that grade, taking into account the current status of enrollment preferences, will be offered admission until the vacant seat is filled.

- As spaces become available in the grades that the school is required and likely to backfill during the school year and the school does not currently maintain a waitlist for any of those grades, the 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).
- No student may be admitted ahead of other eligible students who were previously placed on the waiting list 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).
- When an opening is available, parents are notified by phone and by mail and given a one-week deadline to respond. If they do not respond by the deadline or decline an offer of admission, CDCPS moves to the next person on the waiting list.
- A student who has declined an offer of admission releases claim to the opening; such student would need to reapply for admission in another year should they later want to be eligible for admission. Students who have withdrawn from the school would also need to reapply for admission.
- CDCPS does not maintain the waitlist from year to year. Student names on the waitlist are kept only for the school year for which the student applied.
- In conformance with G.L. c. 71, § 89, if a student in the first half of grades offered stops attending CDCPS- R. Kingman Webster, for any reason, the schools will attempt to fill the vacant slot until February 15. If vacancies in the first half of grades offered remain after February 15, CDCPS- R. Kingman Webster may fill such vacancy up until the end of the school year, or the vacancy will move to the subsequent grade, and will be filled the following September in accordance with the projections laid out in our growth plan described below to reach the maximum student capacity. Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt from this provision. 603 CMR 1.05(10)(c).See our growth plan projections for more information on the grades the school is required to backfill or will likely backfill in conformance with G.L. c. 71 § 89.
- Parents are welcome to call for an update on their waiting list status at any time.
- CDCPS will keep accurate records of the waiting list information, including the names (first, middle, last), dates of birth, cities or towns of residence, home addresses, telephone numbers, and grade levels of students who entered the lottery but whose names were not chosen for admission.

**Release of Student Information:**

In conformance with M.G.L. c. 71, § 89 (g) and (n), CDCPS will submit the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission to the Department of Elementary and Secondary Education. The same information will be submitted within 30 days of any student being admitted from the waiting list to the school to fill a vacancy in the school. CDCPS will not share student information unless required to do so by law.

Upon request of a child’s sending district, CDCPS must release the names and addresses of students enrolled in the charter school to a third party mailing house, unless the parent or eligible student requests that the school withhold their child’s information. Parents will be given the

