

Codman Academy Charter Public School Enrollment Policy **Revised 1/25/2017**

Codman Academy Charter Public School welcomes applications from all students who are residents of Massachusetts and who expect to enter grades Kindergarten I through grade nine. We do not accept any new students into our tenth through twelfth grades. Codman Academy Charter Public School's application for admission is primarily made available online through the SchoolMint website. Interested families and students will be able to access the online application by typing in the URL directly (bostoncharterschools.schoolmint.net), or by linking to the application from Codman Academy Charter Public School's website (www.codmanacademy.org). Eligible applicants will be able to choose Codman Academy Charter Public School and/or a number of other Commonwealth Charter Schools to whom to send their application. Codman Academy Charter Public School does not charge an application fee for admission or use financial incentives to recruit students. Applicants must be a resident of Massachusetts to apply to for admission and to attend a charter school in Massachusetts.

The application for admission will also be available in physical copies in Codman Academy Charter Public School's main offices located at 637 Washington Street, Dorchester, MA 02124. Boston Public Schools Welcome Centers (locations throughout the city as described here: <http://www.bostonpublicschools.org/page/6539>) and other public meeting places. The application form includes all student information required by the charter school statute for the waitlist. All information requested in the application is not intended and will not be used to discriminate. Applications do not require submission of the applicant's social security number. The application includes a written notice with the approximate date of destruction and the right to receive a copy of the documents to be destroyed for applicants who are not admitted. Physical applications should be mailed via USPS or hand delivered to 637 Washington Street, Dorchester, MA 02124 or to any of the schools participating in the Boston Charter School Application. Applications will be available in multiple languages and will not be accepted by fax or email.

Students with diverse learning needs (including students who may have disabilities, require special education services, or are English Language learners) have the right to attend a charter school and to receive appropriate accommodations and support services. Information regarding the availability of services for students will be available, but not limited, to Codman Academy Charter Public School's outreach materials, the student handbook, and on the school's website (www.codmanacademy.org) This notice will be made available in the native language of the parents or guardians.

The deadline to apply is February 28th at 11:59 PM for the upcoming academic year. Codman Academy Charter Public School will give reasonable public notice, of at least one month, of the application deadline. Late applications submitted after the February 28th deadline will not be accepted and applicants will need to apply for the following school year.

Codman Academy 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 needs, proficiency in the English language or a foreign language, or prior academic achievement.

Codman Academy Charter Public School will not disclose student information unless permitted by law. As required by law, Codman Academy Charter Public School will provide the names and addresses of students to the Boston Public Schools, the Department of Elementary and Secondary Education, any other schools and school systems in which my student has previously been enrolled, any governmental departments, health or social service providers, or other offices whose activities

bear directly on the programs or services with which the student is provided at the receiving charter school. Also as required by law, (G.L. c. 71, § 89(g) and (n)) Codman Academy Charter Public School will provide the names and addresses to a third party mail house for mailings unless the parent requests that the school withhold their child's information. Furthermore, Codman Academy Charter Public School may provide all allowable directory information (including student names and addresses) under 603 CMR 23.07(4)(a) to third parties unless the parent requests that the school withhold their child's information. Parents wishing to request that their child's directory information be withheld will have the opportunity to do so upon matriculation.

Application Process

The enrollment process begins in September with information sessions, distribution of applications, and online publishing of the application. Public notice of the February 28th deadline is given at least one month in advance.

The information collected on the application is used to determine eligibility for enrollment and to collect general information. It is not used to discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in the English language or a foreign language, or prior academic achievement. Codman Academy Charter Public School has and will implement a Student Recruitment and Retention Plan as outlined in M.G.L. Chapter 71, Section 89(f); CMR 603 1.05(f).

Codman Academy Charter Public School will determine the number of available seats prior to each lottery. In cases where there are fewer spaces than eligible applications, students shall be accepted for admission by a lottery process. The application process concludes with a publicly held lottery to allocate available slots to applicants in the Kindergarten I (four years old by September 1) and ninth grade, any available openings in other grades or on the waiting lists of the fully enrolled Kindergarten II through eighth grades. Codman Academy Charter Public School will give at least one week notice prior to each enrollment lottery.

Codman Academy Charter Public School does not require potential students or their families to attend interviews or informational meetings as a condition of enrollment. In addition, we do not administer tests to potential applicants or predicate acceptance for admission on results from any test of ability or achievement.

Eligibility Criteria

Enrollment is conditional upon:

- Applicants must be a resident of Massachusetts to apply for admission and to attend Codman Academy Charter Public School.
- Proof of residency. Which is defined as submission of any of the following documents: copy of a deed or lease, a utility bill dated within the past 60 days, W2 form, excise tax bill, property tax bill, or letter from approved government agency. Homeless students are exempt from proof of residency requirements.
- Applicant has successfully completed the grade preceding the grade to which he or she seeks admission;
- Applicants for grade Kindergarten I must be four years old by September 1 of the applying academic year. Applicants for grade Kindergarten II must be five years of age by September 1 of the applying academic year.

Enrollment Consequences

Enrollment offers may be rescinded for any of the following reasons:

- Applicant fails to adequately complete the grade preceding the grade to which he or she seeks admission.
- Applicant applies to a grade in which they are two or more years removed from completing.
- Applicant for grade Kindergarten I and Kindergarten II does not meet the age requirement outlined in the *Eligibility Criteria*.
- The family of the applicant fails to provide proof of sibling status in the form of a birth certificate, legal document, or other medical records that may confirm sibling status.
- The family cannot be reached by telephone or mail in the allotted time and has failed to provide the school with a forwarding address in case of a move or a valid phone number.
- The student fails to attend school for ten days from when they are expected to start attending, in accordance with Codman Academy Charter Public School's attendance policy.

Grade retention policy:

If a student on the waiting list or a student who was offered admission is retained and informs the school that he/she will be repeating his/her present grade, the student will be removed from the waiting list or the offer of admission will be rescinded. If the student wishes to attend Codman Academy Charter Public School at a later date, they must re-apply to enter the Lottery for the appropriate grade level through a future enrollment process.

Lottery Procedures and Preferences

Codman Academy Charter Public School 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. Reasonable public notice will be given at least one week prior each enrollment lottery. If there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process. This process is separate and unique from the Boston Public School District and the lotteries being held by the other charter schools participating in the Boston Charter School Application.

Codman Academy Charter Public School will determine the number of spaces available each year by grade level. If the number of student applicants for a particular grade, who satisfy the eligibility criteria for that grade, exceeds the space available, an independent public lottery will be held to allocate slots to applicants. Codman Academy may host an electronic lottery in the place of the live version above.

Students for whom enrollment at Codman Academy Charter Public School would cause the sending district to exceed the tuition cap may not be offered admission but will remain on the waiting list. In cases where the enrollment of a student who is a sibling of a student already attending Codman Academy Charter Public 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 offered admission and the state will provide tuition for the sibling, subject to appropriation. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).

The lottery will be administered in public at 6 Norfolk St., Boston, MA, 02124 by a neutral party not affiliated with Codman Academy Charter Public School to guarantee impartiality. Upon the time when the lottery is conducted electronically, a neutral party shall certify that the process is fair and that selection is random. All applicants will be entered into the lottery and will be randomly drawn or a random ranking will be electronically determined. Applicants will be offered admission based on the number of seats available at each grade. Preference at the time an offer of admission is made will be given first to applicants who have a sibling(s) already attending Codman Academy Charter Public School and then to applicants residing in Boston. The names of students not offered admission will be placed on the waitlist in the order their names are selected. The waitlist will expire after February

15. All applicants, not offered admission before February 15, will need to submit a new application for the following year if they remain interested in being admitted to the school. All applicants selected by lottery will be notified by mail, and waiting list applicants will be informed of their status and rank by mail.

If the principal enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated if a waiting list does not exist and the required lottery process is strictly followed, including public notification and deadlines.

Sibling Preference Provision

The charter school law, M.G.L. c.71, s. 89, has a sibling preference provision that gives siblings of attending students preference over non-siblings in enrollment. Therefore, if the sibling (resident or non-resident of the City of Boston) of a student already attending the school in the year of application applies to the school during the enrollment period, then that applicant has enrollment preference over existing non-sibling applicants. This preference applies to sibling applicants of students who are due to graduate at the end of the school year in which the lottery is held in addition to sibling applicants of students enrolled in grade Kindergarten I through twelfth grades (provided that the attending student continues to attend at the time an offer of admission is made). If multiple siblings (twins or otherwise) enter the lottery and one sibling is admitted, that admitted student's sibling will receive enrollment preference when the admitted sibling has completed one full day of school at Codman Academy Charter Public School. It is necessary for all applicants to the school, whether or not they have siblings enrolled, to participate in the lottery so that all students receive an official rank in the lottery.

If no space is available in the grade to which a sibling applies at that time, the student will be placed on the waiting list. In either case, he or she will have preference over waiting list candidates who are not siblings of attending students. Siblings of attending students are not guaranteed a place in their respective grade, but are guaranteed preference over non-siblings if a space opens in that grade.

In the event that, for a particular grade, there is more than one sibling of attending students or students selected in the lottery, then they will be ranked in terms of sibling preference in the order their names were drawn in the lottery. At the time an offer of admission is made, siblings must provide proof of their common biological parent (through birth certificates from both siblings, paternity order from a court, etc.) OR proof of a legal adoption to receive the sibling preference.

Annual Wait List Policy

Codman Academy Charter Public School will keep accurate records of the waitlist, which contains 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 did not gain admission. This annual wait list does not carry forward year to year. Codman Academy Charter Public School will maintain waitlists only for the school year for which the students sought admission.

Codman Academy Charter Public School shall place the names of students not offered admission following a lottery on the waitlist in the order their names are selected. The following preferences for admission will be taken into account, which may change over time:

- Siblings,
- Residents of the City of Boston,
- Non-residents of the City of Boston.

If a student stops attending Codman Academy Charter Public School or declines admission, the next available student on the waitlist for that grade will be offered admission until the vacant seat is filled up until February 15th of the academic year. If a slot becomes available in grades Kindergarten I

through nine, waiting list candidates will be offered the position by telephone first and then in the mail. Letters are sent the day the call is made. It is the responsibility of the family to ensure that the school has up-to-date contact information.

Candidates who are unreachable by mail or telephone longer than five days will relinquish their position, which will be offered to the next applicant on the waiting list. Depending upon the date that the position is offered, waiting list candidates will have a set amount of time from the time they are offered the position to accept or decline the offer. From March through July, candidates have 5 days to respond. From August on, candidates have 72 hours to respond. If the student declines the offer, he or she will be permanently removed from the waiting list. Waiting list candidates who decline an offer will not be placed at the bottom of the waiting list. Additionally, if a student declines an offer of admission, but wishes to attend Codman Academy Charter Public School at a later date, he or she must apply through a future enrollment process.

No student may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process. Codman Academy Charter Public School must exhaust the initial waitlist prior to holding additional lotteries for the purpose of accepting additional applications for grades where a waitlist has already been established. The total number of students attending Codman Academy Charter Public School cannot exceed the total number of students reported in the school's pre enrollment submission to the Department in the previous spring in accordance with 603 CMR 1.08(5).

Opening when school is not in session:

If a space becomes available after the last day of school and before the start of the school year when school is not in session, the slot will be offered to the first candidate on the waiting list for enrollment at the beginning of the school year.

Opening after school year has begun for grades Kindergarten I through nine:

If a slot becomes available once the school year has begun, but before February 15th, the school will offer the position to the first candidate on the waiting list for immediate enrollment. If a space becomes available on or after February 15th, the school will not offer the position for enrollment.

Tenth through twelfth grade policy:

The school does not accept additional students into the tenth, eleventh, and twelfth grades either for slots in the classes or for positions on the waiting list. Therefore, the school does not maintain a waiting list for the tenth through twelfth grades, and the school will not admit additional students to those classes, even if enrolled students leave the school. Further, no sibling exceptions will be made to this rule for tenth through twelfth grade students.

Enrollment Procedures

All children who are accepted for enrollment, either directly through the lottery or off the waiting list, will be asked, but not required, to complete a questionnaire that provides the school with pertinent contact information, school background information, and other data. All students will be encouraged to provide evidence in the form of permanent transcripts that they will complete their current grade by August and encouraged to take an assessment exam in the summer to determine possible required participation in summer school or appropriate grade placement. In addition, enrolled students and/or parents/guardians are encouraged to submit a permanent record release form and required medical forms, sign the Family Accountability Contract, and attend the orientation sessions. Families must submit proof of Boston residency. Codman Academy Charter Public School reserves the right to verify an applicant's address (except in the case of homeless students) by requesting any of the following documents: copy of a deed or lease, a utility bill dated within the past 60 days, W-2 form, excise tax bill, property tax bill, or letter from approved government agency.

Admitted student grade retention policy:

Once a student has been offered a seat at Codman Academy Charter Public School, the school may complete diagnostic testing to place the child in the proper grade. Ultimately, Codman Academy Charter Public School reserves the right to make a decision if retention is appropriate when entering CACPS. A student applying to enter the eighth grade, for example, may be placed in seventh grade. Decisions on grade placement will be made up to the end of September or the end of the student's first month at Codman Academy Charter public school.