



Community Charter School of Cambridge Enrollment Policy

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www.ccscambridge.org

A. INTRODUCTION

Community Charter School of Cambridge (CCSC) welcomes applications from all students who are residents of Massachusetts at the time of application. Applicants must remain residents of Massachusetts in order to attend the school. CCSC serves students in grades six through twelve, and enrolls new students in grades 6 through 9 only. Every year, the school will determine the number of spaces available in each grade based on the capacity in that grade and the anticipated number of returning students. The school will make a lottery application available via the school's website and at the front desk. CCSC's enrollment process is not integrated with that of the Cambridge Public Schools district.

B. ENROLLMENT ELIGIBILITY CRITERIA

Enrollment at CCSC is non-discriminatory and open to students entering grades 6, 7, 8 and 9 who are Massachusetts residents at the time of application, and who remain Massachusetts residents while attending CCSC. There are two criteria for students to be eligible for enrollment:

1. It is required that families provide proof of residency by providing one of the following documents at the time they submit the application:
 - a. A utility bill dated within the past 60 days. Examples of acceptable utility bills include a telephone, gas, electric or cable bill, and exclude mobile phone bills.
 - b. A water bill or mortgage statement dated within the past 60 days
 - c. A rental/lease agreement valid at the date of application.

Should a family fail to provide proof of residency or should it be determined that a family has provided false information of residency, the application will be void, the offer of enrollment will be revoked, and/or the student will be unenrolled.

Applicants who are homeless are eligible to apply for admission, and their applications shall receive treatment equal to all other applications. The definition of applicants who are homeless shall be in accordance with the McKinney-Vento Homeless Assistance Act; to include applicants who are living in transitional shelters or motels, sharing the housing of other persons due to economic hardship, etc. For the purpose of establishing preference for admission based on residency, CCSC will collect proof of current or temporary residence from students who may be considered homeless on a case-by- case basis.

2. Prior to the first day of school the year of enrollment, the student must have successfully completed the grade preceding the grade to which they seek admission. Families who do not provide evidence of the student's successful completion of the previous grade will be notified at the phone number and mailing address as indicated on their original application and registration package, and their offer of enrollment will be revoked.

CCSC does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement. Accepted students, however, are assigned to a specific grade only after



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completing a grade level assessment. Not all students will be granted a seat in the grade to which they applied. Accepted students maintain their seat at CCSC regardless of grade level assignment.

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. This information will be available with the lottery application, the initial offer of admission paperwork, outreach materials, school website and the student handbook.

CCSC does 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 the English language or a foreign language, or prior academic achievement when recruiting or admitting students. All information requested in the registration package, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate.

While all applicants and their parents/guardians are strongly encouraged to attend an Open House to understand CCSC's mission, CCSC does not require potential students or their families to attend interviews or informational meetings as a condition of application, admission or attendance. CCSC does not charge an application fee for admission or use financial incentives to recruit students.

C. APPLICATION AND LOTTERY PROCESS

CCSC begins accepting applications each fall for the following school year. CCSC 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 15th of each year. All deadlines for submission of lottery applications will be advertised at least one month in advance of the application deadlines. The school will accept applications up to one week before the lottery date. One week notice will be given prior to each enrollment lottery. A completed, legible lottery application and proof of residence is required in order to enter a student into the lottery process. In the event that the school receives applications for enrollment after the published deadline, those applications will be held at the school office and included in the next published lottery, if required. CCSC must exhaust the initial waitlist for any grade established by the principal lottery prior to holding additional lotteries. All applicants must be residents of Massachusetts at the time of application, and must remain Massachusetts residents in order to attend CCSC. Reasonable proof of current residency or sibling status is required at the time an offer of admission is made.

In accordance with CCSC's charter and Massachusetts Charter School Law, applicants are admitted in the following order of preference:

1. Massachusetts residents with siblings currently attending CCSC. Eligible siblings are children who share a common parent, either biologically or through adoption, with a student enrolled at CCSC, and who reside in the state of Massachusetts as of the application deadline and

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throughout their enrollment at CCSC. Children who live in the same household but do not share a common biological or adoptive parent are not considered siblings for the purpose of the lottery. A student is defined as “currently in attendance” after they have attended at least one full day of school at CCSC and remains enrolled in CCSC.

2. Cambridge residents: Applicants whose residence is within the Cambridge city limits as of the application deadline.
3. All other Massachusetts residents: Applicants whose residence is outside the Cambridge city limits, but in the state of Massachusetts as of the application deadline. At this time, the Massachusetts Board of Elementary and Secondary Education (BESE) has limited enrollment at CCSC to Cambridge residents or siblings of students currently enrolled until the percentage of Cambridge residents attending the school meets or exceeds 80 percent of total students at the school. CCSC encourages families who do not reside in Cambridge and whose children do not have siblings currently enrolled at CCSC to stay active on our waitlist, and to update us if your address or other contact information changes. If the enrollment limitations described above change, we will notify you.

If fewer students have entered the lottery by the declared lottery date than there are spaces available, those students who have completed the application will be automatically offered a seat in the school. In cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process. If the principal enrollment process fails to fill available admission spaces, the school will conduct additional enrollment processes for each grade, as necessary, until full enrollment in that grade is reached provided such processes are fair and open and that the school gives reasonable public notice at least one month prior to the application deadline. All required lottery processes will be strictly followed for each lottery that is held. As spaces become available during the school year, a 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). CCSC uses a computerized random number generator to draw a unique lottery ID number for each applicant. After the randomly generated rank order has been established for all applicants in each grade, preference for admission will be applied. Only siblings of currently attending students and applicants that reside in Cambridge will be offered admission, until the enrollment condition placed by BESE has been met. All other applicants will be placed on the waitlist in accordance with the school’s waitlist policy. Parents/guardians are welcome to contact the school to be informed of their child’s lottery ID number one business day before the lottery.

The lottery is conducted in public in room 235 of the building at 245 Bent Street, Cambridge, MA 02141. The lottery will be conducted electronically, and a neutral party shall certify that the process is fair and that selection is random. All applicants being offered admission will be notified by mail and/or email and/or by phone. From January 1st through June 30th, parents/guardians must accept offers of admission in writing within two weeks (14 days) of the notification date. Students offered admission after June 30th



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have one week (7 days) from the notification date to accept the seat. The school will be in contact with families by phone, mail and email between the date of notification and the acceptance deadline to remind families that an enrollment offer was sent to their home address. Failure to accept enrollment by the acceptance deadline will lead to the space being offered to the next applicant on the waitlist. Reasonable proof of current residency or sibling status is necessary at the time an offer of admission is made.

Students must attend school within the first ten days of their anticipated start date (e.g., the first day of school) in accordance with the school's attendance policy. If they do not, the school removes the child from the list of accepted students and begins drawing from the waitlist. At this point, the student is taken off of the waitlist and has no further special standing. The student must apply again in a future application cycle if the family wishes to be considered again for enrollment.

Those students for whom enrollment in the school would cause the sending district to exceed the tuition cap or does not meet the requirement set forth by BESE may not be offered admission, but will remain on the waiting list. Students for whom the tuition cap applies, but who are siblings of students currently in attendance at the school, may be enrolled and have their tuition paid by the state, subject to appropriation.

D. WAITLIST POLICY

If the number of applicants for a particular grade, who satisfy eligibility criteria for that grade, exceeds the space available, such applicants will be placed on a grade-level waitlist in the sequence of their randomly generated lottery rank number (taking into account sibling and resident preference, both of which may change over time.) Due to BESE imposed enrollment limitations, all students who are not Cambridge residents or siblings of currently enrolled students may remain on the waitlist while Cambridge residents and siblings of currently enrolled students may remain eligible for admission.

If a student withdraws from CCSC or declines admission, the first eligible student on the waitlist for that grade will be offered the seat by telephone or in writing, as in the lottery process above. From January 1st through June 30th, parents/guardians must accept enrollment in writing within two weeks (14 days) of the notification date. Students admitted after June 30th have one week (7 days) from the notification date to accept the seat. No student will 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. If the admitted student declines or does not respond to an enrollment offer within the stated deadline, they will be removed permanently from the waiting list and would need to reapply for admission if they wish to attend CCSC in the future. The waiting list is not retained each year. If a student who has withdrawn from CCSC wishes to return to CCSC, they must reapply for admission.



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CCSC will keep accurate records of the waitlist containing the names (first, middle, last), dates of birth, cities or towns of residence, grade levels, home addresses and telephone numbers of students who entered the lottery but did not gain admission.

E. BACKFILLING

If, after the school year begins, a student in grade 6, 7, 8 or 9 stops attending the school for any reason, the school will attempt to fill vacant seats up to February 15th. Any vacancies not filled after February 15th move into the subsequent grade, if such grade is not grade 10, 11 or 12. Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt from this provision. The school shall maintain the waitlist only for the school year for which the students applied. After February 15th of a given application cycle, all applications on the waitlist are void. Students who wish consideration for the following year need to re-apply and re-enter the lottery process.

F. RETURNING STUDENTS

Students who are already enrolled at CCSC do not need to re-apply or re-register. Should an enrolled student fail to attend school, policies and procedures pertaining to attendance will be applied.

G. DISCLOSURE OF STUDENT INFORMATION

Community Charter School of Cambridge will have and implement a student recruitment and retention plan as outlined in M.G.L Chapter 71, Section 89(f); CMR 603 1.05(f). CCSC respects the privacy of its students and families and will not release student information to third parties unless required by law to do so. In accordance with Statute M.G.L. Chapter 71, Section 89(g), CCSC will release its mailing list to a state-approved third party mailing house at the request of CCSC's host cities' school districts, unless the parent requests that the school withhold their child's information. Parents can submit this request by emailing enrollment@ccscambridge.org or by calling the school at 617-354-0047. This information is also provided in the student and family handbook.

H. Growth Plan

As of February 27, 2017, the Board of Elementary and Secondary Education has limited new enrollment at CCSC to residents of Cambridge and to siblings of students currently attending. At this time, students that apply for admission to CCSC or who are on a waitlist for admission and reside outside of Cambridge and who do not have a sibling currently attending the school **will not be offered admission** to CCSC. Due to the requirements of the charter school statute, The Board of Elementary and Secondary Education has imposed this limit on enrollment until the percentage of Cambridge residents attending CCSC meets or exceeds 80 percent of total students at the school. If the enrollment limitations described above change, we will notify you.

CCSC encourages families who do not reside in Cambridge and whose children do not have siblings currently enrolled at CCSC to stay active on our waitlist, and to update us if your address or other contact information changes.



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CCSC will not admit students in excess of the school’s approved maximum enrollment and the growth plan specified as a material term of the school’s amended charter. The total number of students attending a charter school in a given school year cannot exceed the total number of students in the school’s pre-enrollment report submitted to the Department in the previous spring in accordance with 603 CMR 1.08(5).

Grades	FY18	FY19	FY20	FY21	FY22	FY23
6	37	45	45	45	45	60
7	65	62	65	64	63	60
8	62	65	65	65	64	63
9	46	62	65	65	65	64
10	50	43	58	61	61	61
11	54	47	41	55	57	57
12	51	51	44	38	51	54
Total	365	375	383	393	407	420

The above figures are projections which are subject to change based on natural enrollment fluctuations that may occur (e.g., retentions). Grades that are shaded in green are subject to backfilling any vacancies that may occur up to February 15th.