



Community Charter School of Cambridge Enrollment Policy

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245 Bent Street
Cambridge, MA 02141
www.ccscambridge.org

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.

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 gas bill, an electricity bill, a cable bill, water bill or mortgage statement, or 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. Proof of residency is waived in the case of homelessness.
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 he or she seeks 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 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, enrollment paperwork, outreach materials, school website and the student handbook.

CCSC does not discriminate on the basis of race, color, national origin, creed, 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



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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 or enrollment. CCSC does not use financial incentives to recruit students.

APPLICATION 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. 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 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 s(he) has 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. Due to state imposed caps that limit the number of students from Boston, students may remain on the waitlist from Boston while other students remain eligible for admission.



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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. The school will conduct additional enrollment processes for each grade, as necessary, until full enrollment in that grade is reached. 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. 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 202 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 selected to CCSC will be notified by mail or by phone. Parents/guardians must accept enrollment in writing within two weeks of the notification date. The school will be in contact with families by phone 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.

Those students for whom enrollment in the school would cause the sending district to exceed the tuition cap 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.

Growth Plan

CCSC has state-imposed limitations on the number of students who can attend the charter school from a particular city or town. In particular, the school is limited to no more than 300 students from Cambridge overall. The school is also limited to taking no more than 20% of its students from Boston by FY2020. As of June 2015, since CCSC's student body is made up of more than 20% students from Boston, CCSC will be limiting our enrollment of new applicants who are residents of Boston to no more than 15% of the spaces available each year, with the exception of siblings of a student currently attending CCSC. This means that Boston students may remain on the waitlist while other students remain eligible for admission, until there are no more than 20% resident students from Boston by FY20.

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) and the total number of students specified in the growth plan in the school's charter.



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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 number (taking into account sibling and resident preference.) Due to state imposed caps that limit the number of students from Boston, students may remain on the waitlist from Boston while other students remain eligible for admission.

If a student withdraws from CCSC or declines admission, the first student on the waitlist for that grade will be offered the seat by telephone or in writing, as in the lottery process above. 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, he or she 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.

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

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.

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.

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.