

LOWELL MIDDLESEX ACADEMY CHARTER SCHOOL ENROLLMENT POLICY

GENERAL STATEMENT

Lowell Middlesex Academy Charter School is a public high school (grades 9 through 12) catering to students who have left school prior to graduation and those at risk of dropping out. A high school, Lowell Middlesex Academy Charter School enrolls students between 16 to 21 years of age 603 CMR 1.05(12).

Individuals interested in attending Lowell Middlesex Academy Charter School complete an enrollment application and may attend an optional informational interview session (that does not influence enrollment process) at Lowell Middlesex Academy Charter School. Lowell Middlesex Academy Charter School admits students three times a year before the start of each trimester in August, November, and March.

All applicants are 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. 603 CMR 1.05(4).

Information regarding the availability of services is presented in Lowell Middlesex Academy Charter School outreach materials, the student handbook, and on the school's website. 603 CMR 1.05(4).

Lowell Middlesex Academy Charter School does not use financial incentives to recruit students. 603 CMR 1.05(3)(a).

Lowell Middlesex Academy Charter School's student recruitment and retention plan as outlined in G.L c. 71, § 89(f) and CMR 603 1.05(1) is found on the Lowell Middlesex Academy Charter School website, on file with the Department of Education and included in the Lowell Middlesex Academy Charter School Annual Report.

The school does not require potential students or their families to attend interviews or informational meetings as a condition of application or enrollment. 603 CMR 1.05(3)(a). The school does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement. 603 CMR 1.05(3)(a).

APPLICATION PROCESS

Lowell Middlesex Academy Charter School is committed to ensuring that all of its 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, athletic performance, special needs, proficiency in the English language or in a foreign language, or prior academic achievement when recruiting or admitting students. 603 CMR 1.05(6). Eligible applicants must be residents of Massachusetts to apply, to enroll and to attend a MA charter school. G.L.c. 71, §89(ff).

Lowell Middlesex Academy Charter School advertises application and enrollment processes through the Middlesex Community College mailings to every household in the region and by connecting with various individuals in the community, such as school counselors, probation officers, and other human service providers. Public notice and advertising for each enrollment process begins at least one month in advance of the application deadline. The deadline for submitting applications will be one week prior to the lottery. Distributed application and enrollment materials announce that applications are being accepted for the upcoming term, the specific application deadline for each enrollment process and the lottery dates, time and location. Applications can either be mailed to individuals by calling the school or picked up at Lowell Middlesex Academy Charter School at 67 Middle Street, Lowell MA 01852.

Interested students apply for admission by completing an application and may attend an optional informational interview with the Director and Assistant Director and/or other school personnel. This interview shall not be designed, intended or used to discriminate and will have no impact on the enrollment process. Students who have begun, but who have not completed, the application process will be notified by mail, and will not be considered eligible for admission until the application and enrollment period following their completion of the application process. Applications received after the deadline will be considered eligible during the next application and enrollment period.

LOTTERY PROCESS

In cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process. 603 CMR 1.05(6)(a) and (c).

After submitting a complete application (603 CMR 1.05(3)(a), the interested student's name will be entered in a lottery that will determine his/her position on the school's waiting list. Application deadlines will not be set and enrollment lotteries for student admission for the upcoming school year will not be held 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).

Lowell Middlesex Academy Charter School's lottery is open to the public and conducted on a regular basis before the start of each term. At least one month's notice will be given for all application deadlines and lotteries. 603 CMR 1.05(5). Public notice is given at least one week prior to each enrollment lottery. 603 CMR 1.05(9).

- Prior to drawing names, the number of openings in the school is announced. Lowell Middlesex Academy Charter School will determine the number of spaces available each year by grade level. 603 CMR 1.05 (10)(c).
- Each lottery is conducted in public at Lowell Middlesex Academy Charter School, 67 Middle Street, Lowell Massachusetts, 01852. 603 CMR 1.05(9).
- A neutral person with no connection to Lowell Middlesex Academy Charter School draws the lottery. 603 CMR 1.05(9).
- If the lottery will be conducted electronically, and, if so, a neutral party shall certify that the process is fair and that selection is random. 603 CMR 1.05(9).

Applications are sorted into three groups: siblings of students currently in attendance from any Massachusetts city or town; residents of Lowell, and non-residents of Lowell. The lottery for siblings is conducted first, then residents, and then non-residents. Siblings of students who attend the school at the time an offer of admission is made, must provide reasonable proof that they are siblings and then are given preference for admission over

non-siblings. 603 CMR 1.05(6)(b). Siblings are students who have a common parent, either biologically or legally through adoption. 603 CMR 1.02.

- Siblings of students currently in attendance will always receive preference for admission over resident students.
- Residents of Lowell are given preference for admission over non-resident students. With the exception of homeless students, reasonable proof of current residency (drivers license or utility bill) is required at the time an offer of admission is made. G.L. c. 71, § 89(m); 603 CMR 1.05(6)(b).
- In cases where the enrollment of a student, who is not a sibling of another currently enrolled student, from the waitlist would exceed the district charter tuition cap, the student will be skipped but kept on the waitlist. In cases where the enrollment of a student in and of itself who is a sibling of a student currently attending a charter school would exceed the district charter school tuition cap, the sibling may be enrolled and the Commonwealth of Massachusetts will provide tuition for the sibling, subject to appropriation. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).

WAITING LIST

- **LOWELL MIDDLESEX ACADEMY CHARTER SCHOOL** shall place the names of students not selected in an enrollment lottery on a waitlist in the order the names were selected. 603 CMR 1.05(10). When admitting students off a waitlist, will take into account current sibling and resident preferences.
- If the principal enrollment process fails to fill the available admission spaces, Lowell Middlesex Academy Charter 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).
- When an opening is available, students and/or parents are notified by

phone and by mail and given a one-week deadline to respond. If they do not respond by the deadline, that student will be taken off the waitlist and need to re-apply for admission. Lowell Middlesex Academy Charter School moves to the next person on the waiting list.

- If a student stops attending the charter school or declines admission, the next available student on the waitlist for that grade, taking into account the current status of enrollment preferences, will be offered admission until the vacant seat is filled. G.L. c. 71, § 89(n).
- No student may be admitted ahead of other eligible students who were previously placed on a waitlist 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).
- Lowell Middlesex Academy Charter School shall maintain a waitlist only for the school year for which the students applied, provided that a charter school may choose to maintain any waitlists that were established prior to March 31, 2014 until such waitlists are exhausted. 603 CMR 1.05(10)(a).
- Lowell Middlesex Academy Charter School will keep accurate records of its waitlist containing students' names (first, middle, last), dates of birth, cities or towns of residence, and grade levels for students who entered the lottery but did not gain admission. 603 CMR 1.05(10)(a).
- In conformance with G.L. c. 71, § 89, Lowell Middlesex Academy Charter School shall, when a student stops attending the school for any reason, fill vacant seats up to February 15, excluding seats in the last half of the grades offered and grades 10, 11, and 12. If a school has an odd number of grades, more than half of grades offered shall be included in grades for which the school must fill vacant seats. 603 CMR 1.05(10)(c).
- Lowell Middlesex Academy Charter School's policy for students who have declined admission or withdrawn from the school states that such students would need to reapply for admission.

- A vacancy not filled after February 15 moves into the subsequent grade, to be filled the following September if such grade is not in the last half of the grades offered and is not grades 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. 603 CMR 1.05(10)(c).

LOWELL MIDDLESEX ACADEMY CHARTER SCHOOL' application does not require dual parent/guardian signatures.

LOWELL MIDDLESEX ACADEMY CHARTER SCHOOL does not require submission of the student's social security number.

Applications for admission must be submitted for approval with the draft enrollment policy. 603 CMR 1.05(3)(b).

The application form includes all student information required for every student:

- Student's names (first, middle, last);
- Dates of birth;
- Cities or towns of residence; and
- Grade levels of student.

Lowell Middlesex Academy Charter School 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." G.L. c. 71, § 89(m); 603 CMR 1.05(2).

All information requested in the application, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate. G.L. c. 71, § 89(m); 603 CMR 1.05(2).

ENROLLMENT

Students who have an enrollment slot are notified by mail of their status following the lottery and have one week from the letter date to accept or decline the spot. Once the spot is accepted every student must complete the process of enrollment to finalize the acceptance (which includes taking an assessment to determine academic placement, this test does not predicate enrollment, just academic placement. 603 CMR 1.05(3)(a).), or forfeit his or her place at Lowell Middlesex Academy Charter School. Additionally students must provide proof of Massachusetts residency (G.L. c. 71, § 89(ff)). Proof of residency includes a valid Massachusetts driver's license or a utility bill.

Lowell Middlesex Academy Charter School policy regarding disclosure of student information is consistent with FERPA. G.L. c. 71, §§ 89(g) and (n).

Parents have the right to consent or deny disclosure of student information under FERPA by signing a waiver provided in the student acceptance packet. G.L. c. 71, § 89(g).

Lowell Middlesex Academy Charter School will provide the names and addresses of students to a third party mail house for mailings unless the parent requests that the school withhold their child's information. G.L. c. 71, § 89(g); 603 CMR 1.05(6)(e).

The total number of students attending a Lowell Middlesex Academy 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.