



BOSTON COLLEGIATE CHARTER SCHOOL

Student Enrollment Policy

Boston Collegiate Charter School welcomes applications from all students who expect to enter grades five through ten in the fall. Applicants must be a resident of Massachusetts to apply for admission and to attend a charter school in Massachusetts.

Application Process

Boston Collegiate Charter School is participating in the Boston Charter School Application online application system with many other Boston-area Commonwealth Charter Schools. The 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 linking to the application from Boston Collegiate Charter School's website or the websites of other participating schools, or by directly visiting the website <https://bostoncharterschools.schoolmint.net/signin>. Eligible applicants will be able to choose Boston Collegiate Charter School and/or a number of other Commonwealth Charter Schools to whom to send their application for admission. At this time, Boston Collegiate Charter School's application process is not integrated with that of Boston Public Schools.

The application, both online and in hard copy, will be available in multiple languages to reflect the major language groups in Boston. Applications in hard copy will be made available upon request by contacting the Family Engagement Team at Boston Collegiate Charter School, 215 Sydney Street Dorchester, MA 02125.

The deadline for application for enrollment in the 2021-2022 school year is February 28, 2021 at 11:59 pm. Boston Collegiate Charter 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. Public notice of all application deadlines is given at least one month in advance. All applications are due by the deadline posted on the application and the school's website. Applications submitted or received after the deadline will not be considered for any reason, regardless of postmark.

The information collected on the application is used to determine eligibility for enrollment and to collect general information. Boston Collegiate Charter School does not discriminate on the basis of race, color, national origin, creed or religion, sex, ethnicity, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in the English language or a foreign language, or prior academic achievement. Boston Collegiate Charter School does not use financial incentives to recruit students. Boston Collegiate Charter School has a Recruitment and Retention Policy as outlined in G.L. c. 71 and 89(f) and CMR 603 1.05(1).



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All applicants and their parents/guardians are strongly encouraged, but not required, to attend a school information session and read the application and any accompanying materials prior to completing the application.

Upon completion of an online application, a confirmation email or text will be immediately sent by the online application, SchoolMint. Failure to receive the confirmation should indicate to families that the application was not successfully submitted. If an applicant's parent/guardian has not received such notification of an online application, the parent/guardian is advised to call the SchoolMint help line immediately for assistance at 855-957-3535. Inquiries regarding applications or confirmation texts/emails will not be accepted any later than the application deadline, regardless of the date of submission of the application.

All applicants are notified in writing via the application of the rights of students with diverse learning needs to attend Boston Collegiate 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 on the school's website, in the school's Student Handbook, and at all information sessions.

The application process concludes with a publicly held lottery to allocate available slots to applicants in the 5th grade or to seats that may become available in the 6th, 7th, 8th, 9th, or 10th grades. Boston Collegiate Charter School does not accept any new students into the 11th and 12th grades. Boston Collegiate Charter School will not admit students in excess of the school's approved maximum enrollment.

Eligibility Criteria

Enrollment eligibility in a specific grade is met if each of the following three criteria is met:

1. The family provides proof that the student is a resident of Massachusetts. The applicant must be a resident of Massachusetts to apply, enroll, and attend Boston Collegiate Charter School.
 - Proof of residency is defined as submission of any of the following documents: copy of a deed or lease, utility bill dated within the past 60 days, W-2 form, excise tax bill, property tax bill, letter from approved government agency, or government issued identification for parent/guardian.
 - A student who meets the definitions of McKinney-Vento as being homeless is considered eligible to apply regardless of residency documentation. Homeless students, however, must still provide reasonable proof of residency to receive an admission preference based on where they are currently living.
2. The student has successfully completed (or is expected to successfully complete) the grade preceding the grade to which he or she seeks admission.
 - The school can rescind an offer of enrollment if a child fails to adequately complete the grade at his/her sending school prior to the one he/she seeks for admission at Boston Collegiate Charter School. Once an offer has been



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rescinded, the applicant must reapply to enter the next lottery for the appropriate grade level.

- At the time of enrollment or not later than one week prior to the start of school, proof must be provided from the student's previous school showing successful completion of the previous grade level. Failure to do so will result in the offer for admission being retracted by Boston Collegiate Charter School.
3. At least one parent/guardian of the applicant has signed the application if a paper application is submitted (dual signatures are not required unless a court order indicates otherwise for an individual applicant).

Boston Collegiate Charter School does not require potential students or their families to attend interviews or informational meetings as a condition of enrollment. In addition, Boston Collegiate Charter School does not administer tests to potential applicants, nor does the school predicate enrollment on results from any test of ability or achievement. Boston Collegiate Charter School does not charge any fees to attend the school. Finally, Boston Collegiate Charter School does not require Social Security numbers to be submitted at any time.

Lottery Procedures and Preferences

Boston Collegiate Charter 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. Boston Collegiate Charter School will not set any principal application deadlines or hold any lotteries for student admission for the upcoming school year until after January 1st and shall conclude the principal enrollment process no later than March 15th of each year. Boston Collegiate Charter School will give at least one week notice prior to each enrollment lottery.

Preference will be given first to applicants who have siblings attending Boston Collegiate Charter School at the time an offer of admission is made, and then to applicants residing in Boston. Boston residents will receive a preference for admission over non-Boston residents. Reasonable proof of current residency and sibling status is required by Boston Collegiate at the time an offer of admission is made. Students for whom enrollment at Boston Collegiate Charter School would cause the sending district to exceed the tuition cap may not be offered admission but will remain on the waiting list. However, students to whom the above policy applies but who are also siblings of students currently in attendance at the school may have their tuition paid for by the state, subject to appropriation.

Homeless students will receive a residency preference based on the location of their current residence; if their current residence is located within the charter school's sending region, then they are entitled to a residency preference. The location of a student's prior permanent residence does not provide a residency preference for admission.



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The lottery will be administered electronically at 215 Sydney Street, Dorchester, MA 02125 or at 11 Mayhew Street, Dorchester, MA 02125. Random lottery numbers will be generated electronically by Boston Collegiate Charter School's student information system and assigned to each applicant. Prior to the lottery, a neutral party shall certify that the process is fair and that selection is random. Each year the school will determine the number of seats available for enrollment per grade in grades five through ten. Once students are selected for the open slots in each grade, the remaining applicants will be placed on a waiting list in the order in which their numbers were assigned, while also taking into account sibling, resident, and non-resident preferences.

All applicants selected by lottery to enroll at Boston Collegiate Charter School will be notified by email, text, or phone call. Waitlist applicants can check status and lottery position via updates to the school's posted waiting lists on the school's website.

If the principal enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated more than once or during the school year if a waiting list does not exist and the required lottery process is strictly followed, including public notification and deadlines. This is the only situation in which Boston Collegiate will hold subsequent lotteries and accept applications past the February 28th deadline.

In accordance with 603 CMR 1.08(5), the total number of students attending Boston Collegiate Charter School in a given school year cannot exceed the total number of students reported in the school's pre-enrollment submission to the Department in the previous spring.

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. Siblings are defined as students who have a common parent, either biologically or through adoption. Students receive sibling preference for admission at the time that an offer is being made by Boston Collegiate Charter School. The sibling preference only applies to sibling applicants of students currently enrolled at Boston Collegiate Charter School; there is no preference given to sibling applicants of Boston Collegiate Charter School alumni. Once the offer is made using the sibling preference, the offer will not be retracted if the sibling currently attending Boston Collegiate Charter School stops attending in the future, graduates, or does not return for the following school year.

The sibling preference also applies to sibling applicants of students who are due to graduate or leave the school at the end of the school year in which the lottery is held, even though the student is not planning to continue attending Boston Collegiate Charter School the following school year, provided that the student is currently enrolled at Boston Collegiate Charter School at the time that the offer is being made to the sibling applicant. For example, if the sibling applicant receives a sibling preference and is offered admission for the following school year between the time of the lottery and the last day of school, the offer will not be retracted when the current attending student graduates or does not return for the following school year, even if the sibling applicant has not attended yet. However, the sibling applicant will only receive



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preference for an offer of admission between the time of the lottery and the last day of their sibling's enrollment at Boston Collegiate Charter School. As soon as the enrolled sibling's enrollment ends, the applicant, if still on the waiting list, will no longer receive sibling preference and his/her waitlist position will be adjusted accordingly while also taking into consideration the original lottery order determinations.

If multiple siblings (twins or otherwise) enter the lottery and one sibling is admitted, that admitted student's sibling will receive enrollment preference on the waiting list when the admitted sibling has completed one full day of school at Boston Collegiate Charter School. Siblings of attending students are not guaranteed admission in their respective grade, but are guaranteed preference over non-siblings if a space opens in that grade. If a family declines the sibling seat, the applicant will be permanently removed from the waiting list for that school year, and the family must reapply for a seat in a future lottery in order for the sibling to be considered again for admission.

In the event that, for a particular grade, there is more than one sibling of attending students on the waiting list, then they will be positioned on the waiting list in the order in which their names were assigned in the principal lottery; the date on which Boston Collegiate Charter School receives notification of sibling status or formal proof of sibling status has no impact on the sibling applicant's position on the waiting list relative to the other sibling applicants. 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. If proof is not received at the time an offer of admission is made, the student will no longer receive sibling preference, and any offer for enrollment being made or that has already been made will be rescinded. If this happens, the student will be placed on the waiting list in accordance to their principal lottery rank order and will reflect that the applicant has a non-sibling preference on the waitlist list. The student may still have an opportunity to enroll in the future if an offer is made by Boston Collegiate Charter School later in the school year. The parent may also submit proof of sibling status at any time, and upon doing so the sibling on the waiting list will immediately be given priority over applicants on the waiting list who are non-siblings.

Residency Preference Provision

Residents of the city of Boston are given enrollment preference over non-residents of the city of Boston. Students receive residency preference for admission at the time that an offer is being made by Boston Collegiate Charter School; the student must be a resident of the city of Boston when the offer is made in order to receive this preference. Note that if a student applies for admission as a Boston resident but the student later moves out of the city of Boston before being offered a seat for admission, the student will no longer receive the residency preference and the student's waitlist position will be updated to reflect that the applicant has a non-residency preference on the waiting list in accordance with the student's original random lottery ranking. It is the responsibility of the applicant to notify the school of any contact information change so that the applicant's position on the waiting list can be adjusted accordingly.



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Once an offer is made using the residency preference, the offer will not be retracted if the student moves outside of the city of Boston as long as the student was a resident of the city of Boston when the offer is made and reasonable proof is provided, and as long as the student continues to be a resident of the state of Massachusetts. Additionally, once a student enrolls in Boston Collegiate Charter School, the student can still attend Boston Collegiate Charter School even if the student moves outside of Boston but continues to be a resident of the state of Massachusetts.

Reasonable proof of residency and, if applicable, proof of sibling status, are required prior to the student being offered admission. Boston Collegiate Charter 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, utility bill dated within the past 60 days, W-2 form, excise tax bill, property tax bill, letter from approved government agency, or parent/guardian government issued identification.

In order to receive residency preference, formal proof of residence must be provided to Boston Collegiate Charter School. Failure to provide formal proof of residence in the city of Boston at the time an offer for admission is being made will result in the student's waitlist position being updated to reflect that the applicant has a non-residency preference on the waiting list in accordance with the student's original random lottery ranking.

Enrollment Procedures

All students who are initially extended enrollment offers after the lottery must confirm by the end of the first week of April for an enrollment date in August. All students who are accepted for enrollment, either directly through the lottery or off the waiting list, will be required to complete all enrollment paperwork required by the school, including a questionnaire that provides the school with pertinent contact/health information, school background information, and other data.

Upon accepting an offer for enrollment, the student must attend Boston Collegiate Charter School within 10 school days. Failure to attend school within 10 school days will result in the student being withdrawn from Boston Collegiate Charter School, as is consistent with Boston Collegiate Charter School's withdrawal policy in its student handbook. In this case, the student would lose his/her spot at Boston Collegiate Charter School and would not be placed back on the waiting list for possible admission during that school year. The student must reapply for a seat in a future lottery in order to be considered again for admission.

Waiting List Policy

Boston Collegiate Charter School will keep accurate records of the waiting list with first, middle, and last names, home addresses, telephone numbers, birth dates, and grade levels of students who entered the lottery but did not gain admission.



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The waiting list is determined by the outcome of the principal lottery. Offers for admission will be made in the following order if the number of applicants during the application period exceeds the number of available spaces: siblings, residents of the City of Boston, and non-residents of the City of Boston. If a student stops attending the charter school or declines admission, the next available student on the waiting list 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 five through ten, waitlist candidates will be offered the position by telephone and/or email. Candidates who are offered admission must decide to accept or decline the offer for enrollment within three business days from the date of the initial phone call and/or email; upon failing to do so, the offer will no longer be valid and will instead be offered to the next candidate on the waiting list. If the applicant declines the offer, he/she will be permanently removed from the waiting list; waitlist candidates who decline an offer will not be placed at the bottom of the waiting list and must reapply in a future lottery if they wish to be considered for enrollment again. Candidates who are unreachable for longer than three business days from the date of the initial phone call and/or email will relinquish their position, and the vacant seat will instead be offered to the next applicant on the waiting list. It is the responsibility of the family to ensure that the school has up-to-date contact information.

Enrollment openings when school is not in session:

If a space becomes available during the summer 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 upcoming school year.

Enrollment opening after the school year has begun for grades five through ten:

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 spaces become available after February 15th, the school will not offer enrollment for additional seats during that school year. Any vacancy not filled after February 15th moves into the subsequent grade to be filled the following September if such grade is not in grades 10, 11, or 12 per 603 CMR 1.05(10)(c). Seats for students who have accepted an offer of admission in the school but have never attended are exempt from this provision.

Per 603 CMR 1:05, all waiting lists created on or after March 31st, 2014 will not roll over from year to year. All waiting lists will remain active from the date of lottery to February 15th of the following year, at which time they will expire. Families must reapply each year in order to secure a spot on any waiting list created. Previous years' waitlists will never be used to enroll new students; instead, new lotteries will be run each year for the following school year, and a new waiting list will be created each year for each grade level.

If the school cannot reach a waiting list family because the family has failed to notify the school about changes to contact information, the school will assume the waiting list family is no longer interested in remaining on the waiting list. In this case, the waitlist candidate will be permanently removed from the waiting list. Waitlist candidates who are removed from the waitlist must reapply in a future lottery if they wish to be considered for enrollment again.



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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. No student may be admitted ahead of another student who has a higher position on the waiting list or who has a higher sibling or resident preference. Siblings of attending students will receive sibling preference per the Sibling Preference Provision. Non-siblings will not be admitted before all siblings on the waiting list have been offered enrollment; and non-City of Boston residents will not be admitted before all City of Boston residents are offered enrollment except in cases where the non-City of Boston applicant has sibling preference.

Policy for grades eleven and twelve:

The school does not accept additional students into the 11th and 12th grades either for slots in these grades or for positions on a waiting list. Therefore, the school does not maintain a waiting list for grades eleven and twelve, and the school will not admit additional students to those classes, even if enrolled students in these grades leave the school. Further, no sibling exceptions will be made to this rule for students in grades eleven and twelve.

Withdrawal Policy:

Students who withdraw from Boston Collegiate Charter School must complete a withdrawal form or are unenrolled after 10 consecutive days of unexcused absences. If a student who has withdrawn would like to be readmitted to Boston Collegiate Charter School, they must reapply for admission via the regular application and lottery process.

Grade retention policy:

If a student on the waiting list 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 and must reapply to enter the lottery for the appropriate grade level.

Admitted student grade retention policy:

Once a student has been offered a seat at Boston Collegiate Charter School, the school may complete diagnostic testing to place the child in the proper grade. Ultimately, Boston Collegiate Charter School reserves the right to make a decision if retention is appropriate when entering BCCS. A student applying to enter the 8th grade, for example, may be placed into the 7th grade. Decisions on grade placement can be made until the end of September or until the end of the student's first month at Boston Collegiate Charter School.

Student Records

Release of student records generally requires consent of the parent/guardian or eligible student. The application currently requires families to consent to sharing educational and health records from the child's previous educational institutions. In addition, the Regulations provide certain exceptions. For example, staff members employed by or under contract to the school have access to records as needed to perform their duties. Boston Collegiate Charter School also releases a student's complete student record to authorized school personnel of a school to



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which a student seeks or intends to transfer without further notice to, or receipt of consent from, the eligible student or parent/ guardian.

Boston Collegiate Charter School will not disclose student information unless permitted by law. As required by law, Boston Collegiate Charter 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 the 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.

In addition, Boston Collegiate Charter School has a practice of releasing directory information consisting of the following: the student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of the members of athletic teams, class, participation in recognized activities and sports, honors and awards, and post-high school plans. In the event that a parent/guardian or eligible student objects to the release of any of the above information, the parent/guardian/eligible student may state that objection in writing to the school's Director of Family and Community Relations. Absent receipt of a written objection, the directory information will be released without further notice or consent. Disclosure of Student Information forms may be obtained from the school's Main Office.

With few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent/guardian having physical custody of a student under 18 years of age. Three notable exceptions are:

1. Directory Information – a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans.
2. Recruiting Information for the Armed Forces and Post-Secondary Educational Institutions – upon request from military recruiters and/or representatives of post-secondary educational institutions, Boston Collegiate Charter School will provide the name, address, and telephone listing for all secondary students.
3. Mail House Information – upon request of a school district, Boston Collegiate Charter School will release the names and addresses of students to a third party mail house, unless the parent/guardian or eligible student objects to such release.

If an eligible student and/or parent/guardian does not want Directory, Recruiting, or Mail House Information released, they must notify the Family Engagement team at Boston Collegiate Charter School, 215 Sydney Street Dorchester, MA 02125 in writing. Otherwise, said information will be released.

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



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origin, creed or religion, sex, ethnicity, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in the English language or a foreign language, or prior academic achievement. Any and 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.

Growth Plan

Maximum enrollment for Boston Collegiate Charter School is 700 students. There are no plans for student growth at this time.