

ROXBURY PREPARATORY CHARTER SCHOOL  
ENROLLMENT POLICY  
UPDATED DECEMBER 2016**Overview of Process**

Admission to Roxbury Preparatory Charter School (“Roxbury Prep”) is non-selective and non-discriminatory and is won by lottery. Roxbury Prep 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, prior academic achievement or homelessness. Roxbury Prep serves grades 5-12, up to 1,800 students. Roxbury Prep accepts new students for the 5<sup>th</sup> grade and 9<sup>th</sup> grade and will fill vacancies with new students in 6<sup>th</sup> through 8<sup>th</sup> grades. Roxbury Prep does not accept applications for Grades 10, 11 or 12.

The lottery is drawn according to the policies and procedures required for Commonwealth Charter Schools. Roxbury Prep 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.

Roxbury Prep will give reasonable public notice, of at least one month, of all application deadlines. Reasonable public notice will be given at least one week prior to each enrollment lottery. All applications will be due by February 28, 2019 by 11:59 pm. At the time of this policy, the enrollment process is not integrated with the Boston Public School District or the other Commonwealth charter schools using the Boston Charter School Application online application system. Students are notified of their draw within a week of the lottery, and a waiting list is maintained until February 15<sup>th</sup> of the following year.

**Initial Application Process**

Roxbury Prep has and implements a student recruitment and retention plan which can be found in the school’s annual report or by request. Roxbury Prep does not charge an application fee and no financial incentives are provided to applicants.

Roxbury Prep’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](http://bostoncharterschools.schoolmint.net)), or by linking to the application from Roxbury Prep’s website ([www.roxburyprep.org/enroll](http://www.roxburyprep.org/enroll)). Eligible applicants will be able to choose Roxbury Prep and/or a number of other Commonwealth Charter Schools to whom to send their application. Applicants must be a resident of Massachusetts to apply for admission and to attend a charter school in Massachusetts.

The application for admission will also be available in physical copies at each campus (campus addresses can be found at [www.roxburyprep.org](http://www.roxburyprep.org)), Boston Public Schools Welcome Centers (locations throughout the city as described here: <http://www.bostonpublicschools.org/page/6539> and other public meeting places. Physical applications should be mailed via USPS or hand delivered to Roxbury Prep Admissions, 206 Magnolia Street, Dorchester, MA 02121 or to any of the schools using the Boston Charter School Application. Applications will not be accepted by fax or email. If an applicant has already submitted an online application, a physical application is not required.

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 with diverse learning needs will be available in Roxbury Prep's outreach materials, in Roxbury Prep's Student and Family Handbook, and on the school's website at [www.roxburyprep.org](http://www.roxburyprep.org) in addition to other sources. This notice will be made available in the native language of the parents or guardians of all applicants.

The application, both online and in hard copy, will be available in multiple languages to reflect the major language groups in Boston.

Roxbury Prep begins the application process by accepting applications in the November prior to the enrollment year. The application consists of directory information only: student name, date of birth, gender, city or town of residence, home address, current school and grade, whether the student has a sibling attending a Roxbury Prep campus, and contact information for the student and family. In addition, families rank campus preference on the application. To the extent possible, students will be assigned to a campus based on sibling enrollment at a specific campus or based on the student preference indicated on the application. Campus assignment is at the discretion of Roxbury Preparatory Charter School and may be based on geographic proximity, student safety, or program delivery. Only one campus assignment is made per applicant. Waitlists are not maintained for specific campuses but rather for Roxbury Prep as a whole.

All information in the application is not intended and will not be used to discriminate. Information sessions, where students and families can visit Roxbury Prep campuses to learn more about the school and complete application forms, are held before the lottery is drawn. Attendance at these sessions is not a condition of enrollment, and the information sessions are advertised through various media.

### **Lottery Procedures**

The number of slots available in the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades is determined each year by the school; if there are fewer spaces than eligible applicants, a lottery will be held. The lottery will be separate and unique from the lotteries being held by the other charter schools participating in the Boston Charter School Application.

Applications must be received before February 28, 2019 by 11:59 pm. The Application gives families the opportunity to opt out of having their name publicly used, and a code is given in its place. The lottery is conducted electronically in public. A neutral party certifies that the process is fair and that the selection is random. The lottery will be held at Roxbury Prep Mission Hill Campus, 120 Fisher Avenue, Roxbury, MA 02120.

All lottery applicants' names are randomly ranked and assigned a number in the order that their application is ranked. Preference for admission will be applied after the lottery as described below in order of their lottery draw.

**Preference #1 – Siblings of currently enrolled students.** Sibling preference applies to a student (resident or non-resident) who has a sibling already in attendance at the school at the time an offer of admission is made. Sibling preference only applies to students who share a common parent through birth or legal adoption. At the time an offer of admission is made, sibling preference will be verified using reasonable means, including but not limited to birth certificate, adoption paperwork, or other proof of guardianship.

**Preference #2 – Residents of Boston.** City of Boston residential preference applies to a student who is a resident of Boston at the time an offer is made. An applicant’s resident status can change if he/she moves into or out of Boston. Residence will be verified using reasonable means as described in the Eligibility, Preferences and Exclusions section of this document.

**Preference #3 – Non-Residents of Boston.** Applicants who are residents of Massachusetts but are not residents of Boston will be offered seats only after Siblings and Residents of Boston have been offered admission. If an applicant is a non-resident but subsequently moves into Boston, he/she may submit proof of residency to receive Preference as a Resident of Boston.

Siblings of currently enrolled students are offered a position in the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> grade classes in order of their resulting draw. Remaining open spots are offered to residents of Boston in order of their resulting draw. Enrollment will be offered to non-residents sequentially in the order of their lottery draw. Students not offered admission via the lottery will create the waitlist, in the order their names were randomly ranked, while taking into consideration preference for admission.

Following the initial deadline, Roxbury Prep will continue to accept applications. These applications will be included in additional lotteries if necessary. In the case that the waitlist from the initial lottery is exhausted, Roxbury Prep will announce and hold a subsequent lottery, following all guidelines as set forth above. Roxbury Prep must exhaust the initial waitlist prior to using names from a subsequent lottery. No application received after the deadline will have preference over applicants in the initial lottery.

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.

### **Eligibility, Preferences, and Exclusions**

All applicants to Roxbury Prep must be a resident of Massachusetts at the time of application and to be eligible to attend a Massachusetts charter school. Students are asked to indicate a resident address on the application and provide one of the following documents at the time an offer of admission is made:

- A utility bill (not water or cell phone) dated within the past 60 days
- A deed, mortgage payment dated within the past 60 days, or property tax bill dated within the last year
- A current lease, Section 8 agreement, or landlord affidavit
- A W2 form dated within the year or a payroll stub dated within the past 60 days
- A bank or credit card statement dated within the past 60 days
- A letter from an approved government agency (*Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts letterhead*) dated within the past 60 days.

Homeless students will not be required to provide a proof of residency from the list above. In order to receive preference for admission based on residency, an alternative proof of residency will be required. Proving residence by homeless families will be handled on a case-by-case basis.

No applicants shall be required to submit a social security number or provide dual parent signatures.

The sibling(s) of a student selected during the lottery process receive sibling preference once the admitted sibling is officially in attendance at the school. The sibling(s) will then be admitted based on available openings.

If a sibling or Boston resident misses an application deadline, he/she needs to apply in the next round of applications (if another round is necessary to fill open seats). He/she does not gain entry into the school prior to those accepted in a previous lottery. Applications will not be processed unless an additional lottery is required.

If an applicant comes from a school district that will exceed the tuition cap determined by the Commonwealth by sending this student to Roxbury Prep, then that student may not be offered admission but will be placed on the waiting list. If that student is a sibling of a current Roxbury Prep student, however, then the state may pay that child's tuition, subject to appropriation. Students for whom the state is unable to pay tuition will be kept on the waiting list.

If an applicant fails to meet eligibility criteria (Massachusetts residency), the student will be notified of ineligibility and will forfeit his/her number in the lottery draw. If a student has not completed the prior grade at the time of enrollment, Roxbury Prep reserves the right to place him/her in the appropriate grade level as determined by the school.

### **Enrollment**

Applicants are notified of their lottery rank by mail, email or text message within a week of the drawing. Students offered a seat from the initial lottery through the last day of the school year, who wish to accept placement must accept the offer verbally, in writing, or in the electronic enrollment system and submit proof of residency within fifteen business days, as stated in the offer letter. To the extent possible, students are assigned to campuses based on sibling enrollment at a specific campus or based on the student preference indicated on the application. The school may also assign students to a specific campus for reasons of building accessibility or program delivery.

Students who decline placement or do not respond within fifteen business days of their offer, forfeit their chance to enroll. Their placement will be offered, in lottery order based on preference, to those on the waiting list. Students offered a seat from the last day of school through February 15<sup>th</sup> of the following school year will have ten business days to accept the offer verbally, in writing or in the electronic enrollment system and to submit proof of residency. All offers are made by mail, email or text message, and dates and deadlines will be clearly stated in the offer letter. Students who decline an offer of admission must reapply in a future enrollment cycle in order to be considered again for enrollment.

While incoming students and their families are strongly encouraged to visit the school, Roxbury Prep does not require potential students or their families to attend interviews or informational meetings as a condition of their application, admission and attendance, nor does the school administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement.

When a student in the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> or 9<sup>th</sup> grades stops attending Roxbury Prep for any reason, the school shall fill vacant seats with the next available student on the waiting list up to February 15<sup>th</sup>. If the vacancy is not filled during the school year, the vacancy will be moved into the next grade to be filled at the beginning of the following school year, unless that vacancy occurs in 9<sup>th</sup> grade. Vacancies in grades 10, 11 and 12 will not be filled.

A student who is withdrawn from the school must reapply for admission as documented in this enrollment policy.

**Waiting List Policy**

Students not admitted during the principal lottery are placed, in order of lottery draw, on a waiting list while taking into account sibling and resident preference. As students decline offers of admission or stop attending Roxbury Prep, their spots will be offered to students on the waiting list. No student will be admitted ahead of other eligible students on the waiting list unless said student is either a sibling of a currently enrolled student or a resident of Boston.

Students on the waiting list will be informed of an offer of admission by mail or email sent to the address on the application. The school shall maintain waitlists only for the school year for which the students applied. The school will keep accurate records of the waiting list containing the names (first, middle, last), dates of birth, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. It is the responsibility of the applicant to update Roxbury Prep with any changes in contact information. Sibling and resident preferences will be updated based on any change in contact information.

**Disclosure of Student Information**

Roxbury Prep will not disclose student information unless permitted by law. As required by law, Roxbury Prep 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. Also as required by law (G.L. c. 71, § 89(g) and (n)), Roxbury Prep will provide the names and addresses to a third party mail house for mailings unless the parent or guardian requests that the school withhold his/her child’s information.

Furthermore, Roxbury Prep may provide all allowable directory information (including student names and addresses) under 603 CMR 23.07(4)(a) to third parties unless the parent or guardian requests that the school withhold his/her child’s information. Parents wishing to request that their child’s directory information be withheld may indicate their request on the application or follow the process outlined in the Student and Family Handbook.

To opt out means that a parent, guardian or eligible student is denying permission for the school to share the family directory information with third parties.

**Growth Plan**

The table below reflects enrollment by grade for Roxbury Prep’s growth through 2020. The total number of students attending the school in a given school year will not 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. The figures provided are projections and are subject to changes that may occur due to managing enrollment based on natural fluctuations (e.g. retentions).

	16-17	17-18	18-19	19-20	20-21
5	248	248	248	248	248
6	248	248	248	248	248
7	248	248	248	248	248
8	248	248	248	248	248
9	248	248	248	248	248
10	125	220	220	220	220

11		105	180	180	180
12			100	160	160
Total	1365	1565	1740	1800	1800