



# Cape Cod Lighthouse Charter School

195 Route 137, E. Harwich, MA 02645

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## **Cape Cod Lighthouse Charter School Procedure for Admission to the 2020-2021 School Year**

### **School Mission Statement**

*Cape Cod Lighthouse Charter School seeks to provide a supportive and challenging learning environment for middle school students, where teachers foster intellectual development and academic achievement in an atmosphere that celebrates learning as a lifelong pleasure.*

*We appreciate and understand middle school-aged students. We enjoy the often undervalued creativity and intellectual potential of this age group. We strive to provide an emotionally safe and supportive community, encouraging students to develop their strengths and risk new growth, while pursuing an academically rigorous curriculum. Wherever possible, students learn through experience, allowing them to be engaged in the process of discovery and to see the practical applications of classroom lessons.*

*Looking beyond the walls of the classroom, we collaborate with local partners to utilize the unique natural and creative resources on Cape Cod, and reach out to global partners to broaden our cultural understanding and knowledge. Our graduates take with them the values of personal responsibility, consideration for others, respect for the environment, academic integrity, creative expression, and perseverance.*

### **General Notes**

Cape Cod Lighthouse Charter School is a public school, one of the original fourteen charter schools founded during the 1995-96 school year after the passage of the Massachusetts Education Reform Act. In accordance with state law when there are more applicants than there are seats available, charter schools must hold an impartial lottery to determine admissions. As mandated by state law, siblings of students (as defined below) currently attending CCLCS are given enrollment preference. The lottery is run in accordance with Massachusetts charter school law (see link from our web site under Governance). The Cape Cod Lighthouse Charter School does not discriminate on the basis of race, color, national origin, creed, ethnicity, sexual orientation, gender, 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.

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. Information regarding the availability of services is available in the student handbook and on the school website ([cclighthouseschool.org](http://cclighthouseschool.org)).

CCLCS does not use financial incentives to recruit students.

CCLCS does not provide transportation to and from school for any of its students in any of the towns served. We encourage and facilitate carpools for our families, and we work with the Cape Cod Regional Transit Authority to facilitate public transportation options to both the Upper Cape and Lower Cape. Some families have chosen to collaborate to hire private transport companies to bring their children to and from school. Families should feel free to contact school personnel to discuss any of these transportation options.

A copy of the School Recruitment and Retention plan is available for review on the school website. The school does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement.

### **Eligibility Criteria for Enrollment**

CCLCS enrolls students from throughout Cape Cod in sixth, seventh, and eighth grades. We welcome all Massachusetts residents who would choose to attend our school. Barnstable county residents have enrollment preference over other residents of Massachusetts. All applicants must be able to provide proof of residency. Acceptable proof of residency documents include: utility bill (not water or cell phone), a deed, mortgage payment dated within the past 60 days, a property tax bill dated within the last year, a current lease, section 8 agreement or landlord affidavit, a W2 form dated within the last year or a payroll stub dated within the last 60 days or a letter from an approved government agency dated within the last 60 days. In accordance with the McKinney-Vento Act, homeless students are exempt from this requirement.

Students must apply for the next grade in their educational sequence. Home schooled students must provide documentation to verify their grade level equivalent and apply for the next grade in their educational sequence. In the rare circumstance that a family believes that the next grade in the student's educational sequence is not the best option for the student, the family should alert the school's Executive Director of this belief. School staff will then work with the sending district to determine the most appropriate grade level application to submit for the student.

The school will determine the number of spaces available by grade level each year. The school's enrollment potential is limited by space and by charter school law. We invite interested families to apply, and we include all applicants in a grade-specific enrollment lottery. While the application process is more than one month long and is not selective, there are several steps in the process, all of which must be completed for an application to be accepted. It is the applicant family's responsibility to meet all deadlines in the admissions process.

In accordance with MGL, Ch 71, section 89, at the request of a school district from which a commonwealth charter school enrolls students, the charter school shall provide to a third party mail house the addresses for all students currently enrolled in the commonwealth charter school from the district; provided, however, that the information shall not be provided if a student's parent or guardian requests that the school withhold that student's information. Each district shall be permitted to supply a mailing to the third party mail house and pay for it to be copied and mailed to families of students from said district enrolled in the commonwealth charter school.

### **Open Houses**

Public Open Houses will be held on specified dates during the enrollment period. All prospective parents and students are highly encouraged, but not required, to attend. Open Houses include presentations by the director, teachers, parents and students, plus time to ask questions and tour the school. The school does not require potential students or their families to attend interviews or informational meetings as a condition of application or enrollment.

### **Enrollment Process**

#### **Applicants' Procedure**

1. Beginning in November of the year previous to desired entry, application forms may be obtained at the school (195 Route 137, East Harwich, MA) or from the school's web site ([www.cclighthousechool.org](http://www.cclighthousechool.org)). Applications are available in English, Portuguese and Russian, and will be translated into other languages upon request.
2. Applications must be completed and RECEIVED no later than the specified date prior to the lottery drawing. This date is clearly stated on the application form. Upon receipt of a completed application, the information will be entered into the school's Applicants database. The computer will assign an Applicant ID number that will be used as the lottery number.  
Notification of newly assigned lottery numbers will be mailed to applicant families each week.

3. CCLCS 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 will conclude its enrollment process no later than March 15 of each year. CCLCS will give public notice of at least one month of all application deadlines.

The names of students who entered the lottery but did not gain admission shall be maintained on a waitlist, which shall be forwarded to the Massachusetts Department of Elementary and Secondary Education (“the Department”) no later than March 15 in the year in which the lottery is held. In addition to the names of students, the school shall supply to the department each student's home address, telephone number, grade level and other information the department deems necessary. The department shall maintain a consolidated waitlist for each municipality in order to determine the number of individual students in each municipality seeking admission to charter schools.

Reasonable proof of residency, as described in the “Eligibility criteria” section of this policy, is required at the time an offer of admission is made. In accordance with the McKinney-Vento Act, homeless students are exempt from this requirement.

### **Enrollment Lotteries**

Prior to the enrollment process the school will determine the number of spaces available each year by grade level. In cases where there are fewer spaces than eligible applicants, students will be accepted for admission by a lottery process. Reasonable public notice of at least one week is given before each lottery drawing. The lottery drawings for each grade will be held on a specified date in January or February. The drawings will be held in the main meeting room at the school (room 123) at 195 Route 137 in Harwich and will be open to the public. All applicants, parents/guardians are welcome to attend, but it is not required and will not affect the outcome of the lottery in any way. To ensure privacy, only assigned lottery numbers will be used to refer to applicants. Lottery numbers will be read aloud from the database of eligible applicants. A randomized computer program will sort the numbers and display the order on a screen.

Siblings of currently enrolled students receive enrollment preference. Once automatic sibling applicants have been accounted for, applicant numbers occupying the available slots determined in advance of the lottery will be offered admission. Sibling applicants are not included in the random drawing unless the total number of sibling applicants is greater than the number of available openings, in which case there would be a lottery amongst the eligible sibling candidates. Adhering to the Massachusetts charter school statute (MGL c.71, s.89) charter schools must give enrollment preference to siblings of students currently attending CCLCS at the time an offer of admission is made over non-siblings. Siblings must fill out an application form and meet all application deadlines. Applicants whose assigned random numbers fall beyond the numbers of available slots will be ordered into a waiting list.

In the event the principal enrollment lottery process failed to produce an adequate number of enrolled students, the lottery process may be repeated, strictly following the lottery process including public notification and revised deadlines.

#### **SIBLING NOTES:**

**Stepchildren:** In order to qualify under the sibling rule, stepchildren must be legally adopted by the parent of a child already enrolled in the school. The parent must furnish proof (court documentation) that the stepchild is legally adopted.

**Blended Families:** Children from different families who reside in the same household do not count as siblings under the sibling rule.

**District Tuition Cap:** Siblings of currently attending students may be exempt from the district tuition cap that limits charter school enrollment.

Spaces are determined by the total number of seats available at each grade level. The total number of students attending a charter school in any 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).

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, subject to appropriation.

### **Notification**

On the next school day following the lottery, a communication will be sent to all applicants indicating the result of the lottery as it relates to them. Lottery results WILL NOT be given out over the phone. Numeric results will be posted on the school's web site and in a prominent location on the front door of the school. Parents of accepted students will receive acceptance communications and registration forms. Registration forms must be completed and returned by a specified date (generally within 10 days to two weeks), indicating their child's desire to attend. A few days before the due date, families whose forms are not turned in will be called and prompted to respond.

### **Additional Notes on the Admissions Policy**

1. Since priority is given to Barnstable County residents (see proof of residency requirements above), there may be two waiting lists for each grade: Barnstable County residents, and Massachusetts non-Cape residents.
2. Wait listed students will be contacted by phone and informed by mail of an opening and offered admission.
3. Students who decline an offer of admission will be removed from the applicant list but may reapply during the next admission season.

### **Notes on the Waitlist**

If a student stops attending CCLCS 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. 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 CMR 1.05 (10)(b) or 603 CMR 1.05 (8).

If any students on the waitlist become siblings of enrolled students after the lottery due to subsequent enrollments, those students will be offered enrollment preference before non-siblings on the waiting list. In the case of multiple siblings from different families on the waiting list, siblings higher on the list will be offered preference before students lower on the list.

If there is no waitlist, CCLCS shall publicize an open seat to the students of the sending district or districts and make attempts to fill said vacant seat. CCLCS shall attempt to fill vacant seats whenever they occur. If a vacancy occurs after February 14, such vacancy shall remain with the grade cohort. If the school is unable to fill a vacancy during the school year, then the vacancy will be filled in the subsequent grade for the next school year. A vacancy occurring after February 14 shall not be filled by adding a student to a lower grade level. Within 30 days of a vacancy being filled, CCLCS shall send the name of the student filling such vacancy to the department for the purposes of the department updating its waitlist.

CCLCS will maintain accurate records of its waitlists for all grades. The records will include 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. Students may withdraw from CCLCS by informing the school in writing of their intent to withdraw. If a student withdraws from CCLCS and wants to be readmitted, that student must reapply for admission.

**It is the applicant family's responsibility to meet all deadlines in the admissions process.**

**Cape Cod Lighthouse Charter School**  
**Important Dates in the 2020-21 School Year Enrollment**

*Please Note: It is the applicant family's responsibility to meet all deadlines in the admissions process.*

**Admissions Open Houses**

**Public Open Houses: Formal presentation at 6 PM followed by the Open House at 6:30 PM**

**Dates:** Tuesday, November 19, 2019 and Thursday, January 9, 2020

**Place:** Cape Cod Lighthouse Charter School, 195 Route 137, East Harwich

All prospective parents, students, and any other interested family members are encouraged to attend an Open House. This is the time to tour the school and ask questions of staff, current students, parents, and members of our Board of Trustees. Attendance at an Open House is not required for admission but is strongly encouraged.

**Sixth Grade Applications and Lottery**

**Application deadline** - Applications for grade 6 must be received in the school office to be included in the lottery by Monday **January 27, 2020, 12 noon\***

**Lottery drawing** for sixth grade is held at CCLCS on **Thursday January 30, 2020, 3:15 p.m.**

**Lottery Results** - Results will be sent to all applicants by **Monday, February 3, 2020**

**Forms must be RECEIVED** - Accepted students' acceptance and registration forms must be received in the school office on **February 13, 2020 12 noon\***

**Seventh and Eighth Grade Waitlist Applications**

**Application Deadline** - Applications for the 7th and 8th grade waitlists must be received in the school office to be included in the lottery by **February 3, 2020, 12 noon\***

**Lottery drawing** for 7th and 8th grade wait lists is held at CCLCS on **Thursday, February 6, 2020, 3:15 p.m.**

**Lottery Results** - The waitlists will go into effect the day after the last day of school in June 2020.

**\*It is the family's responsibility to meet all application deadlines and update CCLCS of any changes to your contact information.**