

Sturgis Charter Public School Enrollment Policy

Enrollment Process

The enrollment process at Sturgis Charter Public School is designed to help parents and students decide whether Sturgis is the right choice for the student. In making their choice, parents and students should consider the school's academic focus, maritime themes, and high expectations for student effort and responsibility. As an equal educational opportunity for all students, the school shall not discriminate on the basis of race, color, national origin, creed, sex, 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. Sturgis Charter Public School has implemented a student recruitment and retention plan as outlined in M.G.L Chapter 71, Section 89(f); CMR 603 1.05(f).

Eligibility

In order to be eligible to apply to Sturgis, the applicant must be a resident of Massachusetts at the time of the application. Upon request, proof of residency will be determined by parent or guardian submission of a utility bill with the parent or guardian address in MA. In order to be eligible for continued enrollment at Sturgis Charter Public School, a student must be a resident of Massachusetts. Sturgis Charter Public School only accepts applicants for grades 9 and 10 and does not consider applicants for grades 11 and 12. The age ceiling of applicants to Sturgis Charter Public School is nineteen and the age threshold is twelve. Successful completion of the grade prior to the grade of entrance is a condition for admission to the school. Sturgis Charter Public School will strive to maintain an enrollment of 90-110 students each in grade 9 and grade 10 at each campus. The school will determine the number of places available for admission at each grade level.

How will student applicants be recruited?

Applicants will be recruited by means of:

- Public notice of all application deadlines will be given at least one month in advance;
- All enrollment periods will be a minimum of one month with the beginning and ending dates stated in the publicity;
- An enrollment period, informational meetings, open houses, and enrollment conferences will be held annually during December and January for enrollment places in grades 9 and 10 for the following school year. The school may have additional enrollment periods throughout the year for the current school year or the following school year;

- All dates and deadlines for enrollment periods, informational meetings, open houses, enrollment conferences, and application deadlines will be communicated through print media and listed on the school’s website;
- Participation in various events throughout the year;
- Ongoing assessment of current strategies to reach diverse populations of students and their families.

NOTE: No applicant or parent/guardian will be required to attend an interview or information session as a condition of enrollment. Sturgis does not administer tests to potential applicants or predicate enrollment on the results of any test of ability or achievement.

Application

Sturgis Charter Public School’s application process involves only one step that each applicant must complete, which is completing and submitting a written application to the school. The application does not require dual parent/guardian signatures. The information requested in the application, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate.

A copy of the Application and the Enrollment Policy of Sturgis Charter Public School can be reviewed on the website at www.sturgischarterschool.org under the About Us link.

Lottery Process

In compliance with MGL Chapter 71, Section 89, Sturgis Charter Public School will hold a lottery if there are more eligible applicants than available places. From the ending date of each enrollment period, the school will give at least one week notice of the lottery. The lottery will be held in public at Sturgis Charter Public School. Students who have completed the enrollment process are placed in three pools at each grade level, listed below in order of the following priority for admission:

- Siblings (resident or non-resident) of students currently attending Sturgis Charter Public School in the year of application;
- Residents of the following school districts—Barnstable, Bourne, Carver, Chatham, Dennis-Yarmouth, Falmouth, Harwich, Mashpee, Nauset, Plymouth, Provincetown, Sandwich, and Wareham;
- Non-residents of the school districts listed above.

Each year, the lottery process and results will be public and audited. The name of each student who has completed the application process will be placed on an index card or some like material. These cards will be placed in three secure containers for each appropriate lottery pool as noted above. If a lottery is required for any of the applicant pools, sequential numbers will be assigned to each name, until all names are drawn. A disinterested party will draw the lottery. The sibling pool will be drawn first, followed by

the resident pool, and then the non-resident pool. The assigned numbers will correspond with the available places being filled. Students who have been given an offer of admission or who have been placed on a waiting list will be informed of their status in writing within two weeks of the date of the lottery. Students who have been offered admission will have 30 days to accept enrollment. 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. The required lottery process noted above is strictly followed, including public notification and deadlines.

Waiting Lists

Once the available places have been filled, the remaining names will be placed on the appropriate waiting list for each pool in the order in which the names were drawn while taking into account sibling and resident preference. All available places in grade 9 will be filled first, and then any available places in grade 10 will be filled. In the event of an available place due to a student withdrawal or declining admission, that place in the school will be filled from the appropriate waiting list with the sibling waiting list first, resident waiting list second, and the non-resident waiting list third. No student will be admitted ahead of other eligible students unless said student is either a sibling of a currently previously enrolled student or a resident of the region noted above. Students on the waiting list will be informed of admission via phone and mail.

The school will keep accurate records of the waitlist containing, the names, home addresses, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. Waiting lists for grade 9 will roll over to grade 10 for those students who have not yet enrolled in the school. Students must accept their offer of admission from the waiting list within 10 days of being notified that an enrollment place in the school is available to them.

When a student stops attending the school for any reason, the school will attempt to fill vacant space up to February 15th for grades nine and ten. A vacant space for grade nine not filled after February 15th will be filled for grade 10 for the following September.

Directory Information

Sturgis Charter Public School designates the following items as Directory Information: student name, parents' name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, photograph, video images, grade level, electronic mail address, and post high school plans. The school may disclose any of these items without prior written consent, unless notified in writing to the contrary on the form provided by the school.

The school will provide, upon request, the names and addresses of students to a third party mail house for mailings unless the parent/guardian requests that the school withhold their student's information.

Note:

1. Applications submitted outside of announced enrollment periods will not be accepted.
2. Students who decline their offer of admission will be removed from admission and waiting lists and will need to resubmit an application during a subsequent enrollment period if they want to apply for admission at that time.
3. Students for whom enrollment in the school would cause the sending district to exceed the 9% tuition cap may not be offered admission but will be placed on the waiting list.
4. Students for whom #3 above applies but who are siblings of students currently enrolled at the school may have their tuition paid by the state, subject to appropriation.