

Foxborough Regional Charter School Enrollment Policy

Foxborough Regional Charter School, hereafter also referred to as “FRCS,” is a K-12 public school in the Commonwealth of Massachusetts. FRCS enrolls a new kindergarten class annually and new students in each grade level as the school determines that openings are available.

Application Process

Applications are available in the main office and on the FRCS website and are accepted throughout the year. To be included in the FRCS enrollment lottery process, a prospective student’s application must be submitted by a specific deadline. All deadlines are publicized one month or more before they occur.

Applications received between the first business day of July and the Friday immediately preceding February school vacation are included in the March enrollment lottery. Applications received after that date in February and before the last business day of June are included in the July enrollment lottery.

FRCS does 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 English language or a foreign language, or prior academic achievement when recruiting or admitting students.

Eligibility Criteria

Each prospective student must be a resident of Massachusetts at the time of application and at the time FRCS offers admission. Proof of residency is required, except in the case of homeless students. *Proof of residency includes the following: a parent or guardian’s valid MA driver’s license (or voter registration card) plus a current utility bill (or rent receipt).*

Siblings of students who already attend FRCS in the year of application have preference for admission over non-sibling applicants. The word "sibling" refers to persons who have a common parent, either biologically or legally through adoption.

Foxborough Regional Charter School is a regional school. Enrollment priority is given to residents of the twenty (20) cities and towns in the FRCS region, hereafter also referred to as “in-district”: Attleboro, Avon, Brockton, Canton, Easton, Foxborough, Mansfield, Medfield, Medway, Millis, Norfolk, North Attleboro, Norton, Norwood, Plainville, Sharon, Stoughton, Walpole, West Bridgewater, and Wrentham.

For an application to be accepted, parents or guardians must sign a memorandum of understanding as a demonstration that they agree with and support the FRCS mission. *Parents and guardians and prospective students are strongly advised to attend an open house, take a tour, or meet with FRCS staff before submitting an application.*

To be eligible for kindergarten enrollment, a child must be five years old by August 31st

preceding the school year for which s/he is applying.

To be eligible for first grade enrollment, a child must be six years old by August 31st preceding the school year for which s/he is applying.

To be eligible for enrollment in grades two through twelve, the prospective student must have successfully completed the grade preceding the one in which a position is offered. In the event that a position is offered, proof of a prospective student's academic standing is required.

While Foxborough Regional Charter School does not administer entrance examinations, students may be assessed after enrollment to determine specific learning gaps or achievement. As a result of assessments, FRCS may make recommendations for courses and/or grade placements. In addition, FRCS may make specific recommendations for the academic, behavioral, or emotional needs of the children.

If any applicant fails to meet eligibility criteria, FRCS will notify parents or guardians in writing.

Enrollment Lottery Process

Once an application period is closed, FRCS compares the number of applicants to the number of spaces available. If the school receives more applications than there are spaces available, FRCS conducts a lottery, publicizing the date, time, and location with reasonable notice of at least one week before the lottery date. FRCS conducts two lotteries per year, in March and July.

Eligible applicants are divided into three categories for each grade: siblings, in-district, and out-of-district. Each prospective student is assigned a number within his/her category and grade. At the lottery a disinterested party draws these numbers randomly, by grade and by category, for each grade where the number of prospective students exceeds the number of available spaces.

Starting with kindergarten, and repeating for each grade:

- Sibling applicant numbers are placed in a bin, shuffled, and drawn randomly.
- If space is available, the next sibling whose number is drawn is offered a position.
- If space is not available, that sibling applicant is placed on the waiting list in the sibling category.
- This continues until all sibling applicant numbers are drawn.
- In-district applicant numbers are placed in a bin, shuffled, and drawn randomly.
- If space is available, the next in-district applicant whose number is drawn is offered a position.
- If space is not available, that in-district applicant is placed on the waiting list in the in-district category.
- This continues until all in-district applicant numbers are drawn.
- Out-of-district applicant numbers are placed in a bin, shuffled, and drawn randomly.
- If space is available, the next out-of-district applicant whose number is drawn is offered the position.
- If space is not available, that out-of-district applicant is placed on the waiting list in the out-of-district category.

- This continues until all out-of-district applicant numbers are drawn.
- *Note: There is one exception. If a space is available and enrolling the student would cause his or her sending district to exceed the “net school spending cap,” FRCS would skip over that applicant and place him/her on the waiting list. If the applicant is a sibling of a student currently enrolled at FRCS, the school may enroll the applicant and the Commonwealth of Massachusetts will pay the tuition to FRCS, subject to state appropriations.*

Offer Process

Each time FRCS offers a position to a prospective student, the school mails a letter and registration packet to his/her parent(s) or guardian(s). FRCS also telephones them to alert them to the offer. *FRCS must receive a prospective student’s complete registration packet (as defined in the offer letter) within seven (7) business days of the letter date or the offer is considered declined.* FRCS confirms all declined positions in writing to the parent/guardian(s).

After the March enrollment lottery, FRCS extends offers to parents and guardians of those prospective kindergarten students whose numbers were drawn for available positions.

At its regular March meeting, the FRCS Board of Trustees, advised by school administration, will decide the class sizes for grades one through twelve for the upcoming school year. Once class sizes are decided, FRCS extends offers to parents and guardians of those prospective students in grades one through twelve whose numbers were drawn for available positions. (This same process occurs if positions are offered after the July enrollment lottery).

As offers are accepted and declined, FRCS continues to monitor the available spaces in each grade. These positions are offered to prospective students on the waiting list, described below. FRCS fills vacancies for the current school year until February 15th of that year.

Any applicant who declines an offer for enrollment is removed from the waiting list. The applicant may reapply to FRCS and participate in the enrollment lottery process again, as long as s/he continues to meet eligibility criteria.

Waiting List

As described above, prospective students not selected for available spaces in an enrollment lottery are placed on a waiting list, by grade and by category (sibling, in-district, and out-of-district) in the order that their numbers were drawn. Students on the waiting list may be enrolled as space becomes available.

As positions become available, FRCS makes offers of enrollment as follows:

- To the next sibling on that grade-level waiting list.
- If there are no siblings on the list, to the next in-district applicant.
- If there are no in-district applicants on the list, to the next out-of-district applicant.
- *Note: There is one exception. If a space is available and enrolling the student would cause his or her sending district to exceed the “net school spending cap,” FRCS would*

skip over that applicant and place him/her on the waiting list. If the applicant is a sibling of a student currently enrolled at FRCS, the school may enroll the applicant and the Commonwealth of Massachusetts will pay the tuition to FRCS, subject to state appropriations.

Applicants on the waiting list roll over to the next grade level at the end of each school year. A prospective student on the waiting list continues to be enrollment-eligible until:

- The student is admitted to FRCS, or
- A parent/guardian declines an offered position, or
- A parent/guardian withdraws the child from consideration.

A prospective student's waiting list category can change. If either of the following occurs, the prospective student is moved to the next spot in the relevant category of the waiting list for his/her grade level:

- His or her sibling begins attending FRCS, or
- His or her family moves into or out of the FRCS region.

Withdrawals

Students may opt for reassignment from Foxborough Regional Charter School at any time during the school year. A student is considered withdrawn from FRCS, and a vacancy may be declared for the child's position, if one of the following occurs:

- The student transfers to another school.
- FRCS receives written notification from the parent/guardian of intent to remove the student.

Any student who withdraws from FRCS may reapply and participate in the enrollment lottery process again, as long as s/he continues to meet eligibility criteria.

Error Resolution Process

If FRCS receives an eligible application but mishandles it, the error will be corrected.

- If no enrollment lottery was held for the prospective student's grade and category (sibling, in-district, or out-of district), FRCS will offer a position to the applicant.
- If an enrollment lottery was held for the prospective student's grade and category:
 - A disinterested person will draw a random number from all the numbers of applications in that section of the lottery.
 - The affected applicant will be assigned the next number.
 - If the assigned number qualifies the applicant for an open position, FRCS will offer a position to the applicant.
 - If the assigned number does not qualify the applicant for an open position, FRCS will add the applicant to the Waiting List according to his/her assigned number.