

Cape Cod Lighthouse Charter School

Procedure for Admission to the 2010-2011 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.

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. All applicants must be able to provide proof of residence in Massachusetts. The lottery is run in accordance with Massachusetts charter school law (see link from our web site under Governance).

Applications

CCLCS enrolls students from throughout Cape Cod in sixth, seventh, and eighth grades. We welcome all who would choose to attend our school. The school will determine the number of spaces available by grade level each year. Our enrollment potential is limited, however, 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.** Cape Cod (Barnstable County) residents have preference over non-residents.

Typically, students are accepted for enrollment into the sixth grade. The sixth grade enrollment is established as described in the following procedures. Subsequent openings in sixth, seventh, and eighth grades, if such openings develop, are filled by candidates who are on waiting lists.

Open Houses

Public Open Houses will be held on specified dates during the enrollment period. All prospective parents and students are 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.

Applicants' Procedure

1. Beginning in December of the year previous to desired entry, you may obtain an application form at the school (225 Route 6A, Bayberry Square, Orleans, MA) or from the school's web site (www.cclighthouseschool.org) Applicants must be residents of Massachusetts at the time of application.
2. Sign up for an admissions meeting/tour on specified dates between early December and early February. Meetings can be scheduled by phone (508) 240-2800. **A meeting/tour is a required part of the application process.** The purpose of the meeting is to discuss the school with you and your child and help you determine if it is the best choice for your family. The admissions meeting is not designed, intended, or used to discriminate in the admissions process. Both the student and a parent/guardian must attend. Meetings will be held with a member of the Cape Cod Lighthouse Charter School staff.
3. Applications will be accepted at or after an admissions meeting, but not before. The final decision whether to submit an application rests with the applicant. All applications received that comply with applications requirements will be accepted and included in the lottery. Those who do not comply with the requirements will not be accepted or included in the enrollment lottery. Please remember, it is *your* responsibility to meet all deadlines in the admissions process. (See last page for important dates in the admissions process.) Applications may be left at the admissions meeting or submitted at a later date, but a meeting must be completed and applications **RECEIVED no later than the specified date prior to the lottery drawing.** 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 an assigned lottery number will be mailed to each applicant family.

Failure to meet eligibility criteria

In the unusual event that an applicant fails to meet eligibility criteria, the school confirms that finding with the Department of Elementary and Secondary Education's Charter School office. The school then communicates the decision in a registered letter to the applicant's parents/guardian. An applicant may re-apply if/when the eligibility criteria are satisfied.

Lottery for Sixth Grade

The lottery drawing for the sixth grade will be held on a specified date in February. It is held at the school and is 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. Due to the large number of applications beyond available slots, the lottery can be a disappointing experience to witness. We urge parents to please think about whether to bring their students. To ensure privacy, only assigned lottery numbers will be used to refer to applicants. Lottery numbers will be read aloud as they are placed into a container. A neutral member of the local community, not affiliated with the school, will draw out the amount of lottery numbers needed to fill available spaces. Spaces are determined by the total seats available, less the number of siblings registered. (See *State Sibling Rule* later in this document.) School personnel will record the numbers drawn; the numbers also will be written on the chalkboard so the public can easily keep track. The remainder of the numbers will be drawn out as proof that all numbers were in the container -- **and they will establish the numbered wait list.**

The wait list order determined at the time of the lottery drawing will remain in effect through the following school year (approximately 16 months). If one or more candidates chosen by lottery do not accept the offer of enrollment, these openings will be offered to sixth grade candidates according to the numbered wait list. If, during that period, there are no wait-listed applicants remaining, the school will reopen the admissions process, invite new applicants, and conduct lottery drawings as needed. At least one week's notice will be given prior to any lottery. In the event a wait-listed applicant becomes a sibling of a currently attending CCLCS student, that applicant will be considered a sibling and will be offered the next grade appropriate opening. If more than one sibling is on the wait list, a lottery will be held to determine the wait list order of the siblings.

Lottery for Seventh and Eighth Grades

As stated above, the wait list for sixth grade is in effect until June of that class's first school year. As a result, lottery drawings for seventh and eighth grades will be held at the school on a specified date in June. These lotteries are conducted for the purpose of creating numbered wait lists for the next school year. Should an opening occur in the seventh or eighth grades it will be offered to the individual at the top of the wait list for that grade. Wait lists will be in effect through June of the following year.

Notification

On the day following the lottery, letters 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 a registration form to complete and return by a specified date (generally within 10 days to two weeks), indicating their child's desire to attend.

State Sibling Rule

According to the Massachusetts charter school statute (MGL c.71, s.89) charter schools shall give enrollment preference to siblings of currently matriculating students who have the same parent (regardless of whether that relationship is a biological or an adjudicated one).

Siblings must fill out an application form.

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.

Please Note: Violation of the sibling rule will result in immediate dismissal from CCLCS.

Notes on the Admissions Policy

1. Since priority is given first to siblings, then to Cape Cod residents, there are essentially three waiting lists for each grade: siblings, residents, non-Cape residents.
2. Wait listed students will be 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.
4. The pool of affected wait listed applicants is reset with each lottery.

Updated: 11/3/2009

Cape Cod Lighthouse Charter School
Important Dates in the 2010-2011 Admissions Process

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

Thursday, November 5, 2009 and Tuesday, January 26, 2010, 6:30 p.m.

Public Open Houses

All prospective parents, students, and any other interested family members are encouraged to attend an open house. This is a 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.

December 1, 2009 through noon, February 8, 2010

Admissions meetings/tours

It is the applicant family's responsibility to schedule a meeting time on the sheets in the CCLCS office lobby either in person or by phone (508) 240-2800. School hours are Monday-Friday 8 a.m. - 4 p.m.; vacation and holiday dates are posted on the school's web site, www.cclighthouseschool.org

February 8, 2010, 12 noon

Application deadline

Applications must be in hand at the school office to be included in the lottery for sixth grade on February 11 or the lotteries for seventh and eighth grades on June 1.

February 11, 2010, 3:30 p.m.

Lottery drawing for sixth grade is held at CCLCS.

February 12, 2010

Lottery result letters sent to all applicants.

February 26, 2010

Accepted students' acceptance forms and registration **forms must be RECEIVED** by CCLCS by 4 p.m.

June 1, 2010, 3:30 p.m.

Lottery drawing for seventh and eighth grade wait lists held at CCLCS.