

**Enrollment Policy**

**A. General**

Hill View Montessori Charter Public School (HVMCPS) is a K – 8 public school governed by the applicable charter school and education laws and regulations of the Commonwealth of Massachusetts. HVMCPS enrolls a new kindergarten class annually and backfills positions in each grade level as openings become available. The school maintains and implements a student recruitment and retention plan as outlined in G.L. c. 71, § 89(f) and 603 CMR 603 1.05(f).

HVMCPS shall not discriminate on the basis of race, color, national origin, creed or religion, sex, gender identity, ethnicity, sexual orientation, mental or physical disability, age, ancestry, homelessness, foster care, military, athletic performance, special need, proficiency in English language or a foreign language, or prior academic achievement when recruiting or admitting students in its enrollment activities.

All applicants will be notified in writing through the automatic application confirmation email from Lotterease, that the school provides accommodations and support services for diverse learners, including students who may have disabilities, require special education, or are English Language learners. This information is also shared on our school website and in the Student and Family Handbook.

HVMCPS does not charge an application fee for admission nor does it use financial incentives to recruit applicants.

The total number of students attending HVMCPS in a given school year cannot exceed the total number of students in the school’s pre-enrollment report submitted to the Department of Elementary and Secondary Education in the previous spring.

Students attending HVMCPS have access to the same transportation services that all other city of Haverhill students have attending other Haverhill Public Schools.

HVMCPS will not disclose or release any student information, except as required by law. Parents and/or guardians will be provided an opportunity to consent or deny disclosure of student information. Upon request, HVMCPS will provide the names and addresses of students to a third-party mail house for mailings, unless the parent or legal guardian requests that information be withheld. (G.L. c. 71, § 89 (g); 603 CMR 1.05(6)(e)).

**B. Eligibility Criteria**

To enroll at HVMCPS, all applicants must be Massachusetts residents at the time of application, at the time an offer of admission is made, and while attending HVMCPS. Other than homeless students, parents/guardians must submit two proofs of residency at the time of application and when an offer of admission is made. Proof of residency includes a parent's/guardian's valid Massachusetts driver's license; a utility bill dated within the last 60 days; a deed, mortgage payment or Property tax bill dated within the last 60 days; a current lease, section 8 agreement, or landlord affidavit; a W2 form dated within the last 60 days; and/or a voter registration card. In order for students who may be experiencing homelessness to receive a preference for admission based on current or temporary residence, proof of residency must be provided. The school's homeless liaison will work with the students who may be experiencing homelessness on a case-by-case basis to support their application and enrollment process.

Any student seeking admission to HVMCPS, must successfully complete the grade prior to the grade for which they are applying. Students may submit report cards, transcripts, approved home-schooling plans, and/or other acceptable school records, such as a written affidavit from a school leader, no later than one week prior to their anticipated start date (i.e., the first day of school). Failure to provide proof of successfully completing the prior grade, will result in rescinding the offer of admission and the student being unenrolled from HVMCPS.

For Kindergarten students, the student must have turned 5 years old by August 31 of the applying academic year.

For first grade students, the student must have turned 6 years old by August 31<sup>st</sup> of the applying academic year, if they did not previously attend kindergarten.

HVMCPS does not require applicants or their families to attend interviews or informational meetings as a condition of enrollment. However, families and students are encouraged to attend an open house, take a tour, and/or meet with HVMCPS before submitting an application. Likewise, HVMCPS does not administer entrance examinations or placement tests, or predicate enrollment on results from any test of ability or achievement or a student's prior academic results at his/her previous school.

HVMCPS reserves the right to terminate a student's enrollment, to retract or rescind any offers of admission, or to un-enroll a student, if it is found that the student and/or his/her parent(s)/guardian(s) submitted false statements or documents during the application process or during any portion of the student's enrollment at HVMCPS. Termination of enrollment also includes a student not passing the prior grade level of which they are

applying, (for example if a student is applying for the 3<sup>rd</sup> grade and does not pass 2<sup>nd</sup> grade, they are no longer eligible to attend HVMCPS). The student and/or parent(s)/guardian(s) shall be notified in writing, in the parent's/guardian's native language, of the school's intent to take such action and shall have the opportunity to be heard prior to any withdrawal of the student.

**C. Application Process**

HVMCPS's application process is not integrated with that of the Haverhill Public School District or any other district. Applications for enrollment are available and accepted from July 1 to January 31. All student's, including homeless, foster care and military have the right to apply to HVMCPS. The application process is done online through Lotterease, lotterease.com, which can also be accessed from HVMCPS's website, hillviewmontessori.org. Any family that does not have internet or computer access, is invited into the school, by appointment, to sit and work with one of our Administrative Assistants to submit their application on Lotterease. Deadlines for submission of applications for the lottery are publicized no later than one month before they occur. Any information requested in the application will not be used to discriminate. HVMCPS shall not charge an application fee to any applicant seeking enrollment at the school.

HVMCPS conducts one principal enrollment lottery each year after February 1, but before March 15, for the upcoming school year. HVMCPS shall publicize the date, time, and location with reasonable notice at least one week before the lottery date.

**D: Lottery Process**

Annually, the school will determine the number of spaces available each year, by grade level. In situations where there are more eligible applicants in any of the enrollment categories (siblings, residents, or non-residents) than there are spaces available, HVMCPS will hold a lottery. (**HVMCPS shall not hold a lottery when it is capable of admitting every student who seeks admission.**)

HVMCPS shall hold a single lottery for each grade in which applications were accepted for any given school year. This single lottery will include all sibling applicants, resident applicants, and non-resident applicants. A single lottery enables HVMCPS to track the original random lottery order while still maintaining and tracking admissions preferences.

The lottery shall be open to the public and information concerning the lottery shall be published on HVMCPS's website and HVMCPS's Facebook page, at least one week prior to the lottery.

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The purpose of the lottery is for HVMCPS to determine the applicants who will receive an offer of admission.

The lottery will be drawn by Lotterease with no connection to HVMCPS. Lotterease will randomly draw the names of all students who submitted applications before the deadline. All applicants can view lottery results in real time. All applicants will receive a random lottery number to establish the initial random lottery rank order. After the initial random lottery rank order is created, preferences for admission will be applied. Offers of admission will be made until all the available spaces are filled. After the available spaces are filled, Lotterease will place students not selected during the lottery on a waiting list in the order they are drawn, also taking into consideration preferences for admission.

Students are notified that they are being offered admission to HVMCPS by an automatic email from Lotterease, a phone call and an email from an HVMCPS Administrative Assistant.

Enrollment preferences shall be provided in the following order:

- Siblings of students (residents or nonresidents) already attending HVMCPS at the time an offer of admission is made
- Students who reside in the city or town in which HVMCPS is located
- Students who do not reside in the city or town in which HVMCPS is located

For the purpose of this policy, “siblings” are defined as children having a common parent, either biologically or legally through adoption. (M.G.L. c. 69, § 1B; c. 71, § 89; 603 CMR 1.02)

If HVMCPS’s initial enrollment process fails to fill the available spaces, HVMCPS will repeat the lottery process and will give at least one month’s notice prior to the application deadline. As spaces become available during the school year, HVMCPS may repeat the enrollment process to fill these openings. (M.G.L. c. 70, § 89(n). 603 CMR 1.05 (8))

In cases where offering admission to a student, who is not a sibling of another student who is currently attending HVMCPS, from the waitlist would exceed the district charter tuition cap, the student should be skipped but kept on the waitlist. In cases where the enrollment of a student who is a sibling of a student already attending HVMCPS would exceed the district charter school tuition cap, and the school has not admitted other students prior to admitting the sibling, the sibling may be offered admission and the Commonwealth of Massachusetts will provide tuition for the sibling, subject to appropriation. G.L. c. 71, § 89(i)(2); 603 CMR 1.05(10)(b).

**E: Waitlist**

When the number of applicants requires, HVMCPS shall maintain single waitlist for the grades that the school accepted applications that year while taking into consideration preferences for admission based on sibling status, residential status, non-residential status, and the original random lottery rank order. Wait listed students may be informed of an offer of admission via mail, e-mail, or phone.

HVMCPS recognizes that the order of a student's placement on the wait list may change depending on the preferences that exist at the time an offer of admission is extended (e.g., a student may move up on the waitlist if a wait listed student's sibling begins to attend HVMCPS or if the wait listed student became a "resident applicant" between the date of the lottery and the offer of admission). It is the responsibility of the family of wait listed students to notify the school of any changes in residence that may impact their student's position on the waitlist.

HVMCPS shall keep accurate records of its waitlist containing the names (first, middle, last), dates of birth, cities or towns of residence, telephone numbers, and grade levels of students who entered the lottery but did not gain admission. HVMCPS shall retain its waitlist only for the school year for which the students applied. A new waitlist shall be created after each lottery for the next school year. The waitlists **will not** roll over from one year to the next. If not admitted during an enrollment period, students who are not admitted must reapply for the next year.

When HVMCPS makes an offer of admission to a student on the wait list, HVMCPS shall request proof of residency, sibling status and successfully completing the prior grade, for that student, prior to enrollment.

If a student declines an offer of admission to HVMCPS, that student must reapply in a future application process.

When a student withdraws from HVMCPS for any reason, in accordance with the school's withdrawal policy, the school will backfill the vacant seat of the same grade level from the waiting list. If no waitlist exists for that grade, the school will hold a subsequent application cycle for that grade until the seat is filled.

Vacated seats will continue to be filled until the end of the school year. If a vacancy is not filled after February 15, that vacancy moves to the subsequent grade, to be filled the following school year, except for vacancies that may occur in grade 8.

**F: Enrollment Requirements**

All students who are extended enrollment offers must confirm their acceptance within 7 days. All children who are accepted for enrollment, either directly through the lottery or off the waiting list, will receive a packet of Registration Paperwork, which should be completed within 7 days of receipt. Admitted students who fail to submit the registration paperwork within the allotted time will not be able to begin attending the school. Students will be permitted to attend school once all registration paperwork has been submitted.

Before an offer of admission is made by HVMCPS, HVMCPS reserves the right to verify an applicant's address again, at this stage, by requesting proof of residency. Exemptions include students who may be experiencing homelessness, as defined by McKinney-Vento. Families will work with the school's homeless liaison to determine homelessness and assist in completing the application process. The liaison will handle proofs of residency on a case-by-case basis so as to not negatively impact the family's current living situation.

All students will be required to provide evidence in the form of permanent transcripts, that they will complete their current grade, one week before their anticipated start date (i.e., the first day of school). HVMCPS will assist with gathering these documents for students who may be homeless or in foster care.

At least one parent/guardian must sign the application in order for the student's application to be considered valid. HVMCPS does not require dual parental signatures unless a court order indicates otherwise for an individual applicant.

The application does not require submission of the student's social security number.

Any information requested in the application, such as language spoken at home or race/ethnicity, will not be used to discriminate. (G.L. c. 71, § 89; 603 CMR 1.05 (2))

If an applicant is admitted to and enrolls at HVMCPS, his/her application becomes part of the student's record and shall be maintained in accordance with governing laws and regulations concerning education records. Applicants who do not receive an offer for admission have the right to receive a copy before it is destroyed in accordance with 603 CMR 23.00.

If an applicant is not admitted or elects not to enroll at HVMCPS, the school shall maintain that child's application as a temporary student record for 7 years after the student's name is no longer on the waitlist.

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Students must begin attending, in accordance with HVMCPS' attendance policy, within ten (10) days of their anticipated start date (i.e., the first day of school). Failure to attend in accordance with the school's attendance policy will result in the student being unenrolled. The student must reapply for admission in a future application process in order to be considered again for enrollment. Also, students who decline an offer of admission or withdraw from HVMCPS **must** reapply for admission in a future application process in order to be considered again for enrollment.