



# Foxborough Regional Charter School

## Appeals Committee Meeting

Published on September 7, 2022 at 1:16 PM EDT

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### Date and Time

Monday September 12, 2022 at 8:00 AM EDT

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### Meeting Format

Whether in person or online, the public is welcome to attend Committee Meetings and have access to meeting minutes. Meetings are held once a quarter and additionally, as determined by the Committee Chair. All meeting Agendas are posted to the school website at least 48 hours in advance of each public meeting.

During the meeting, the Committee follows the published agenda and works through business. Audience members are not part of the formal discussion or deliberations, but may raise their hand to add brief comment or ask clarifying questions. Meetings start promptly on time as noted on the agenda.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
<b>A.</b> Roll Call Attendance		Susanna Girard	
<b>B.</b> Call the Meeting to Order		Kathleen Crawford	
<b>II. Committee Business</b>			
<b>A.</b> Enrollment Appeals	Vote	Heidi Berkowitz	
Appeals for consideration			
• 092022-001			

	Purpose	Presenter	Time
<b>III. Policy Review</b>			
A. 1st Reading	Discuss	Susanna Girard	
B. 2nd Reading (minimum)	Vote	Susanna Girard	
<b>IV. Closing Items</b>			
A. Privilege of the Floor	FYI	Kathleen Crawford	
B. Approval of minutes	Vote	Susanna Girard	
<ul style="list-style-type: none"> <li>• 01SEP2022</li> </ul>			
C. Adjourn Meeting	Vote	Susanna Girard	

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The listed matters are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law.

# Coversheet

## Enrollment Appeals

**Section:** II. Committee Business  
**Item:** A. Enrollment Appeals  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Withdrawal - Sameera Sarin - Gr 9.pdf  
Appeals - Sameera Sarin - Gr10.pdf



**Request for Transfer/ Release of Student Records**

**Please provide a copy of my child’s records for the following purpose (check appropriate box below) :**

- Parent Copy Only (my child is REMAINING at F.R.C.S.)
- Middle School Records for High School or Vocational School Application Process
- High School Transcript for College Admissions Process (my child needs student records/transcripts to be provided for college application/entry)
- Withdrawal (my child is applying to another school and does not intend to continue their education at F.R.C.S.)
- Declination of Enrollment Offer

Student First Name Sameera Student Last Name Sarin

Current Grade 9 Birthdate 4/12/2007

Address 3-322, 5860 McCrimmon pkwy

City/Town cary,NC Zip Code 27519

Parent Name Manisha Sarin,Rikki Sarin

Parent Signature manisha sarin

Date of Request 6/27/22 (Completion of the above section is a record request only)

**If Transfer of Records is requested for withdrawal purposes please complete the following:**

Name of School student is transferring to:  
Panther Creek High School

Address of School 6770 McCrimmon Pkwy,

City Cary State NC Zip 27519

Phone Number (919) 463-8656 Fax Number \_\_\_\_\_

This school is a (please check appropriate box):

- Public School or  Private School

Final day of attendance at F.R.C.S. (xx-xx-xx) 6/23/22

(This section MUST be completed as verification of withdrawal and for final records to be forwarded)

**Reason for Withdrawal**

- Transportation Hardship
- Scheduling conflicts
- Out of state family relocation
- In state family relocation
- Transfer to a public school
- Transfer to a private school
- To allow student to attend same school as siblings
- To allow student to attend same school as neighbors/friends
- To offer child more individualized attention
- Lack of positive peer relationships

## **Foxborough Regional Charter School Enrollment / Withdrawal Appeal Process**

### **Enrollment**

Enrollment at Foxborough Regional Charter School is gained through an application / lottery process. The school maintains an annual waitlist and backfills positions as they become available. All students including siblings, must be processed through a lottery.

### **Withdrawal**

Students may withdraw from FRCS at any time throughout the school year. A student may be considered withdrawn from FRCS, and a vacancy may be declared for a position, if (1) a student transfers to another school; (2) FRCS receives written notification from a parent/legal guardian of intent to remove a student or (3) FRCS receives a written request for records from another school.

To regain entry into FRCS, a student who withdraws, as described above and in the enrollment policy approved by the state, must reapply and participate in the next annual enrollment lottery process.

### **Role of the School**

It is the role of the school to enroll students as seats become available in each grade level. Annually, the Board of Trustees determines the grades in which the school will fill positions. The role of the school is to:

- (1) Enroll New Families
  - Communicate clearly and effectively to waitlist families
  - Work diligently with families to enroll students within the guidelines of the enrollment policy
  - Verify required documents for admissions
  - Process registration paperwork
- (2) Process withdrawal requests as per the Enrollment Policy
  - Receive withdrawal forms
  - Verify withdrawal dates with new schools
  - Verify withdrawal dates with families
- (3) Process Records Requests (NON withdrawal requests for records)

### **Role of Board of Trustees**

Foxborough Regional Charter School is governed by a Board of Trustees. Members of the Board of Trustees of the charter school are responsible for governing the school and holding the charter for the school, as it is granted by the Board of Education.

#### The Board of Trustees

- Defines the mission of the school
- Develops school policies
- Hires qualified personnel to manage the school's day-to-day operations
- Holds the administration accountable for meeting established goals, and
- Formulates a long-range plan and charter school Accountability Plan that will ensure the school's continued stability

The Board ensures that the school is complying with all of the state and federal laws that apply to the school and is responsible for operating the school in accordance with its charter and with any approved amendments to its charter.

### **Role of Enrollment Committee**

The Board of Foxborough Regional Charter School has a standing Enrollment Committee. The purpose of the committee is to review process and procedure relating to all enrollment/withdrawal appeal activities and to determine whether the school upheld the school enrollment policy in a fair and reasonable manner.

### **Appeal Process**

To appeal an enrollment/withdrawal decision of the school:

- (1) Complete and submit the enrollment appeal form to the Enrollment Committee. The form may be submitted at the Central Office or emailed to [outreach@foxboroughrcs.org](mailto:outreach@foxboroughrcs.org). The Enrollment Committee will review the circumstances, policy and procedure and provide a decision within 3 regularly scheduled calendar school days. The appeal will be date/time stamped upon receipt.

To appeal a decision by the Enrollment Committee:

- (2) Submit a letter to the Board of Trustees. The letter may be submitted at the Central Office or emailed to [outreach@foxboroughrcs.org](mailto:outreach@foxboroughrcs.org). The Board meets on the second Tuesday of each month, September – July.

To appeal a decision by the Board of Trustees:

- (3) Contact the Massachusetts Department of Elementary and Secondary Education.



**ENROLLMENT / WITHDRAWAL APPEAL FORM**

Student Name Sameera Sarin Grade 10 Date 9/7/22  
 Parent/ Guardian Name Rikki Sarin, Manisha Sarin Phone 774-266-4143  
 Address 8, Washington Street, Foxboro,MA,02035  
 Email Address manisha.sarin785@gmail.com

**Type of Appeal**

- Application Appeal
- Withdrawal Appeal
- Enrolled Student Appeal

**Request of Committee**

- Consider error resolution for application and/or lottery process
- Review withdrawal process
- Review Enrollment Circumstances

**Please list all school personnel who you have communicated with regarding this issue:**

School Representative \_\_\_\_\_ Date \_\_\_\_\_  
 School Representative \_\_\_\_\_ Date \_\_\_\_\_  
 School Representative \_\_\_\_\_ Date \_\_\_\_\_

**Please check specific areas of concern for requested policy review:**

- General Policy
- Eligibility Criteria
- Application and Lottery Process
- Offer and Waitlist Process
- Disclosure of Student Records
- Withdrawals

Please describe your detailed concerns in the space below. Please include dates and any supporting documentation to assist in the appeal process.

My daughter Sameera has been attending the FRCS since last four years and absolutely loved her teachers  
classmates and the school as a whole. This summer due to change in employment , we moved to  
North Carolina in July and withdrew Sameera, but we ended up coming back to Massachusetts within a month in Augu  
My daughter never attended the new school and is very keen to come back to FRCS. She has already picked out her  
courses for 10th grade ,and this school has been vital for her growth as an individual and learning.  
Sameera is an extremely hardworking and sincere student and her teachers can testify for that.  
We therefore request you to let her attend the FRCS, as starting a new school would be very challenging  
for the mental health of the student.

We think FRCS is a great school with a diverse culture and offers unique opportunities to the students. We really hope  
you will please reconsider your decision, as it will make a big impact on my child's education and overall well being.

Please do not hesitate to reach out if you have any questions and we hope to hear from you soon.

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