

General Policy

Foxborough Regional Charter School, hereafter also referred to as “FRCS,” is a K-12 public school in the Commonwealth of Massachusetts. The School enrolls a new kindergarten class each year and backfills seats in grades K-9 as positions become available, as outlined in M.G.L. Chapter 71, Section 89; CMR 603 1.05.

Foxborough Regional Charter School does 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, athletic performance, special need, proficiency on the English language or a foreign language, immigration status or prior academic achievement, as outlined in M.G.L. Chapter 71, Section 89; CMR 603 1.05.

The school develops and implements an annual student recruitment and retention plan which is posted on the website as part of the Annual Report, as outlined in M.G.L. Chapter 71, Section 89; CMR 603 1.05.

The school’s application process is not integrated with any other school district included in our sending districts that FRCS is chartered to serve. CMR 603 1.05.

All applicants will be notified in writing of the rights of students with diverse learning needs. FRCS provides equal access to all students to attend the charter school and to receive accommodations and support services, including students who may have disabilities, require special education or who are English language learners. CMR 603 1.05. Information regarding the availability of services is presented in the school’s outreach materials, the student handbook and on the school website. CMR 603 1.05.

FRCS does not charge an application fee for admission, use financial incentives to recruit students or charge tuition to enrolled students. CMR 603 1.05.

Foxborough Regional Charter School will not admit students in excess of the school’s approved maximum enrollment of 1,700 students and the applicable growth plan specified as a material term of the school’s amended charter.

Disclosure of Student Records

The policy on sharing directory information is located in the handbook and on the school website. It states that “Directory Information” may be publicly shared unless a parent/guardian completes and submits an “opt-out” form. The opt-out form is available on the school’s website and in the central office. The form may be submitted at any time throughout the year by returning it to a student’s teacher. Directory information includes:

- Student name
- Address
- Phone
- Grade
- Dates of attendance
- Participation in officially recognized activities and sports
- Honors and awards

Upon request the school will provide the names and addresses of students to a third party mail house for mailings, unless the parent or legal guardian requests that the school withhold their child's information M.G.L. Chapter 71, Section 89; CMR 603 1.05.

Transportation

Students who reside in the town of Foxborough have access to free transportation and may access this benefit by calling the transportation department in the town of Foxborough. The school intends to provide a fee based regional transportation program to all sending districts and to all enrolled students of its charter region in accordance with Charter School Technical Advisory 16-1: Transportation. FRCS is committed to providing transportation services to residents of the charter region during the scheduled school year.

Eligibility Criteria

All applicants must be a resident of Massachusetts to apply for admission and to gain admission into FRCS.

The school does not require potential students or their families to attend interviews or informational meetings as a condition of application, admission and attendance. M.G.L. Chapter 71, Section 89; CMR 603 1.05.

FRCS does not administer tests to potential applicants or predicate acceptance for admission on the results from any test of ability or achievement. M.G.L. Chapter 71, Section 89; CMR 603 1.05.

Registration/Enrollment Criteria

Families must provide reasonable proof of residency including a picture ID, valid Massachusetts driver's license and/or a current utility bill at the time of admission. Families who are recognized as "homeless" by the state must provide corresponding documentation to the FRCS homeless liaison.

Students entering kindergarten must be five by August 31 of the year of entrance. Education is available to students until the age of 21.

FRCS requires the submission of a report card as evidence of successful completion of the prior grade level for which they seek admission.

If a student has been retained and is no longer in the grade level in which they originally applied, the student may be assessed upon registration and placed in the appropriate grade level. This procedure is solely for retained students and is not a resolution procedure for application errors.

Application Process

Applications are available and accepted from early October to mid-February. Dates are published annually. The School's application process is primarily online with an application link on the school's website. Applications are also available in the school office. Paper applications will be entered by Outreach staff members and/or families will be given access to computers on the school campus. Deadlines for submission of applications for the lottery are publicized no later than one month before they occur. Applications will not be accepted following the deadline. Any information requested in the application, such as language spoken at home or race/ethnicity, will not be used to discriminate.

An application does not require dual parent/guardian signatures or the submission of a student's social security number.

Lottery Procedure

The school will determine the number of spaces available each year, in each grade level.

In cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by a lottery process. 603 CMR 1.05(6)(a) and (c)

FRCS conducts one principal enrollment lottery each year after January 1 and before March 15, for the upcoming school year, publicizing the date, time, and location with reasonable notice at least one week before the lottery date. An electronic lottery is conducted at the school, 131 Central Street, Foxborough, Massachusetts and is open to the public with a neutral party observing the random processing of unique ID numbers. (Each student who completes an application for a lottery receives a unique ID number upon submission of the application). Each eligible applicant that submitted their application prior to the initial application deadline will be included in the lottery. The lottery for each grade will establish an initial randomized lottery rank order. After the initial rank order has been created, preference for admission will be applied.

If the principal enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated, as long as the required lottery process is strictly followed, including public notification and deadlines. As space become available during the school year, FRCS may repeat the enrollment process to fill these opening and to meet the requirements of G.L. c. 70, § 89(n). FRCS backfills positions in grades K-9. FRCS conducts an electronic lottery with a neutral party present to certify that the process is fair and that selection is random.

Siblings are defined as persons who have a common parent, either biologically or legally through adoption. 603 CMR 1.02 Siblings, residents or non-residents of students who attend the school at the time an offer of admission is made receive a preference for admission over non-siblings 603 CMR1.05 Residents of the city/towns indicated in the school's charter receive a preference for admission over non-resident students. The school's charter designates 20 neighboring communities that make up our district including Attleboro, Avon, Brockton, Canton, Easton, Foxborough, Mansfield, Medfield, Medway, Millis, Norfolk, North Attleboro, Norton, Norwood, Plainville, Sharon, Stoughton, Walpole, West Bridgewater, and Wrentham. Reasonable proof of current residency is required at the time an offer of admission is made. For the purposes of establishing preference for admission based on residency, proof of residency for students who may be considered homeless will be handled with the school on a case by case basis.

In cases where offering admission to a student, who is not a sibling of another student who is currently attending FRCS from the waitlist, would exceed the district charter tuition cap, FRCS will skip the student but will retain them on the waitlist. In cases where the enrollment of a student who is a sibling of a student already attending a charter school 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. FRCS extends offers for admission via mail, email and phone alerts. The school fills vacant seats until February 15 of each school year.

Registration Process

In order to accept a position, a family needs to expressly acknowledge their intent to enroll. In order to complete the enrollment/registration process, a family must complete and return all forms in the registration packet in full, and return them to the school in person (as defined in the offer letter) within the seven (7) business day deadline or the offer will be considered declined and an offer for that position will be extended to the next student on the waitlist in that grade level. (603 CMR 1.05(10)(a). Students who are offered a position after the start of a school year must attend within 3 school days of official registration.

Reasonable proof of residency or sibling status is required at the time of offer of admission. (603 CMR 1.05(10)(a)

Requirements for successful enrollment of all students includes submission of a child's birth certificate, proof of residency, picture ID of parent/guardian, most recent report card and medical records evidencing a physical exam within the last 365 days with immunizations up to date.

FRCS places the names of students not offered admission following a lottery on a waitlist in the order the names are selected, taking into account sibling and resident preference, both of which may change over time.

FRCS will accept applications for grades K-9 during the annual enrollment window, early October to mid-February, and may accept additional applications for grades where a waitlist has already been established prior to March 31, 2014, or where a waitlist has been established from the principal lottery. Applications in grade levels with no existing waitlist will be processed at the annual principal lottery in March. Any grade level in which there is a grandfathered waitlist in place will exhaust that waitlist before processing new applications. Lotteries may be held individually throughout the year with one week public notification.

If the principal enrollment process fails to produce an adequate number of enrolled students or as spaces become available, the lottery process may be repeated. If the required lottery process is strictly followed, including public notification and deadlines. In the event there are no students on a grade level waitlist that FRCS is required to backfill (grades K-6) until February 15, applications will be accepted, and additional lotteries conducted as deemed necessary. Upon the time when the lottery is conducted electronically, a neutral party shall be present to certify that the process was observed for validity.

Description of the Waitlist

A waitlist is maintained for one year following each lottery. All students on the annual waitlist must apply each year and be processed through the lottery in order to be considered for enrollment in the next school year.

If a student stops attending the charter school or declines admission the next available student on the waitlist for that grade, subject to preferences at the time of admission, will be offered admission until the vacant seat is filled. No student may be admitted ahead of other eligible students who were previously placed on a waitlist during a prior enrollment process, except in cases where enrollment preferences change or as described in 603 CMR 1.05.

Students on the waitlist will be extended offers via mail, email and alert phone calls. All written and verbal notifications will include the registration window dates and deadlines noted in previous sections. Students who have declined an offer of enrollment, must reapply in order to be considered for future enrollment.

FRCS will maintain waitlists only for the school year for which the students sought admission, unless they were secured on a waitlist prior to March 31, 2014, in which case they will remain on the waitlist until the grade level list is exhausted, or until the end of grade 9, when the waitlist will be concluded. The school keeps accurate records of the waitlist. Information for students who entered the lottery but did not gain admission includes, but is not limited to, first, middle and last names, dates of birth, cities or towns or residence, grade levels, home address, and telephone number.

In conformance with G.L. c. 7189, when a student stops attending FRCS for any reason up to February 15th, FRCS shall fill the vacant seat. FRCS must backfill seats in grades K-9 annually, as determined by the Board of Trustees. Determination is made annually based on ideal grade level cohort sizes, academic programming, staffing, and overall enrollment.

A vacancy not filled after February 15th moves into the subsequent grade to be filled the following September provided such vacancy is not in grades 10, 11, or 12.

Students who have attended FRCS and withdrawn from the school, do not have a preference over other applicants. They must reapply for admission and be processed through a lottery in order to regain admission.

FRCS accepts applications and enrolls students in Kindergarten through grade 9, annually, as seats become available.

Application for Admission Requirements

An application for admission only requires the signature of one parent/guardian, unless a court order indicates otherwise for an individual applicant.

FRCS does not require submission of the student social security number to be eligible for admission. The FRCS application includes all student information required by the charter school statute for the waitlist including student first, middle and last name, date of birth, city/town of residence, grade level, home address and telephone number.

FRCS does not use financial incentives to recruit students (603 CMR 1.05(3)(a) or discriminate on the basis of race, color, national origin, creed or religion, sex, gender identity, 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.

Withdrawals

Students may withdraw from FRCS at any time. A student is 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/guardian of intent to remove a student; (3) FRCS receives a written request for records from another school; or (4) if a student is absent from school for ten consecutive days without prior notification to the school or in the absence of a verbal or written response to school outreach regarding enrollment status.

Withdrawal from FRCS does not require dual parent/guardian signatures.

To regain entry into FRCS, a student who withdraws, as described above, must reapply and participate in the enrollment lottery process.

Growth Plan Requirements

Please note that the following figures are enrollment projections. As such, they are subject to natural fluctuations in enrollment (e.g., retention) and will be managed accordingly.

The total number of students attending FRCS in a given school year cannot exceed the total number of students reported in the pre-enrollment submission to the Department in the previous spring.

Grade	Enrollment 2017-2018	2018-2019	2019-2020	2020-2021
K	130	144	144	144
1	130	144	144	144
2	130	144	144	144
3	130	144	144	144
4	130	144	144	144
5	130	144	144	144
6	130	144	144	144
7	130	144	144	144
8	130	144	144	144
9	100	105	105	105
10	78	98	103	103
11	68	76	96	101
12	64	66	74	95
Total	1480	1641	1674	1700

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