# 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 A student may be considered withdrawn from FRCS, and a vacancy may be declared for a position, if (1) a student transfers to another school; (2) FRCS receives written notification from a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 <a href="mailto:outreach@foxboroughrcs.org">outreach@foxboroughrcs.org</a>. 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 <a href="mailto:outreach@foxboroughrcs.org">outreach@foxboroughrcs.org</a>. 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	<sub>Date</sub> <u>9/7/22</u>	
Parent/ Guardian Name	Rikki Sarin, Manisha Sarin	Phone		
Address	8, Washington Street, Foxboro,MA,02035			
Email Address	manisha.sarin785@gmail.com			
Type of Appeal				
Application App Withdrawal App Enrolled Student	peal			
Request of Committee				
Review withdraw	esolution for application and/or lottery process wal process ent Circumstances			
Please list all school per	sonnel who you have communicated with regarding th	his issue:		
chool Representative		Date		
School Representative		Date		
School Representative		Date		
Please check specific are  General Policy Eligibility Criter Application and Offer and Waitli Disclosure of Str	Lottery Process st Process			
☐ Disclosure of Str ✓ Withdrawals	udent Records			

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.