

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL ENROLLMENT POLICY

1. The Hilltown Cooperative Charter Public School (HCCPS) shall be open to all students, entering grades kindergarten-8, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in the English language or a foreign language or prior academic achievement.
2. Should the number of applicants exceed the school's enrollment capacity, admissions lotteries will be instituted in order to ensure equal access for all families. Lottery dates and application deadline will be posted publically at least a month in advance.
3. Siblings of students currently in attendance are given first preference in the admissions lottery. Siblings are students who have a common parent, either biologically or legally through adoption.
4. HCCPS is a regional school serving primarily applicants from the following districts:

Amherst-Pelham	Hatfield	Greenfield
Belchertown	Mohawk Regional	Hawlemont Regional
Central Berkshire Regional	Northampton	Leverett
Easthampton	South Hadley	Mohawk Regional
Gateway Regional	Ware	New Salem-Wendell
Granby	Erving	Orange (Mahar Regional)
Hadley	Frontier Regional	Pioneer Valley Regional
Hampshire Regional	Gill Montague Regional	

Applicants from these districts are given second preference for admission. Applicants must be residents of Massachusetts to apply, to enroll, and to attend a Massachusetts charter school. During the enrollment/registration process reasonable proof of residency may be required, such as utility bills, signed lease, etc. An exception will be made for homeless students.

5. Students must be five years of age by September 1, of the year in which they apply for a kindergarten opening. Enrollment beyond kindergarten is on a space available basis. Students may apply for openings in any grade K-8.
6. The waiting list is in effect for the entire year for which admissions is sought. We do not carry the waiting list over year to year.

7. Students may only be on the waiting list for one grade.
8. The waiting list is confidential unless the school is required by law to share the list.
9. HCCPS has implemented a student recruitment and retention plan, as outlined in M.G.L. Chapter 71, Section 89 (f).adopted 7/2011. Copies may be obtained from the Administrative Coordinator.
- 10.HCCPS does not administer tests to potential applicants or predicate enrollment on test results, nor does it require attendance at an interview or at our Information Night as a condition of application or enrollment.
- 11.HCCPS notifies all applicants in writing of the rights of students with diverse learning needs to attend HCCPS and to receive accommodations and support services, including students who may have disabilities, require special education or are English language learners.
- 12.Information regarding services available can be found in the Family Handbook, on our website (hilltowncharter.org) and in the Main Office.
- 13.HCCPS does not use financial incentives to recruit students
- 14.HCCPS does not provide transportation for all students in the region. Residents of Easthampton are entitled to transportation to and from school, to be provided by the Easthampton School district and in accordance with their regulations.

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL ENROLLMENT PROCEDURES

A. Applications are available starting in August for the following school year. The initial lottery is held in mid-February. HCCPS will not set any principle application deadlines or hold any enrollment lotteries for student admission for the upcoming year until after January 1, and shall conclude its principle enrollment process not later than March 15 of each year. Additional lotteries for applications received after the initial lottery will be held, if needed, in mid- June or mid- August. Applications are accepted up until the day before the lottery dates. As space become available during the school year, HCCPS may repeat the enrollment process to fill these openings.

B. The number of openings in any given year is a function of the number of students graduating or leaving prior to September. HCCPS determines the number of available spaces each year by grade. When a student stops attending HCCPS for any reason, the school will attempt to fill a vacant seat up to Feb 15th in the grade vacated. A vacancy in grades K- 4 that is not filled after Feb 15th moves into the subsequent grade, to be filled for the following September.

C. Applications that are deemed ineligible either because they don't meet the age or Massachusetts residency requirement will not be entered into the lottery. Parents will be notified of the reason for ineligibility.

D. Lottery Process

1. Each lottery will be performed at HCCPS, (1 Industrial Parkway, Easthampton Ma. 01027) by a neutral party and witnessed by the administrative coordinator. The lottery is open for any member of the public to witness. All applications for a given lottery will be shuffled into a random pile face down. Each application will be drawn at random and a chronological number will be affixed to that application. This lottery number establishes the order of the waiting list. Notification of the lottery date is posted in the local paper at least one week prior.
2. Student applications are divided by grade level into nine separate piles (i.e. K,1,2,3,4,5,6,7,8).
3. Each pile is arranged in order of lottery number (lowest number at top of pile).
4. All siblings of current enrolled HCCPS students, regardless of residence, are moved to top of their respective grade piles, in accordance with the state regulation.

5. Siblings of currently enrolled HCCPS students are assigned open spaces in their respective grade level by order of their lottery numbers (lowest numbers first).
6. Residents of Franklin and Hampshire counties (containing all the school districts listed in Enrollment Policy # 4 above) are given admissions preference over non-residents.
7. Beginning with 8th grade, open spots in the school for that grade level are filled. The remaining names for 8th grade that have not been selected in the lottery are placed, in order, on a waiting list for that grade level. The above procedure is repeated for 7th, 6th, 5th, 4th, 3rd, 2nd, 1st grades and kindergarten in that order.
8. Parents are notified of either an offer of enrollment or of waiting list status in writing. Once parents accept a spot they will receive a registration packet, with a completion deadline. These forms must be returned to attend the school. Parents will be provided a form to consent or deny disclosure of student information.

E. Prospective parents will be informed, in writing, of the deadline for their decision whether or not to enroll their child at HCCPS. Families will be given 7 days to decide; however, in extenuating circumstances the deadline may be extended.

F. During spring admissions when a family relinquishes a spot in the school, that spot will be filled by the next student on the waiting list for that grade level. Offers of spots from the waiting list will be made by the administrative coordinator both in writing and by phone.

G. Students who apply after the February lottery will be entered in the next lottery, which occurs, if needed, in June and August, and added to the waiting list in the order of the lottery draw.

H. The waiting list will be maintained throughout the school year to be used as needed. Once a family from this list declines a space they must re-apply for the next lottery to be considered for the following school year.

I. The waiting list does not carry over year to year. Families must reapply each year.

J. Prospective parents on the waiting list can find out their status on the waiting list at any time by calling the administrative coordinator.

K. The administrative staff is responsible for keeping the waiting list up to date and confidential. HCCPS will keep accurate records of their waitlist containing,

the names (first, middle, last), date of birth, home address, city/town of residence, phone numbers, and grade levels of students who entered the lottery, but did not gain admission.

L. Students for whom enrollment in the school would cause the sending district to exceed the district charter tuition cap will not be offered admission, but will be placed on the waiting list. In cases where the enrollment of a student in and of itself who is a sibling of a student currently attending HCCPS would exceed the district charter school tuition cap, the sibling may be enrolled and the Commonwealth of Massachusetts will provide tuition for the sibling, subject to appropriation.

M. If a student stops attending the charter school or declines admission, the next available student on the waitlist for that grade will be offered admission until the vacant seat is filled. Any student who withdraws from HCCS will need to reapply for admission in order to be enrolled in the lottery.

N. 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(10)(b) Enrollment preferences are for siblings of currently enrolled students and residents of the school districts listed on pg 1, #4 of the HCCPS Enrollment Policy (see above.)

O. When a student in grades K-4th stops attending the school for any reason, the school will attempt to fill vacant seats up to February 15th, with a student in the same grade.

P. If a mid-year vacancy in grades K-4th is not filled after Feb. 15 it will be filled for the following September in the subsequent grade. Seats for students who have accepted an offer of admission in HCCPS but never attended are exempt from this provision.

Q .If the principle enrollment process fails to produce an adequate number of enrolled students, the lottery process may be repeated if a waiting list does not exist and the required lottery process is strictly followed, including public notification and deadlines.

R. All information requested in the application, such as language spoken at home or race/ethnicity, is not intended and will not be used to discriminate.

S. Upon request, the school will provide the names and addresses of students to a third party mail house for mailings unless the parent requests that the school withhold their child's information as described above.

T. The total number of students attending HCCPS in a given school year may not exceed the total number of students in the HCCPS pre-enrollment report submitted to DESE and the total number of students named in the HCCPS growth plan.

Revised, 07/9/2015