



Enrollment Policy

SECTION 1: General Policy Statements

1.1 Enrollment Policy. Dudley Street Neighborhood Charter School (DSNCS) is a public school that is open to all students on a space available basis. When recruiting or admitting students, DSNCS 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 in the English language or a foreign language, or prior academic achievement G.L. c. 71, § 89(m); 603 CMR 1.05(2). DSNCS will not admit students in excess of the school's approved maximum enrollment. Moreover, DSNCS will not set enrollment requirements that are intended to discriminate or that have the effect of discriminating based upon any of these characteristics.

1.2 Enrollment Grades. DSNCS will enroll students in Grade K1, and into any open seats in Grades K2-5 in accordance with M.G.L. c. 71, § 89(m); 603 CMR 1.06(1).

1.3 Recruitment and Retention Plan. The school will have and implement a student recruitment and retention plan as outlined in M.G.L. c. 71, § 89(f); 603 CMR 1.05(f).

1.4 All applicants will be notified in writing of the rights of students with diverse learning needs to attend the charter school and to receive accommodations and support services, including students who may have disabilities, require special education, or English Language Learners. 603 CMR. 1.05(4). Information regarding the availability of services is available on our website, in materials sent home and in our student handbook. 603 CMR 1.05(4).

1.5 DSNCS does not disclose student information to any outside party (excluding the Boston Public Schools) unless allowed to or required by law (G.L. c. 71, § 89(g) and (n)). DSNCS has adopted the BPS policies regarding student information disclosure which are detailed in the relevant BPS Superintendent Circulars posted on the BPS website and published annually in the BPS Guide for Students and Families ('The Guide'). The Guide also details the process for students and parents to consent to or to opt-out of the disclosure of student information as per G.L. c. 71, § 89(g). Upon request, DSNCS 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. G.L. c. 71, § 89(g); 603 CMR 1.05(6)(e).

SECTION 2: Eligibility Criteria for Enrollment

2.1 Admissions Criteria Eligibility. DSNCS requires:

1. Candidates for admission to apply for the grade immediately following their current grade and to successfully complete their current grade as evidenced by a transcript or report card that reflects promotion to the grade level specified on the application by one week prior to the

start of the school year. The school reserves the right to rescind offers of seats to students who are offered seats at the school via the application and lottery processes but who do not successfully complete their current grades. The notification of rescission will be made available in the parent/guardian's native language.

2. Student to be a minimum of age 4 by September 1 for enrollment in K1
3. Student to be a minimum of age 5 by September 1 for enrollment in K2.
4. Candidates to be residents of the City of Boston, Massachusetts at the time that they submit an application.

2.2 Proof of Residency. All applicants to DSNCS must be residents of Boston, Massachusetts both at the time of application, and during their time as students at DSNCS. Given that state law regarding Horace Mann charter schools gives preference to current Boston Public Schools students over Boston residents in our lottery, the residency status and BPS enrollment status of all incoming DSNCS students will have been and must be vetted by the Boston Public Schools during the registration process at BPS Welcome Centers prior to a student's enrolling at DSNCS. In cases where an applicant who is not currently a BPS student and has not registered at a Welcome Center is accepted to DSNCS, with the exception of homeless students, the registration process will need to be completed at one of BPS' Welcome Centers or at the school. Students who fail to meet residency requirements cannot be officially assigned to DSNCS. If a student changes residence to outside the City of Boston after enrolling in the school, the student can no longer attend the school. Homeless students may enroll or continue to be enrolled at DSNCS as per DSNCS and BPS policy and Massachusetts law. DSNCS's homeless liaison will assist and support the application and registration process for any student who may be considered homeless.

Prior to an offer of admission, the families of students who are not already enrolled in BPS must provide proof of Boston residency in accordance with policies established by BPS, with the exception of homeless students. Documents must be submitted in person at one of BPS's Welcome Centers. In addition to a photo identification, parents must provide TWO of the following documents (items cannot be from the same bullet):

- A Utility Bill (not water or cell phone) dated within the past 60 days,
- A Deed, Mortgage Payment dated within the past 60 days, or Property Tax Bill dated within the last year,
- A current Lease, Section 8 Agreement, or [BPS Landlord Affidavit](#),
- A W2 form dated within the year or a Payroll Stub dated within the past 60 days,
- A Bank or Credit Card Statement dated within the past 60 days,
- A Letter from an Approved Government Agency* dated within the past 60 days.

2.3 Informational Meetings. DSNCS does not require potential students or their families to attend interviews or informational meetings as a condition of application and/or enrollment. The school has a comprehensive recruitment and retention plan, to provide information about the school to potential applicants and their families throughout the year. As a part of this plan, DSNCS will host information sessions for interested applicants and their families. Prior to enrollment, DSNCS strongly advises parents/guardians and students to attend one information session though attendance is not a condition of enrollment as previously stated. DSNCS will hold multiple information sessions beginning in November of each school year, through the last application deadline. DSNCS will strive to make accommodations for all families by offering sessions at various times of the day and by providing both written and oral translations for families.

2.4 Application Criteria Standards. DSNCS will **NOT**:

1. Give preferences to children of staff members or members of the Board of Trustees.
2. Give preference to siblings of students accepted to the school but not yet attending.
3. Take any actions or make any statements that discourage parents/guardians of students with disabilities, students with limited English proficiency or any other protected group of students from submitting an application. M.G.L. c. 71, § 89.
4. Administer tests to potential applicants or predicate acceptance for admission on results from any test of ability or achievement.
5. Mandate an application fee for admission.
6. Use financial incentives to recruit students.
7. Require dual parent/guardian signatures on the application.

SECTION 3: Description of Enrollment Process

3.1 Application Process. DSNCS is a tuition-free, public, Horace Mann charter school; all eligible families must apply by submitting an information-based application to enroll for a given academic year. The application requires the signature of only one parent/guardian, unless a court order indicates otherwise for an individual applicant and does not require submission of the student's social security number. The primary contact indicated on the application will receive confirmation that the application was received; confirmation will be communicated by phone, email and US mail. Families are invited to submit applications for potential vacancies in Grades K1 through 5. DSNCS prefers to receive online applications. The English language version, and several translations, can be found at: <https://www.bpe.org/dudley-street-neighborhood-charter-school/for-families/prospective-families/> Hard copies of the application are available at the DSNCS main office located at 6 Shirley Street, Roxbury, MA 02119.

The enrollment application will be translated into the city's five major languages and will be available to families by November 1 of each year. To ensure access for all eligible families, DSNCS will provide application completion assistance via telephone, email, and information sessions. We will ensure that all materials, communications, and meeting presentations are translated and/or conducted in the preferred language of families, and will request additional information by phone when incomplete or illegible applications are submitted. 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 per M.G.L. c.71, § 89(m); 603 CMR 1.06(2). DSNCS will not set any principal application deadlines or hold any enrollment lotteries for student admission for the upcoming school year until after January 1st and shall conclude its principal enrollment process no later than March 15th of each year. 603 CMR 1.05(3)(c).

3.2 Application and Enrollment Deadlines. DSNCS will provide public notice of all application deadlines at least one month in advance. This information will be included on the enrollment application, the DSNCS website, and all recruitment-oriented materials. Applications received after the principal application deadline will not be processed until the initially created waitlist has been exhausted. If an application is received following the deadline, it will be applied to the subsequent lottery, if necessary. Once a student is offered the opportunity to enroll in the school, families have 15 days to indicate in writing their acceptance of the seat. DSNCS will provide an enrollment form to be returned via fax, email or a self-addressed stamped envelope to 6 Shirley Street, Roxbury, MA 02119.

3.3 Student Information. DSNCS will not disclose information about students who are included in the lottery except when required by the Department of Elementary and Secondary Education, consistent with state law. Upon enrollment, the school will provide a form for families to consent or deny disclosure of student information in accordance with M.G.L. c. 71, § 89(g).

SECTION 4: Description of Lottery Procedures

4.1 Lottery Process. Each year, DSNCS will define the number of seats available for a given year by grade level. If the number of eligible applicants exceeds the number of available seats for a given year, DSNCS will hold a public lottery shortly after its first application deadline. At least one-week notice will be given prior to each lottery; The lottery will be conducted electronically and a neutral third party shall certify that the process is fair and that the selection is random. All public lotteries are held at the school, 6 Shirley Street, Roxbury, MA 02119. Prior to the lottery, each applicant will be assigned a lottery ID number; families will be informed via email of that ID number prior to the drawing. All applicants, who submitted an application prior to the application deadline and meet the eligibility requirements, will be included in a single lottery for each grade. The lottery will generate an initial random rank order for each applicant. After the rank order has been created, preferences for admission will be applied. The following subsection describes which applicants receive priority over other applicants.

4.2 Enrollment Priority. Within each grade-level lottery, applicants will be identified and will be given priority during the lottery based on the following order of preference, consistent with M.G.L. c. 71, § 89; 603 CMR 1.05 (7)(b):

1. By law, siblings of currently attending students receive the first preference in the lottery. A sibling is anyone who shares a common parent, either biologically or legally through adoption. Proof of sibling status must be provided at the time an offer of admission is made.
2. Applicants currently attending Boston Public Schools receive second preference in the lottery.
3. Applicants residing in Boston who do not attend Boston Public Schools receive third preference for admission.

4.3 Waiting List. DSNCS will place the names of students not offered admission following a lottery on a waiting list in the order names were selected. DSNCS will maintain the waitlist list based on each applicant's randomly determined lottery rank order, while also taking in account the waitlisted applicant's preference for admission that may change over time. If a student selected in the lottery declines to enroll in the school or if a student stops attending the school prior to February 15, the next available student on the waitlist for that grade will be offered admission until the vacant seat is filled. No student will be admitted ahead of other eligible students previously placed on the waiting list during a prior enrollment process, except in the cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b)

Whether or not the family is present at the lottery, the accepted or waitlisted student's family will be sent a written letter within one week, notifying them of their admissions status. DSNCS will provide an enrollment form to be returned via fax, email or self-addressed stamped envelope. The DSNCS Office Manager will work to contact each accepted student's family by phone and email to follow-up on admission status and respond to enrollment questions. If a space becomes available during the school year, families on the waitlist will be given 3-5 business days to accept or decline in writing the offer of admission. If a student on the waiting list declines an offer of admission or misses the response deadline, s/he will be removed from the waiting list and will have to reapply for any future seat at DSNCS. The waiting list for any given school year will expire at the end of that same school year and will not roll over from one year to the next. Applicants who do not receive an offer of admission (either during the lottery or off of the waitlist) must reapply during the next

application cycle in order to be considered again for enrollment.

4.4 DSNCS will keep accurate records of the waiting list containing students' names (first, middle, last), dates of birth, cities or towns of residence, and grade levels of students who entered the lottery but did not gain admission to the school. Families are responsible for notifying the school when addresses and phone numbers change. When a student stops attending DSNCS for any reason, the school will attempt to fill vacant seats up to February 15th for Grades K1, K2, 1, 2, 3, 4 and 5. A vacancy not filled after February 15th moves into the subsequent grade to be filled the following September, except for grade 5 (603 CMR 1.05(10)(c)). Students who have withdrawn from DSNCS, in accordance with the school's withdrawal policy, must reapply to be considered for readmission.

If DSNCS chooses to accept additional applications after the principal deadline for grades where a waitlist has been established from the principal lottery, DSNCS must exhaust the initial waitlist prior to holding additional lotteries. If the principal enrollment process fails to fill available admission spaces, DSNCS may repeat the process more than once providing such process is fair and open and the school gives reasonable public notice at least one month prior to the application deadline. 603 CMR 1.05(8). As spaces become available during the school year, a school may repeat the enrollment process to fill these openings and to meet the requirements of G.L. c. 70, § 89(n). 603 CMR 1.05(8).

4.5 Students must begin attending DSNCS within 10 days of their anticipated start date (e.g., first day of school) in accordance with DSNCS's attendance policy. Students who fail to meet this requirement will be considered to have declined their offer of admission. They must reapply in a future application cycle in order to be considered again for enrollment.

4.6 The total number of students attending DSNCS in a given school year will not exceed the total number of students reported in DSNCS's pre-enrollment submission to the Department in the previous spring in accordance with 603 CMR 1.08(5).