The Academy of the Pacific Rim Charter Public School

Enrollment Policy and Procedures

GENERAL POLICY

The Academy of the Pacific Rim [APR] enrolls new students into grades 5-9 and backfills seats from grades 5-8. G.L. c. 71, § 89(m). The school’s application process is not integrated with that of the school district of Boston. 603 CMR 1.05(11).

Charter schools are public schools and are therefore open to all Massachusetts students on a space available basis. This means that APR does not discriminate on the basis of race, color, national origin, creed, 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). The school will develop and implement a student recruitment and retention plan as outlined in G.L. c. 71, § 89(f), and 603 CMR 1.05(1). The school does not charge an application fee for admission or use financial incentives to recruit students. 603 CMR 1.05(3)(a).

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 are English language learners. 603 CMR 1.05(4). Information regarding the availability of services is presented including, but not limited to, the school’s outreach materials, the student handbook, and on the school’s website. 603 CMR 1.05(4).

The charter school will not admit students in excess of the school’s approved maximum enrollment and, if applicable, growth plan specified as a material term of the school’s initial or amended charter. 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. G.L. c. 71, § 89(g); 603 CMR 1.05(6)(e). See page 6-7 for a further description of disclosure of student information. G.L. c. 71, § 89(g) and (n).

ELIGIBILITY CRITERIA

The Academy of the Pacific Rim charter public school requires:

1. The applicant must be a resident of Massachusetts to apply for admission and to attend a charter school in Massachusetts.
   a. Students who may be considered homeless are eligible to apply and to attend The Academy of the Pacific Rim. Proofs of residency do not apply to homeless students. Students who may be homeless are still eligible to enroll at APR, but in order to provide preference for admission based on residency, proofs of residency for students who may be homeless will be handled on a case-by-case basis to determine where they currently live.

2. Candidates for admission must successfully complete the grade prior to the grade for which they seek admission. The Academy of the Pacific Rim requires that students provide a report
card before the first day of school. The offer for a student who has not passed a previous grade will be rescinded.

The Academy of the Pacific Rim does not require potential students or their families to attend interviews or informational meetings as a condition of application, admission, and attendance. The school does not administer tests to potential applicants or predicate acceptance for admission on results from any test of ability or achievement. 603 CMR 1.05(3)(a).

OUTREACH

The Academy of the Pacific Rim will have and implement a student recruitment and retention plan as outlined in G.L. c. 71, § 89(f), and 603 CMR 1.05(1).

The Academy of the Pacific Rim provides information about the school to those who are interested throughout the year. The School provides a link to the lottery enrollment forms on the school website (www.pacrim.org) as well as on the Boston Charter School Application website (bostoncharterschools.schoolmint.net) in multiple languages. The school’s enrollment process is not integrated with that of the Boston Public Schools or of the other Commonwealth charter schools that are using the Boston Charter School Application online system. The school provides online lottery enrollment forms in languages of the community. If a family is unable to attend an information session, unable to access the Boston Charter School Application website, or access the school’s website, the school will meet with the family and assist them in applying.

The recruitment and enrollment process is an extensive, citywide outreach effort that includes advertisement in local newspapers, at local libraries, community centers and schools. Attendance Open Houses at the school is encouraged, but not required for students and their families.

APPLICATION PROCESS

The school 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). The school will give reasonable public notice, of at least one month, of all application deadlines. 603 CMR 1.05(5).

Students on the fifth, sixth, or seventh or eighth grade waiting lists who do not gain admission by the upcoming school year’s application deadline MUST reapply for the sixth, seventh, eighth or ninth grade lottery enrollment. The school will contact all families on this list by emailing a new lottery enrollment form to the address provided and by alerting the family to this by phone.

Annually the school will determine the number of spaces available by grade level with total enrollment not exceeding 545 or the current charter enrollment cap. The total number of students attending the school in a given school year cannot exceed the total number of students reported in the school’s pre-enrollment submission to the Department in the previous spring in accordance with 603 CMR 1.08(5).

The Academy of the Pacific Rim charter public school application for admission is made available online through the SchoolMint website. Interested families and students will be able to access the online application by typing in the URL directly (bostoncharterschools.schoolmint.net), or by linking
to the application from the Academy of the Pacific Rim charter public school’s website (www.pacrim.org). Eligible applicants will be able to choose the Academy of the Pacific Rim charter public school and/or a number of other Commonwealth Charter Schools to whom to send their application. Applicants must be a resident of Massachusetts to apply to for admission and to attend a charter school in Massachusetts. Reasonable proof of current residency or sibling status will be required at the time an offer of admission is made. 603 CMR 1.05(10)(a).

The application will be available in multiple languages to reflect the major language groups in Boston.

**LOTTERY PROCESS**

The Academy of the Pacific Rim holds no regard to when the application form was submitted, as long as it was prior to the application deadline. The Academy of the Pacific Rim offers admission to applicants on a first come, first serve basis. After the lottery enrollment deadline passes, the Academy of the Pacific Rim will determine the number of spaces available each year in each grade. In cases where there are fewer spaces than eligible applicants, students shall be accepted for admission by lottery process. If needed, the Academy of the Pacific Rim will include all eligible applications into the lottery for each grade level.

Reasonable public notice is given at least one week prior to each enrollment lottery. The lottery will be conducted in public at the school, located at 1 Westinghouse Plaza, Hyde Park, MA. The lottery will be conducted electronically and a neutral party shall certify that the process is fair and that the selection is random. The Academy of the Pacific Rim will offer admission to applicants based on the number of spaces available in each grade, while taking into consideration the original random lottery ranking and preferences for admission. 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 CMR 1.05(6)(b). Residents of Boston receive a preference for admission over non-Boston residents. The school shall place the names of students not offered admission following a lottery on a waitlist in the order the names are selected. 603 CMR 1.05(10). Schools must remember to take into account sibling and resident preference, both of which may change over time.

- **Siblings** - Students who share a common parent, either biologically or legally through adoption. 603 CMR 1.02. Whether the children reside in the same household has no bearing on determining if the children are siblings for purposes of a sibling preference. Children who live in separate households may be siblings and those that live in the same household may not be. If siblings are placed in foster homes and one of them enrolls in the charter school, then the siblings of that student are entitled to admission preference. Foster children are not considered siblings of other children in the foster home unless they share a common parent.

- **Residents** - Students who live in the city or town in which the charter school is located (Boston). Residents enrolled in district, charter, private or parochial schools or enrolling in schools in the district get equal preference. Proof of residence will be required at the time an offer of admission is made. G.L. c. 71, § 89(m); 603 CMR 1.05(6)(b). Acceptable proof includes:
  - 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 driver’s license
• A current Lease, Section 8 Agreement, or 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
*Approved government agencies: Departments of Revenue (DOR), Children and Family Services (DCF), Transitional Assistance (DTA), Youth Services (DYS), Social Security, any communications on Commonwealth of Massachusetts Letterhead.

• Non-residents - Students who live outside the city or town in which the charter school is located (Boston). Non-Residents enrolled in district, charter, private or parochial schools or enrolling in schools in the district get equal preference.

In cases where offering admission to a student, who is not a sibling of another student who is currently attending the charter school, from the waitlist would exceed the district charter tuition cap, the student should be skipped but kept 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. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).

**ADDITIONAL LOTTERIES**

If the principal enrollment process fails to fill available admission spaces, a school 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, the 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).

The Academy of the Pacific Rim will accept applications after the initial application deadline has passed. These additional applications for grades where a waitlist has already been established from the principal lottery must exhaust the initial waitlist prior to holding additional lotteries.

**WAITING LIST**

The school shall place the names of students not offered admission following a lottery on a waitlist in the order the names are selected. 603 CMR 1.05(10). The Academy of the Pacific Rim will maintain accurate waiting list information for students that do not gain admission through the lottery.

Information for students who entered the lottery but did not gain admission must include, but is not limited to, names (first, middle, last); dates of birth; cities or towns of residence; grade levels; home addresses; and telephone numbers. G.L. c. 71, § 89(n); 603 CMR 1.05(10)(a). The school will maintain waitlists only for the school year for which the students sought admission.

If a student stops attending the charter school or if an applicant who is offered admission declines the offer, 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. G.L. Chapter 71, § 89(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). 603 CMR 1.05(8).

In accordance with G.L.c.71, §89, when a student in grades 5, 6, 7, or 8 stops attending the school for any reason, the school shall fill that seat up to February 15th. This is a requirement of statute and regulation. A vacancy in grades 5, 6, 7, or 8 not filled after February 15 moves into the subsequent grade, to be filled the following September. Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt. 603 CMR 1.05(10)(c)

The Academy of the Pacific Rim will maintain one waiting lists for each grade and will take into consideration “Siblings”, “Residents” and “Non-Residents” preference for admission at the time an offer of admission is made. The waiting list is not static and the order of the waitlist will change as preferences change over time. It is important that families update the school whenever contact information, residency, or sibling status change. The waiting lists for grades 5 - 9 will be maintained in the following manner:

5th grade: The wait list will be active until February 15th. This list is then void with the new lottery in March for next year’s sixth grade. All students on the fifth grade wait list will be contacted and must re-apply to be considered again for a seat in the sixth grade.

6th grade: The wait list will be active until February 15th. This list is then void with the new lottery in March for next year’s seventh grade. All students on the sixth grade wait list will be contacted and must re-apply to be considered again for a seat in the seventh grade.

7th grade: The wait list will be active until February 15th. This list is then void with the new lottery in March for next year’s eighth grade. All students on the seventh grade wait list will be contacted and must re-apply to be considered again for a seat in the eighth grade.

8th grade: The wait list will be active until February 15th. This list is then void with the new lottery in March for next year’s ninth grade. All students on the eighth grade wait list will be contacted and must re-apply to be considered again for a seat in the ninth grade.

9th grade: The wait list will be active until February 15th. This list is then void with the new lottery in March for next year’s ninth grade.

**ENROLLMENT CONFIRMATION**

Families will be notified at the lottery and by phone and email of their admission status (accepted or placement on waiting list). A family has two weeks to accept the offer of admissions. If a family declines an offer of admission, the school will immediately contact the family of the student on the top of the wait list.

If a student does not meet eligibility requirements (proof of residency and completing prior grade) then the school will rescind the offer of admission.

If a family misses enrollment deadlines then the school will rescind the offer of admission.
Students who receive an offer of admission between March and June have two weeks to accept or decline the offer; students who receive an offer of admission in July have one week to accept or decline the offer; and students who receive an offer after August 1st have 3 days to accept or decline an offer.

If a student is selected before the start of school, the student must begin attending the school by day 10 or else the seat will be offered to the next student on the waitlist.

If a student is selected after the start of school, the student must begin attending within 5 days of accepting the offer or else the seat will be offered to the next student on the waitlist.

OTHER LIMITATIONS

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

If a space became available and the enrollment of a student from the waiting list would cause his or her sending district to exceed the net school spending cap, the charter school should skip over that student but keep them on the waiting list. If that student on the waiting list is a sibling of a student currently enrolled at the charter school, the school may enroll that student and the Commonwealth of Massachusetts will pay the tuition to the charter school, subject to state appropriations.

DISCLOSURE OF STUDENT INFORMATION

The Academy of the Pacific Rim charter public school will not disclose student information unless permitted by law. As required by law, the Academy of the Pacific Rim charter public school will provide the names and addresses of students to the Boston Public Schools, the Department of Elementary and Secondary Education, any other schools and school systems in which my student has previously been enrolled, any governmental departments, health or social service providers, or other offices whose activities bear directly on the programs or services with which the student is provided at the receiving charter school. Also as required by law, (G.L. c. 71, § 89(g) and (n)) the Academy of the Pacific Rim charter public school will provide the names and addresses to a third party mail house for mailings unless the parent requests that the school withhold their child’s information. Furthermore, the Academy of the Pacific Rim charter public school may provide all allowable directory information (including student names and addresses) under 603 CMR 23.07(4)(a) to third parties unless the parent requests that the school withhold their child’s information. Parents wishing to request that their child’s directory information be withheld may indicate their request in writing to the Principal. Absent receipt of a written objection, the directory information will be released without further notice or consent.
LOTTERY ENROLLMENT FORM

ELIGIBILITY
Prospective charter school students must be residents of Massachusetts to apply for admission and to attend a charter school in Massachusetts. For entry to K1, prospective students must be age 4 on or before September 1, 2016. For entry to K2, students must be age 5 on or before September 1, 2016. For schools whose entering grade levels are not K1 or K2, depending on the school, you may need to demonstrate completion of the previous grade prior to enrollment. For more information, please refer to the specific enrollment policies of the schools to which you are applying.

PREFERENCE FOR ADMISSION
Siblings of students currently attending the school(s) you are applying to receive a preference for admission over non-siblings at the time an offer is made. “Sibling” is defined as persons who have a common parent, either biologically or legally through adoption.

Residents of Boston applying to the charter schools that serve Boston receive preference for admission over non-residents who do not live in Boston.

Residents of Chelsea applying to both Excel Academy Charter School and Brooke Charter School receive preference for admission over residents who do not live in either Chelsea or Boston. Please note that both Excel and Brooke may assign students, in accordance with their charter school’s enrollment policy, to a specific campus for reasons of geographic proximity, student safety, or program delivery. 603 CMR 1.05(13).

Residents of Chelsea, Everett, Lynn, and Revere will receive preference for admission to Phoenix Chelsea over residents who do not live in that school’s sending region.

Proof of residency must be presented at the time an offer of admission is made. If a school receives false residency information, the application may be deemed invalid. For more information, please refer to the specific enrollment policies of the schools to which you are applying.

RIGHTS OF STUDENTS WITH DIVERSE LEARNING NEEDS
Students with diverse learning needs (including students who may have disabilities, require special education services, or are English Language learners) have the right to attend a charter school and to receive appropriate accommodations and support services. Information regarding the availability of services for students is available on each participating school’s website. This notice will be made available in the native language of the parents or guardians.

The charter schools using the Boston Charter School Application do not discriminate on the basis of race, color, creed, sex, national origin, ethnicity, religion, gender identity, sexual orientation, mental or physical disability, age, ancestry, homelessness, special needs, English language proficiency or foreign language proficiency, athletic ability or prior academic achievement.

All students considered to be homeless are able to apply to charter schools in Massachusetts.

The Boston Charter School Application you are using will allow you to apply to several charter schools (if you choose) at once;
please follow the instructions, below, to select schools appropriate for your child’s entering grade.

Note: Families using paper applications will have to complete a separate application for each child applying to a charter school. Families may apply for multiple children to multiple charter schools at once by using the online Boston Charter School Application: applybostoncharterschools.org

PARTICIPATING SCHOOLS
• Academy of the Pacific Rim
• Boston Collegiate Charter School
• Boston Preparatory Charter School
• Boston Renaissance Charter Public School
• Brooke Charter School
• City on a Hill Public Charter Schools
• Codman Academy Charter Public School
• Conservatory Lab Charter School
• Helen Y. Davis Leadership Academy Charter Public School
• Excel Academy Charter School
• KIPP Academy Boston Charter School
• Match Charter Public School
• Neighborhood House Charter School
• Phoenix Charter Academy Chelsea
• Roxbury Preparatory Charter School

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STUDENT INFORMATION
Name __________________________________________________
First name, middle name, last name (if no middle name, use NMN)
Birthdate ______________________________________________ (MM/DD/YYYY)

PARENT/GUARDIAN INFORMATION
PARENT/GUARDIAN #1
Relationship to student(s): _________________________________
First Name ______________________________________________
Last Name _______________________________________________
Home Address ___________________________________________
________________________________________________________________
Mobile Phone ____________________________________________
Home Phone _____________________________________________
Work Phone _____________________________________________
Email Address ___________________________________________
Prefered contact method (please check): ¨ Email  ¨ Text

PARENT/GUARDIAN #2 (Optional)
Relationship to student(s): _________________________________
First Name ______________________________________________
Last Name _______________________________________________
Home Address ___________________________________________
________________________________________________________________
Mobile Phone ____________________________________________
Home Phone _____________________________________________
Work Phone _____________________________________________
Email Address ___________________________________________
Prefered contact method (please check): ¨ Email  ¨ Text
Home Address: Same as  ¨ Parent/Guardian 1  ¨ Parent/Guardian 2
Address if different from guardian(s):
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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Student Gender (optional question): ¨ Male  ¨ Female  ¨ Non-Binary
Does applicant have a sibling currently attending a charter school? (If yes, provide school(s) below).
¨ Yes  ¨ No
Sibling #1 ____________________________________________ School
First name, middle name, last name
Grade __________________

Sibling #2 ____________________________________________ School
First name, middle name, last name
Grade __________________

Sibling #3 ____________________________________________ School
First name, middle name, last name
Grade __________________

Sibling #4 ____________________________________________ School
First name, middle name, last name
Grade __________________

Does applicant have a sibling applying to a charter school? ¨ Yes  ¨ No
If yes, which school(s)?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

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**SCHOOL CHOICE**

Schools are listed along with the grades for which they are accepting applications for school year 2017–18. Please note: some schools are in growth mode and do not offer seats for all grades, as some grades may not yet exist. **Parents and guardians may check off more than one school for their student, however, please select ONLY the schools that offer the grade appropriate for the applying student.**

**SCHOOLS STARTING IN K1**

**Boston Renaissance Charter Public School (K1–6)**

1415 Hyde Park Avenue, Hyde Park

‘K1’ ‘K2’ ‘1’ ‘2’ ‘3’ ‘4’

**Codman Academy Charter Public School (K1–12)**

622 Washington Street, Dorchester (Lower School)
637 Washington Street, Dorchester (Upper School)

‘K1’ ‘K2’ ‘1’ ‘2’ ‘3’ ‘4’ ‘5’ ‘6’ ‘7’ ‘8’ ‘9’

**Conservatory Lab Charter School (K1–8)**

131 Hancock Street, Dorchester (Lower School)
2120 Dorchester Avenue (Upper School)

‘K1’ ‘K2’ ‘1’ ‘2’ ‘3’ ‘4’ ‘5’ ‘6’ ‘7’ ‘8’

**Match Charter Public School (K1–12)**

100 Poydras Street, Hyde Park (Lower School)
215 Forest Hills Street, Jamaica Plain (Middle School)
1001 Commonwealth Avenue, Boston (High School)

‘K1’ ‘K2’ ‘1’ ‘2’ ‘3’ ‘4’ ‘5’ ‘6’ ‘7’ ‘8’

**Neighborhood House Charter School (K1–12)**

21 Queen Street, Dorchester

‘K1’ ‘K2’ ‘1’ ‘2’ ‘3’ ‘4’ ‘5’ ‘6’ ‘7’ ‘8’

**SCHOOLS STARTING IN K2**

**Brooke Charter School (K2–12)**

*(Please rank campus preference below for K2–8. Rank 1, 2, 3)*

____ 190 Cummings Highway, Roslindale
____ 150 American Legion Highway, Mattapan
____ 94 Horace Street, East Boston

7 Elkins Street, South Boston (High School)

‘K2’ ‘1’ ‘2’ ‘3’ ‘4’ ‘5’ ‘6’ ‘7’ ‘8’

**KIPP Academy Boston Charter School (K2–8)**

37 Babson Street, Mattapan

*KIPP Academy Boston will not offer Grade 4 until the 2018–19 school year*

‘K2’ ‘1’ ‘2’ ‘3’ ‘5’ ‘6’ ‘7’ ‘8’

**SCHOOLS STARTING IN GRADE 5**

**Academy of the Pacific Rim (5–12)**

1 Westinghouse Plaza, Hyde Park

‘5’ ‘6’ ‘7’ ‘8’

**Boston Collegiate Charter School (5–12)**

215 Sydney Street, Dorchester (Lower School)
11 Mayhew Street, Dorchester (Upper School)
Excel Academy Charter School (5–12)
(Please rank campus preference below for 5–8. Rank 1, 2, 3)
_____ 58 Moore Street, East Boston (5–8)
_____ 1150 Saratoga Street, Orient Heights (5–8)
_____ 180 2nd Street, Chelsea (5–8)
401 Bremen Street, East Boston (9–12)

Roxbury Preparatory Charter School (5–12)
(Please rank campus preference below for 5–8. Rank 1, 2, 3)
_____ 120 Fisher Avenue, Roxbury (5–8)
_____ 206 Magnolia Street, Dorchester (5–8)
_____ 22 Regina Road, Dorchester (5–8)
5 Maywood Street (High School)

SCHOOLS STARTING IN GRADE 6
Boston Preparatory Charter School (6-12)
885 River Street, Hyde Park

Helen Y. Davis Leadership Academy Charter Public School (6–8)
23 Leonard Street, Dorchester

SCHOOLS STARTING IN GRADE 9
City on a Hill Public Charter School Circuit Street (9–12)
58 Circuit Street, Roxbury

Phoenix Charter Academy Chelsea (9–12)
59 Nichols Street, Chelsea

CONSENT TO RELEASE STUDENT INFORMATION
In the event that my student has the opportunity to be enrolled in a Boston charter public school, I hereby authorize that school to share and/or request any and all records, data, or information determined to be relevant to the education of my student: with the Boston Public Schools, the Department of Elementary and Secondary Education, any other schools and school systems in which my student has previously been enrolled, any governmental departments, health or social service providers, or other offices whose activities bear directly on the programs or services with which my student is provided at the receiving charter school.

I acknowledge the above statement.

NON-CONSENT TO USE STUDENT’S NAME IN LOTTERY RESULTS
I DO NOT authorize any of the Boston charter public schools to use my child’s name in the lottery results, including in the posting to the school’s website or to a central location within the school after the lottery.

If you check this box your child will be identified using only the ID number emailed to you after receipt of your application.

NON-CONSENT TO DISCLOSURE OF STUDENT INFORMATION

I DO NOT authorize any of the Boston charter public schools to provide the name and address of my child to a third-party mail house.

If you check this box we will withhold your child’s name if/when we provide student information to a third-party mail house for mailings.

NON-CONSENT TO DISCLOSURE OF STUDENT INFORMATION

I DO NOT authorize any of the Boston charter public schools to provide all allowable directory information (including student names and addresses) under 603 CMR 23.07(4)(a) with the Massachusetts Charter Public School Association, or other schools or organizations.

If you check this box we will withhold your child’s name if/when we provide student information to a third-party, such as the Massachusetts Charter Public School Association, for communication.