



Enrollment Policy and Procedures

General Policy

Bridge Boston Charter School seeks to recruit and enroll students who will benefit from the rigorous academics, nurturing community, and full service programming that the school provides. The school is committed to a transparent, just, and thoughtful enrollment process that follows all necessary regulations and laws.

Bridge Boston Charter School 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), when recruiting or admitting students. Moreover, Bridge Boston Charter School does not set admissions criteria that are intended to discriminate or that have the effect of discriminating based upon any of these characteristics. M.G.L. c. 71 § 89 (l); 603 CMR 1.06 (1). Any and 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. G.L. c. 71, § 89(m); 603 CMR 1.05(2). The school has implemented a student recruitment and retention plan as outlined in M.G. L. Chapter 71, Section 89(f); CMR 603 1.05 (l). Bridge Boston does not use financial incentives to recruit students per 603 CMR 1.05(3)(a). Also, in accordance with the regulations (603 CMR 1.05(4)) all applicants are notified in writing of the rights of students with diverse learning needs to attend Bridge Boston and to receive accommodations and support services, including students who may have disabilities, require special education, or are English language learners.

Information about the school and about our services is in our outreach materials as well as in the student handbook and on our website. 603 CMR 1.05(4). The outreach program is described in our recruitment and retention policies.

Bridge Boston Charter School opened in the year 2011-2012 and, in its initial lottery on March 8, 2011, accepted only students for grades K-1 and K-2. Each subsequent academic year, the School has grown by one grade. At the commencement of the 2019-2020 academic year, we will reach our full size of all grades K1-8th. The school will determine the number of spaces available each year by grade level.

The following table illustrates the grades at which the school will enroll new students:

Enrollment School Year	Grade levels accepting students
2015-2016	K1-4
2016-2017	K1-5
2017-2018	K1-5
2018-2019+	K1-5

Eligibility criteria for enrollment:

1. Candidates for admission must apply for the grade immediately following their current grade and must successfully complete their current grade. This requirement to complete the previous grade does not apply to students entering K-1 or K-2.
2. Students must be a resident of Massachusetts to apply to enroll, and to attend a Massachusetts charter school G.L.c.71, § 89(ff). Families will be expected to provide proof of residency in the form of two of the following: driver's license, pay stub, lease, real estate tax bill, or utilities bill. These requirements do not apply to homeless families.
3. The school does not administer tests to potential applicants or predicate enrollment on results from any test of ability or achievement per 603CMR 1.05(3)(a).
4. In order to enter K1, students must be at least 4 years of age by September 1. 603 CMR 1.05(12)

Bridge Boston Charter School strongly advises and requests that:

1. Parents/ guardians and students attend an informational session and orientation session prior to enrollment. Attendance at such sessions, while encouraged, is not required as a condition of application or enrollment per 603 CMR 1.05(3)(a).
2. Parents/guardians sign compacts that demonstrate their agreement with and understanding of the school's mission. Signing the compact is not required as a condition of application or enrollment.

Bridge Boston Charter School will not:

1. Give preferences to children of staff members or Board members;
2. Make statements in meetings intended to discourage, or that have the effect of discouraging, parents/guardians of students with disabilities, students with limited English proficiency, or any other protected group of students from submitting an application to the school. See M.G.L. c. 71 § 89(1).

Enrollment Procedures

1. 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 1, and concludes its principal enrollment not later than March 15 per 603 CMR 1.05(3)(c).
2. The date, time and location of the lottery and of the application deadline are published at least one month in advance. 603 CMR 1.05(5)
3. Reasonable proof of current residency or sibling status is required at the time an offer of admission is made. 603 CMR 1.05(10)(a).

Student Information

1. The policies for the disclosure of student information will follow the rules outlined in G.L. c. 71, §§ 89(g) and (n). Bridge Boston Charter School will provide a form for parents to consent or deny disclosure of student information. G.L. c. 71, § 89(g).
2. Upon request from Boston Public Schools, 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. G.L. c. 71, § 89(g); 603 CMR 1.05(6)(e).

Lottery Procedures

1. The school will determine the number of spaces available each year by grade level in accordance with 603 CMR 1.05 (10)(c).
2. 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). All eligible applicants who submit an application before the deadline will be assigned a random number which will be sent to them through the mail at least one week prior to the lottery. The lottery will be conducted in public and at the school at 2 McLellan Street, Dorchester MA 02121. 603 CMR 1.05(9).
3. The day of the lottery these numbers will be pulled until every number has been added to the admitted class or to the waiting list. The lottery drawing will be conducted electronically and a neutral party shall certify that the process is fair and that selection is random. 603 CMR 1.05(9). Applicants are given preference based on currently attending sibling status followed by residency, assuming their application was submitted by the lottery enrollment deadline.

Siblings: Defined by the state as 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. Siblings of students who attend the school at the time an offer of admission is made are given preference for admission over non-siblings.

Residents: Students who live in the city or town in which the charter school is located (Boston) are given preference over non-resident students. Reasonable proof of current residency is required at the time of admission, G.L. c. 71, § 89(m); 603 CMR 1.05(6)(b).

Non-residents: Students who live within Massachusetts 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.

4. In cases where the enrollment of a student, who is not a sibling of another currently enrolled student, from the waitlist would exceed the district charter tuition cap, the student will be skipped but kept on the waitlist. In cases where the enrollment of a student who is a sibling of a student currently attending a charter school 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. G.L. c. 71, § 89(i); 603 CMR 1.05(10)(b).
5. The school shall place the names of students not selected in an enrollment lottery on a waitlist in the order the names were selected and by sibling preference, then residents, then non-residents 603 CMR 1.05(10).
6. If the principal enrollment process fails to fill the available admission spaces, the school may repeat the process more than once providing such process is fair and open and that the school gives reasonable public notice at least one month prior to the application deadline. 603 CMR 1.05(8).
7. 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).

In the event an applicant fails to meet eligibility criteria, Bridge Boston Charter School will communicate in writing to the applicant that the applicant is ineligible and the reason(s) for ineligibility.

Waiting List

All applicants not selected in an enrollment lottery are placed on a waiting list in the order the names were selected while also taking into account sibling and resident preference. The Bridge Boston Charter School will give preference to siblings first, followed by residents, and then by non-residents. No student will be admitted ahead of other eligible students on the waiting list except in cases where enrollment preferences change or as described in 603 CMR 1.05(10)(b). 603 CMR 1.05(8).

- If a student stops attending the school or declines admission, the next available student on the waitlist for that grade will be offered admission until the vacant seat is filled, G.L. c. 71, § 89(n).
- The school will keep accurate records of its waitlist containing students' names (first, middle, last), dates of birth, cities or towns of residence, and grade levels for students who entered the lottery but did not gain admission. 603 CMR 1.05(10)(a). If a student is selected off of the waiting list and if the family is notified before August 1st, the family has 5 days to confirm enrollment. If the family is notified after August 1st, the family will have 3 days to confirm enrollment. Students on the waiting list will be informed of an offer of admission by email, phone, and/or mail according to the contact information provided on the application form.
- Students who have declined an offer of admission must reapply for admission.
- Bridge Boston shall maintain waitlists only for the school year for which the students applied, except for waitlists that were established prior to March 31, 2014 until such waitlists are exhausted. 603 CMR 1.05(10)(a).
- In conformance with G.L. c. 71, § 89, charter schools shall, when a student stops attending the school for any reason, fill vacant seats up to February 15. If a school has an odd number of grades, more than half of grades offered shall be included in grades for which the school must fill vacant seats. Bridge Boston will fill vacant seats up through grade 4. 603 CMR 1.05(10)(c) states that a vacancy not filled after February 15 moves into the subsequent grade, to be filled the following September if such grade is not in the last half of the grades offered. Seats for students who have accepted an offer of admission in the charter school but have never attended are exempt from this provision.
- If a student withdraws from the school, that student must reapply for admission.

Growth Plan:

- The total number of students attending a charter school in a given school year cannot exceed the total number of students in the school's pre-enrollment report submitted to the Department in the previous spring in accordance with 603 CMR 1.08(5) and the total number of students specified in the growth plan in the school's charter.
- As an expanding school with an additional grade level until we reach full enrollment, below is Bridge Boston's growth plan for adding those grades and seats:

Year	FY16	FY17	FY18	FY19	FY20	FY21
Grades Served	<i>PK-4</i>	<i>PK-5</i>	<i>PK-6</i>	<i>PK-7</i>	<i>PK-8</i>	<i>PK-8</i>
PK (K1)	40	36	36	36	36	36
K	40	40	40	40	36	36
1	38	40	40	40	36	36
2	40	40	40	40	36	36
3	37	40	40	40	36	36
4	36	40	40	36	36	36
5	0	36	40	36	36	36
6	0	0	36	36	32	32
7	0	0	0	31	26	26
8	0	0	0	0	25	25
Total	231	272	312	335	335	335