

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 A student may be considered withdrawn from FRCS, and a vacancy may be declared for a position, if (1) a student transfers to another school; (2) FRCS receives written notification from a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 outreach@foxboroughrcs.org. 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 outreach@foxboroughrcs.org. 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 _____ Grade _____ Date _____

Parent/ Guardian Name _____ Phone _____

Address _____

Email Address _____

Type of Appeal

- Application Appeal
- Withdrawal Appeal
- Enrolled Student Appeal

Request of Committee

- Consider error resolution for application and/or lottery process
- Review withdrawal process
- Review Enrollment Circumstances

Please list all school personnel who you have communicated with regarding this issue:

School Representative _____ Date _____

School Representative _____ Date _____

School Representative _____ Date _____

Please check specific areas of concern for requested policy review:

- General Policy
- Eligibility Criteria
- Application and Lottery Process
- Offer and Waitlist Process
- Disclosure of Student Records
- Withdrawals

