

INNOVATION



ACADEMY CHARTER SCHOOL

Grades 5-8 Middle School
Grades 9 -12 High School

2010- 2011

Student Application Form

**The Innovation Academy Charter School Enrollment Lottery will be held on
Wednesday,**

March 10, 2010 4p.m.

Attendance is not required

Applications received after Noon on Tuesday March 9, 2010 will be kept in a file until the second lottery which will take place in June of 2010 and another lottery will be held in late August. If all spaces are filled, applicants will be placed on the waiting list (for more information, see *Admission Policies and Procedures* included with this application).

Send completed application to:

Innovation Academy Charter School
Attn: Student Enrollment
72 Tyng Rd
Tyngsborough, MA 01879

Phone: 978.649-0432
Fax: 978.649-6337
www.innovationcharter.org

Innovation Academy Charter School Enrollment Procedures and Policies

The Innovation Academy Charter School (IACS) enrolls students who meet eligibility as outlined herein. IACS is committed to creating a public school of choice that meets the needs of middle school students, challenging them to **think** critically, make **connections** in their work and **apply** their skills to demonstrate understanding and comprehension of the Massachusetts Curriculum Frameworks.

Eligibility Criteria

IACS is a public school for students in grades 5-12. IACS does not discriminate on any basis. Admissions policies adhere to all state and federal regulations including public School Regulation 603CMR 26.00 and MGL c71/89 which states in part:

Charter schools shall be open to all students on a space available basis and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, ages, ancestry, athletic performance, special needs, and proficiency in English language or academic achievement.

Applicants to IACS must meet the following criteria

- 1) Applicants must be residents of Massachusetts at time of application, proof of residency may be requested by the enrollment manager.
- 2) Applicants must be eligible to enroll in grades 5-12
- 3) Applicants must not have been expelled, in the process of an expulsion hearing and/or awaiting a decision of a hearing.
- 4) Applicants and their parents or guardians must be willing to sign the student handbook and abide by the policies and rules of IACS. *Failure to abide by school policies and rules may result in removal from the school.*
- 5) Applicants who fail to meet the eligibility criteria will be notified by mail and their application will be removed from the lottery pool. Applicants may appeal to the Director of the school by sending a letter postmarked within 5 business days of receipt of the ineligibility letter.

Application Process

- 1) Notice of all application deadlines will be given one month in advance, per 603 CMR 1.06(03).
- 2) Families contact the Kathleen Feeney, Director of Admissions, in order to learn more about IACS. In order to do this, families work with the Director of Admissions to facilitate one of the following:
 - a) Attend at an Open House Event for Innovation Academy Middle School or High School
 - b) Schedule a visit to Innovation Academy. Components of this visit may include: Innovation Morning Tour, Information Sessions, "shadowing" a current student during classes, meeting with School Principal(s).
 - c) In the unlikely event that an applicant cannot visit the school prior to the lottery, a telephone conversation between the applicant's family and the School Principal will be scheduled.
- 3) In order to be considered for the lottery, families must complete and submit an application to the Director of Admissions, for the following year, by noon on the day before the lottery is to be held.

- 4) All applications are stamped with time and date of receipt, reviewed by the Director of Admissions to ensure accordance with eligibility criteria and added to the "lottery" file. Applicants determined ineligible will be notified by mail and will be placed in a separate file.

Lottery Policies and Procedures (in accordance with Massachusetts DOE Guidelines)

- 1) At least one week of notice will be given prior to the lottery. Applicants will be informed of the date and time of the lottery on their application.
- 2) The school will determine the number of spaces available by grade level prior to the lottery.
- 3) Applicants will receive a copy of the enrollment policy with their application.
- 4) The drawing of the lottery will be done by someone who does not have a direct relation to the school (no current parents, applicants, staff, board members, etc. will be involved in the drawing)
- 5) IACS admits students, according to law, in the following order.
 - i. Siblings of students who are already in attendance at the school in the year of application have preference for admission over non-sibling resident students.
 - ii. Students who are residents of the IACS region, which includes Billerica, Chelmsford, Dracut, Groton-Dunstable, Littleton, Lowell, Tewksbury, Tyngsboro & Westford.
 - iii. Students who are Massachusetts residents, but who are non-residents of the IACS region.
- 6) Those students for whom enrollment in the school would cause the sending district to exceed the 9% tuition cap may not be offered admissions, unless the students are the siblings of currently enrolled students.
- 7) For those students to whom the above policy applies but who are also siblings of students currently in attendance at the school the state may pay the child's tuition, subject to appropriation.
- 8) All applicants for a given application and enrollment period will be drawn in the lottery and assigned a number.
- 8) The final date for accepting and declining enrollment will be set by the Director of Admissions and will be stated on the enrollment forms sent home after the first lottery.
- 10) Applications that are submitted after the initial application and lottery process will be kept in a file until a second lottery, which will take place approximately one week after the final date for accepting enrollment after the first lottery.
- 11) If the school has a waiting list after the deadline for acceptance of a slot from the first lottery, applicants drawn in the second lottery will be placed in order at the end of the applicable pre-existing waiting list and given a number on the list. Those on the pre-existing waiting list will retain their space on the waiting list.

Note: Applicants who apply after the first lottery will be notified upon submitting their application of the number of students on the waiting list in the grade to which they are applying so as to assist them in considering their choices for the coming school year.

Waiting List Policy

In the event that there are more applicants than spaces a waiting list(s) will be formed.

- 1) Separate waiting lists will be formed as necessary for each of the following
One for siblings, one for residents and one for non-residents.
- 2) Applicants who are wait-listed will be notified of their admittance by the enrollment manager via phone and will be mailed enrollment paperwork as originally admitted applicants decline admission.

- 3) Applicants who have declined an offer of admission will be removed from the waiting list.
- 4) Policy on the waiting list from year to year. Any known open slots at the school for the coming year will be offered, in order, to applicants who are on the current year's waiting list prior to the lottery. If an applicant accepts an open slot, they must complete an application for the following year by noon the day before the lottery to secure the spot or they will be removed from the waiting list. In the case that there are no open slots, the waiting list will roll-over and new applicants will be added to the waiting list as they are drawn from the lottery. After the lottery, those on the waiting list (new additions and those that were rolled-over) will be contacted and notified of their position on the list. At this time, applications who were rolled over may request removal from the waiting list. As slots open up. Applicants on the waiting list who were rolled over will be contacted and asked to submit an updated application.