



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL ENROLLMENT POLICY

1. The Hilltown Cooperative Charter Public School (HCCPS) shall be open to all students, entering grades kindergarten-8, on a space available basis, and shall not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, gender identity, mental or physical disability, age, ancestry, athletic performance, special needs, proficiency in the English language or a foreign language or prior academic achievement.
2. Should the number of applicants exceed the school's enrollment capacity, admissions lotteries will be instituted in order to ensure equal access for all families. Lottery dates and application deadline will be posted publically at least a month in advance.
3. Siblings of students currently in attendance are given first preference in the admissions lottery. Siblings are students who have a common parent, either biologically or legally through adoption.
4. HCCPS is a regional school serving primarily applicants from the following districts: Amherst-Pelham, Belchertown, Central Berkshire Regional, Easthampton, Gateway Regional, Granby, Hadley, Hampshire Regional, Hatfield, Mohawk Regional, Northampton, South Hadley, Ware, Erving, Frontier Regional, Gill Montague Regional, Greenfield, Hawlemont Regional, Leverett, Mohawk Regional, New Salem-Wendell, Orange (Mahar Regional), Pioneer Valley Regional. Applicants from these districts are given second preference for admission. Applicants must be residents of Massachusetts to apply, to enroll, and to attend a Massachusetts charter school. During the enrollment/registration process reasonable proof of residency may be required, such as utility bills, signed lease, etc. An exception will be made for homeless students.
5. Students must be five years of age by September 1, of the year in which they apply for a kindergarten opening. Enrollment beyond kindergarten is on a space available basis. Students may apply for openings in any grade K-8. Students currently enrolled in school must apply for the next grade up. Exceptions are only made when the current school is recommending grade retention or skipping and documentation is required.



HILLTOWN COOPERATIVE
CHARTER PUBLIC SCHOOL

6. The waiting list is in effect for the entire year for which admissions is sought. We do not carry the waiting list over year to year.
7. Students may only be on the waiting list for one grade.
8. The waiting list is confidential unless the school is required by law to share the list.
9. HCCPS has implemented a student recruitment and retention plan, as outlined in M.G.L. Chapter 71, Section 89 (f).adopted 7/2011. Copies may be obtained from the Director of Administration.
10. HCCPS does not administer tests to potential applicants or predicate enrollment on test results, nor does it require attendance at an interview or at our Information Night as a condition of application or enrollment.
11. HCCPS notifies all applicants in writing of the rights of students with diverse learning needs to attend HCCPS and to receive accommodations and support services, including students who may have disabilities, require special education or are English language learners.
12. Information regarding services available can be found in the Family Handbook, on our website (hilltowncharter.org) and in the Main Office.
13. HCCPS does not use financial incentives to recruit students
14. HCCPS does not provide transportation for all students in the region. Residents of Easthampton are entitled to transportation to and from school, to be provided by the Easthampton School district and in accordance with their regulations.