



Chartered Public School Annual Progress & Accountability Report

Instructions:

The Chartered Public School Annual Report is hereby presented in conformance with RSA 194-B:10 and New Hampshire Department of Education (NHed) Administrative Rules Ed 318.16. The filing of this report by **AUGUST 31** for the preceding school year is an annual requirement for each chartered public school. For more information, visit the website for the NHed [Office of Chartered Public Schools](#).

This report must be completed, filling in all fields and with appropriate attachments by the due date specified above. Compliance with the deadline and the contents of this report may be used to determine eligibility for federal CSP grant funding and in other compliance activities including renewal of your charter.

Please submit this report, signed and completed, as an electronic copy to doe.nhcsp@doe.nh.gov. Questions regarding this form and process may be directed to the Office of Chartered Public Schools in writing to doe.nhcsp@doe.nh.gov.

Part I: School Contact Information

School Name: <i>(as registered with NH Secretary of State)</i>	Robert Frost Charter School of NH
School's Primary Address:	110 Main Street, Conway, NH 03818
Mailing Address (if different):	PO Box 1038, Conway, NH 03818
Telephone Number:	603-356-6332
Head of School Name and Title:	Janine McLauchlan, Head of School
Email Address:	jmclauchlan@robertfrostcharterschool.org
Telephone Number:	603-356-6332
Authorized School Representative Name and Title:	Janine McLauchlan - Head of School
Email Address:	jmclauchlan@robertfrostcharterschool.org
Telephone Number:	603-356-6332
Did any of the information above change since last report?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is your school a current Federal Charter School Grant recipient?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CSP Grant

Part II: School Compliance

A. Website Compliance

1. Please confirm that the following items are publicly displayed on your school website:

- | | | | | |
|-------|------------------------------------|---|-----------------------------|------------------------------|
| i. | Board Minutes | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| ii. | Bylaws | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| iii. | Curriculum | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | Included in charter |
| iv. | School Policies | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| v. | Student Handbook | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| vi. | School Calendar | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| vii. | School Charter with any Amendments | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | |
| viii. | Latest Audit | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| ix. | Latest APR | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

2. Does your school charge tuition? Yes No Out of State Students Only

3. Are there fees charged to every student to access education? (i.e., technology fees, etc.) Yes No
If Yes, what are they:

**Fees do not include things such as before/after school, field trips, etc.*

B. State Registration

1. Is your school currently in good standing with the Secretary of State? Yes No

Part III: School Status

A. Board of Trustees

1. Have there been any changes in the membership of the Board of Trustees since the last annual report? If yes, provide comment. Yes No N/A

Kim Orr resigned from the Board. Jenna Broder, Tony DeTore, and Kim Wakefield joined the Board.

Check here if more information is included in appendix.

2. Have there been any changes to the Trustee's methods of operations since the last annual report? If yes, provide comment. Yes No N/A

Check here if more information is included in appendix.

3. Have there been any changes to the Trustee's by-laws since the last annual report? If yes, provide comment.

Yes No

Check here if more information is included in appendix.

4. Have there been any recusals made by a member of the Board of Trustees under RSA 194-B:5, VII?

If yes, provide comment. Yes No

Check here if more information is included in appendix.

B. Student Enrollment and Related Services

1. What was the attendance rate of pupils enrolled at the school last year:

We began the 2022/2023 school year with 33 students, and ended the school year with 24 students.

2. What is the percentage of pupils that either graduated, or were promoted to the next grade level:

100%

3. What is the total number of pupils enrolled at the school during the previous school year:

42 were enrolled during the 2021/2022 school year.

4. Did you make all required data reports via the i-Platform? If no, provide timeframe for completion below.

Yes No

Check here if more information is included in appendix.

C. School Development and Progress

1. Provide a statement of how the school is meeting the goals of its mission statement or approved charter.

The Robert Frost Public Charter School creates life-long learners by providing intellectually rich and challenging experiences delivered through the combination of Montessori tradition and Project-Based Learning. In a safe and peaceful setting, dedicated educators foster students' individuality, creativity, and critical-thinking skills to fully prepare them for future scholastic, civic, and personal success.

2. Describe the processes, procedures, and policies the chartered public school has to ensure that it complies with non-discrimination laws as outlined in RSA 194-B:8 (1)

Our school's success depends on a dynamic and diverse student body and staff. The Robert Frost Public Charter School celebrates diversity in its students and staff and will not discriminate on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, disability, socio-economic or marital status in the selection of students or staff or in the administration of the School or in any other way that is prohibited by law.

3. Describe any transportation services available to students.

N/A

4. Provide a description of the community services available at the chartered public-school site, if any.

N/A

D. Safety and Facilities

1. Does the chartered public school have a current, approved Certificate of Occupancy? Yes No

2. Provide date for most recent Fire Inspection Certificate? 10/4/2022

3. Provide date for most recent Health Inspection? 9/23/2021

4. What is the date of the most recent Insurance Certificate? 8/31/2023

5. Provide date for most recent lead test, if applicable? 7/11/2023 N/A

6. Provide date for most recent Asbestos Inspection Report, if applicable? 11/4/2018 N/A

7. Was Restraint and Seclusion reporting required under RSA 126-U:7 completed?

Yes, provide # of incidents: 0 No

8. What was the number of incidents that occurred on school grounds that required the intervention of local, state, or federal law enforcement: 0

9. Were substantiated incidents of bullying or cyberbullying reported as required under RSA 193-F:6?

Yes, provide # of Incidents: 0 No

Part IV: Financial Reporting

1. Did the school complete and submit their DOE 25 submission for the previous school year? Yes No

If no, explain:

2. Did the school supply NHEd with a budget for the current school year? Yes No
If no, explain:

3. Did you submit an audit for the previous fiscal year ending July 2022? Yes No

Part V: Needs Assessment

Choose your method of reporting your needs assessment: Questions below Summary Attached

1. When was the latest needs assessment completed?

August, 2023

2. Who led the assessment process?

Janine McLauchlan - Head of School

3. Who participated in the process? Check all that apply.

- Board/Leaders/Administrators Parents
 Teachers Students
 Other: _____

4. Has a plan been developed to address the identified needs? Yes No

5. What's the timeline for addressing these needs? (number of months and/or years) 12 months

6. List three needs that have been identified, in order of highest priority.

1. Creation of a robust curriculum guide that includes lesson plans and scope and sequence aligned with standards.
2. Increase community engagement efforts that will help drive recruitment of additional Board members, volunteers, and staff.
3. Find and initiate purchase of a more suitable school facility.

Part VI: Attachments

Please attach the following documents.

- School calendar, including hours of operation
- Attach a copy of your Accountability Plan showing progress made toward goals
- Attach a copy of your Needs Assessment in lieu of Part IV Question (if applicable)
- A sample plan to address the needs of struggling students
- Copy of your admissions process including any application forms
- A best practice to share with the community

Part VII: Certification

We, the undersigned, do hereby certify that the information presented in this Chartered Public School Annual Report is true and accurate to the best of our knowledge.

Janine McLauchlan

Printed Name of Authorized Representative

Janine McLauchlan

Signature of Authorized Representative

Head of School

Title

8/31/2023

Date

Juliet D'Avila

Printed Name of Chairman of Board of Trustees

Juliet D'Avila

Signature of Chairman of Board of Trustees

08/31/2023

Date

Robert Frost Public Charter School 2023-2024 School Calendar

August - 4T/0S days

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
TW	TW	TW	TW	

September - 19T/19S days

M	T	W	Th	F
				X
X	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October - 21T/21S days

M	T	W	Th	F
2	3	4	5	6
X	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November - 18T/17S days

M	T	W	Th	F
		1	2	3
6	7	8	PC	X
13	14	15	16	17
20	21	X	X	X
27	28	29	30	

December - 16T/16S days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	ER
X	X	X	X	X

January - 21T/21S days

M	T	W	Th	F
X	2	3	4	5
8	9	10	11	12
X	16	17	18	19
22	23	24	25	26
29	30	ERTW		

February - 16T/16S days

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
X	X	X	X	X
26	27	28	29	

March - 21T/20S days

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	ERTW	TW
25	26	27	28	29

April - 17T/16S days

M	T	W	Th	F
1	2	PC	4	5
8	9	10	11	12
15	16	17	18	19
X	X	X	X	X
29	30			

May - 22T/22S days

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
X	28	29	30	31

June - 10T/8S days

M	T	W	Th	F
3	4	5	6	7
10	11	ERTW	TW	TW
17	18	19	20	21
24	25	26	27	28

Hours of Operation
Students: 8:45 am
to
3:15 pm

Aug 28 - Aug. 31	Teacher Workshop (TW)	Feb. 19-23	February Vacation (X)
September 4	Labor Day (X)	March 21	Early Release for Students (ER)
September 5	First Day of School for Students		Teacher Workshop (TW)
October 9	Indigenous People's Day (X)	March 22	Teacher Workshop (TW)
November 09	Parent Conferences (PC) (No school)	April 3	Parent Conferences (PC) (No school)
November 10	Veterans' Day (Observed) (X)	April 22-26	Spring Vacation (X)
November 22-24	Thanksgiving Recess (X)	May 27	Memorial Day (X)
December 22	Early Release (ER) - 12:45 release	June 12	Last Day of School
Dec 25 - Jan. 1	Holiday Recess (X)		ER for Students /Teacher Workshop (TW)
January 15	Martin Luther King, Jr. Day (X)	June 13-14	Teacher Workshop (TW)
January 31	Early Release for Students (ER)		
	Teacher Workshop (TW)		



**Accountability 2022/2023
Updated for 2023/2024**

Organizational Goals:

1. Increase participation and membership on the Board of Trustees.

Steps: Advertisements in the local paper and through Facebook. Board Members send personal invitations to recommended individuals. Communication with parents and families of students.

Measurement: Tracking the number of available seats on the board.

Time Frame: 22/23 – Update: See expanded goal in #5 below.

Progress Checks/Data Collection: Discussed at monthly board meetings.

23/24 School Year Outcome: Added two new members to the Board during the 22/23 school year.

2. Balance Budget and Ensure Long Term Stability.

Who is responsible for: The Board of Trustees.

Measurement: Financial reporting.

Time Frame: 22/23 – Update: Effort will continue into 23/24 school year.

Progress Checks/Data Collection: Monthly Financial Report, Budget Work.

23/24 School Year Outcome: Maintained a balanced budget for 22/23 school year. Projected to maintain a balanced budget for 23/24 school year.

3. School will increase visibility and recognition in the community.

Who is responsible for: The Board of Trustees/Staff

Steps: Attend/have tables at community events.

Membership with the Chamber of Commerce.

Membership & Participation in the "Valley Promotions" non-profit networking group.

Create press releases and send to local paper.

Measurement: Tracking visits for Facebook page & website.

Ask "how did you hear about us" questions to gauge progress toward goal.

Time Frame: 22/23 – Update: Effort will continue into 23/24 school year.

Progress Checks/Data Collections: Monthly report and discussion at board meetings.

23/24 School Year Outcome: We conducted monthly open houses for all community members. Attendance averaged 2-3 families per month. We also reintroduced the May the 4th Be with You community event. These efforts resulted in increased interest in the school, including three new volunteers.

4. School will identify property (building or land) with approximately 8,000 – 10,000 square feet and put in place steps to purchase or lease a larger building. (2019 – Present)

Who is responsible for: The Board of Trustees.

Steps: Work with realtor to search for appropriate property.

Work with financial advisor on feasibility study.

Apply for financing.

Fundraise

Measurement:

Time Frame: Ongoing

Progress Checks/Data Collections: Monthly progress updates at board meetings.

23/24 School Year Outcome: The real estate market is challenging. The biggest competition is buyers with cash.

5. School will create a plan for recruiting staff members, volunteers, and board members. The Board will create a succession plan for officers of the Board.

Who is responsible for: The Board of Trustees.

Measurement: Tracking number of staff, volunteers, and board members.

Time Frame: 23/24 school year.

Progress Checks/Data Collection: Monthly report to the Board of Trustees. Documenting of Board roles and responsibilities.

Outcome:

Programmatic Goals:

1. Ensure staff are trained and supported in Positive Behavior Management Strategies.

Training Provided: Board Chair presented PowerPoint Presentation, Discussion on Best Practices, and Q&A session.

Measurement: Number of referrals to HOS for behavior related issues.

Time Frame: 22/23 School Year. Update: Effort will continue into the 23/24 school year.

Progress Checks/Data Collection: Frequency of behavioral referrals to HOS.

23/24 School Year Outcome: Experienced a small reduction in visits to HOS. Most visits were among 5-10% of the student population. Expanding support for those students.

2. Provide Montessori Professional Development Opportunities.

Training Provided: Specialized in person instruction.
Online Courses.

Who is responsible for: Teacher Mentor, Outside Professionals.

Measurement: Assess comfort level of teachers with utilizing Montessori Materials and Methodologies.

Time Frame: 22/23. Update: Effort will continue into the 23/24 school year.

Progress Checks/Data Collection: Bi-weekly classroom observations by HOS.
Weekly staff meetings.

Outcome: Ongoing

3. The school will create a more robust curriculum guide with a scope and sequence for delivering instruction on all the academic standards at each grade level. The guide will include lesson plans, assessment structures, and record keeping tools.

Who is responsible for: The Board of Trustees.

Measurement: Status of completion.

Time Frame: 23/24 school year.

Progress Checks/Data Collection: Monthly report to the Board of Trustees.

Outcome:

Academic Goals:

1. Improve Standardized Testing Scores.

Who is responsible for: Teachers

Measurement: Assessment scores.

Time Frame: 22/23. Update: Effort will continue into the 23/24 school year.

Progress Checks/Data Collection: Regular checks through formal and informal assessments and teacher observation.

Outcome: The school had a smaller testing sample compared to last school year. As a result, we did not meet our goal in all testing areas.

2. Implement additional vocabulary studies around traditional Montessori terms and how they correlate to traditional standardized testing terms.

Who is responsible for: Teachers

Measurement: Standardize testing scores.

Time Frame: 22/23. Update: Effort will continue into the 23/24 school year.

Progress Checks/Data Collection:

Regular instruction on term recognition

(Example: Montessori term – “exchange” vs. Standardized test term “carry”).

Outcome: Students were better equipped to understand the instructions on the state assessments.

3. Increase community participation in project-based learning curriculum.

Steps Taken: Invited community to present.

Utilized themes that focused on local life.

Who is responsible for: HOS/Teachers

Measurement: Participation

Time Frame: 22/23 School Year. Update: Effort will continue into the 23/24 school year.

Progress Checks/Data Collection: PBL Showcase

Outcome: Engaged the Conway Public Library's historian during our PBL project. The historian visited classrooms and engaged students in hands-on Conway history presentations.

Robert Frost Public Charter School – End of Year (22/23) SWOT Analysis

STRENGTHS – What works well?

- Small class sizes.
- Individualized education. Following the student.
- Positive & caring staff team.
- Hands-on approach to education
- Supportive and collaborative Head of School.
- Supportive and engaged school community.

How the school is responding to STRENGTHS:

Setting maximum classroom capacity to 12-14 students.

Continuing to support and appreciate the staff and all that they contribute.

Increasing opportunities for enhanced community engagement programs and projects.

WEAKNESSES – What can we improve?

- Staffing.
- Facility.
- Cohesive/consistent curriculum.
- Professional development opportunities.

How the school is responding to WEAKNESSES:

Adding incentive program to attract new hires and retain current staff.
The Board of Trustees has made it a priority to find a suitable permanent home for the school.

The Board of Trustee has made it a priority to develop a comprehensive curriculum guide for all grade levels that includes lesson plans that follow a scope and sequence and that aligns with standards.

Exploring options to partner with local school districts and community organizations for professional development opportunities.

Robert Frost Public Charter School – End of Year (22/23) SWOT Analysis

OPPORTUNITIES – What resources can we add?

- Add more staff benefits (insurance).
- Expand community outreach and/or community-based programs & projects.
- Extend programming (P.E., art, language, etc.). Consistent field trips/experiential learning.
- Continue to measure student, staff, and family satisfaction.
- Adding before and/or after care programs.

How the school is responding to OPPORTUNITIES:

Continuing to explore ways to expand benefit offerings to staff and developing a strong recruitment and retention plan.

Identifying and utilizing the expertise of current staff to expand “specials” programming.

Exploring opportunities to utilize volunteers for before/after care programs.

THREATS – What challenges are we facing?

- Funding
- Enrollment
- Increased competition for qualified candidates.
- Facility/space

How the school is responding to THREATS:

Engaged a marketing firm to help increase enrollment.

The Board of Trustees has made staff recruitment and retention a priority.
Current Space is being used efficiently and is constantly re-evaluated.



Plan to Address the Needs of Struggling Students

Robert Frost Public Charter School focuses on a student-centered approach to instruction. Teachers utilize the Montessori approach to individualized instruction to meet each individual student's academic, social, and emotional needs and expectations. Teachers will continue to meet each student where they are and provide individualized instruction and support to every student.



Admission Procedures:

The *Robert Frost Public Charter School* follows a basic method of admissions that defines charter schools nationwide:

- Admission shall be blind.
- Should the number of applicants exceed capacity, students will be chosen by a lottery system, with a wait list developed from the lottery overflow.

At a minimum, the admissions process will include the following:

1. Prospective students and their families will tour the School and attend at least one informational meeting at which our educational approach and school expectations (including a commitment from families to volunteer in the school community) of students and their families will be explained.
2. Application packets with information about the School, and its philosophy and expectations of attending students and their families, will be shared, along with student-related policies. Parents will be asked to sign an agreement indicating their understanding of the School's Mission, volunteer commitments, and other expectations as part of the admission process.
3. Interested families will then submit their application.
4. A committee will review the applications to be sure all information is complete.
5. Students entering Seventh (7th) through Twelfth (12th) grade will be required to submit a formal Application for Admission which provides basic information about the student, their interests, reason for applying and educational history.

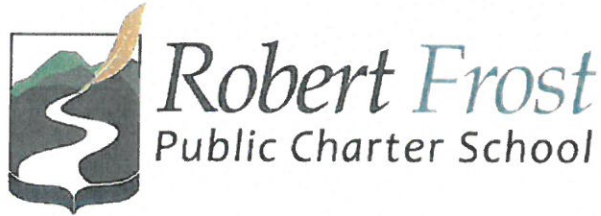
Prospective students and parents will also attend a formal interview with RFPCS Staff. *Returning students in good standing will be exempt from this process, but will be required to file an Intent to Graduate form to hold the student's space in the high school program.

6. To successfully develop functioning classrooms and at the same time ensure the opportunity that our school experience is available to all, the school will offer space to students without previous Montessori experience.
7. Should applicants exceed the number of allotted slots, a formal lottery, organized by grade and Montessori experience will be held. Those not accepted in the lottery will be placed on a waiting list in the order determined by the lottery.
8. All accepted students will receive notification. Those who have been wait-listed will be notified.
9. Accepted students and their families will be required to sign an agreement to fulfill a certain number of volunteer hours in support of the school and to fill out Student and Family Interest Surveys that will assist teachers in the development of personally meaningful and relevant project-based learning experiences. No student will be enrolled without submitting these forms.
10. After the enrollment process is complete, the *Robert Frost Public Charter School* will hold meetings for admitted students and their families and provide an orientation for students and families.

The Board of Trustees of the *Robert Frost Public Charter School* will establish an Admissions Committee. We reserve the right to have the Admissions Committee further develop and amend the specific admissions process.

Enrollment Provisions

- *The Robert Frost Public Charter School* will offer automatic re-enrollment to its students, provided they are in good standing (as decided by a team including the Lead Teacher, Learning Coordinator and School Administrator). Families will have to provide a letter of intent to re-enroll by a stated date preceding the lottery, so there is clarity about available spaces.
- *The Robert Frost Public Charter School* will admit from the wait-list should space become available after the lottery.
- Siblings of children already enrolled at the School will receive preference.
- The Board will reserve the right to give preference in enrollment to children of School Faculty as part of the employee benefits package.



2023/2024 ADMISSIONS GUIDELINES (Grades K-8)

- Robert Frost Public Charter School is a tuition free, public school for students residing in NH.
- Beginning on January 4, 2023, RFPCS will be accepting applications for children in grades K through 8, for the 2023/2024 school year.
- All NH applicants will be eligible for the mixed-age classroom that corresponds with their age as of September 30, 2023.

Age requirements are as follows: (*As of September 30, 2023)

Kindergarten – 5 years of age*	5th grade – 10 years of age*
1 st grade – 6 years of age*	6th grade - 11 years of age *
2 nd grade - 7 years of age*	7th grade - 12 years of age but not older than 13 years of age*
3 rd grade - 8 years of age*	8 th grade – 13 years of age but not older than 14 years of age*
4 th grade – 9 years of age*	

Please follow these steps to ensure your initial application is complete and ready for processing:

1. Parent/guardian must sign the “Admission Guidelines.”
2. Complete and sign the “Student Enrollment Application Form.”
 - Please complete and submit a separate application for each child that you wish to enter the lottery.
 - Please complete and include all pages of the application packet.
 - Please print clearly. Any incomplete applications will be returned.
3. **PLEASE MAIL APPLICATION PACKET TO:**

Robert Frost Public Charter School | BOX 1038 | Conway, NH | 03818

Lottery: If there are more applications than there are available places, by NH law, a lottery will occur.

Lottery Guidelines:

- **Applicants:** All names of students who have submitted completed applications will be given a lottery number.
- **Drawing:** As a student's lottery number is drawn, the student will be admitted or placed on a waiting list, according to the criteria outlined above.
- **Siblings of Currently Enrolled Students.** Siblings of currently enrolled students, who have completed applications during the open enrollment period, will be placed in a class prior to the lottery. If there are more siblings of currently enrolled students applying than there are available places, siblings will be placed on the sibling wait list in the order of initial family enrollment date.
- **Admitted Students:** If a student's number is drawn and they meet the requirements outlined above, he or she is conditionally admitted to RFPCS. Parents of admitted students will receive enrollment paperwork and are expected to attend an orientation.
- **Siblings of admitted students:** When a student is admitted, siblings' names are automatically drawn. If there is space, siblings are admitted as well. If not, they will be placed on a waitlist.
- **Waitlisted Students:** When all available spaces are filled, the student will be placed on a waitlist in the order that his or her name was drawn. If an opening occurs in a given grade, students on the wait list will be contacted according to their order on the waitlist.
- **Students who apply to RFPCS after the lottery date** will be conditionally admitted only if space is available and they meet the appropriate requirements outlined above. If space is not available, they will be placed on the waitlist in the order that their completed application is received.
- Confirmation of receipt of applications will be sent by email if provided. Please ensure the email address you provide is current and legible on the application.

If RFPCS receives more applications than available student slots, by law, a random public lottery will be held in March. The date will be announced to all applicants.

If Applications do not exceed availability by the end of the enrollment period and a student meets the criteria outlined above, he or she is conditionally admitted to RFPCS. Students who choose to attend RFPCS must *fully complete and submit the Conditional Student Enrollment Package within 14 days of notification.* Students who do not submit a complete enrollment package within the designated period will be withdrawn from the accepted enrollment list and must re-apply if they wish to attend RFPCS.

I have read the above requirements for enrollment to the Robert Frost Public Charter School. By signing this document, I am acknowledging that I understand the requirements for enrolling my child in the Robert Frost Public Charter School. I also acknowledge that I have the full legal right to enroll my child.

Parent/Guardian Signature: _____ Date: _____

Student's Name: _____ Grade applying for: _____

Non-Discrimination Policy: *Robert Frost Public Charter School does not discriminate on the basis of age, race, color, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, political affiliation, nor in employment, enrollment policies or the administration or operation or access to its programs.*



2023/2024 Student Enrollment Application Form

APPLICATION DEADLINE:

Completed application packet (Enrollment Application and Admission Guidelines) must be sent by US Mail. Applications must be postmarked by **March 3, 2023**.

PLEASE MAIL APPLICATION PACKET TO:

Robert Frost Public Charter School | BOX 1038 | Conway, NH | 03818

Grade in September 2023: K 1st 2nd 3rd 4th 5th 6th 7th 8th

Male Female

Date of Birth: ___/___/___ Age as of 09/30/2023: _____

First Name: _____ Middle: _____ Last: _____

Physical Address: _____ Apt.# _____

City/Town: _____ New Hampshire Zip Code: _____

Telephone: (____) _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____ Relationship to student: _____

Mailing Address (if different from above): _____
Street City State Zip

Email Address: _____ Main Telephone: _____

Cell Phone#: _____ Work Phone#: _____

Parent/Guardian Name: _____ Relationship to student: _____

Mailing Address (if different from above): _____
Street City State Zip

Email Address: _____ Main Telephone: _____

Cell Phone#: _____ Work Phone#: _____

SCHOOLING INFORMATION

Please list all schools (including home schooling) this student has attended.

Check here if child has not yet attended school:

Current School: _____

City/State: _____ Dates Attended: _____

Previous School: _____

City/State: _____ Dates Attended: _____

SIBLING INFORMATION

Please list the names and entering grades for **any siblings currently enrolled in the RFPCS.**

Sibling Name: _____ Grade: _____

Sibling Name: _____ Grade: _____

Please list the names and entering grades for **any siblings being enrolled in the RFPCS for 2023/2024.**

Sibling Name: _____ Grade entering in Sept 2023: _____

Sibling Name: _____ Grade entering in Sept 2023: _____

Sibling Name: _____ Grade entering in Sept 2023: _____

DECLARATION OF TRUTH

1. I attest that I am the legal guardian for this child and if my child is able to attend RFPCS, I will participate in the RFPCS plan for academic expectations and parent involvement.
2. I am submitting my child's name into the *Robert Frost Public Charter School* Admissions Lottery.
3. I understand that submitting this application packet does not guarantee admission to the *Robert Frost Public Charter School*.
4. I understand that per NH Statutes and Rules, RFPCS is required to keep accurate records for all potential students. This application will become part of my child's permanent cumulative record.
5. I understand that should my child be offered a place at the *Robert Frost Public Charter School*, I must provide a completed Conditional Student Enrollment packet including a health form, birth certificate and proof of residency, as required by the State of New Hampshire.

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Non-Discrimination Policy: *Robert Frost Public Charter School does not discriminate on the basis of age, race, color, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, political affiliation, nor in employment, enrollment policies or the administration or operation or access to its programs.*

Student Name _____ Grade _____

NOTICE OF RESIDENCY REQUIREMENT

I understand that for my son/daughter to attend the Robert Frost Public Charter School, he/she must be a legal resident of New Hampshire in accordance with New Hampshire RSA:194-B:11. Failure to comply with this requirement may result in the School taking legal action to recover tuition costs for the student attendance.

I have read the above statement and attest that my son/daughter is a legal resident of New Hampshire.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

For RFPCS Use Only

Date Rec'd: _____ Rec'd by: _____ Date of Email Acknowledgement: _____
Grade: K 1 2 3 4 5 6 7 8 Lottery #: _____ Slot #: _____ Wait List #: _____
Offer Date: _____ Offered By: _____ Via Phone: Via Letter:
Accepted Date: _____ Declined Date: _____ By whom: _____
Start Date: _____ Teacher: _____ Date Enrollment Packet Sent: _____



2023/2024 HIGH SCHOOL ADMISSIONS GUIDELINES

- Robert Frost Public Charter School is a tuition free, public school for students residing in NH.
- All NH applicants will participate in a mixed-age classroom. Grade levels are determined by progress toward completion of requirements for graduation.

Please follow these steps to ensure your initial application is complete and ready for processing:

1. Parent/guardian must sign the "Admission Guidelines."
2. Complete and sign the "Student Enrollment Application Form."
 - Please complete and submit a separate application for each child that you wish to enter the lottery.
 - Please complete and include all pages of the application packet.
 - Please print clearly. Any incomplete applications will be returned.

3. **PLEASE MAIL APPLICATION PACKET TO:**

Robert Frost Public Charter School | BOX 1038 | Conway, NH | 03818

Lottery: If there are more applications than there are available places, by NH law, a lottery will occur.

Lottery Guidelines:

- **Applicants:** All names of students who have submitted completed applications will be given a lottery number.
- **Drawing:** As a student's lottery number is drawn, the student will be admitted or placed on a waiting list, according to the criteria outlined above.
- **Siblings of Currently Enrolled Students.** Siblings of currently enrolled students, who have completed applications during the open enrollment period, will be placed in a class prior to the lottery. If there are more siblings of currently enrolled students applying than there are available places, siblings will be placed on the sibling wait list in the order of initial family enrollment date.
- **Admitted Students:** If a student's number is drawn and they meet the requirements outlined above, he or she is conditionally admitted to RFPCS. Parents of admitted students will receive enrollment paperwork and are expected to attend an orientation.
- **Siblings of admitted students:** When a student is admitted, siblings' names are automatically drawn. If there is space, siblings are admitted as well. If not, they will be placed on a waitlist.
- **Waitlisted Students:** When all available spaces are filled, the student will be placed on a waitlist in the order that his or her name was drawn. If an opening occurs in a given grade, students on the wait list will be contacted according to their order on the waitlist.
- **Students who apply to RFPCS after the lottery date** will be conditionally admitted only if space is available and they meet the appropriate requirements outlined above. If space is not available, they will be placed on the waitlist in the order that their completed application is received.
- Confirmation of receipt of applications will be sent by email if provided. Please ensure the email address you provide is current and legible on the application.

If RFPCS receives more applications than available student slots, by law, a random public lottery will be held in March. The date will be announced to all applicants.

If Applications do not exceed availability by the end of the enrollment period and a student meets the criteria outlined above, he or she is conditionally admitted to RFPCS. Students who choose to attend RFPCS must *fully complete and submit the Conditional Student Enrollment Package within 14 days of notification*. Students who do not submit a complete enrollment package within the designated period will be withdrawn from the accepted enrollment list and must re-apply if they wish to attend RFPCS.

I have read the above requirements for enrollment to the Robert Frost Public Charter School. By signing this document, I am acknowledging that I understand the requirements for enrolling my child in the Robert Frost Public Charter School. I also acknowledge that I have the full legal right to enroll my child.

Parent/Guardian Signature: _____ Date: _____

Student's Name: _____ Grade applying for: _____

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2023/2024 High School Student Enrollment Application Form

APPLICATION DEADLINE:

Completed application packet (Enrollment Application and Admission Guidelines) must be sent by US Mail. Applications must be postmarked by **March 3, 2023**.

PLEASE MAIL APPLICATION PACKET TO:

Robert Frost Public Charter School | BOX 1038 | Conway, NH | 03818

Grade in September 2023: 9th 10th 11th 12th

Male Female

Date of Birth: ___/___/___ Age as of 9/30/2023: _____

First Name: _____ Middle: _____ Last: _____

Physical Address: _____ Apt.# _____

City/Town: _____ New Hampshire Zip Code: _____

Telephone: (____) _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name: _____ Relationship to student: _____

Mailing Address (if different from above): _____
Street City State Zip

Email Address: _____ Main Telephone: _____

Cell Phone#: _____ Work Phone#: _____

Parent/Guardian Name: _____ Relationship to student: _____

Mailing Address (if different from above): _____
Street City State Zip

Email Address: _____ Main Telephone: _____

Cell Phone#: _____ Work Phone#: _____

SCHOOLING INFORMATION

Please list all schools (including home schooling) this student has attended.

Check here if child has not yet attended school:

Current School: _____

City/State: _____ Dates Attended: _____

Previous School: _____

City/State: _____ Dates Attended: _____

SIBLING INFORMATION

Please list the names and entering grades for **any siblings currently enrolled in the RFPCS.**

Sibling Name: _____ Grade: _____

Sibling Name: _____ Grade: _____

Please list the names and entering grades for **any siblings being enrolled in the RFPCS for 2023/2024.**

Sibling Name: _____ Grade entering in Sept 2023: _____

Sibling Name: _____ Grade entering in Sept 2023: _____

Sibling Name: _____ Grade entering in Sept 2023: _____

DECLARATION OF TRUTH

- 1. I attest that I am the legal guardian for this child and if my child is able to attend RFPCS, I will participate in the RFPCS plan for academic expectations and parent involvement.
- 2. I am submitting my child's name into the *Robert Frost Public Charter School* Admissions Lottery.
- 3. I understand that submitting this application packet does not guarantee admission to the *Robert Frost Public Charter School*.
- 4. I understand that per NH Statutes and Rules, RFPCS is required to keep accurate records for all potential students. This application will become part of my child's permanent cumulative record.
- 5. I understand that should my child be offered a place at the *Robert Frost Public Charter School*, I must provide a completed Conditional Student Enrollment packet including a health form, birth certificate and proof of residency, as required by the State of New Hampshire.

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

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Student Name _____ Grade _____

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I have read the above statement and attest that my son/daughter is a legal resident of New Hampshire.

Parent/Guardian Signature Date

Parent/Guardian Signature Date

For RFPCS Use Only

Date Rec'd: _____ Rec'd by: _____ Date of Email Acknowledgement: _____

Grade: 9 10 11 12 Lottery #: _____ Slot #: _____ Wait List #: _____

Offer Date: _____ Offered By: _____ Via Phone: Via Letter:

Accepted Date: _____ Declined Date: _____ By whom: _____

Start Date: _____ Teacher: _____ Date Enrollment Packet Sent: _____



New Hampshire Charter School Office

Best Practice Submission Form

School Name:	Robert Frost Charter School
Best Practice Title:	Project Based Learning
Applicable Categories:	<input type="checkbox"/> Accountability and Performance Monitoring <input type="checkbox"/> Business Operations <input type="checkbox"/> Community/Student Engagement <input checked="" type="checkbox"/> Curriculum Design <input type="checkbox"/> Fundraising <input type="checkbox"/> Leadership & Governance <input type="checkbox"/> Professional Development <input type="checkbox"/> Recruitment and Retention (Staff or Student) <input type="checkbox"/> School Culture <input type="checkbox"/> Other _____
School Mission:	Part of our mission statement includes a key outcome of service-learning opportunities.
Purpose:	The Montessori experience works to develop academic, organizational, and personal skills and when those skills are then tested, explored, broadened and applied in the context of a real-world collaborative project, the educational experience is enhanced, and student knowledge and understanding is broadened. Students' respect for one another is deepened. Their communication, problem-solving and decision-making skills are developed. Students learn to reflect on their experiences, successes, and challenges.
Summary:	Service-Learning Opportunities through community-based and school-based projects for students of all ages will ensure a connection to school community and the greater community and the development of responsible and engaged citizens.
Partner(s) in Development:	Student, staff, families, and community members.
Contact Person:	Janine McLauchlan
Resources or Documentation:	School-developed PBL matrix and guidance document.