

# **Chippewa Valley Montessori Charter School**

## **Student Admission Policy**

**GENERAL POLICY** The Governance Board of the Chippewa Valley Montessori Charter School (CVMCS) understands the importance of establishing fair and equitable criteria for student admission and shall fully comply with the Wisconsin charter school law regarding admission policies and procedures, as well as all other applicable state and federal provisions.

All age or program appropriate students within the boundaries of the Eau Claire Area School District (ECASD) are eligible to apply to attend the CVMCS. Non-resident students are also eligible to apply and attend CVMCS; however, non-resident students must be approved through the ECASD Open Enrollment process and are admitted after all ECASD students applying are placed.

CVMCS does not discriminate against students on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability, in conformity with the ECASD Nondiscrimination Policy.

The following three steps will be discussed within this policy:

1. Application Process
2. Enrollment Process
3. Admissions Process

The maximum number of students that can be accepted in each grade level shall be recommended by CVMCS administration and approved by the CVMCS Governance Board annually.

Information regarding the procedures used to conduct the lottery, as well as the events triggering the drawing shall be available upon request. However, non-public information regarding a student or his or her family shall not be disclosed.

### **Definitions** *Academic Levels of CVMCS -*

1. Children's House: Children who have turned 4 or 5 years old on or before September 1 of the year they intend to matriculate (entering 4K or Kindergarten)
2. Elementary I: Children aged 6 to 9 years and who have satisfactorily finished the grade level prior to the one they wish to enter (entering 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> grade).
3. Elementary II: Children aged 9 to 12 years and who have satisfactorily finished the grade level prior to the one they wish to enter (entering 4<sup>th</sup> or 5<sup>th</sup> grade).

*Admission Process* - Process by which an applicant secures a seat for the school year in which they applied.

*Application Process* – Process by which an application is submitted to attend CVMCS.

*ECASD Residents* - Those residing in the ECASD, as well as non-residents with an In-District status as of the application start date (first Working Day of September).

*Enrollment Process* - When applications are processed in preparation for admission.

*Grade Levels of CVMCS* – 4K, Kindergarten, First, Second, Third, Fourth and Fifth.

*In-District Status* – Non-resident students that are successfully Open Enrolled into the ECASD.

*Residency* - Children living at a residential address within the ECASD.

*Siblings* - Children who share one or two parents/legal guardian by birth or adoption. Step-siblings are considered siblings.

*Working Day* - A day when school is in session for students.

**Governance Board Responsibilities** Each year Governance Board, in conjunction with school administration, shall:

1. Establish a procedure for Enrollment of new students, including the determination of a firm deadline for Enrollment
2. Establish the maximum number of students being accepted in each grade level
3. Establish a deadline for Pre-Kindergarten through Fifth Grade after which no new students will be accepted for the current school year, and the waitlist for those grades for the current school year shall expire
4. Establish a procedure to coordinate a public lottery and provide the appropriate public notice regarding the lottery, Admissions Policy, applicable timeline and required forms
5. Coordinate a parent workshop to provide information regarding the school to new parents
6. Establish a procedure for Admissions of new students, including required registration forms and the determination of firm deadlines for completing the Admissions process for new students.

Governance Board will also:

1. Approve all CVMCS Admission Policy exceptions
2. Delegate a member of the Governance Board to conduct lotteries, if needed.

**Application and Enrollment Timeline** The following is a summary timeline and may not be all-inclusive. Exact dates are available at the CVMCS.

- CVMCS begins accepting applications for the following school year on the first Working Day of September.
- Applications to be included in the Resident Lottery, for ECASD residents, are due by 3:00 pm on the last Working Day of January.
- The lottery is conducted on the first Working Day of February for ECASD residents.
- Notification of lottery results to ECASD residents will be mailed within five Working Days of the lottery.
- Applications for non-residents are due by 3:00 pm on the first Working Day of June.
- The lottery is conducted the day after the ECASD Board of Education (BOE) approves Open Enrollment (OE) applicants for non-residents.

- Notification of lottery results to non-residents will be mailed within five Working Days of the lottery.
- A parent meeting for new Children's House enrolled students will be held by September 1.
- Enrollment packets are due to ECASD (500 Main Street, Eau Claire WI) by the enrollment deadline stated within the offer letter.
- Admissions packet is due to the CVMCS on the first Working Day of the enrolled school year or on the student's first day of school if enrolled after the school year begins.
- A wait list is maintained until the close of the subsequent school year only.
- A new application period starts in September again and re-application is required every year for those applicants that are not admitted and wish to be considered in subsequent years.

**APPLICATION PROCESS** Parents of students who are interested in attending CVMCS will be given the opportunity to participate in the annual Application Process. Applications for admissions will be made available on the first Working Day of September. Applications for ECASD residents are due by 3:00 pm the last Working Day of January each year. Applications for ECASD non-residents are due by 3:00 pm the first Working Day of June each year. Parents of students interested in enrolling in the school must complete and return an Application Form within the application period. See the ENROLLMENT PROCESS: Wait List section for detail regarding applications received after the deadline date.

All non-resident applicants must comply with Open Enrollment policies of the ECASD. An application to CVMCS is not considered complete for non-residents until the applicant's Open Enrollment has been approved by the ECASD Board of Education. Being Open Enrolled in the ECASD gives the applicant Resident status, which is required prior to entering the Enrollment Process, including the lottery and/or being placed on the WaitList.

Applicants who are not admitted and wish to be considered in subsequent years must reapply annually. Returning students are automatically granted admission for the subsequent school years.

## **ENROLLMENT PROCESS**

As permitted by the Wisconsin law, CVMCS will give preference in enrollment to the following categories of students, in the following order:

1. Returning students
2. Children of CVMCS staff who are ECASD residents
3. Siblings of returning students who are ECASD residents
4. Children of CVMCS Governance board members who are ECASD residents

- 45. Children who are ECASD residents
- 65. Children of CVMCS staff who are non-residents
- 76. Siblings of returning students who are non-residents
- 8. Children of CVMCS Governance Board members who are non-residents
- 97. Children who are non-residents.

Once a student has been admitted to CVMCS, he or she is automatically guaranteed a seat at CVMCS for all subsequent grade-levels, unless the student withdraws from CVMCS.

Applications received simultaneously for siblings for the same grade level will be processed sequentially. For example, if one sibling name is drawn during the lottery, his/her same grade sibling is then exempt from the lottery and automatically assigned the next available seat. If there is not an opening for the sibling, the sibling will be placed in a priority position at the top of the waitlist.

If space is still available after the application of the first level category, the CVMCS shall apply the next category. If the application of a category exceeds the School's capacity within a single grade level, the school will conduct a public random drawing (a lottery) within that category. This process will be applied beginning with pre-kindergarten and then each successive grade level until CVMCS is at capacity. The school will grant enrollment preference according to the aforementioned criteria.

A public lottery will be held, as necessary, to determine enrollment. The date, time and location of the public lottery will be posted at the school and on the school's web site at least one week prior to the lottery being held. A member of the CVMCS Governance Board will conduct the lottery.

When a lottery is required the following will occur:

1. For each grade level one card will be placed into a container for each applicant participating in the lottery.
2. The card includes the applicant name, grade, and the category of enrollment preference, such as if a sibling applied at the same time as the applicant and is in the same grade.
3. The CVMCS Governance Board member will select the cards, one at a time, until all cards have been drawn.
4. A lottery spreadsheet is broken into grade and preference categories and each name and number is entered into the spreadsheet in the appropriate preference categories in order of selection.
5. The students' names in the number of available spots will be announced in preference category order as the lottery seat-holders, whereas the remainders stay on the waitlist.

The school will notify applicant parents within five Working Days of the lottery with the outcome as to whether their child has been accepted or has been placed on a wait list. If any accepted student does not complete the full admission process by the admission deadline, their enrollment seat will be forfeited and the next student on the waitlist will be contacted.

**Enrollment Determination and Acceptance** Enrollment is determined by the parent completing and

hand delivering an Acceptance Letter and other designated enrollment documents to the Enrollment Office located at the Eau Claire Area School District, 500 Main Street, Eau Claire, WI, 54703 by the enrollment deadline. If the enrollment slot is declined, if no response is received, or an Acceptance Letter is not hand delivered to the Enrollment Office by the deadline, the enrollment slot will be forfeited and the next student on the waitlist will be contacted. If the parent declines the enrollment slot, the name of the parent declining the slot, as well as the date and time of day is notated and the next name on the waitlist is contacted. Once all vacant enrollment slots for each particular grade level and section are filled, enrollment will be closed.

**Wait List** After all available enrollment slots (seats) are filled, wait lists will be created and maintained for each grade. The initial wait list will be created randomly as part of the public lottery. Following the lottery, additional students will be added to the end of the wait lists on a first come/first served basis. If more than one application is received the same day, the applicants will be added in added to the waitlist according to the aforementioned enrollment preference criteria or if multiple applicants fall into the same preference category they will be added in a random order.

When a slot becomes available in a grade level, the parent(s) of the first student on the waitlist will be contacted by phone. If the parent cannot be reached by phone an email is sent. If the parent does not return voicemail or respond to the email within one Working Day, the Acceptance Letter is mailed to the parent and they are given one week to accept the slot. See the "Enrollment Acceptance" section above for additional information.

~~During the school year, if a parent would like their child to attend CVMCS and the grade level in which the child needs placement is full, that child will be added to the waitlist according to the aforementioned enrollment preference criteria.~~ Parents of applicants may inquire about their child's position on the waitlist, and spaces are filled in order from the list.

The wait list will be maintained until the close of the subsequent school year only. CVMCS may admit students on a space available basis through the last day of the school year.

**ADMISSION PROCESS** Admission into the CVMCS is dependent upon a complete CVMCS application, an on-time acceptance to a CVMCS offer, as well as ECASD Enrollment Office's receipt of enrollment packet and CVMCS's receipt of admission forms by the designated dates. In addition, all OE admissions require proper approval by the ECASD BOE.

Once the above criteria is met, and final approval is given by the CVMCS principal, admission to the CVMCS is finalized.

There is no testing or any other academic eligibility requirements for acceptance to CVMCS. CVMCS follows the ECASD Policy 421 Early Admission / Early Acceleration.

CVMCS will host at least one parent workshop to provide information regarding the school to new Children's House parents.

**RE-ADMISSION OF FORMER STUDENTS POLICY** Parents who remove their child(ren) from the CVMCS can seek re-admission to the school. Children will need to re-apply and are treated like new

students subject to this policy, in addition to ECASD policies.

**OPEN ENROLLMENT OF NON-RESIDENT STUDENT EXPLANATION** Applicants who do not live within the ECASD must gain approval to attend an in-district school, such as CVMCS through the ECASD's Board of Education (BOE). Typically this is accomplished through Open Enrollment (OE).

Wisconsin's public school OE program allows parents to apply for their children to attend schools in other districts than the one in which they live. OE applications must be submitted during the designated OE period the year prior to the desired school year. Alternate OE occurs after the OE period closes. The state uses an on-line application process. More OE information can be found on the Wisconsin Department of Public Instruction (DPI) website.

Parents seeking CVMCS enrollment for their child as a non-resident student must submit a CVMCS application and acquire ECASD approval through OE. The CVMCS application is handled as described within this policy.

OE students will be accepted into the CVMCS based on CVMCS admission policies and after approval of the ECASD BOE.

**EXCEPTIONS AND APPEALS** Any exceptions to these policies must be approved by the CVMCS Governance Board. Appeals may be sent to:

Governance Board President Chippewa  
Valley Montessori Charter School 400  
Cameron Street Eau Claire, WI 54703

It is the responsibility of each parent to familiarize themselves with the admission policy, including deadlines. All deadlines are final, and no exceptions will be made.

**The Governance Board of the CVMCS reserves the right to amend the Chippewa Valley Montessori Charter School Student Admission Policy at any time.**

Policy approved by the Governance Board on ~~October 6, 2014~~ November 3, 2021.