

640 ENROLLMENT

I. PURPOSE

The purpose of this policy is to establish procedures for student enrollment at Cyber Village Academy (CVA), the enrollment lottery for new students, and enrollment deadlines.

II. Class Size Caps

Class size caps are established to maintain productive learning environments appropriate for each age group.

- A. Class size is capped at 18 for classes composed of students in kindergarten through Grade 3.
- B. Class size is capped at 20 for classes composed of students in Grade 4 and Grade 5.
- C. Class size is capped at 25 for classes composed of students in Grades 6-12.
- D. Cyber Village Academy reserves the right to allow temporary exceptions to these caps based on the discretion of the director.

III. Lottery and Waitlists

A lottery and waitlists are established in cases where the number of students interested in enrolling exceeds the number of spots available in a particular grade level.

- 1. Students currently enrolled in CVA are assured an enrollment space for the coming year in the same program (Fusion or PASCAL). We request that all students return a Re-enrollment Form for planning purposes.
- 2. Enrollment applications for new students for the following school year will take place in February.
- 3. Current PASCAL students who wish to become Fusion students for the following year are placed in Fusion prior to the lottery, if spots are available in the appropriate grade level. If no such spots are available, current PASCAL students are placed at the top of the waitlist in the order in which they most recently enrolled at CVA.
- 4. Siblings of current students and/or foster children of enrolled pupil's parents receive priority placement for the following year after the placement of current Fusion and PASCAL

students. If no spots are available in the appropriate grade level, siblings and/or foster children are placed on the Fusion waitlist after any PASCAL students wishing to switch to Fusion.

5. For grade levels in which the number of enrollment applications exceeds the number of spots available after the placement of PASCAL students and siblings, a random lottery will be held on March 1 or the first school day thereafter. Students will be selected randomly for each of the grade levels for which a lottery is necessary.

6. Students who are not selected by lottery will be placed on the waitlist based on the order in which their enrollment forms were received by the school.

7. As spots become available, the school will contact the family of the next student on the waitlist. That family will have a minimum of 48 hours to accept or refuse the placement. If they refuse the placement, the school will move down the waitlist until the spot is filled.

8. Students whose enrollment applications for the following year are submitted after the lottery are given a spot if one is available. If a suitable spot is not available, the student is placed on the waitlist in the order in which the enrollment application was received.

9. PASCAL and sibling preferences, including foster children of enrolled pupil's parents, apply only during the initial enrollment/lottery period for each school year.

IV. Enrollment Windows

Enrollment windows are established to reduce disruption to classrooms and individual students' educations, as well as to assist with smooth school operations.

A. If spots are available, students may enroll at CVA any time prior to the school year or during the school year except:

1. For the Fusion program, enrollment closes for the current school year after the first day of the fourth quarter.
2. For the PASCAL program, enrollment closes for the current school year at the start of the third week of the fourth quarter.

References: MS 124E.11

Note: The applicability and enforceability of this policy 640 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arises, may be contrary to some aspect or all of the policy.