*Adopted: \_\_\_ Cyber Village Academy Policy 640*

 *Orig. 2017*

*Revised: Rev.*

**640 ENROLLMENT**

**I. PURPOSE**

The purpose of this policy is to establish procedures for student enrollment, 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

1. Class size is capped at 18 for classes composed of students in kindergarten through Grade 3.
2. Class size is capped at 20 for classes composed of students in Grade 4 and Grade 5.
3. Class size is capped at 25 for classes composed of students in Grades 6-12.
4. Cyber Village Academy reserves the right to allow temporary exceptions to thiese 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 Cyber Village Academy are assured an enrollment space for the coming year in the same program (Fusion or PASCAL) if they have indicated their intent to enroll prior to the lottery.
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 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 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 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.

1. If spots are available, students may enroll at CVA anytime 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