

MOT Charter School

Admissions Policies & Procedures

Eligibility for Admission

1. MOT Charter School admits students based on the Delaware Education Code Title 14, Chapter 5 governing charter schools:

*Prohibit discrimination in **admission policy** on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend in accordance with this code, although the charter may provide for the exclusion of a student who has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems.*

2. It is the intention of the school to reflect the community it serves and be open to any resident in the area that would otherwise attend an elementary or middle school in Delaware. Preference is given to children of founding board members, children of teachers, and siblings of currently enrolled students at MOT Charter School.

Open Enrollment

1. Open enrollment is conducted annually to fill places made available by withdrawing students (if any) in grades 1-8, to fill the entering kindergarten class, and to determine priority on the wait list for the forthcoming year.
2. The "open" enrollment period is from November 1st until the last Wednesday of school prior to the winter break.
3. Each year, applications will be printed by the school and made available to all parents who request them. Applications will also be posted on the school's web page.
4. The application form will not request information relative to race, parents' place of employment, or social security number.
5. The school will conduct an Open House each November prior to or during the Open Enrollment Period.
6. Open House and the Open Enrollment Period will be advertised in the local media and on the school's web page. The application process will be explained during Open House.
7. All applications must be completed on line or hand delivered to the school. Applications received by the school will be stamped with the date of receipt, and a control number matching the receipt given to the person delivering the application.
8. All completed applications will remain at the school.
9. If oversubscribed, the school will follow the Public Lottery Procedures to determine acceptances and to establish the order of the waiting list.

10. **All** applicants are required to submit an application each year (even if an application was submitted in the prior year) during the Open Enrollment Period.
11. All applications received during the Open Enrollment Period will be placed in the Lottery.

Public Lottery

1. For the purposes of the following procedures and rules, "Lottery" shall refer to the selection of applicant names by a random method such as the blind drawing of individual names from a container in sequence until all names in the container have been exhausted.
2. All (and only) applications received during the Open Enrollment Period are placed in the Lottery irrespective of preference status.
3. The Lottery will be conducted at the MOT Charter School in public on the second Tuesday in January of each year.
4. The Lottery will be manual, and will be easily understood and followed by all observers.
5. Only one (1) lottery shall be conducted by the school for each grade level.
6. All applications will be entered into an electronic log.
7. For each application submitted during the Open Enrollment Period, a label will be generated from the electronic log with the student's number, expected grade and any applicable preference that will apply.
8. Labels will be sorted by grade and put into containers by grade.
9. Names will be blindly drawn from each container one at a time until all labels have been drawn.
10. As a label with a student name is drawn it will be posted on a large visible chart and numbered in the order in which it is drawn.
11. Display of lottery results will be posted by student name.
12. Once all numbers are recorded, the lottery will be processed to establish the admission order allowing for all appropriate preferences.

Preferences

1. All preference categories shall be published prior to the conduct of the Lottery.
2. All Applicants entitled to receive a placement preference shall be identified ***PRIOR*** to the Lottery.
3. All Preferences shall be considered in the following hierarchy:
 - Applicant child of a Founding Board Member
 - Applicant child of a current teacher
 - Applicant sibling of a currently enrolled student

- The sibling of any applicant enrolling under sibling preference must be enrolled in order for sibling preference to be effect. Should the enrolled sibling withdraw from MOT Charter School, sibling preference will not be awarded to the applicant, and the applicant will be placed on the waiting list in order of number drawn. **An alumnus of the school with a sibling applying for the following year does not qualify as a sibling for entrance preference.
 - Applicant sibling of an accepted Applicant applying for the same academic year.
 - Applicant living within the Appoquinimink School District. Applicant must live in the Appoquinimink School District at the time the offer of enrollment is made to receive this preference.
4. The intent of the sibling preference law is to keep families together. SIBLING by definition is a:
- Biological/adoptive sibling
 - Stepsiblings residing in the same household
 - Foster children residing within the same household
 - Unrelated children residing in the same household “as a family” for at least 12 months prior to the time of the lottery and continuing through to the first day of school. In order to qualify for sibling preference under this subsection, the parents must provide proof that the children have been living as siblings in the same household for 12 months as of the date of the lottery and continue to reside in such household as of the first day of school. Acceptable proof would include anything that verifies that the parents and students have been living at the same address for the 12 months prior to the date of the lottery, such as prior school records verifying the students’ address, telephone or bank records that verify the address of the parents of both children.
 - Stepsiblings living in different households are not considered siblings entitled to sibling preference.
 - Same grade siblings will be treated as two separate students applying, rather than as a single unit.
5. Preferences are applied after the Lottery is drawn.
6. Preferences are placed in front of other applicants on the wait list in Lottery number order by priority of preference.
7. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted.
8. If your status changes, this may result in the removal of one or more of the above preferences.

Enrollment and Wait List

The number assigned to each applicant as a result of the Lottery and the application of preferences determines the order in which the applicant is offered enrollment at MOT Charter School. Enrollment is determined beginning with the 8th grade.

Once all open places have been filled by grade, the remaining applicants are placed on the Wait List by grade in enrollment number order.

All applications received after Open Enrollment will be accepted on a "First-Come, First-Serve" basis and will be added to the end of the Wait List in the order in which they were received by the school.

The Wait List for any given school year will be maintained for that school year until the last day of school in that year.

Up through September 30th MOT Charter School will use the waiting list for admissions. The School Director may, at his/her discretion, fill or not fill any new openings on a space available basis.

Registration

1. By the last day of February, the school shall fill any vacancies remaining after registering returning students to the school, by offering enrollment to students based upon the results of the Lottery, application of preferences and the resulting Enrollment List for the next school year.
2. Students who were included in the lottery, and who have been offered acceptance for the following year, will be required to complete the registration process within 15 days of the offer of enrollment. This process includes the parent's or guardian's completion of any forms required by the school, and signing of the "Intent to Enroll" statement:

"I understand that my child is required to remain in this charter school, in the absence of any condition constituting good cause, for at least one school year."

3. This statement will be in a three ring binder for the current school year and it will be made available for inspection to the Department of Education, the State Auditor's Office, or any other person(s) authorized by law to inspect such files.
4. After the initial year of enrollment, it shall be presumed for school district planning purposes that the student will continue to attend the charter school until completion of the school's highest grade level and no further written confirmation need be obtained by the charter school.
5. Any applicant offered enrollment after the lottery and the registration period (e.g., students who come off the waiting list when a vacancy occurs) will also be required to sign the "Intent to Enroll" statement as stated above.
6. Those who fail to respond within the acceptance time will be placed on the Wait List with an application date equal to the date the initial offer expired.

Notification

1. Letters will be sent to all student applicants indicating their status.
2. Students who decline admission will be removed from the enrollment and wait list. Families who decline their seat(s) for admission forfeit their right to enrollment at MOT Charter School. If the family wishes to be considered at a later date after enrollment is declined, the student applicant will be placed at the bottom of the wait list for that grade.
3. There is a no tolerance cut-off for students who do not show up for class during the first two days of school for the current school year. If MOT Charter School does not hear from the parent of an enrolled child by that time to explain his/her absence, his/her seat will be filled by the wait list for that grade.