



## Maplewood K-8 Parent Cooperative and Madrona K-8 Multi-Age Program Entry Pool Guidelines Revised February 2020

*Families interested in enrolling their children at either of the two K-8 Programs, (Maplewood K-8 Parent Cooperative or Madrona K-8 Multi-Age Program) may place their children into the entry pool for that program. The following guidelines outline the specific rules surrounding entry. To inquire about your child's status on the entry pool, or to seek more information about the entry pool guidelines, please contact the respective school office.*

### **Entry Pool**

- In order to be placed in the entry pool, parents must attend an informational session at the school which will be followed by a brief tour. They will receive the entry pool placement form at the end of the session. Please contact the school directly for the date and time of the informational session or visit the school website.
- To qualify for the in-district entry pool, a student must be living with an adult who is the parent, legal guardian or foster parent with whom s/he is designated to live the majority of the time.
- The entry pool at Madrona and Maplewood will be inactive between July 1 and August 1 every year.
- It is the responsibility of the family to update changes in pertinent information with the manager of the entry pool.
- Once contacted and offered placement, a family will be given five school business days to make its decision. The entry pool manager will document the date and time of the initial **and follow-up** phone calls.
- The final date for enrolling children in a current year's class will be the last day of school before spring break. If openings develop after spring break, families will be called and offered placement for the following fall.
- Slots that become available during the school year will be filled first from a Sibling Lottery. When the sibling pool is exhausted at a grade level, the remainder of the available slots will be chosen by lottery.
- A student must be 3 years of age in order to enter the lottery pool.

### **Kindergarten**

- Kindergarten positions not filled by siblings are determined by lottery in the winter Kindergarten Lottery for the following school year.
- Each year, five "alternates" will be selected by lottery and informed by the manager of the entry pool. This enables families to plan ahead in case an opening occurs. These prioritized lists are valid only for the following school year.
- In preparation for the kindergarten lottery each year, the number of available seats, after sibling and staff member spots are filled,\* will be divided into four pools, one for each quadrant of the District. The number of lottery drawings from each quadrant will be based on the percentage of the total enrollment of elementary students living in that quadrant. \*Per state statute, full time, continuing contract employees may enroll their child(ren) at the employee's assigned school.
- If there are fewer students in any quadrant pool than seats available for that quadrant, those additional seats will be drawn from a pool of the total applicants remaining after all quadrant seats are filled. Students not selected for admissions in the kindergarten lottery may keep their names in the lottery pool for future openings.
- If a child selected for Kindergarten in the MA/MW lotteries is recommended for Developmental Kindergarten (DK), the child will be placed in the first-grade Sibling Lottery for the subsequent year.
- Early Entrance into Kindergarten or First Grade (for children who turn 5 or 6 September 1-December 31:
  - Parents interested in early entrance with students currently at Madrona or Maplewood must submit an application to the District office by January 15 to have their child participate in the early entrance testing at the end of June (the current student must be in attendance at MA or MW during the following school year)

- **Kindergarten:** Parents must notify the school to tentatively hold a spot in their Kindergarten program. If the child successfully passes the evaluation, they may register for Kindergarten.
- **First Grade:** Successful early entrance candidates will be placed in the Sibling Lottery pool.
- Other early entrance candidates without a sibling in attendance at MA or MW may enter the lottery after successfully completing the testing. They should plan to register/attend their assigned school while awaiting results of the lottery.

### ***Siblings***

In an attempt to provide all students within a family the opportunity to attend school together, siblings of current students who are residents of the school district have priority for entry provided the following conditions have been met.

- To qualify for sibling status a student must be living in the district with an adult who is the parent, legal guardian or foster parent of a current MA or MW student with whom s/he is designated to live the majority of the time. Siblings of out-of-district students will not be placed in the sibling entry pool.
- Parents or legal guardians must place siblings in the entry pool. If a family has one child in the school, the others are not put on the list automatically.
- A sibling must be in attendance at the school during the year in which a brother or sister who is requesting sibling status would enter the school if selected.
- Siblings not currently attending Maplewood or Madrona will be placed into available grade level seats via a Sibling Lottery. If there are no siblings awaiting placement, seats will be filled from the General Lottery.
- Sibling placement for upcoming school year:
  - ✓ After Spring Break, siblings of students currently attending Madrona or Maplewood plus siblings of students drawn in the General Lottery for the upcoming school year will be placed into a Sibling Lottery.
  - ✓ A Sibling Lottery will be held only if there are available openings and more siblings interested in placement than grade-level spots available.
  - ✓ This lottery will be held between late spring and August.
  - ✓ Siblings drawn from this lottery will be assigned a rank order.
  - ✓ All siblings will hold their rank order through Spring Break of the next school year. After Spring Break, this rank order will go away, and a new order assigned through the new Sibling Lottery.
  - ✓ If there are more grade level openings than interested siblings, siblings will be placed first, followed by placement of students drawn in the General Lottery.
- Sibling placement for current school year:
  - ✓ Grade level openings occurring during the current school year will be filled first by rank order of siblings as described above.
  - ✓ No seats for the current school year will be filled after Spring Break.

### ***District Employee Policy***

- In accordance with RCW 28A.225.225 the children of staff members employed full time at the school, whether they live in or outside of the school district, may be enrolled at the school when space is available.
- Full time employees are certs who work 7.0 hours per day or classified staff members working 8.0 hours per day.
- Students of full time employees at the school may be enrolled prior to the use of the lottery process.
- Children of school district employees working at Madrona or Maplewood less than full time will be placed into the Sibling Lottery at their assigned school.
- Employees who work at a different school in the district but have a student in the DHH program at Madrona will be placed into the Sibling Lottery at Madrona.
- If approved, parent must complete the P-138, School Change Application and, if they reside out of the district, obtain a Choice Transfer from their resident district. The Choice Transfer must be submitted prior to the start of each school year the student is enrolled in the Edmonds School District.

### ***Out of District***

- Except for the children of staff members working full-time at the school, out of district students will be considered only when space is available at a specific grade level and when there are no in-district students seeking enrollment at that grade level.
- A separate out-of-district entry pool will be maintained of interested students.
- Any student placed in the program whose residence changes to outside the Edmonds School District after September 1 may stay in the program through 8<sup>th</sup> grade.
  - The parent/guardian must submit a School Change Application (P-138) upon notification of the move and a Choice Transfer Request from their home district within 10 school days of notification of the move outside of the Edmonds School District.
  - The Choice Transfer must be submitted prior to the start of each school year the student is enrolled in the Edmonds School District.
  - Parents must provide their own transportation to/from school. It is also expected that students will be on time and be picked up promptly at the end of the school day.
  - The student must access the School Change process to continue enrollment at a high school in the Edmonds School District.

### ***Special Circumstances***

- Families who leave the district for the purpose of an extended vacation, an out of country visit, etc., may request a leave of absence. The principal will review leave requests. If approved, a student on leave may be placed in the Sibling Lottery pool should they return to a district residence within one calendar year.
- In order to qualify for enrollment, a student must meet entry age requirements or have qualified for early entrance under school district policy. Please see the information under “Kindergarten” above.
- If a student, who has qualified for early entrance and has been selected for the program, decides not to enroll at that time, or after the 25 day evaluation period is determined to not be ready for kindergarten or first grade, the student may be placed back in the entry pool for the following year.
- Kindergarten students who are selected, but who decide not to enroll at the regular time, are placed back in the pool for the following year.
- Students currently enrolled at the schools will not be retroactively impacted by 2010 procedure changes.
- If a student withdraws from Madrona or Maplewood to enter the Challenge Program, the family may make a request to enter the Sibling Lottery for the subsequent school year at their original K-8 school:
  - ✓ The decision must be made, and the Challenge Program and K-8 school notified, by February 17 of the first year the child is in Challenge:
  - ✓ The student may remain in Challenge through the end of the current school year, or register at the neighborhood school, as space is available
  - ✓ The open spot in Challenge will not be held for the subsequent school year
  - ✓ Siblings of the former Challenge student may access the Sibling Lottery the year after the former Challenge student has been accepted back into Madrona or Maplewood