



2026-2027 Cypress Grove Montessori
Application Period: January 5, 2026 - January 30, 2026



Section I. Student Information

Last _____ First _____ DOB ____ / ____ / ____

Physical Address _____ City _____

Mailing Address _____ City _____

Phone (H) _____ Phone (C) _____ Phone (W) _____

Email: _____

Current Grade _____ Current School _____ Grade Applying For _____

List any child(ren) that will also be applying for a Montessori seat: _____

List any child(ren) currently enrolled in CGMA: _____

Section II. Demographics

Gender: _____ Male _____ Female

Ethnic Background: _____ African American _____ American Indian _____ Asian/Pacific
Islander

_____ Caucasian _____ Hispanic _____ Other

Section III. Parent/Guardian Signature

My signature below indicates I understand the following:

- SJPS has the authority to verify the applicant's place of residence.
- Only ONE application per eligible applicant will be processed each academic year.
- Applications must be **hand delivered by a legal parent or guardian to St. James Parish School Board Office by January 30, 2026 at 3:00 p.m.**
- The required documentation to accompany this application is noted on the back.
- Incomplete applications or applications without documentation will not be accepted.

Parent/Guardian Name _____ Date: _____

Parent Signature _____



"Free the child's potential and transform
him into the world!"
Maria Montessori

Section IV. For School Use Only

Date Delivered to School: _____ Received By: _____

Montessori Teacher's Signature: _____ Date: _____

Section V. For District Office Use Only

(See Student Enrollment Packet Cover Page)

_____ All Registration Documents Submitted

_____ Registration Documents Needed

Student Services Signature: _____ Date: _____

Student : _____ School: _____ Grade: _____

School Your Child Was Last Enrolled: _____

Required Documents

☐ Birth Certificate	☐ Social Security Card	☐ Immunization Record	☐ Parent Driver's License with corresponding physical address
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Proof of Residency

A. Reside in own residence in St. James Parish: submit **2 (two)** utility bills matching the physical address on the parent/legal guardian's driver's license/LA identification card.

☐ Gas Bill	☐ Electric Bill	☐ Water Bill	☐ Physical address on parent DL corresponds with both bills
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B. If any of the two are lacking, **one utility bill**, plus **2 (two)** of the following current alternative forms of evidence will be acceptable. It must identify the physical location of the reported residency.

☐ Physical address on parent DL corresponds with bill & 2 docs.	☐ One Utility Bill	☐ Homestead Exemption	☐ Auto Insurance	☐ Federal/State Tax Return	☐ W-2 Form	☐ Voter's Registration
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C. Reside on the property of another St. James Parish resident through a current **lease/rental agreement** must submit **all** of the following:

☐ Physical address on parent DL must correspond with bill	☐ Current utility bill with parent/legal guardian's name and physical address	☐ Current lease/rental agreement with names of parent/legal guardian and children
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D. Parents/legal guardians of enrolling students who reside within the household of a St. James Parish resident without a lease/rental agreement must present a current and completed notarized **Affidavit**.

- ☐ **Affidavit** is complete, current, notarized and includes required signatures.
- ☐ Proof of Residency of Homeowner: _____ A (above) _____ B (above)

Parent Registering Child (print) : _____ Signature: _____

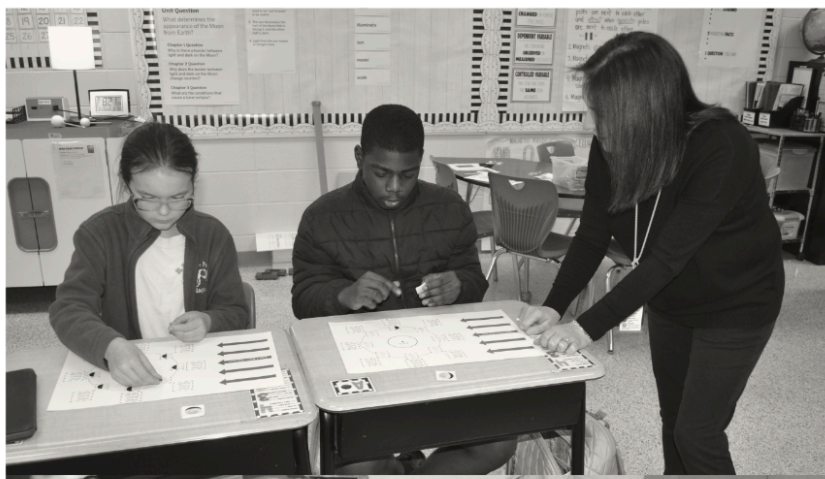
Phone Number: _____ Email Address: _____ Date: _____

District Office Use Only: Approved by: _____ Date: _____



Programs Handbook

2026 - 2027



Dr. Molly Stadalis,
Principal

Mrs. Lynesia Raymond,
Principal

Ms. Linda Lowman,
Principal

Ms. Cynthia Joseph,
Principal

The St. James Parish School System is committed to providing high-quality educational opportunities that meet the diverse academic, developmental, and creative needs of our students. Through a range of specialized programs, families are offered meaningful opportunities to select the learning environment that best supports their child's strengths, interests, and long-term success.

The district currently offers three distinct choice programs:

- **Academic, Visual, and Performing Arts Magnet Program**

Located at Paulina Elementary School (PK–3) and Gramercy Elementary School (4–6), the Academic, Visual, and Performing Arts Program integrates rigorous academic instruction with specialized arts education. Students engage in strong core academics—English language arts, mathematics, science, and social studies—while also developing creative skills through visual arts such as drawing, painting, and design. In addition, students participate in performing arts, including music, drama, and other performance-based experiences that build confidence, collaboration, and expressive abilities. This combined approach supports the whole child by fostering both academic excellence and artistic growth.

- **Cypress Grove Montessori Academy**

Cypress Grove Montessori Academy (PK-6) offers a child-centered educational experience aligned with state academic standards in all content areas. Rooted in the philosophy of Dr. Maria Montessori, the program emphasizes independence, hands-on learning, and respect for each child's natural curiosity and developmental pace. Students learn in multi-age classrooms that encourage peer collaboration, mentorship, and a strong sense of community. Children are encouraged to take responsibility for their learning, develop problem-solving skills, and cultivate independence.

- **St. Louis Academy**

St. Louis Academy (PK-3) offers a strong early childhood foundation, focusing on literacy, numeracy, and social-emotional development within a nurturing school community. Through high-quality instruction and developmentally appropriate experiences, the program supports young learners in building the skills necessary for future academic success.

Together, these programs reflect the district's commitment to expanding access, honoring parent choice, and providing innovative, student-centered pathways for all learners in St. James Parish.

Application Process

- The application period is advertised through social media, local newspapers, and school distribution. Applications will be published in the News Examiner-Enterprise on the following dates: January 8, 15, 22, 2026.
- The application period opens for approximately one month, and deadlines are upheld, January 5-January 30, 2026, by 3:00 PM.
- Applications may be picked up at any school location, the St. James Parish School Board Office, or downloaded from the district website. Applications are also sent home with all St. James Parish School students currently enrolled at the beginning of the application period each year. Although the programs serve students through sixth grade, applications are distributed through high school students as part of the district's outreach efforts to ensure families with younger, eligible children in the household are informed of available program opportunities.
- If you are applying for more than one child to attend a program, please complete a separate application for each child. Parents must submit an application specific to the program for which they are applying.
- Required documents must be submitted with the application (*see p.1 of Student Enrollment Packet*)
- The application and documents are to be hand-delivered, within the deadline period, by a legal parent/guardian to the St. James Parish School Board Office. Parents will receive a receipt denoting it was delivered.
- If a student applies after the application period ends and the application, along with required documents, is approved through the district's application process, the parent/legal guardian will be notified by phone whether a seat is available or what number their child is on the waitlist.

Cypress Grove Montessori Academy Eligibility/Selection Guidelines

- Any St. James Parish student, ages 4–12, who is interested in Cypress Grove Montessori Academy is eligible to apply. All eligible students will be divided into two groups: those who reside within the Lutchter Attendance Zone and those who reside outside the zone.
- Students who reside within the Lutchter Attendance Zone will receive first preference in the selection process. All applicants from the Lutchter and District Attendance Zones will be grouped by racial categories as part of the selection process to ensure diversity.
- Cypress Grove Montessori Academy teachers will have the opportunity to enroll their children. Any St. James Parish School Board Employee's child is allowed to apply for the lottery by following the guidelines outlined in the enrollment process.
- Students who are currently enrolled at Cypress Grove Montessori Academy and have a sibling will be given preference. Siblings are defined as biological brothers and/or sisters living in the same household.
- If the number of applicants from the Lutchter Attendance Zone exceeds the number of available seats, or if there are not enough Lutchter Attendance Zone applicants to fill all seats, an open lottery will be held on **February 4, 2026**. In accordance with the district's desegregation order, applicants from the Lutchter Attendance Zone will be assigned to designated applicant groups. Selection from each group will be conducted through a computerized random selection process. If a selected applicant has siblings, those siblings will automatically be placed in the age-appropriate class.
- If, after all Lutchter Attendance Zone applicants have been assigned a seat, there remain open seats, the District Attendance Zone Students will be selected using the selection process outlined above.

Academic, Visual & Performing Arts Magnet Eligibility/Selection Guidelines

- Any St. James Parish qualifying student (PK-6) who is interested in opportunities offered by a magnet school program is eligible to apply.
- Applicants in grades K-6 should demonstrate on-grade-level proficiency in ELA and math based on district-administered assessments (*see magnet application Section IV*).
- Magnet students must uphold academic, behavioral, and performance contract requirements (*see attached Parent and Student Contract*).
- A computerized randomizer will generate a list of eligible applicants in accordance with program guidelines. The selection process will ensure that eligibility criteria and diversity considerations defined for the program are met.
- Eligible students who have siblings currently enrolled in the magnet school must apply to attend and will be given priority for placement. Siblings are defined as biological brothers and/or sisters living in the same household and not matriculating to the next building level.

St. Louis Academy Eligibility/Selection Guidelines

- Any St. James Parish qualifying student (PK-3) who is interested in opportunities offered by the school program can apply.
- Open enrollment provides families the opportunity to apply for placement in programs outside of their assigned attendance zone.

Program Information

- Students who are already accepted in a program and wish to remain for the following year do not need to submit a new application. Instead, families are required to complete a Letter of Intent, which will be sent home at the end of the second quarter, to indicate their intention to remain in the program.
- Once a student has submitted a letter of intent to remain in a program, they are expected to honor that commitment for one full academic year. A parent/legal guardian's request to transfer their child to another program after submitting the letter of intent will not be considered.
- Enrollment in a program school may only occur during the designated application period or, for new students, by the end of the first grading period. New students must submit an application and meet all eligibility requirements established by the district.
- If a student withdraws from a program school (disenrolls from the district) or declines placement, they must reapply and complete the selection process to be considered for enrollment. Reapplication must occur by the end of the first quarter; students cannot be added to programs after this deadline.
- All applications become null and void by the end of the first quarter each school year. Applicants on the wait list must reapply each school year.
- If a student is dismissed from a program, they must sit out one full academic year before reapplying. After the one-year period, students may submit a new application. Acceptance is not guaranteed and will be based on the student's ability to meet all current program eligibility requirements.
- Students may not move from a program to the home-based school at any time without prior approval. A legal parent/guardian must submit a written request to relinquish their child's seat in the program. The request is first submitted to the school principal, who reviews it and forwards it to the district office for final review and approval. The designated window for submitting requests is by the end of the first quarter.
- Transfer from program to program outside a designated window may be considered only under extenuating circumstances. This includes a student with an IEP or IAP. These committees consider the student's individualized needs, services, and accommodations before approving a transfer.
- The district reserves the right to approve or deny any program transfer request to ensure fairness, program integrity, and the best interests of all students.
- Parents/Guardians will be notified of their student's selection through written correspondence mailed to the address provided on the student's application. Parents/Guardians must sign and return the acceptance letter to the program school by February 27, 2026. Failure to return the acceptance letter by this deadline will result in the student losing their placement. If a student withdraws from the school or declines placement, they will be required to reapply and participate in the selection process again.
- If program seats are not available, students' names will remain in the applicant pool. Applicants will be notified as seats become available within the designated window. Parents/Legal Guardians must respond within five (5) days of the notification to accept the seat; after this time, the seat will be forfeited.
- Once all acceptance letters have been received, any remaining seats will be offered to students on the waitlist in the order they appear, as determined at the time of the lottery. If the waitlist is exhausted and seats remain available, the school and district will actively recruit students to ensure a diverse and balanced student population.
- These program guidelines are designed to ensure that final enrollment numbers are accurate, which allows the schools and district to allocate staff appropriately, plan class schedules, and provide the necessary resources for each program. Adhering to established timelines and application procedures helps maintain program quality, classroom stability, and equitable access for all students.

Program Appeals Process

If you feel your child's program placement does not meet their needs, or you have additional information to share, you can submit an appeal. Only a child's legal parent or guardian may submit an appeal. The process makes sure your concerns are reviewed fairly and clearly.

Step 1: Meet with the Principal

- Schedule a conference with the principal to discuss your concern.
- If the issue is not resolved, write a letter or email explaining why you believe a different placement is appropriate.
- Submit your request within 10 business days of receiving the placement decision.

Step 2: School Review

- The principal reviews your request, talks with relevant staff if needed, and responds in writing.
- You receive a response within 5–7 business days.

Step 3: Appeal to the District

- If you are not satisfied with the school's response, send your appeal in writing to the district office.
- Include any supporting documents (IEPs, letters, assessments) and submit within 5 business days of receiving the school's response.

Step 4: District Review

- The district reviews your appeal and may schedule a meeting with you and school staff.
- A final decision comes within 10 business days of receiving your appeal.

Step 5: Final Decision

- The district's decision is final. Program placements follow eligibility rules, enrollment windows, and capacity limits.

Thank you for choosing to partner with St. James Parish Schools in supporting your child's education. Our Academic, Visual, and Performing Arts Magnet Program, St. Louis Academy, and Cypress Grove Montessori Academy are designed to provide enriching, high-quality learning experiences that nurture student growth and success. We appreciate your commitment to following the guidelines outlined in this handbook, as they help ensure fairness, consistency, and a positive learning environment for all students. Together, we look forward to a successful and productive school year.



St James Parish Magnet Program of Academic, Visual & Performing Arts Student, School, and Parent Contract



*Paulina Elementary School (PK-3)
Dr. Molly Stadalis, Principal*

*Gramercy Elementary School (4-6)
Lynesia Raymond, Principal*

Student Agreement

I agree to do the following:

- Meet state compulsory attendance requirements and arrive at school on time
- Behave appropriately and follow the expectations as outlined in the Student Code of Conduct
- Take advantage of all instructional opportunities presented in class
- Complete all class activities and homework assignments
- Maintain grade point requirements of a 2.5 GPA in CORE subjects (ELA, Math, Science, Social Studies) (2nd- 6th grade)
- Maintain grade point requirements of a 2.5 GPA in CORE subjects (ELA, Math) (1st grade)
- Respect everyone, including the culture and diversity of others

School Agreement

We agree to do the following:

- Provide appropriate, challenging instruction to accommodate different learning styles
- Integrate technology effectively and responsibly in all academic areas
- Use appropriate assessments/instruments/strategies as diagnostic tools to improve instruction
- Keep parents and students informed of academic and behavior growth during the school year
- Respect students' culture and diversity

Parental Agreement

We agree to do the following:

- Ensure that my child participates in at least two magnet after-school performances for the 25-26 school year
- Show an interest in my child's progress by talking with them daily about school and learning activities
- Ensure that my child attends school daily, arrives and departs timely, and completes all homework assignments
- Review any student work, agenda, or school communication brought home by my child
- Respond appropriately to communication from the school and attend all parent/teacher/principal conferences
- Support the school in its efforts to maintain proper discipline
- Support my child in their efforts to prepare and pass all classroom and state/district-mandated exams
- Respect the school's culture and diversity

2026-2027 Parent/Student Contract

Below are the actions that will be taken if the student's contract is not followed.

Academics - Students in grades 1-6 must maintain a 2.5 grade point average in CORE subjects. For 1st grade, this only includes the subjects of ELA and Math. Grades 2-6 include ELA, Math, Science, and Social Studies. Grade point averages of CORE subjects are calculated quarterly.

- The GPAs of all magnet students will be reviewed quarterly. If a student does not meet the 2.5 GPA requirement at the end of Q1, Q2, and Q3, a notification letter will be sent to parents of their child's academic status.
(Notification letters are sent at the end of Q1, Q2, Q3)
- At the end of Q4, annually, the final grades of all magnet students will be reviewed. Any student who ends the current school year with less than a final 2.5 GPA will be placed on academic probation for the following school year.
(End of Year Probation Letter #1)
- Failure to maintain a final GPA of 2.5 or for a second time will result in an automatic dismissal from the program. Probation years do not have to fall consecutively.
(Letter #2 - The student and parent will receive a dismissal letter from the Magnet Program.)
- Failure to meet PPP Promotion requirements at the end of each year will result in removal from the Magnet program.
(Kindergarten - 6th grade)
- East Bank students will return to the traditional side, and West Bank students will return to their homebase school the following school year. Parents will receive a notification letter of their child's dismissal from the Magnet Program.
- Any repeating Preschool student will return to the traditional side.
- The probationary period for academics will follow the student annually.

Behavior - Students are expected to behave appropriately on the school bus, campus, and trips and follow the expectations outlined in the Student Code of Conduct. When a student exhibits continued inappropriate behavior, the principal will meet with the student and parent, and the following will occur:

- Probation Letter #1 will be given to the student and parent.
- Probation Letter #2 will be given to the student and parent.
- Letter #3 - The student and parent will receive a dismissal letter from the Magnet Program.
 - Students will complete the semester in which the dismissal letter was administered unless the inappropriate behavior results in students' safety, causing a major disruption to the learning of others, or the infraction is coded as a Level 4 offense according to the Student Code of Conduct.
 - East Bank students will return to the traditional side, and West Bank students will return to their homebase school. Parents will receive a notification letter of their child's dismissal from the Magnet Program.
 - Probationary period for behavior will start over each school year.

Performances - You have committed your child to the St. James Parish Academic, Visual and Performing Arts Magnet Program. In doing so, all kindergarten-sixth grade magnet students must participate in **two** after-school performances. PES students can choose from the following: Christmas Program, Pelican Royal Revue (K-3rd), and/or the Magnet Musical. GES students can choose from the following: Christmas Program, Gator Gala (4th-6th), and/or the Magnet Musical. Preschool students must participate in at least **one** after-school performance. Preschool students can choose to participate in the Christmas Program or the Magnet Musical. **Failure to do so will result in dismissal from the program the following school year.**