

The Charter School of Wilmington

("CSW" or "School")

Student Admissions Policy

Revised October 2024

WHEREAS this Policy

- Shall guide CSW in its conduct of student admissions practices; and
- Reflects the School's charter as most recently stated in its renewal documentation of 2009, 2014, and 2023; and
- Reflects correspondence between the School and its authorizer subsequent to the 2009, 2014, and 2023 renewals; and
- Has been established with due consideration of the recommendations of the CSW President; and
- Shall entirely replace all earlier policies or understandings regarding student admissions;

THEREFORE, the Board of Directors hereby establishes the following Student Admissions Policy:

1. <u>Authority</u>: The CSW President shall have the authority to design, delegate, interpret, and execute all School practices related to student admissions, provided that they conform to this Policy. The Board shall not act as a point of appeal for student applicants regarding any admissions decisions that the School has made in reasonable conformance with this Policy. The Board reserves to itself the sole discretion to decide upon matters of Policy conformance, and the Board shall only address such matters with the President.

2. <u>Principles and Concepts:</u> The following shall apply to all admissions practices:

If the number of applicants is less than the number of available seats, then all applicants shall be offered seats in the School. If the number of applicants exceeds the number of available seats, then the School shall (i) determine the eligibility of each applicant for admissions preferences as described herein; and (ii) offer seats in the priority order of eligible preferences. A random lottery shall be used to allocate seat offers (a) in cases of equal preference-priority, and (b) among applicants who have no eligible preferences.

Mid-year enrollment of students who may have moved into Delaware after the admission process shall be decided by the President only if there are existing seat vacancies. Such cases are expected to be rare, and the President shall give due consideration to budgets, resources, and fairness before deciding on such cases and the President shall keep the Board reasonably informed thereof. Mid-year enrollment shall not be permitted for applicants who could reasonably have participated in the admissions process above.

3. <u>Definition and Priority-Order of Preferences:</u> The student admissions preferences that shall be used by CSW are identified below in the priority order with which they shall be applied. These preferences are defined in the Delaware Code (Title 14, Chapter 5), and notwithstanding the descriptions included below, the Delaware Code definitions shall be incorporated in this Policy by reference unless otherwise defined by a resolution of the Board. The preferences are shown below in order of their priority when applied at CSW, with each one being subordinate in priority to the preferences that appear above it in the list:

A. Students who have specific-interest in CSW's methods, philosophy, or educational focus

B. Children of CSW permanent Employees

C. Siblings of students enrolled in CSW

D. Students residing within the Red Clay Consolidated School District

For the avoidance of doubt, the priority of these preferences shall be applied sequentially as follows:

▪ All applicants with an Interest preference shall be considered first, and within this group, applicants shall be further prioritized by the three subordinate preferences where eligible; then

▪ Remaining applicants with an Employee preference shall be considered next, and within this group, the applicants shall be further prioritized by the two subordinate preferences where eligible; then

▪ Remaining applicants with a Sibling preference shall be considered next, and within

this group, the applicants shall be further prioritized by the one subordinate preference where eligible; then

▪ Remaining applicants with a District preference shall be considered next, and within this group, the applicants shall be selected by random lottery; then

▪ Remaining applicants (i.e., without any eligible preferences) shall be selected by random lottery.

After all available seats have been offered (as described above), a waiting list shall be established and administered to maximize enrollment for the September 30th count. Seats shall be offered to applicants on the waiting list with priority given to their eligible preferences as described above and by random lottery in the case of applicants with equal preference eligibility as described in this Policy.

4. <u>The Specific-Interest Preference</u>: With regard to an applicant's claim to preference (A) above, the School shall evaluate an applicant for specific-interest eligibility through the use of a rubric as described below. In addition, specific-interest eligibility may also be assessed through an opportunity to interview.

The rubric for assessing specific-interest shall include the following factors:

REQUIRED:

- Scores on a standardized admissions assessment administered by CSW, which provides feedback regarding Math, Science, Reading, and English strengths and interests,
- A student essay written at the time of the assessment
- Report card grades for Math and Science in 7th and 8th grades
- Teacher recommendations (2)

ADDITIONAL INFORMATION TO BE CONSIDERED:

- Enrollment in honors classes for Math or Science, if applicable
- STEM-Based Extracurricular and community activities, if applicable

The aforementioned grade reports, recommendations, honors classes, and extracurricular activities shall not be considered by the School with any bias regarding the level at which the applicant was taught nor with any bias regarding which school(s) the applicant has attended.

Any applicant whose total combined score is 85% or higher meets the specific-interest preference requirements.

A. Interviews: Any applicant whose total combined score is less than 85% will be given the opportunity to interview once the School has received the applicant's application. The School shall conduct such interviews to determine if the rubric has screened out an applicant with an otherwise compelling eligibility for the specific-interest preference.

5. Validation of Factual Preferences: With regard to an applicant's request for the benefit of preferences (B), (C), and (D) above, the School shall evaluate such applicant's factual eligibility and may require the applicant to deliver relevant evidence or documentation. The President shall have full authority to deny the benefit of any of these four preferences where such evidence is false or is considered by the President to be materially insufficient.

6. Compliance: The President shall ensure that this Policy is fully reflected in the School's design, delegation, and execution of all admissions procedures. The Board may elect to audit such processes when appropriate to ensure reasonable Policy compliance.

7. Amendment: The Board reserves its authority to amend this policy from time to time, with effect on a forward basis, whether by revision or restatement or by separate resolution.