

Cypress Grove
MONTESSORI
Academy



Cypress Grove Montessori Academy
Post Office Box P (Mailing Address)
2461 North King Avenue (Physical Address)
Lutcher, Louisiana 70071
(225) 258-5400 (Office)
(225) 258-5406 (Cafeteria)
www.stjames.k12.la.us

Becky Louque, Director
Delina Fernandez, Administrative Assistant
Ashley Boyd, Lead Teacher

Eligibility Criteria

Any St. James Parish resident, age 4 – 9, who is interested in Cypress Grove Montessori Academy, is eligible to apply.

Applicants residing within the Lutcher Attendance Zone will be given first priority and must provide two proofs of residency for verification purposes at the time the application is submitted. Applications will not be accepted without the supporting documentation.

Application Process

Applications will be available on January 4, 2018 at the following locations:

- St. James Parish School Board Office and website,
- Lutcher Elementary School and website,
- Sixth Ward Elementary School,
- St. James Parish Libraries,
- Convent Court House-Programs Office.

Applications will be published in the *News Examiner-Enterprise* on the following dates:
January 4, 11, 18, and 25, 2018.

Only one application per student will be accepted.

If you are applying for more than one child to attend Cypress Grove Montessori Academy, please complete a separate application for each child.

Completed applications, accompanied by the required documentation as outlined below, must be submitted by the deadline to either Lutcher Elementary School (East Bank) or Sixth Ward Elementary School (West Bank) with all appropriate documentation. Please note that applications will not be accepted without the accompanying documentation.

The appropriate documentation must include:

- two (2) proofs of residency in the name of the student's guardian (see below),
- immunization record,
- birth certificate,
- Social Security Card.

Acceptable forms of proof of residency include two of the following:

- an Act of Sale/Mortgage for home or lease agreement/rental contract on company letterhead,
- a Voter's Registration Card (showing name and address),
- Tax Assessor's bill, and
- a water or electric bill.

Any other form of documentation for residency will not be accepted.

Completed applications are due on Friday, January 26, 2018 by 3:00 p.m.

Selection Guidelines

1. Cypress Grove Montessori Academy teachers will have the opportunity to enroll their children with first preference. 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.
2. Any St. James Parish resident, age 4 – 9, is eligible to apply. All eligible students will be divided into two groups: those students who reside within the Lutcher Attendance Zone and those outside of the zone.
3. Students who reside within the Lutcher Attendance Zone will have first preference in the selection process. These applicants will be sub-divided into two groups: black and non-black. The applicants residing within the District Attendance Zone will also be sub-divided into two groups: black and non-black.
4. In the event that the number of Lutcher Attendance Zone applicants exceeds the number of open seats or there are not enough applicants from the Lutcher Attendance Zone to fill all open seats, an open lottery will be held on February 7, 2018 at Lutcher Elementary School at 4:00 p.m. The applicants divided into the Lutcher Attendance Zone Black and Non-Black categories will be selected first. A computerized selection program will be used to pull one Lutcher Attendance Zone Black and one Lutcher Attendance Zone Non-Black. If the applicant selected has siblings, the siblings will automatically be placed in the age appropriate class. *Additional documentation with regards to siblings will be required. Siblings are defined as biological brothers and/or sisters living in the same household.
5. If after, all Lutcher Attendance Zone applicants have been assigned a seat and there remain open seats, the District Attendance Zone Students will be selected by using the selection process outlined above.
6. Each applicant will receive a number by the lottery date. Parents and guardians will be notified of their number.

Example:

Lutcher Attendance Zone Black—LB1,
Lutcher Attendance Zone Non-Black—LNB1,
District Attendance Zone Black—DB1,
District Attendance Zone Non-Black—DNB1.

All numbers will be placed into the divided categories:

Lutcher Attendance Zone Black, Lutcher Attendance Zone Non-Black,
District Attendance Zone Black, District Attendance Zone Non-Black.

7. Parents/Guardians will be notified of their students' selection via written correspondence that will be mailed to the address on the student's applications. Parents/Guardians must sign and return the acceptance letter to Lutcher Elementary no later than February 19, 2017. If the acceptance letter is not received within the deadline, the student will lose their placement. If a student leaves the school or declines placement, they will be required to reapply and go through the selection process again.

Once all acceptance letters have been received, if there are any remaining seats, students will be admitted in the order they are placed on the wait list as determined at the time of the Lottery. If there is no one on the wait list then the school and district will recruit to ensure a diversified group of students.

Appeals

Parents have a right to appeal. However, the following are NOT considered grounds for appeal:

- Residing outside St. James Parish Public Schools attendance zone
- Board approved priority
- All documentation required or notification of acceptance was not submitted by deadline

Appeals Process

1. A conference must be scheduled at the request of the parent/legal guardian in an effort to clarify factors involved in the decision in attempt to resolve (at the school level – lead teacher/recruiter).
2. If not resolved by the conference, parents/legal guardians may submit a letter stating reasons for the appeal with documentation.
3. The director will review the letter.
4. Parents/legal guardians will be notified in writing whether the appeal was granted or denied by the director.
5. If parents/legal guardians do not agree with the decision, they have five working days from the time notification is received to appeal to the superintendent or designee. This will be the last and final step in the process.

2018 - 2019
Cypress Grove Montessori Application Period
January 5, 2018 – January 26, 2018

REFER TO THE MONTESSORI ACADEMY HANDBOOK FOR ELIGIBILITY CRITERIA, SELECTION GUIDELINES, AND APPLICATION PROCESS. Proof of residence within St. James Parish must be provided when the application is submitted.

****School cannot process incomplete applications.**

PLEASE PRINT- Only **ONE** application per eligible applicant will be processed each academic year. Applications **MUST** be **HANDWRITTEN AND DELIVERED** to LUTCHER ELEMENTARY SCHOOL or SIXTH WARD ELEMENTARY by **January 26, 2018**.

See the **Montessori Handbook** or www.stjames.k12.la.us for additional information.

SECTION I - STUDENT INFORMATION

Last _____ First _____ Middle _____
 Birth Date ____/____/____ Home Address _____
 City _____ Zip Code _____
 Mailing Address _____ APT# _____
 City _____ Zip Code _____
 Phone (H) _____ (Work/Cell) _____
 Email _____
 Current Grade _____ Current School _____



“ Every Child, Every Day, Growing and Learning
 the Montessori Way! ”

If you are **applying** for more than one child in the Montessori Academy, please complete a separate application.

SECTION II – DEMOGRAPHICS

Parents/Guardians: Your signature on this application grants the St. James Parish School System authorization to verify the applicant’s place of residence.

<p>Gender (Check One)</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Age (Check One)</p> <p><input type="checkbox"/> 4-6 <input type="checkbox"/> 6-9</p>	<p>Ethnic Category (Check One)</p> <p><input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other _____</p> <p>Ethnic information will be used as a lottery diversity factor.</p>
--	--

SECTION III - Parent or Guardian Information

My signature below indicates that I understand that only one Montessori Academy application can be processed for my child(ren) for the 2018-2019 school year and submitting more than one application will void the entire selection process.

Parent/Guardian’s Name (Print) _____

Parent/Guardian’s Signature _____ Date _____

FOR SCHOOL USE ONLY The school **must** complete this section before the application can be processed by Central Office.

Proximity/Attendance Zone _____ Address Verified _____

Date Received _____ Montessori Lead Teacher/Designee _____