

# **Delaware Military Academy Admissions Policies & Procedures**

## **Eligibility for Admission**

Delaware Military Academy admits students based on the Delaware Education Code Title 14, Chapter 5 governing charter schools.

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 a high school in Delaware. Preference is given to children of founding board members, children of staff members, siblings of currently enrolled students at Delaware Military Academy, and those with a specific interest relative to the Delaware Military Academy.

## **Open Enrollment**

1. Open enrollment is conducted annually to fill the 9<sup>th</sup> grade class, and any openings in the 10<sup>th</sup> and 11<sup>th</sup> grade classes made available by students who have withdrawn from the school. 11<sup>th</sup> grade applicants will only be considered if they have completed at least one credit of Junior ROTC (or similar program) at their previous high school.
2. The open enrollment period is from the first Monday in November (8:00 am) until the second Wednesday in January (11:59 pm).
3. Applicants must apply through the Delaware School Choice online application ([www.schoolchoicede.org](http://www.schoolchoicede.org))
4. The school will hold an Open House each fall prior to the Open Enrollment Period.
5. The Open House and the Open Enrollment Period will be advertised in the local media and on the school's web page ([www.demilacad.org](http://www.demilacad.org)). The application process will be explained during Open House.
6. All applications must be completed online and must include an essay. The essay can be typed directly into the application. A second essay is available for applicants who wish to be part of our specific interest group, regardless of their district of residence.
7. If oversubscribed, the school will utilize the Data Service Center to establish the order of the waiting list.
8. **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.
9. Interviews will be conducted for all specific interest applicants, regardless of their district of residence. A rubric will be utilized during the interview to determine if there is a demonstrated interest. A demonstrated interest is defined as a rubric score of 21 or higher (out of 27 possible points). If an applicant is not offered an interview but wants to be considered, they may call the main office to request an interview.
10. Candidates with a demonstrated interest will be offered admission unless there are more qualified candidates than available spots in the class.

11. In the event that the DMA is oversubscribed, admission will be offered based on the predetermined preference groups (see below).

### **Preferences**

The Academy will first identify applicants with a specific interest in attending a military based high school based on the additional essay or a specific request for an interview.

Once identified, the applicant will be invited to interview for admission. After the interview process is completed, those applicants who earned a 21 or higher (qualified) will be offered admission. In the event that the grade level is oversubscribed, a lottery will be held with these applicants in the following order:

1. Qualified applicant child of a Founding Board Member
2. Qualified applicant child of a current teacher or staff member
3. Qualified applicant sibling\* of a currently enrolled student
4. Qualified applicants living within the boundaries of the Red Clay Consolidated School District.
5. All other qualified candidates

\*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.
- Stepsiblings living in different households are not considered siblings entitled to sibling preference.

### **Enrollment and Wait List**

1. Once all qualified candidates have been offered admission or placed at the top of the wait list, the Academy will pull all other applicants and add them to the wait list in the following order:
  1. Non-Qualified applicant child of a Founding Board Member
  2. Non-Qualified applicant child of a current teacher or staff member
  3. Non-Qualified applicant sibling\* of a currently enrolled student
  4. Non-Qualified applicants living within the boundaries of the Red Clay Consolidated School District.
  5. All other candidates
2. Enrollment is determined beginning with the 9<sup>th</sup> grade.
3. All applications received after Open Enrollment has closed 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.
4. The Delaware Military Academy may use the waiting list for admissions until September 30<sup>th</sup> of each year.
5. The School Director may, at his/her discretion, fill or not fill any new openings on a space-available-basis.

## Registration

1. By mid-June, 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 waiting list for the next school year.
2. Ninth grade students who were included in the lottery, and who have been offered admission for the following year, will be required to accept their offer of admission online by the date set by the State of Delaware.
3. The Delaware Military Academy will send a contract to all students who have accepted admission for the following year. The signed contract must be returned to the Academy by the predetermined date.
4. This process includes the parent 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."***

5. These contracts will be maintained in each cadet's office file and 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.
6. At the end of each academic year, an intent to re-enroll contract will be sent home to current 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade cadets to register their intent to re-enroll for the following school year. These will also be maintained in a cadet's office file.
7. Any applicant offered enrollment after the lottery (i.e. students who come off the waiting list when a vacancy occurs) will also be required to sign the contract as stated above.
8. Those who fail to respond within the acceptance time will lose their place in the incoming class. Every effort will be made by the school to contact that student prior to removing them from the system.

## Notification

1. All student applicants will be notified through the Delaware School Choice application of their status in accordance with the timeframes set forth by the State of Delaware.
2. Students who decline admission will not be returned to the wait list.
3. Families who decline their seat(s) for admission forfeit their right to enrollment at the Delaware Military Academy. If the family wishes to be considered at a later date after enrollment is declined, the applicant will need to reapply in a future enrollment period.
4. 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 the Delaware Military Academy 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 level.