

WayPoint Academy

Admissions & Enrollment Policy/Information

For a personal meeting about applying to WayPoint or for a tour of our program and/or facilities, please contact Amie Berryhill, Dean of Students (aberryhill@4waypoint.com or 231-777-4972 ext. 304)

WayPoint Academy is a secondary program offering middle school grades 6-8 and high school grades 9-12. To apply for admission to WayPoint, families must complete all required forms contained within the application packet, including gathering any needed supporting documents, and then mail, FAX, email (cchaney@4waypoint.com) or bring the COMPLETED application packet to the Academy. **PLEASE NOTE: the application packet, in its entirety, must be completed in order for your student to be considered for admission. The application will not be considered complete until all necessary forms have been completed & submitted; all forms will be date stamped as they are received.**

State Law Charter School Enrollment Provisions

The Admissions Policy of WayPoint Academy is developed based on the language of State of Michigan law, which refers to a charter school as a “public school academy” (hereafter referred to as a “PSA”. WayPoint is chartered by Grand Valley State University, thus the following statutory provisions apply:

1. For a PSA authorized by a State public university, enrollment shall be open to all pupils who reside in this State who meet the admissions policy. If there are more applicants who apply for admission than there are spaces available, pupils shall be selected to attend using a random selection process; however, a PSA may give enrollment priority to a sibling of a pupil enrolled in the PSA. A PSA shall allow any student who was enrolled in the PSA in the immediately preceding year to continue his/her enrollment for the following year, providing he/she is re-enrolled during the official “re enrollment” period offered by the PSA; failure to re enroll during that time frame results in the current pupil’s space becoming available during the “open” enrollment period [MI Revised School Code, 1976 PA 451, MCL 380.504(3)]. State law also allows charter schools to accept students in an approved foreign exchange program.
2. **RE-ENROLLMENT:** for a period of time, usually 30 calendar days, the PSA will offer a “re enrollment” period allowing currently enrolled pupils the opportunity to be “guaranteed” a space for the following school year. Failure to re enroll by the deadline will result in the current pupil’s parents to apply for admission during the “open” enrollment period.
3. **OPEN ENROLLMENT:** spaces in grades 6-12 for the following school year will not be officially assigned until 4pm on May 15, at which time Open Enrollment closes each year; should May 15 fall on a day when school is not in session, assignments will occur the next school day, at 4pm.

4. ADMISSIONS PRIORITY: to identify which applicants may be admitted for the following school year, an Admissions Meeting will be held at 4pm on May 15 (or the next school day if the 15th falls on a day that school is not in session). At that time, other applicants, if necessary, may be placed on a prioritized Waiting List by grade, based on the results of a random selection process.

Priority Groups: the order of priority in which spaces for each grade will be filled is:

- Pupils enrolled for the current school year who re-enroll on or before May 15 (currently enrolled pupils with an active IEP on the first day of school of the following school year are automatically re-enrolled unless formally withdrawn)
- Siblings of pupils currently enrolled, if the sibling applies on or before May 15
- Siblings of newly enrolled pupils; when, at the close of Open Enrollment, one sibling is accepted into a grade that is not full, or is accepted by lottery, any of their siblings in Priority Group 4 are immediately advanced to Priority Group 3.
- New pupils who enroll on or before May 15 who do not have a sibling who was accepted, subject to space availability, which may be determined by the random selection process
- Any applicant who applies after May 15; such pupils would be accepted in Waiting List order only if space is available

Priority Group 1: CURRENT PUPILS – if a pupil is enrolled at WayPoint in good standing for the current school year, that pupil shall be allowed to enroll for the next school year IF a Re enrollment Form is completed and returned on or before May 15.

Priority Group 2: BROTHERS/SISTERS of CURRENT PUPILS – if a pupil is currently enrolled and has one or more siblings wishing to attend WayPoint for the next school year, the currently enrolled pupil's siblings will be given enrollment priority IF an Enrollment Application Packet for each sibling is completed and submitted on or before May 15.

Priority Group 3: BROTHERS/SISTERS of NEWLY ENROLLED PUPILS – note that WayPoint strives to allow brothers/sisters to attend the same school and tries to give all preferences allowed by law to accomplish this during Open Enrollment, and, if necessary, the random selection process. If a family has two or more pupils who apply, when one student is validly accepted and enrolled at the Admissions Meeting, all of that pupil's siblings who have applied are accepted and may enroll. This preference is NOT available after the Admissions Meeting has been held and Open Enrollment is closed.

Priority Group 4: NEW APPLICANTS – if the number of applicants for a grade is less than equal to the number of spaces available for that grade, all new applicants for that grade are accepted and are enrolled at the Admissions Meeting. If there are more applicants than spaces available, a random selection process will be used. Applicant families are encouraged to attend the Admissions Meeting, but are not required to attend or have representation.

Priority Group 5: APPLICANTS AFTER CLOSE of OPEN ENROLLMENT – for grades that are not full at the end of the Open Enrollment period, applicants will be accepted on a first come – first served basis until the grade is full, at which time further applicants are placed on grade level Waiting List. For each grade with a Waiting List, all applicants received will be placed on the Waiting List. The Waiting List has two parts: 1) Sibling

Waiting List, and 2) General Waiting List. For the purposes of enrollment priority, a parent's children, step children, adopted children, and foster children are all considered to be each other's siblings (legal documentation may be required to establish such relationship). If an applicant to be placed on a Waiting List is the sibling of an enrolled pupil, the applicant is placed on the bottom of the Sibling Waiting List. If an applicant to be placed on a Waiting List is NOT the sibling of an enrolled pupil, the applicant is placed on the bottom of the General Waiting List.

5. **RANDOM SELECTION PROCESS (Lottery)**: for each grade that has more applicants than spaces available at the close of Open Enrollment (making it a "Lottery Grade"), applicants in Priority Groups 1 and 2 will be admitted for the Fall. Next, a random selection process (a Lottery) will be performed to create a preference order for the applicants in Priority Group 4. Each applicant selected by Lottery has a numerical "Lottery Priority" ahead of each pupil subsequently selected by Lottery for that Lottery Grade. For each Lottery Grade, a numbered "Lottery Priority List" will be created by grade to document the order of preference determined by the Lottery. If a new family has multiple pupils in the Lottery (a "multiple applicant family"), all begin in Priority Group 4 and remain there unless and until one is enrolled via the Lottery. If there are Lotteries for multiple grades, the Lotteries will be performed for the lowest Lottery Grade to the highest Lottery Grade. After the Lottery has been held for each Lottery Grade and the Lottery Priority Lists have been created, a New Family Re-Prioritization will be performed. For each Multiple Applicant New Family, if one of their applicants has Lottery Priority that assures him/her a space, all other applicants in the Multiple Applicant New Family are given status in Priority Group 3 and will be admitted and enrolled. The applicants remaining in Priority Group 4 are accepted in order of Lottery Priority until all spaces for a grade are filled. The remaining applicants are placed on a Sibling Waiting List in the order they were selected by Lottery. If a space in a grade with a Waiting List becomes available for any reason, the space will be offered to the next available applicant on the grade's Sibling Waiting List. If there are no remaining applicants on a grade's Sibling Waiting List, an available space will be offered to the next available applicant on the General Waiting List.

Admission is "Conditional": applicants must fully complete ALL required application materials included in the Application Packet and submit all necessary information as noted on the application cover letter. Making an omission of a material fact or a false statement on or in application materials may be sufficient cause for denying an applicant consideration for enrollment or for expulsion after enrollment.

Compliance with "WayPoint Way" Code of Conduct and Student Performance Contract

All pupils and prospective pupils must abide by the "WayPoint Way" Code of Conduct and our Performance Contract which is signed by both pupil and parent when applying for admission. Failure to abide by both make pupils subject to disciplinary action for violations thereof, up to and including expulsion. In other words, a prospective pupil is subject to all Academy policies, practices and procedures (and consequences for violations), whenever at the Academy or involved in any Academy sponsored activities or events.

Equal Educational Opportunity: WayPoint does not charge tuition and does not discriminate in its pupil admissions policies or practices on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a handicapped person, or any other basis not permitted by Michigan's public schools. **PLEASE NOTE:** some testing/assessment may be required to determine the appropriate placement in a subject/grade level. Reading and mathematics assessments, for example, are generally required for new students to determine appropriate academic placement and to benchmark educational progress. Such assessments are administered after a student has been accepted for admission.