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517 ENROLLMENT AND LOTTERY

I. PURPOSE

The purpose of this policy is to outline Art and Science Academy's Enrollment and Lottery process. This replaces the Admission of Students Policy (2014).

II. DEFINITIONS

Parent – The term “parent” as used in this policy refers to the legal guardian of a student as defined in State Statute.

Art and Science Academy – Art and Science Academy may also be known as ASA throughout this document.

Enrolled – A student will be considered “enrolled” at ASA upon their first day of actual attendance at ASA.

Elementary – Grades K-4. May also be referred to as ES.

Middle School – Grades 5-8. May also be referred to as MS.

Sibling - Any child of a family unit related biologically, by marriage, or adoption to one or both parents and/or legal guardian. Any child in placement within a foster-care situation will also be considered as a sibling for the purposes of this policy.

ASA Employee – The term “Employee” as used in this policy refers to staff members who work on a regular basis with a set schedule during the school year. Temporary staff members are individuals who work on an “as needed” basis, such as substitutes and contracted services. These individuals are not considered an employee per this policy.

III. ENROLLMENT

A. Enrollment Limits Elementary (K-4): ASA currently limits enrollment to 22 students per grade level per section.

B. Enrollment Limits Secondary (5-8): ASA currently limits enrollment to 25 students per grade level per section.

C. Deadline/Admissions Cut-off Date

1. Current school year enrollment: Closing enrollment on the 2nd Friday in March of the current school year will provide new students the opportunity to acclimate to ASA prior to the end of the current school year. Parents will submit an ASA Enrollment Application to the front desk by the 2nd Friday in March of that school year to be considered for enrollment in the current school year. However, completion of an ASA Enrollment Application does not guarantee a student's placement at ASA.

If ASA is at capacity at the time of the application deadline for the current school year, newly applied student/s will be placed at the bottom of the current wait list on a

first come/first serve basis. The position on the wait list will be adjusted to reflect any sibling or employee preferences (see section E Enrollment Preference).

If ASA is not at capacity for the current school year at the time of the application deadline for the current school year, newly applied student/s will continue to be admitted on a first come/first serve basis until ASA is at capacity or until the 2nd Friday in March – whichever comes first. Exceptions to this might occur based on administrator discretion and/or unusual circumstances.

Upcoming school year enrollment and lottery: ASA has an admissions deadline of March 1st (or the next business day if March 1st falls on a weekend or holiday) for the upcoming school year for all new applicants.

The application deadline is midnight on March 1st (or the next business day if March 1st falls on a weekend or holiday). All applications to be included in the lottery for the upcoming year must be completed, signed and received by ASA by this deadline. All applications will be stamped/marked according to date and time received.

New applicants will be placed into an enrollment lottery (see Lottery Process below). A public enrollment lottery will be held at the first Board of Director's meeting following the application deadline.

Kindergarten applicants: Minnesota statutes state that a child must be five years old on or before September 1st of a given school year, in order to enroll in kindergarten. Early entrance into kindergarten is designed for students who turn 5 between September 2nd and October 31st and demonstrate advanced learning needs through district assessment.

Early Admission to Kindergarten: This applies to parents who desire to enroll their child in kindergarten prior to the legal entrance age of five years on or before September 1. Early Admission places emphasis on developmentally appropriate age for instruction as opposed to chronological age. Statistically there should occasionally be a very high-ability, mature student who would be ready to enter kindergarten prior to age 5.

Criteria for Early Admission

1. Children will only be considered whose 5th birthday falls after Sept 1 and on or before Oct 31 of the year in which admission is requested.
2. Children must score, at minimum, 125 or better on a standardized IQ test AND must demonstrate high social/emotional development appropriate for the kindergarten classroom.

Procedure for Early Admission

1. The child must go through early childhood screening prior to contacting a psychologist for testing. Families must contact the school to arrange a school psych meeting before June 1. The school psych might want a copy of the early childhood screening results prior to the meeting to help determine readiness. At this meeting, general readiness will be discussed.

2. The child must be tested by a certified psychologist at the family's time/expense and the test must be completed before June 30. An IQ test must be part of the evaluation with a score of 125 or higher to be considered for Early Admission. The psych must evaluate for ability and social/emotional development that would be appropriate to Kindergarten abilities or better.
3. No child with a birthday after Oct 31 will be considered for Early Admission.
4. Once testing is complete, the psych will supply a report to ASA administration for consideration. A written final determination by administration will be supplied to the family within 10 days of receiving the testing results.

D. Application All prospective ASA students must submit an ASA Enrollment Application to be considered for enrollment at ASA. The ASA Enrollment Application is only valid for one lottery. If a parent/guardian would like to include the student in subsequent lotteries (upon being waitlisted) a new application must be submitted. It is the parent/guardian's responsibility to update the school with current contact information.

E. Enrollment Preference Status (according to MN Statute): Preference for possible enrollment will be acknowledged and given to:

First Preference: Siblings of currently enrolled students

Second Preference: Children of current ASA staff members

Then general enrollment thereafter.

F. Foreign Exchange Students/Foster Children Foreign Exchange/Foster Children Students with an existing ASA family are welcome to be enrolled at ASA. They will be subject to the same policies for enrollment as all other students. Children in this category will be considered siblings for preference purposes.

IV. LOTTERY

A. Lottery Process: A completed ASA Enrollment Application received on or before the deadline is required in order to be included in the annual lottery and/or placement on the waiting list. Any ASA Enrollment Applications received following the current year's lottery deadline will be added to the bottom of the waiting list on a first come first serve basis for the current school year and then included in the next year's lottery.

The lottery for all Grades will be held at the first ASA Board of Director's meeting following the application deadline to determine placement for the following school year. The lottery is open to observation by the public.

On that date, all ASA Enrollment Applications received by the deadline will be:

1. Sorted by site - Elementary applicants and Secondary applicants.
2. Sorted by grade levels. Then sorted by sibling preference, employee preference, and general enrollment.
3. Each pile will be randomized and drawn in order to create the lottery lists.

4. Letters indicating a student's enrollment/waitlist status will be sent to the address on the student's enrollment form. It is the parent/guardian's responsibility to update the school with current contact information to ensure timely notification.

a. If a student will be enrolled for the following year – see Accepting and Confirming Enrollment section below.

b. If a student will be on the waiting list for the following year – see Waiting List Process section below.

This process will be overseen by the ASA Board of Directors. The ASA Administration will print the lottery results and save them as a PDF. The ASA Board of Directors will certify the lottery results and process. The enrollment lottery results will be on file at ASA.

V. WAITING LIST

A. Waiting List Process: Following the enrollment lottery, those students who have not been admitted will be placed on the waiting list in the order determined by the enrollment lottery. Openings for the upcoming school year will be filled as they become available. Students qualifying for preference, any time after the lottery, who were included in the lottery, will be placed by their lottery number in the "preference section" of that site's waiting list. Students who qualified for preference before or after the lottery but lose their preference qualification before being offered enrollment will be removed from the "preference section" and placed by lottery number in the "non-preference section" of that site's waiting list. Students qualifying for preference after the lottery was held who had not submitted an ASA Enrollment Application (and have therefore not been assigned a lottery number) must submit a completed ASA Enrollment Application before being placed at the bottom of the "preference section" for that site on the waiting list.

Note: The waiting list for ASA is intended for the sole purpose of enrollment and distribution of information deemed appropriate by ASA to be of interest to those parties. ASA will not sell, distribute or otherwise disseminate waiting list information. ASA will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at ASA.

B. Accepting and Confirming Enrollment Parent notification of an enrollment opening will be by phone and email. Once contact is made, parents have 48 hours to:

1. Accept, or
2. Decline and be removed from the list

After three documented attempts to contact the parent, if there is no response, the student will be moved to the bottom of the waiting list with a note indicating "No Response" and the dates contacted. The opening will then be offered to the next student on the list.

If the family responds after the opening has been filled, the student name may be moved back up on the list according to the previous lottery number placement. They

would become the next to be offered a position if one becomes available. If the family does not respond prior to the next lottery, the student will be removed from the list.

C. Enrollment of New Students – Mid-Year

When accepting a position as a student at ASA, the following must be discussed with the parent/guardian: The student's start date (not to exceed ten school days from the offering date, unless otherwise noted by the school), grade level, transportation needs and siblings who may be on the waiting list or want to be added to it.

Once the decision has been made to enroll, the parent/guardian(s) must provide the name of the student's current school so that ASA staff can request student records and inform staff if the student is receiving services of any kind.

D. Re-enrollment after Long-Term Leave The purpose of this subsection is to define the actions of ASA in the case of students taking a 'long-term leave' from the school which under Minnesota state statutes constitutes de-enrollment from ASA, and the process for those students to be re-enrolled at ASA. This policy is to support families in situations such as an educational sabbatical, family travel, mental health treatment or hospitalization, chemical dependency treatment, unforeseen legal issues, or a short-term relocation for work. Families who request long term leave and follow the process laid out in this policy may re-enroll their child at ASA without going through the enrollment process and the child will be immediately enrolled upon returning.

Note: an immediate re-enrollment could be potentially denied if such enrollment would exceed the district's enrollment cap based upon the school's charter contract. In that case, the student on leave would have top priority for readmission as soon as an opening occurs at the grade level.

1. Long-term leave and re-enrollment procedures All students are de-enrolled from ASA after not attending ASA for fifteen consecutive school days. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from the district at least 30 days before the start of the long-term leave, giving the beginning and end dates of the student's leave from ASA, as well as the reason and documentation for the long-term leave. Families who follow this procedure will be immediately enrolled upon return.

In the case of unforeseen legal issues, hospitalization, treatment, or a court order program, the 30-day notification may be waived, and the end date remain flexible.

2. Open Enrollment Spots When a student is de-enrolled at ASA for any reason, their spot will be offered to the next student on the waiting list IF the student is going to be out for longer than 15 days. This may result in the over enrollment of a grade when the student on long-term leave returns. No further offers of enrollment will be made until that grade is once again under-enrolled.

3. Conditions and Limits on Long-Term Leave a. Students may not miss more than the equivalent of one calendar year. The days on leave must be consecutive. b. No

more than 5 students district-wide will be granted a long-term leave at any one time. Only the first students to request long-term leave and meet all conditions listed in the policy will be granted long-term leave. This may not include students needing to take a long-term leave to enter a treatment facility, receive medical care, unforeseen legal issues, or participate in a court ordered program. All of section D does not apply if the student has enrolled at another MN public school. Students in such cases would have to reapply by the normal admissions process.

STUDENT WITHDRAWAL When a student withdraws from ASA, an ASA Exit Form should be completed and returned to the front office. ASA will recognize a request of records from another school district as official notification of that student's withdrawal from ASA.

NON-DISCRIMINATION It is the policy of ASA to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status. ASA prohibits any form of harassment, violence or discrimination based on actual or perceived protected class status. The School does not limit admission to students on the basis of intellectual ability, measures of achievement, aptitude or athletic ability in accordance with Minnesota Statutes § 124E.11 nor may it condition admission on criteria or take any action that would violate the Minnesota Human Rights Act, Minnesota Statutes § 363A.

*Applicable State Statutes: 124E.11 Charter Schools Admission requirements.
363A MN Human Rights Act.*