

# **Nerstrand Elementary School Policy 509**

## **Independent Charter School District #4055**

*Adopted: 11/11/2013*

### **Admissions/Enrollment Policy**

#### **I. Purpose**

To explain the application and enrollment process at Nerstrand Elementary School (NES) so that families will have information to make decisions regarding their children's school attendance.

#### **II. General Statement of Policy**

- A. NES is a public school and pursuant to state law must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be placed on a waiting list according to the procedures set forth below. As required by state law, NES will give preference for enrollment to siblings of an enrolled student. As allowed by state law, NES will also give preference to children of NES staff members as outlined below. NES shall ensure compliance with all applicable anti-discrimination laws governing public schools, including M.S. § 124.10 of the Minnesota Education Law governing charter schools.
- B. NES shall not discriminate against any student based on "race," color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.
- C. NES shall not seek any information about any applicant that may be used to discriminate against them, against either NES's policies or governing laws. This does not preclude NES from seeking such information for a lawful purpose about a student after the student has been admitted.

#### **III. Application and Enrollment Procedures**

- A. Interested families will submit applications up until the first Friday of March at 4:00 p.m. The board of directors may change any year's deadline by resolution without changing this policy.
- B. NES will accept application for admission to Grades K-5, for which up to 25 students will be accepted in Grade K and up to 26 students will be accepted in Grades 1-5. The board

of directors may increase one or more grades' capacity by resolution and without changing this policy.

- C. Formal recruitment of incoming students will begin before or during November of each year. NES will encourage families to meet with the faculty, staff and/or board members to discuss the value of NES, and its expectations of students and their families.
- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. An offer of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
  - 1. This lottery will be held no later than the second Friday in March after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.
  - 2. Notice of the lottery will be made public via website and parents will be notified of their status via U.S. mail.

#### **IV. Lottery**

- A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be placed on the waiting list before other applicants.
- C. Second priority will be given to children of NES staff. If a staff member's employment is ended for any reason before the child is enrolled, the child moves to the end of the non-preferential waiting list.
- D. Once all sibling applicants and children of NES staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from NES, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

#### **V. Student Recruitment Activities**

- A. NES shall market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.

- B. In accordance with its marketing strategy, NES may use the measures below, among others, to recruit student applicants.
  - 1. Post flyers and notices on website, in local newspapers and/or blogs and online newspapers.
  - 2. Post the admissions policy and application (available for download) on NES's website.
- C. NES will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

**VI. Voluntary Withdrawal**

- A. NES is a public charter school of choice for application and withdrawal. With their parents' permission, students may withdraw from NES at any time.
- B. NES personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from NES, as well as to seek solutions to any problems that arise from these discussions. If a parent still wishes to transfer their child to another school, NES will ensure the timely transfer of any school records to the student's new school.