

# **NEW HEIGHTS SCHOOLS, INC.**

## **POLICY 509A**

### **APPLICATION AND ENROLLMENT POLICY**

#### **POLICY MANAGEMENT**

*Adopted: 09/2017*

*Reviewed/ Revised\*: 4/20, 3/23, 7/24\**

*Mandatory: No*

*Frequency: Every 3 years*

*Distribution: Not specified*

#### **I. PURPOSE**

The purpose of this policy is to explain enrollment and admissions at New Heights School so that families may make enrollment decisions in an informed and timely manner.

#### **II. GENERAL STATEMENT OF POLICY**

New Heights School may not limit admission to pupils on the basis of gender, race, intellectual ability, measures of achievement or aptitude, religious preference, or athletic ability. New Heights School is a public school and is required to enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. When that occurs, students will be accepted by lot. New Heights School will give enrollment preference to a sibling of an enrolled student and to a foster child of a parent who already has a student enrolled, and then to children of New Heights School staff before accepting other pupils by lot. \*In order to be eligible, a child must reach the official and verifiable age of 5 years old prior to September 1st of the year the child is enrolled.

#### **III. APPLICATION AND ENROLLMENT PROCEDURES**

An application is considered to be timely if it has been marked as “received” in the main office of the school before the end of the enrollment period.

1. Each school year, the Board:
  - a. Establishes by October 1st the open enrollment period applicable to the following school year's admissions.
  - b. Publishes including on its website by October 1st the school's enrollment application and process applicable to the following school year.

2. Application requests: All applications received by the enrollment deadline will be equally considered. For any grade level where there are more applicants than spaces available, New Heights School will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Students who submit applications after the enrollment deadline will be admitted if there are any remaining openings, or added to a waiting list. (Approved by the Board May 4, 2016)
3. Lotteries: New Heights School conducts all lotteries through a method of random selection.
4. The Lottery Grade Order: Applicable lotteries occur from highest grade (12) to lowest grade (K).
5. Preferences: Siblings of currently enrolled students, as well as foster children of parents who have children enrolled at the school, who submit an application by the enrollment deadline will receive preference for admission. In the event that New Heights School has more sibling applicants than open spaces at any grade level, New Heights School will conduct a lottery among all of the sibling applicants who met the deadline to determine admission for that grade. Siblings who are not chosen in the lottery will be placed on a waiting list. Then, children of School staff who submit an application by the enrollment deadline will receive preference for admission. In the event that the School has more children of staff applicants than open spaces at any grade level, the School will conduct a lottery among all of the children of staff applicants who met the deadline to determine admission for that grade. Children of staff who are not chosen in the lottery will be placed on a waiting list after the siblings of students currently enrolled.
6. Waiting Lists. No waiting list will carry over from year to year. Each waiting list is subject to a lottery and redrawn during each admission process each year.

***Legal References:***

Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Stat. § 124E.11 (Admissions Requirements & Enrollment)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963  
(Minn. Ct. App. 2005) (unpublished)

***Cross References:***

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 517 (Student Recruiting)

MSBA Service Manual, Chapter 5, Various Educational Programs