

NEW HEIGHTS SCHOOLS, INC.

POLICY 509A

APPLICATION AND ENROLLMENT POLICY

POLICY MANAGEMENT

Adopted: 09/2017

Reviewed/ Revised: 4/20, 3/23, 7/24*, 9/24, 10/24**

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 charter school and is required to enroll an eligible student who submits a timely registration packet, unless the number of registration packets exceeds the capacity of a program, class, grade level, or building. When that occurs, students will be enrolled 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 will give preference to children of eligible New Heights School staff members 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 as described below.

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

2. Enrollment requests: All registrations received by the Board designated enrollment deadline will be equally considered. For any grade level where there are more enrollment requests than spaces available, New Heights School will conduct a lottery to determine admission for that grade. Registrants who are not chosen in the lottery will be placed on a waiting list and notified promptly if a space becomes available. Families/Students who submit registrations 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. The lottery, if necessary, will take place at the first Board Meeting immediately following the end of the stipulated enrollment period for each year.
4. The Lottery Grade Order: Applicable lotteries occur from highest grade (12) to lowest grade (K).
5. Preferences: Siblings of currently enrolled students shall receive preference for admission, as well as foster children of parents who have children enrolled at the school. Preference for admission will also be given to children of current eligible staff members who submit a registration packet prior to the stipulated enrollment deadline. In the event that New Heights School has more sibling registrants than open spaces at any grade level, a lottery will commence among all of the sibling registrants 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 a registration packet by the enrollment deadline will receive preference for admission. A staff member eligible for enrollment preference for their child, including a foster child, is defined as an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year. In the event that the School has more children of staff registrants than open spaces at any grade level, the School will conduct a lottery among all of the children of staff registrants who met the deadline to determine admission for that grade. Children of staff who are not selected 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