

Marine Area Community School

Enrollment and Lottery Policy

Originally Drafted July 30, 2016

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Applicable Statute: Minnesota Statute 124E.11

The purpose of this policy is to ensure the practice of a fair and equitable enrollment process at Marine Area Community School that follows all Minnesota state laws and guidelines.

I. Definitions

- A. Parent – The term “parent” as used in this policy refers to the legal guardian of a student as defined in State Statute.
- B. Sibling – A “sibling” is defined as a student applicant who is related to an enrolled student with the same father and/or mother either genetically or through the legal process, (i.e., adoption, guardianship, or foster parent).
- C. Marine Area Community School dba River Grove – Marine Area Community School dba River Grove may also be known as River Grove or “the School” throughout this document.
- D. The Board – Refers to the current Board of Directors of River Grove.
- E. Enrolled Student – A student will be considered “enrolled” at River Grove upon receipt by the School of an Official Enrollment Form signed by a parent.
- F. Eligible Student – A student will be considered eligible to enroll based upon the number of spots available, ranked position in the appropriate grade level, and must meet the criteria listed in section III (B).
- G. River Grove Employee – An employee who has an executed employment contract with the School.

II. Open Enrollment Period

- A. General
 1. The School Director will report to the Board regarding the enrollment dates and process for the following school year’s admissions at the November Board of Directors meeting.
 2. The School will publish on its website its Pre-Enrollment Application, Open Enrollment period and lottery dates, and the enrollment process for the upcoming school year by the first Monday in December.
 3. The Open Enrollment period will be the first Monday in December to the last Friday in January for the subsequent school year.
- B. Pre-Enrollment Applications
 1. Pre-Enrollment Applications received at any time during the Open Enrollment period are equally likely to be offered a classroom position, with the exception of board-approved enrollment preferences (see section III (C)).

2. If the number of Pre-Enrollment Applications received during Open Enrollment exceeds the grade's capacity, a lottery will be held on the first Friday of February after the Open Enrollment period ends.
3. After the Open Enrollment period and lottery, River Grove will send Official Invitations to Enroll to eligible students' parents by lot (see section III). The number of invitations is determined by the number of openings within a particular grade. If the number of applicants exceeds the number of grade-level openings, those applicants who are not immediately invited to enroll are placed on a waiting list according to lottery rank.
4. Pre-Enrollment Applications not submitted during the Open Enrollment period will not be included in the lottery; they are placed on the waiting list and are eligible for admission on a first-received, first-enrolled basis.
5. The River Grove Pre-Enrollment Application is valid for only one lottery. If a parent would like to include their child in subsequent lotteries (upon being waitlisted), they must submit a new application.

III. Lottery Process

A. General

1. When the number of Pre-Enrollment Applications exceeds the number of openings in a particular grade, River Grove will conduct a lottery to determine those students who will be admitted or put on the waiting list. River Grove will follow the steps outlined below to ensure this procedure is equitable to all applicants. A completed Pre-Enrollment Application is required in order to be included in the annual lottery and/or placed on the waiting list.

B. Enrollment Eligibility

1. In order to be eligible to enroll at River Grove in Kindergarten, a student must be age 5 on or before September 1st of the year they will be starting school. Midyear enrollees must meet the age requirement or be currently enrolled in Kindergarten in another public or private school. Age for each following grade is extrapolated accordingly (e.g., age 6 by September 1st for first grade, etc.).

C. Enrollment Preferences

1. Siblings of students and foster children in families with a student currently enrolled at River Grove, who submit an application by the enrollment deadline, will receive preference for admission.
2. Prospective students who are children of River Grove employees will receive enrollment preference, behind sibling preference.
3. In the event there is an opening in a given class and the next child on the waiting list has a sibling in the same grade (possibly, but not limited to, twins), all sibling children will be admitted, and the class size will be increased over the limit only to accommodate these siblings. No other children will be admitted from the waiting list until the class size drops to one below the limit. If the sibling is on the waiting list for a different class, they remain on the waiting list until a spot opens up.

D. Process to determine the number of students to be accepted.

1. The School Director will propose and the River Grove Board of Directors will determine the number of openings in each grade, K-6, for the next school year at the January Board meeting of the application year.

E. Lottery Procedures

1. The School Director and the Operations Coordinator will conduct the lottery to determine enrollment and waiting lists at each grade level. One Board member will be in attendance to assist and monitor the process.
2. The lottery will take place on the first Friday in February.
3. The lottery will proceed from lowest grade to highest grade.

4. If a school-wide limit on enrollment is in place for a given year, and there are more siblings of currently enrolled students than there are openings school-wide, a lottery amongst the siblings will be conducted before the lottery for all other applicants.
5. Once the process is completed, a spreadsheet with the lottery results will be printed and signed by the School Director and the Board Member in attendance. Attendees will be asked to sign a form indicating they witnessed the lottery. The spreadsheet and witness form will be filed at the School.
6. Enrollment offers will be sent by email to all families that are awarded a spot through the lottery process. All other families will receive notification of their ranked position on the waiting list.

IV. Waiting List

- A. Following the lottery, those students who have not been admitted will be placed on a waiting list. Students will remain on the waiting list until they are offered enrollment or their parent/guardian requests that they be removed.
- B. Underlying Considerations
 1. The goal of the waiting list is to have a list of students from which to pull to maintain maximum class sizes for the next academic year.
 2. All students on the waiting list will have access to the published waiting list by the end of February through the first month of the school year for which they are applying.
 3. The ranking numbers on the waiting list will be updated as Invitations to Enroll are accepted or declined.
 4. Families will receive an email notifying them of their child's waiting list position.
 5. Siblings of students are moved up the waiting list when a sibling is selected to enroll in the school.
 6. If a sibling of a currently enrolled student or student of a new staff member submits an application after the lottery, that student will move to the top of the waiting list (behind any other siblings, foster children or staff children currently on the waiting list).
 7. The waiting list is maintained and updated throughout the year as students are enrolled. The waiting list will be posted on the website (with no identifying information) and updated periodically so families may track their student's position on the waiting list. Families may request to be removed from the waiting list at any time.

V. Enrollment of New Students after the Lottery

- A. Confirmation of Opening
 1. A position is considered "open" once the School:
 - i. Receives confirmation that a family is turning down an enrollment offer; or
 - ii. Receives a withdrawal form or confirmed enrollment notice from another school.
- B. Contact Next on Waiting List
 1. As a space becomes available, the School will contact the applicant's parents or guardians on that grade's waiting list. Once a parent has been contacted, they have five (5) business days to accept the position or it may be offered to the next student on the list.

VI. Re-enrollment After Long-Term Leave

The purpose of this subsection is to define the actions of River Grove in the case of students taking a "long-term leave" from the school which under Minnesota statute constitutes a de-enrollment from River Grove, and the process for those students to be re-enrolled at River Grove. This policy is to support families in situations such as

an education sabbatical, family travel, medical leave 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 in River Grove without going through the application and enrollment process and the child will be placed at the top of the waiting list and immediately eligible to be enrolled upon returning.

A. Long-term and Re-enrollment Procedures

1. Students may be unenrolled from River Grove after not attending River Grove for fifteen consecutive days.
2. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from the School Director in writing at least 30 days before the start of the long-term leave, giving the beginning and end dates of the student’s leave from River Grove as well as the reason and documentation for the long-term leave.
3. In the case of long-term medical leave, families should arrange an in-person meeting with the School Director as soon as possible to establish the start of leave and draft re-entry outline for the student.

B. Open enrollment spots

1. When a student is unenrolled at River Grove for any reason, their spot will be offered to the next student on the waiting list. This may result in the over-enrollment of a class or grade when the student on long-term leave returns. No further offers of enrollment will be made until that class or grade is under-enrolled unless otherwise directed by processes stated in this policy.

VII. Student Withdrawal

When a student withdraws from River Grove, a Withdrawal Form should be completed and returned to the School Director.

VIII. Non-Discrimination

It is the policy of the School Board of River Grove to comply with federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, nationality, ethnic origin, religion, gender, marital status, sexual orientation, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefit, of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration, or selection, whether full time or part time under any educational program, employment or activity operated by River Grove.