

Marine Area Community School

Enrollment and Lottery Policy

Drafted: July 30, 2016

Adopted: August 13, 2016

Applicable Statute: Minnesota Statute Section 124E.11

The purpose of this policy is to ensure the practice of a fair and equitable enrollment process and procedures 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 – Marine Area Community School may also be known as “MACS” or “the School” throughout this document.

D. The Board – Refers to the current Board of Directors of Marine Area Community School.

E. Enrolled – A student will be considered “enrolled” at MACS upon his/her first day of actual attendance at MACS.

F. Accepted – A student will be considered “accepted” to enroll based upon the number of spots available and ranked position in the appropriate grade level.

G. MACS Employee – An employee who has an executed letter of agreement with the School.

II. Open Enrollment

A. Application

1. Enrollment applications for school year 2017-2018 will be made available in August 2016.

2. In future enrollment years, the Board will establish by December 1st the open enrollment period applicable to the following school year's admissions.

3. The Board will publish, including on its website, by December 1st the school's enrollment application and process applicable to the following school year.

4. To be included in the lottery, parents must submit the application by a deadline set by the administration annually (approximately 1 week prior to the lottery), but parents can be added to the wait list at any time during the school year by submitting an application.

5. MACS will enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of pupils within a particular grade.

6. In the event that openings exist after the open enrollment period, applications received after the deadline will result in admission on a first-received, first-enrolled basis.

7. In the event that the number of applications received during the open enrollment period exceeds the capacity of pupils within a particular grade, students will be accepted by lot as described in Section III.

8. In the event that at the close of the open enrollment period the number of applications exceeds the capacity of pupils within a particular grade, students whose applications are received after the close of the open enrollment period will be placed on a waiting list in the order in which the applications were received as described in Section IV.

9. The MACS application is only valid for 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 applications exceeds the number of openings in a particular grade, MACS will conduct a lottery to determine those students who will be admitted or put on the waiting list. MACS will follow the steps outlined below to ensure this procedure is equitable to all applicants. A completed 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 MACS in Kindergarten, a student must be age 5 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 – IE Age 6 by September 1st for first grade, etc.

C. Enrollment Preferences

1. Siblings of students currently enrolled at MACS, who submit an application by the enrollment deadline will receive preference for admission.

2. Prospective students who are children of MACS 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. For the 2017-2018 school year, the MACS Board of Directors will determine the number of openings in each grade, K – 6, upon the approval of a facility for the school.

2. In future enrollment years, the administrative team will propose and the MACS Board of Directors will determine the number of openings in each grade, K – 6, for the next school year by the January Board meeting of the application year.

E. Lottery Procedures

1. For the 2017-2018 school year the Marine Area Community School Board Chair and Vice-Chair will conduct the lottery to determine ranked enrollment at each grade level, and if necessary, waiting lists.

2. In future enrollment years, the Executive Director and one Board Member will conduct the lottery to determine enrollment and waiting lists at each grade level.

3. The lottery will take place no later than the second Thursday following the deadline for applications.

4. Applicable lotteries shall occur from highest grade to lowest grade.

5. If there are more siblings of currently enrolled students than there are openings in a particular grade, a lottery amongst the siblings will be conducted before the lottery for all other applicants.

6. Once the process is completed, spreadsheets will be printed and an affidavit certifying compliance with this policy and applicable state law will be signed by the Board Chair (for year 2017-2018) and by the Executive Director in future years, and any other Board Members and/or staff conducting the lottery. All other witnesses will be asked to sign a form indicating they witnessed the lottery. We will attach a copy of this policy to the spreadsheets, signed affidavit, and witness form to complete the documentation, which will be filed at the school.

7. Enrollment offers will be sent by email to all families that are awarded a spot through the enrollment process. All other families will receive notification of their ranked list position.

IV. Waiting List

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 they be removed. We will follow the steps outlined below to ensure the procedure is equitable to all applicants.

A. 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 should know their current status at the end of each month following the lottery, and through the first month of the school year for which they are applying.

B. Waiting List Procedures

1. All students will be assigned a waiting list number during the lottery procedures.
2. Families will receive an email notifying them of their child's waiting list position.
3. Siblings of students are moved up the waiting list when a sibling is selected to enroll in the school.
4. If a sibling of a currently enrolled student or student of a new faculty member submits an application after the lottery, that student will move to the top of the waiting list (behind any other siblings or faculty children currently on the waiting list).
5. The waiting list is maintained by the Executive Director and updated throughout the year as students are enrolled off of the list. 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 be requested to be removed from the waiting list at any time.

V. Enrollment of New Students after the Lottery

Openings for grades K- 6 will be filled on a grade-level basis.

A. Confirmation of Opening

1. The Board Chair will be notified when a position is open once the school:
 - a. Receives confirmation that a family is turning down an enrollment offer.
 - b. Receives a withdrawal form or confirmed enrollment from another school.

B. Contact Next on Waiting List

1. As a space becomes available, the Executive Director (Board Chair until the Executive Director is hired) will contact the first student next on that grade's waiting list. Once a parent has been contacted, they must respond within two business days in order 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 MACS in the case of students taking a “long-term leave” from the school which under Minnesota statute constitutes a de-enrollment from MACS, and the process for those students to be re-enrolled at MACS. This policy is to support families in situations such as an educational 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 MACS 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

All students will be de-enrolled from MACS after not attending MACS for fifteen consecutive days.

1. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from the Executive 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 MACS as well as the reason and documentation for the long-term leave.

2. In the case of long-term medical leave, families should arrange an in-person meeting with the Executive Director as soon as possible to establish the start of leave and a draft re-entry outline for the student.

B. Open enrollment spots

When a student is de-enrolled at MACS 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 MACS, a Withdrawal Form should be completed and returned to the Executive Director.

VIII. Non-Discrimination

It is the policy of the School Board of MACS 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 (hereinafter “protected class”) be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration, or selection, whether full time or part time under any educational program, employment or activity operated by MACS.