

BOARD POLICY 701

ADOPTED BY BOARD RESOLUTION: 2/11/2010; revised 2/9/2012.

Student Admissions and Enrollment

I. Purpose

To ensure that all students who are interested in attending Cannon River STEM School (CRSS) have a fair opportunity at being admitted, and to define the processes of selection if applications for admission exceed CRSS enrollment capacity.

II. General Statement of Policy

- A. As used in this policy, “admission” is when a student is accepted to attend CRSS, and “enrollment” is when the student is assigned to a grade.
- B. CRSS shall be open to any child who is eligible under the laws of the State of Minnesota for admission to a public school, and CRSS shall ensure compliance with all applicable anti-discrimination laws governing public schools, including M.S. § 124D.10 of the Minnesota Education Law governing charter schools.
- C. CRSS 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.
- D. CRSS shall not seek any information about any applicant that may be used to discriminate against them, against either CRSS’s policies or governing laws. This does not preclude CRSS from seeking such information for a lawful purpose about a student after the student has been admitted.

III. Admissions Period and Policy

- A. Formal recruitment of incoming students will begin before or during January of each year. CRSS will broadly advertise its open registration period. CRSS will encourage families to meet with the faculty, staff and/or board members to discuss the value of CRSS and its expectations of students and their families.
- B. Interested families will submit applications beginning January 1 and ending the second Tuesday of March at 4:00 p.m. The Board of Directors (BOD) may change any year’s deadline by resolution without changing this policy.
- C. CRSS will accept applications for admission to Grades K-8, for which up to 20 students/section K-3 and 22/section 4-8 will be accepted in each grade. The BOD may increase one or more grades’ capacity by resolution and without changing this policy.
- D. If the number of enrolled students for any particular grade does not exceed 12, the BOD may combine consecutive grades into one class until the class’s enrollment is more than 12. For example, if grades 3-4 each have seven students, they may be combined to have fourteen students enrolled. When the number of students enrolled for a combined class meets or exceeds 12 students per grade, the BOD may separate these grades into separate classes in the reverse manner.

IV. Lottery

- A. If the number of student applicants exceeds CRSS capacity, a lottery selection process will be used to enroll students.
 1. This lottery will be held no later than the first Monday after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students’ district

- of residence for transportation services.
2. The lottery will be open to the public.
 3. Notice of the lottery will be made public and families of student applicants will be directly notified of the lottery encouraged to attend, no less than two weeks before the lottery.
- B. Lottery preference as defined by Minnesota State Statute will be abided, with currently employed school staff children and siblings of enrolled students being afforded preference . 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.*
- C. A person unaffiliated with CRSS will be found to conduct the lottery.
1. Conducting the lottery means operating the instrument used for randomized selection, and selecting the number representing the student applicant.
 2. The lottery instrument shall be open to inspection to any person for its legitimacy, so electronic random number generators shall not be used.
 3. CRSS personnel including board members, volunteers, agents and vendors shall not conduct the lottery for any grade. Any person from a family with a student applicant shall not conduct the lottery for the applicant’s grade.
- D. The admission process shall be conducted in the following sequence. See the “Sample Lottery Day” section below for an example of the process.
1. Returning students shall be enrolled in descending order, from grade 8 to grade K.
 2. After each student is enrolled, any sibling of theirs shall be immediately enrolled.

For example, if Sami is in grade 3 and is enrolled, and he has an unenrolled sister, Yasmin, in grade 3, she is enrolled before other grade 3 applicants are enrolled.
 3. Children of currently enrolled staff members shall be enrolled.
 4. Students who submitted timely applications shall be enrolled in descending order, from grade 8 to grade K.
 5. Each grade shall have a lottery if its student applicants exceed the grade’s capacity. Each grade without a lottery shall have a virtual lottery, if necessary, to determine the order of lower grade’s sibling enrollment.

For example, if grade 3 has five vacancies and grade 6 has nineteen applicants with ten grade 3 siblings, then grade 6 shall have a virtual lottery to determine which five siblings are enrolled in grade 3, and the waiting list order for the five remaining siblings (see 5. below).
 6. After each grade’s lottery, applicant names shall continue to be drawn to establish a waiting list for each grade. This waiting list will be the only official, legal document identifying the names of grade-eligible students with applications to CRSS pending acceptance for the subsequent school year, or when vacancies arise, based upon the order of random selection from the lottery following a recruitment period. The waiting list shall expire annually at the lottery drawing following the next year’s enrollment period.
 - a. Students on the waiting list who are children of currently employed school staff or have currently enrolled siblings shall have first priority, in the order that their application was received
 - b. Students with timely applications, who are placed on the waiting list at the lottery have second priority, in the order that their name was drawn.
 - c. Remaining students have third priority, in the order that their application was received.
 6. When a vacancy occurs for any grade with a waiting list, the priority student on the waiting list shall be enrolled immediately.

7. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from CRSS, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.

V. Student Recruitment Activities

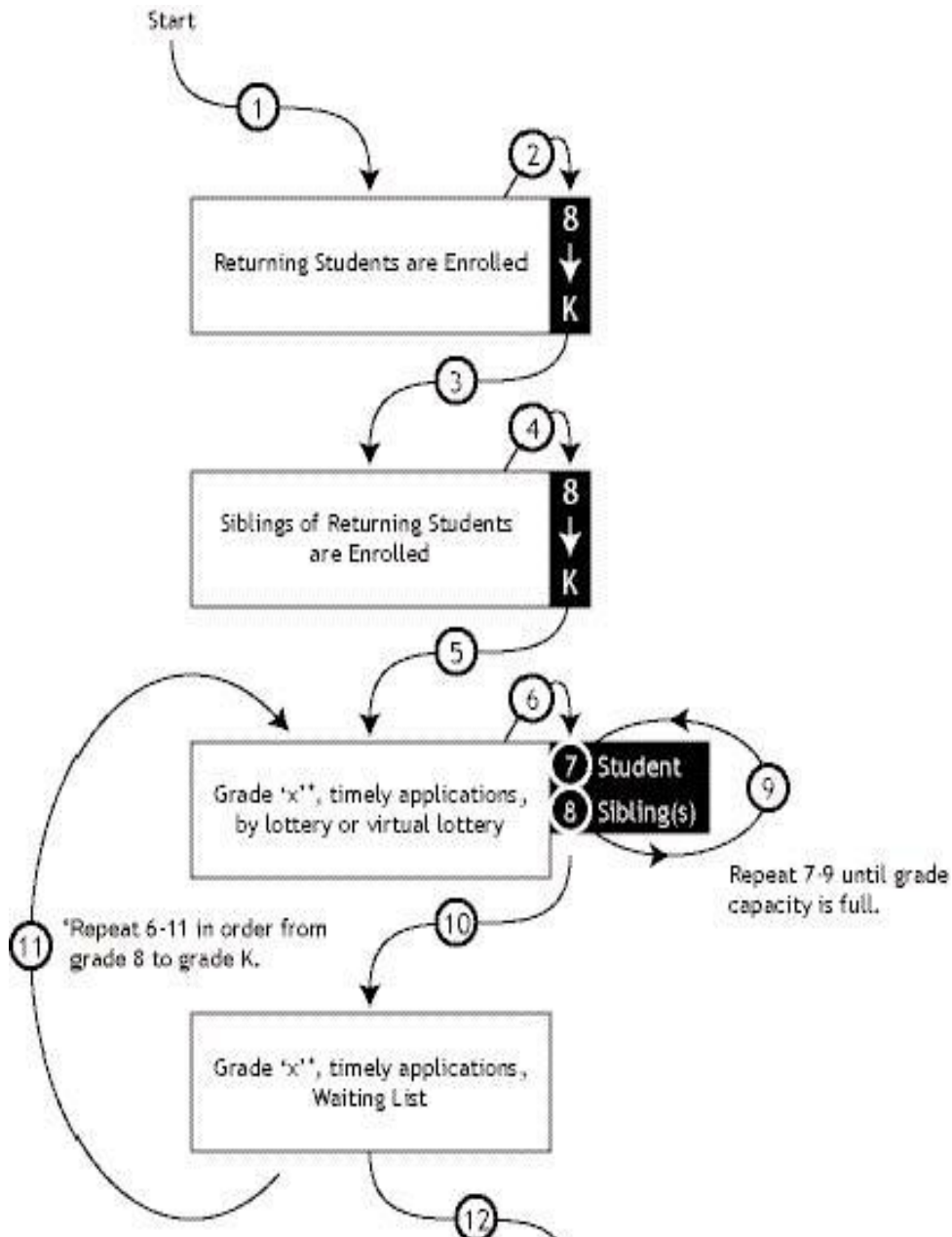
- A. CRSS shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the BOD.
- B. In accordance with its marketing strategy, CRSS may use the measures below, among others, to recruit student applicants.
 1. Send mailings to residents in a 15-mile geographical radius of the school;
 2. Post flyers and notices in local newspapers, supermarkets, religious establishments, community centers, and apartment complexes;
 3. Visit local organizations in surrounding neighborhoods;
 4. Notify via e-mail all individuals who have provided their e-mail for notifications; and/or
 5. Post the admissions policy and application (available for download) on CRSS's website.
- B. CRSS will provide translation services, as necessary, for all promotional materials and any person-to-person interaction requiring an English translation.

VI. Voluntary Withdrawal

- A. CRSS is a public school of choice for application and withdrawal. Students with their parent's permission may withdraw from CRSS at any time.
- B. CRSS personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from CRSS, 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, CRSS staff will make every reasonable effort to help the student find a school that better serves the family's desires. CRSS will ensure the timely transfer of any school records to the student's new school.

Sample Lottery Day

This diagram illustrates the sequence of admission and enrollment during a lottery.



Waiting List Priority

1. Applicants of currently employed school staff or with enrolled siblings.
2. From Lottery, in order drawn.
3. Other applicants, in order of application rec'd.

Note: as wait list students are enrolled, their siblings are brought to the front of the wait list for their grade, in order of the enrollment date of the sibling.