

## **Attachment #5 –Admissions Policy and Procedures**

303 (Reviewed & revised 05/2024)

### **POLICY FOR ENROLLMENT**

The HOPE Community Academy desires to provide enrollment options for students in grades PreK through 12th that meet the diverse needs and interest of HOPE Community Academy students and shall review these options as needed.

The Director and School Board shall determine the capacity of each grade level at the school and establish a random, unbiased selection process for the admission of students not presently enrolled at the school, consistent with the requirements of Minnesota law, as follows.

Minnesota Statutes Section 124E.11, subdivision (b) provides: "A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its Web site, a lottery policy and process that it must use when accepting pupils by lot"

Minnesota Statutes Section 124E.11, subdivision (c) provides: "A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot."

Minnesota Statutes Section 124E.11, subdivision (d) provides: "A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences, or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten, except that a charter school may establish and publish on its Web site a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c)."

Minnesota Statutes Section 124E.11, subdivision (e) provides, "Except as permitted in paragraph (d), a charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability; and may not establish any criteria or requirements for admission that are inconsistent with this section."

Minnesota Statutes Section 124E.11, subdivision (f) provides, "The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term or condition of enrolling a student in a charter school."

#### **Enrollment Procedures:**

HOPE Community Academy establishes admission limits by grade level based upon the capacity of its programs, classes, grade levels, or building. The deadline for parents to submit applications for enrollment of their child or children is May 15 prior to the start of the school

year. In case of multiple births (twins, triplets, etc.), each student seeking admission must complete an application (i.e. not one application for the family), and each student receives an individual number/lot in the lottery. A student whose application is received prior to May 15 will be admitted if there is space available in the grade for which the student is applying. Within ten (10) days of a new student's entry, teachers/staff will provide an orientation to the enrolling student and family. Once enrolled, a student must fill out an annual registration packet form. The school shall have discretion to determine whether it will provide transportation outside of the school's attendance area.

This enrollment procedure will be posted on the school's Web site.

#### Lottery Policy and Process:

If HOPE Community Academy receives more applications for a grade level than the number of spaces available, a lottery (by grade level) will be held within a week following May 15. Families who submit applications after the May 15 deadline will be entered into a July 1 lottery for any open spaces, along with families whose students were not admitted following the May lottery. Each lottery will include all students with current and complete applications, except that first preference for enrollment shall be given to siblings of currently enrolled students and to foster children of such students' parents, and secondary preference shall be given to children of the school staff.

After preference is given to siblings of currently enrolled students, foster children of such students' parents, and to children of school staff, the school will perform a randomized selection process to determine which remaining students will receive enrollment offers. Lotteries shall occur from lowest grade to highest grade. All students who are not admitted following the July lottery will be placed on an Application Waiting List. The Application Waiting List does not carry over from year to year and is valid only for the upcoming school year.

#### Age of Entrance Procedures:

Purpose: The purpose of this regulation is to implement the Entrance Ages Policy (Policy 301) by making provisions for the most appropriate placement of each student.

#### General Statement of Regulation

##### A. Kindergarten Admission

1. Children whose fifth (5<sup>th</sup>) birthday is on or before September 1 of the calendar year in which they are seeking admission to kindergarten are eligible for kindergarten entrance without assessment.
2. Children whose fifth (5<sup>th</sup>) birthday is on September 2 or thereafter through October 15 of the calendar year in which they are seeking admission to kindergarten may be considered for admission to kindergarten based upon an assessment procedure that is described in Policy 302, "Early Entrants Policy Application Procedure".

3. Children whose fifth (5<sup>th</sup>) birthday is on September 2 or thereafter but who have already started kindergarten in another public or a nonpublic school may be admitted to HOPE Community Academy kindergarten.
- B. First Grade Admission of Children Not Previously in School  
If a child is six years old on or before September 1 of the calendar year in which the child is seeking admission to first grade at HOPE Community Academy, the school and family will determine the most appropriate grade placement.
  - C. Underage Children Previously in School, but Entering HOPE Community Academy for the First Time  
Children who have attended kindergarten for a year in a nonpublic school will be recommended for a comprehensive evaluation for cognitive, social, and emotional development domains using the preschool screening assessment.
  - D. After a Kindergarten student or newly enrolling first grade student is enrolled, they will be required to present a birth certificate, a physician's certificate, passport, a baptismal or religious certificate, adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, MN Immunization Information Connection records, or an affidavit from a parent to verify the student's age.

#### Assessment Procedure for Early Admission to Kindergarten

- A. At the request of parents or legal guardians of a student whose fifth birthday falls between September 1 and October 15, HOPE Community Academy will screen the student for early admission to kindergarten.
- B. The early kindergarten assessment process will be consistent with the requirements of Minnesota Statute Section 124E.11:
  1. The student's academic and cognitive readiness will be assessed by school staff, using valid and reliable instrumentation and processes that are aligned with state kindergarten expectations and abilities and are developmentally appropriate. The school will be responsible for any costs associated with the evaluation:
    - A letter will be sent to the family notifying them of the date, location and time of the assessment.
    - A parent or legal guardian and the student will attend the assessment together.
    - The child will be assessed by the preschool screening team.
    - The parent or legal guardian will complete a parent interview with a member of the preschool screening team.
    - The preschool screening team will make a decision based on the results of the assessment and the parent interview.

- The preschool screening team will send a letter notifying the family of the results and decision to admit or not admit the student into kindergarten. A copy of letter will be retain with the student's records.
2. The student's parent or legal guardian must provide a report to the school, in a format requested by the school, of the child's knowledge, skills, and abilities.