

Minnesota New Country School

Adopted: 3/2008
Orig. 2008
Revised: 1/2017
Approved: 2/2017

517 Enrollment and Lottery Policy

DEFINITIONS

- **Parent** – The term “parent” as used in this policy refers to the legal guardian of a student as defined in State Statute.
- **Minnesota New Country School** – Minnesota New Country School may also be known as MNCS or MNCS School throughout this document.
- **On-Campus Program** – This program covers all students participating in the full-time on-campus instruction where they meet face-to-face with advisors on scheduled student contact days.
- **Enrolled** – A student will be considered “enrolled” at MNCS upon their first day of actual attendance at MNCS.
- **Elementary** – Grades K-6. May also be referred to as ES.
- **Secondary/High School** – Grades 7-12. May also be referred to as HS.
- **Sibling** - Any child of a family unit related biologically, by marriage or adoption to one or both parents. Any child in ‘long-term’ placement within a foster-care situation. *Note: Parents must provide MNCS with documentation from their case manager, judge or the court system.*
- **MNCS Employee** – The term “Employee” as used in this policy refers to staff members who work on a regular basis with a set schedule averaging 14+ hours per week during the school year. Temporary staff members are individuals who work on an “as needed” basis, such as substitutes, coaches and committee clerks. These individuals are not considered an employee per this policy.

ENROLLMENT

A. Enrollment Limits

Enrollment at the Elementary will not exceed 15 students per early elementary advisory and 18 students per lower elementary, middle elementary, intermediate elementary and upper elementary advisories.

Enrollment at the secondary will not exceed 133 students in grades 7-12, including PSEO students.

MNCS Elementary Advisory	Minimum # of Students	Maximum # of Students
Early Elem.	12	15
Lower Elem.	15	18
Mid Elem	15	18
Inter. Elem	15	18
Upper Elem.	15	18
Elementary Totals:	72	87

MNCS Secondary	Minimum # of Students	Maximum # of Students
Grades 7-12	0	133*
Secondary Totals:	0	133*

**This includes PSEO students*

B. Deadline/Admissions Cut-off Date

1. Current school year enrollment:

Closing enrollment on the 2nd Friday in March of the current school year will provide new students the opportunity to acclimate to Minnesota New Country School prior to the end of the current school year.

Parents will submit an MNCS Enrollment Application to the front desk by the 2nd Friday in March of that school year to be considered for enrollment in the current school year. However,

Completion of an MNCS Enrollment Application does not guarantee a student’s placement at MNCS.

- If MNCS is at capacity (there is a current wait list for their advisory) at the time of the application deadline for the current school year, newly applied student/s will be placed at the bottom of the

current wait list on a first come/first serve basis. The position on the wait list will be adjusted to reflect any sibling or employee preferences (see section C).

- If MNCS is not at capacity (there is no current wait list for their advisory) for the current school year at the time of the application deadline for the current school year, newly applied student/s will continue to be admitted on a first come/first serve basis until MNCS is at capacity or until the 2nd Friday in March – whichever comes first.

2. Upcoming school year enrollment and lottery:

MNCS has an admissions deadline of May 1st (or the next business day if May 1st falls on a weekend or holiday) for the upcoming school year for all current students and new applicants.

The application deadline is midnight on May 1st (or the next business day if May 1st falls on a weekend or holiday). All applications to be included in the lottery for the upcoming year must be completed, signed and received by MNCS by this deadline. All applications will be stamped/marked according to date and time received.

- Current students will need to indicate if they plan to continue their enrollment at MNCS no later than May 1st (or the next business day if May 1st falls on a weekend or holiday).
- New applicants will be placed into an enrollment lottery (see Lottery Process below). A public enrollment lottery will be held at the first Board of Director's meeting following the application deadline. This date will be published on the MNCS website by March 31st each year.

C. Application

All prospective MNCS students must submit an MNCS Enrollment Application to be considered for enrollment at MNCS. The MNCS Enrollment Application is only valid for one lottery.

If a parent/guardian would like to include the student in subsequent lotteries (upon being waitlisted) a new application must be submitted. It is the parent/guardian's responsibility to update the school with current contact information.

D. Enrollment Preference Status (according to MN Statute):

Preference for possible enrollment will be acknowledged and given to:

- First Preference: Siblings of currently enrolled students
- Second Preference: Children of MNCS staff members

E. Foreign Exchange Students/Foster Children

Foreign Exchange/Foster Children students in a long-term placement with an existing MNCS family are welcome to be enrolled at MNCS. They will be subject to the same policies for enrollment as all other students and efforts will be made to aid with the additional paperwork that is required.

LOTTERY

A. Lottery Process

A completed MNCS Enrollment Application received on or before the deadline is required in order to be included in the annual lottery and/or placement on the waiting list. Any MNCS Enrollment Applications received following the current year's lottery deadline will be added to the bottom of the waiting list on a first come first serve basis for the current school year and then included in the next year's lottery.

The lottery for all Grades K-12 will be held at the first MNCS Board of Director's meeting following the application deadline to determine placement for the following school year. The lottery is open to observation by the public.

On that date, all MNCS Enrollment Applications received by the deadline will be:

1. sorted by site - Elementary applicants and Secondary applicants
2. Elementary applicants will then be sorted into the appropriate advisories
3. sorted by sibling preference
4. sorted by employee preferences
5. assigned a computerized, random number

6. placed sequentially, by each site/grade/advisory to create the list from which to fill the next year’s advisory openings
7. letters indicating a student’s enrollment/waitlist status will be sent to the address on the student’s enrollment form. It is the parent/guardian’s responsibility to update the school with current contact information.
 - a. If a student will be enrolled for the following year – see Accepting and Confirming Enrollment section of this policy
 - b. If a student will be on the waiting list for the following year – see Waiting List section of this policy

This process will be overseen by the MNCS Board of Directors. All MNCS staff, parent, and public witnesses will sign a form indicating that they witnessed the lottery. The MNCS Board of Directors will print the lottery results and save them as a PDF. The MNCS Board of Directors will certify the lottery results and process. The enrollment lottery results will be on file at MNCS.

Initial annual lottery results will be published on the school website with the following unique non-identifiable pieces of data to include (1) the student initials, (2) parent/guardian initials, (3) the last two digits of home phone number, (4) applicant site/advisory/grade, (5) lottery number, (6) initial waiting list position, and (7) preferences.

Example:

<i>Applicant Initials</i>	<i>Parent/Guardian Initials</i>	<i>Last 2 Digits of Phone</i>	<i>Applicant site/advisory/grade</i>	<i>Lottery Number</i>	<i>Initial Waiting List position</i>	<i>Preferences S-sibling E-staff</i>
<i>NK</i>	<i>JS/KS</i>	<i>19</i>	<i>12</i>	<i>100</i>	<i>3</i>	<i>S</i>
<i>CK</i>	<i>BK/CK</i>	<i>79</i>	<i>12</i>	<i>101</i>	<i>4</i>	<i>E</i>

WAITING LIST

A. Waiting List Process

Following the enrollment lottery, those students who have not been admitted will be placed on the waiting list in the order determined by the enrollment lottery. Openings for the upcoming school year will be filled as they become available.

The current waiting list will be available to view (using the unique, non-identifiable pieces of data format shown above) at the front desk at the Elementary and Secondary sites. Students qualifying for preference, any time after the lottery, who were included in the lottery, will be placed by their lottery number in the “preference section” of that site/advisory’s waiting list. Students who qualified for preference before or after the lottery but lose their preference qualification before being offered enrollment will be removed from the “preference section” and placed by lottery number in the “non-preference section” of that site/advisory’s waiting list. Students qualifying for preference after the lottery was held who had not submitted an MNCS Enrollment Application (and have therefore not been assigned a lottery number) must submit a completed MNCS Enrollment Application before being placed at the bottom of the “preference section” for that site/advisory on the waiting list.

Note: The Waiting List for MNCS is intended for the sole purpose of enrollment and distribution of information deemed appropriate by MNCS to be of interest to those parties. MNCS will not sell, distribute or otherwise disseminate waiting list information. MNCS will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at MNCS.

B. Accepting and Confirming Enrollment

Parent notification of an enrollment opening will be by phone and email.

Once contact is made, parents have 48 hours to:

1. Accept, or
2. Decline and remain on the list (ROL) and be moved to the bottom of the list, or
3. Decline and be removed from the list

After three documented attempts to contact the parent, if there is no response, the student will be moved to the bottom of the waiting list with a note indicating “No Response” and the dates contacted. The opening will then be offered to the next student on the list.

If the family responds after the opening has been filled, the student name may be moved back up on the list according to the previous lottery number placement. They would become the next to be offered a position if one becomes available. If the family does not respond prior to the next lottery, the student will be removed from list.

C. Enrollment of New Students

MNCS Elementary: Openings for grades K - 6 will be filled on an Elementary advisory-level basis (see page 1 of this policy). MNCS Elementary staff will contact the first student on that advisory’s waiting list. Any student who has already declined an offer for admittance for the current school year, but has requested to remain on the list, will be placed at the bottom of the list for the rest of the current year.

MNCS Secondary: Openings for grades 7-12 will be filled on a school-wide basis. MNCS Secondary staff will contact the first student on that site’s waiting list. Any student who has already declined an offer for admittance for the current school year, but has requested to remain on the list, will be placed at the bottom of the list for the rest of the current year.

When accepting a position as a student at MNCS, the following must be discussed with the parent: The student’s start date (*not to exceed ten school days from the offering date, unless otherwise noted by the school, such as at the beginning of a block*), grade level, transportation needs and siblings who may be on the waiting list or want to be added to it.

Once the decision has been made to enroll, the parent/guardian(s) must provide the name of the student’s current school so that MNCS staff can request student records, and inform staff if the student is receiving services of any kind.

STUDENT WITHDRAWAL

When a student withdraws from MNCS, an MNCS Exit Form should be completed and returned by a parent to the Advisor.

MNCS will recognize a request of records from another school district as official notification of that student’s withdrawal from MNCS.

NON-DISCRIMINATION

It is the policy of MNCS to maintain a learning and working environment that is free from harassment, violence or discrimination based on actual or perceived race, color, creed, religion, national origin, sex/gender, marital status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status. MNCS prohibits any form of harassment, violence or discrimination based on actual or perceived protected class status.

Applicable State Statute: 124E.11 Charter Schools Admission requirements.