

# **Enrollment Policy**

## **I. PURPOSE**

New City Charter School desires to participate in the Enrollment Options Program established by Minn. Stat. 124D.03. It is the purpose of this policy to set forth the application procedures used by New City School in making said determination.

As a public charter school, New City School is subject to the Minnesota Pupil Fair Dismissal Act.

## **II. GENERAL STATEMENT OF POLICY**

**A. ELIGIBILITY-** As a charter school, New City School shall enroll any eligible student on the following basis:

**\*Early Admissions Policy:** New City does not admit kindergarten students to our program that do not turn five on or before September 1 of the calendar year that the school starts. New City School does not admit first grade students who do not turn six on or before September 1 of the calendar year. (Minn.Stat.120A.24).

### **\*Deadlines:**

- KG-8 Applications due Wednesday of 3<sup>rd</sup> full week in January
  - KG-8 Lottery takes place Wednesday of 3<sup>rd</sup> full week in February
1. A timely application is submitted, unless the number of applications exceeds the capacity of the program, class, grade, level, or building.
  2. Where openings exist, a sibling of a currently enrolled student and a foster child of that student's parents shall be given first priority for enrollment, and may give preference for enrolling children of the school's staff.
  3. When the number of applications for the initial opening of a particular grade level, class, or program exceeds the number of openings, a "waiting list" is established according to the date the application is received.
  4. Applications submitted after the established deadline each year will be placed on the appropriate grade level waiting list following the names of those previously registered for that year.
  5. New City School does not limit admission to students on the basis of intellectual ability, measures of achievement, aptitude, or athletic ability in accordance with Minn. Stat. 124D.03.
- B. Standards that may NOT be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:**
1. Previous academic achievement of a student
  2. Athletic or extracurricular ability of a student
  3. Disabling conditions of a student
  4. A student's proficiency in English language

5. The student's district of residence
  6. Previous disciplinary proceedings involving the student
- New City 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 New City Charter School.

**C. Application**

The student and parent or legal guardian must complete to the satisfaction of the school board and submit an application for enrollment form by the established deadline, provided by New City Charter School.

**D. Exclusion**

Administrator's initial determination. If the New City School staff knows or has reason to believe that an applicant has engaged in conduct that has or could subject the applicant to expulsion or suspension under law or school district policy, the staff will transmit the application to the Board with a recommendation for exclusion proceedings to be initiated.

**Board Review**

The New City School Board may make further inquiries. If the Board determines that an applicant should be admitted, they will notify the applicant. If the Board determines an applicant should be excluded, they will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, New City School reserves the right to initiate procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.