

Harvest Preparatory School, Inc.

Policy #

Policy Name: Enrollment and Admissions Policy

Adopted:

Revised: July 14, 2015

I. Purpose

- a. The purpose of this policy is to define the parameters that Harvest Preparatory School, Inc. will use in admitting students to their school.

II. General Statement of Policy

- a. All interested parties are encouraged to access this information and download forms from the Harvest Preparatory School's website. If no Internet access is available, enrollment applications forms are available at the school.
- b. It is the policy of the Harvest Preparatory School, Inc. board to comply with current state and federal statutes and regulations and in recognition of its obligation to provide equal educational opportunity for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, gender, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status, age, sexual orientation, or disability in the following areas:
 - i. Access to course offerings,
 - ii. Curriculum materials,
 - iii. Counseling practices,
 - iv. Extracurricular activities,
 - v. Use of school facilities,

III. Responsibilities

- a. All Harvest Preparatory School, Inc. employees will assist all applicants and their families or legal guardians without discrimination.
- b. Because Harvest Preparatory School, Inc. is a free, choice public school, all applicants as allowed by Minnesota Statue will be enrolled as outlined in this policy.

IV. Admissions Requirement

- a. According to Minnesota State Statue 124D.10, a charter school may limit admissions to the following groups of students:
 - i. Students within an age group or grade level.

- ii. Residents of a specific geographic area in which the school is located when the majority of students served by the school are members of underserved populations.
- b. A charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case students must be accepted according to the lottery process as defined in paragraph VIII.

V. Kindergarten Registration

- a. Kindergarten registration will begin the 3rd week of October of each year. To be considered for placement, kindergarten candidates must be 5 years old by October 31st of the upcoming school year. Before any early admissions kindergarten candidates can be admitted, the kindergarten candidate must be assessed through a comprehensive evaluation. The comprehensive evaluation is used to determine the kindergarten candidates' cognitive, social, and emotional development and the child's ability to meet kindergarten expectations. The comprehensive evaluation is valid, reliable, and aligned with state kindergarten expectations; which includes a parent report and teacher observations of the child's knowledge, skills and abilities. Completed application forms must also be received by March 15th of each year.
- b. Incoming kindergarteners that have a sibling currently enrolled at Harvest Preparatory School, Inc. will have priority for enrollment. A lottery will only occur if the number of incoming kindergarteners exceeds 90 students.

VI. New Student Enrollment

- a. New student enrollment will begin the 3rd week of October each year. A completed application form must be received by March 15th to be considered for placement. A lottery will only occur if the number of enrollment applications received exceeds the number of board approved openings.

VII. Lottery Process

- a. A general lottery will be conducted on the last business day of March of each year for each grade level where the number of enrollment applications received exceeds the number of board approved openings. After the lottery, students who are not accepted in the grade level will be placed on a waiting list. Enrollment will be sequential by lottery number. As openings become available, families will be contacted; a registration form will be mailed and placed in the appropriate grade level as soon as the registration documents are received. The waiting list will expire at the end of the current school year and the enrollment process will begin again in October for the next school year.

VIII. Exceptions to the Lottery Process

- a. An exception to the lottery process will occur if there are fewer applications for a given grade than the minimum enrollment number as outline in this policy.

IX. Placement Process- Post Lottery

- a. After the lottery, a registration packet will be sent that includes ALL the required documents. All documents must be received before registration is considered complete. The information from the completed registration packet will be used to determine appropriate placement for the student.

X. Student Withdrawal Procedures

- a. When a student withdraws from Harvest Preparatory School, Inc. a withdrawal form should be completed and returned by the parent, routed to the Enrollment Coordinator and placed in the student's cumulative file. The Enrollment Coordinator will update the class list and student dis-enrollment notification.

XI. Legal References

- a. Minn. Stat. 124D.10 Charter Schools, Subd. 9. Admissions requirements.