

Adopted:
Revised:

**CEDAR RIVERSIDE COMMUNITY SCHOOL
POLICY No. 5.1.1
ADMISSIONS POLICY WITH LOTTERY**

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at Cedar Riverside Community School so that families will have information to make decisions regarding their children's school attendance.

II. POLICY STATEMENT

This policy establishes guidelines for admission into Cedar Riverside Community School that are consistent with the admission requirements of Minnesota Statutes §124D.10 and other applicable laws.

III. LIMITATIONS ON ENROLLMENT [*NOTE TO USER: Optional—use only if your school limits enrollment to one of the following categories.*]

Pursuant to the contract with its authorizer, Cedar Riverside Community School has limited eligible pupils to:

1. Pupils within ages 4 – 14;
2. Pupils who are eligible to participate in the graduation incentives program under Minnesota Statutes §124D.68; or
3. Residents of a specific geographic area in which the school is located because the majority of students served by Cedar Riverside Community School are members of underserved populations.

IV. GENERAL ENROLLMENT PROVISIONS

A. Cedar Riverside Community School is a public school and pursuant to state law, must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building. When that occurs, students will be accepted by lot and admitted as further described in section VI.

B. Before admitting a student on the lottery list, Cedar Riverside Community School

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shall give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil's parents.

- C. Before accepting students by lot, Cedar Riverside Community School will give preference to enrolling children of the school's staff before accepting other pupils by lot. [*NOTE TO USER: if this is a preference you wish to give, you should state that in the policy. If not, leave the language out.*]
- D. Cedar Riverside Community School 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.
- E. Cedar Riverside Community School shall not seek any information about any applicant that may be used to discriminate against the applicant in either school's policies or governing laws. This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been admitted.
- F. Notwithstanding any other provision of this policy to the contrary, in compliance with the requirements of the Minnesota Department of Education and with the 2011 settlement agreement in *ACLU v. TiZA, et al.* litigation, Cedar Riverside Community School shall not select students based on religious preference.
- G. Cedar Riverside Community School will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student unless required to do so by Minnesota's Pupil Fee Law.

V. APPLICATION AND ENROLLMENT PROCEDURES

- A. Interested families will submit applications up until the final student day of the school year or application period. The board of directors may change the deadline for applications for the next school year by resolution without changing this policy.
- B. Cedar Riverside Community School will accept applications for admission to Grades Pre-K through 8 in accordance with the Cedar Riverside Community School Class Size Policy.
- C. Formal recruitment of incoming students will begin before or during November of each year. The school will encourage families to meet with the faculty, staff and/or

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board members to discuss the value of Cedar Riverside Community School, and its expectations of students and their families.

- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. Both lists will shuffled and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
1. This lottery will be held no later than the first Monday after the student application deadline.
 2. Notice of the lottery will be made public via website and local news outlets.

VI. LOTTERY

- A. 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.
- B. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot each year and then offers of enrollment will be made in the order drawn.
- C. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.
- D. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Cedar Riverside Community School, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. All applicants still on a waiting list at the beginning of the next enrollment period

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must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

VII. STUDENT RECRUITMENT ACTIVITIES

- A. Cedar Riverside Community School shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.
- B. In accordance with its marketing strategy, Cedar Riverside Community School may use the measures below, among others, to recruit student applicants.
 - 1. Post flyers and notices in local newspapers and/or blogs and online newspapers.
 - 2. Post the admissions policy and application (available for download) on the school's website.
- C. Cedar Riverside Community School will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VIII. KINDERGARTEN AND FIRST GRADE ADMISSIONS

- A. Cedar Riverside Community School does not accept applications for kindergarten students who are not age five on or before September 1st of the calendar year in which the school year for which the student seeks admission commences.
- B. Cedar Riverside Community School does not accept applications for first grade students who are not age six on September 1 of the calendar year in which the school year for which the pupils seeks admission commences or has completed kindergarten.

Legal References: Minn. Stat. §124D.10 subd. 9 (Admission Requirements)
Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees)

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