

Adopted: _____ UMA Policy 301 Revised: December 20, 2016

301: Enrollment Policy and Procedures

I. PURPOSE:

To establish the policy and procedures for enrollment at Upper Mississippi Academy (UMA).

II. GENERAL STATEMENT OF POLICY:

A. UMA is a public charter 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 placed on a waiting list according to the procedures set forth below. As required by state law, UMA will give preference for enrollment to siblings of an enrolled student. As allowed by state law, UMA will also give preference to children of UMA staff members as outlined below. UMA shall ensure compliance with all applicable anti-discrimination laws governing public schools, including M.S. § 124D.10 of the Minnesota Education Law governing charter schools.

B. UMA 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 on any other basis that would be unlawful for a public or charter school.

C. UMA shall not seek any information about any applicant that may be used to discriminate against them or against either UMA’s policies or governing laws. This does not preclude UMA from seeking such information for a lawful purpose about a student after the student has been enrolled.

III. ENROLLMENT PROCEDURES:

A. Interested families will submit applications up until the application deadline posted on the school website. The board of directors may change any year’s deadline by resolution without changing this policy.

B. UMA will accept transfer requests for the current school year, and new students for the following school year. Class size for each of the offered Middle School grades is capped at 84 students per grade. Class size for each of the offered High School grades is capped at 54 students per grade.

C. Formal recruitment of incoming students will begin in mid-October of each school year. UMA encourages families to meet with the faculty, staff and/or board

members to discuss the value of UMA, and its expectations for students and their families. Families are encouraged to attend regularly scheduled information sessions and building tours.

D. Each enrollment application is time and date stamped.

E. All applications received during the open enrollment period are automatically accepted for enrollment (i.e., the student is admitted to UMA) ***unless the number of applications exceeds the available enrollment established by the board of directors. In that eventuality, all timely applicants will be placed in a lottery by grade(s).*** However, siblings and children of staff employed at UMA, who submit a timely application, are automatically admitted, provided there is available enrollment. Applications received after the open enrollment expires are automatically admitted, provided UMA has available enrollment as established by the Board in the applicable grade. Applicants are admitted in the order received. If, or once, the enrollment capacity has been reached, applications are placed on a waiting list, by grade, in the order received.

IV. LOTTERY

A. General Lottery: If the number of applications received during the open enrollment period exceeds available enrollment as established by the Board for any grade (and after siblings of admitted students who submitted timely applications are already admitted or establish a sibling waiting list, and after all children of staff employed at the school who submitted a timely application are already admitted or establish a staff-children waiting list); the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings of already admitted students and excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available enrollment as determined by the board for the applicable grade(s).

B. Waiting List: If all available enrollment in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in the same or other grades also subject to a lottery, those siblings are automatically admitted as long as available enrollment as determined by the Board remains in the applicable grade(s).

C. The lottery will be held no later than the first Wednesday after the enrollment window closes.

- D.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.
- E. Siblings of 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 and offers of enrollment will be made in the order drawn.
- F. Second priority will be given to children of UMA staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.
- G. Once all sibling applicants and children of UMA staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from UMA, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- H. All applicants still on a waiting list at the beginning of the next enrollment period 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.

V. STUDENT RECRUITMENT ACTIVITIES

- A. UMA 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, UMA may use the measures below, among others, to recruit student applicants.
- C. Post flyers and notices in media outlets. 2. Post the admissions policy and application (available for download) on UMA's website.
- D. UMA will provide translation services as necessary for all promotional materials and any person-to-person interaction.

VI. VOLUNTARY WITHDRAWAL

- A. UMA is a public school of choice for application and withdrawal. With their parents'/guardians' permission, students may withdraw from UMA at any time.

B. UMA personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from UMA, as well as to seek solutions to any problems that arise from these discussions. If a parent/guardian still wishes to transfer their child to another school, UMA will ensure the timely transfer of any school records to the student's new school.