

## CREEKSTONE MONTESSORI SCHOOL POLICY #500

Adopted: July 19, 2021

*Creekstone Montessori School Policy #500*

Revised: August 5, 2021

Revised: September 27, 2021

Revised: March 13, 2022

Revised: October 16, 2023

### **500 ADMISSION AND LOTTERY**

#### **I. PURPOSE**

The purpose of this policy is to provide guidelines for enrollment of students to Creekstone Montessori School.

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

The Creekstone Board of Directors believes that parents have the responsibility to select the most appropriate educational programs for their children and that parental commitment to the educational program is a significant and positive choice. The Board also recognizes that choice in the selection of a public school provides parents and learners an opportunity to seek a school that best fits their needs and interests. This policy addresses the terms and conditions of student applications and enrollment into Creekstone Montessori School.

Creekstone shall not limit admissions to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability or any other criteria inconsistent with Applicable Law. The school will admit students through a process that is open to all students, publicly verifiable, and does not establish barriers to application that have the effect of excluding students based on race, religion, gender identity, socioeconomic, family, or language background, prior academic performances, special education status, or parental involvement.

#### **III. OPEN ENROLLMENT**

##### **A. General Application**

1. Applications for all levels will be available on the school website or by request via email.
2. Student applications for a school year that is in progress are accepted during the year. Students may be admitted if space is available throughout the year.
3. A new application must be submitted each year for any student that is not currently enrolled -they do not carry over from year to year.
  - a) Families of enrolled students will be sent an “Intent to Return” form each January to formally identify students that will not be returning the following year (for the purpose of potential recruitment).
  - b) Students that do not submit an Intent to Return Form will remain enrolled.

##### **B. Eligibility**

1. Tuition-based instructional preschool
  - a) Children must be 33 months of age by their first date of attendance.

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- b) No preference for K enrollment may be given to CMS instructional preschool students based on their attendance or enrollment in the instructional preschool program.

### 2. Creekstone Public Charter School (K-8)

- a) To attend Kindergarten, a student must be “at least 5 years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences.” MN 124E.11

- b) To attend first grade, a student must be “at least 6 years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed Kindergarten.” MN 124E.11

- c) Creekstone has philosophically chosen not to offer early Kindergarten (September 2 or later) or early first grade enrollment:

- (1) “A charter school may establish and publish on its website a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in [MN Statute 124E.11] paragraphs (b) and (c).

- d) Student must be a Minnesota resident

- (1) At least one of the student’s parents/legal guardians must be a MN resident.

## C. Procedures

### 1. Each school year, the Board

- a. establishes by December 1st the open enrollment period applicable to the following school year’s admissions;
- b. publishes by December 1st: The school’s enrollment application applicable to the following school year, and this Admissions and Lottery Policy; and
- c. establishes enrollment capacity, accommodating slight over-enrollment to account for likely student attrition, at each Multi-Level Grade Program to appropriately distribute and balance enrollment in each grade level to honor Montessori Methods and balance instructional capacity and publishes by February 1st, the available enrollment by Multi-Level Grade Program applicable to the following school year;
- d. administration will be given some flexibility and authorization to enroll as openings occur in order to achieve targeted enrollment for budget planning and enforcement, in accordance with all applicable adopted school policies and State Statutes

### 2. Notice to Currently Admitted Students & Staff Employed at the School

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- a. Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment period to parents and staff so that siblings of currently admitted students, foster children of an admitted student's parents, and children of staff may submit a timely application.

### 3. Currently Admitted Students – Intent to Return

- a. Prior to the beginning of the open enrollment period, the school asks families to complete an "Intent to Return" form for informational purposes only. Failure to submit an "Intent to Return" form does not preclude a currently admitted student from returning the following year. Once enrolled, a student remains enrolled unless dismissed under the Pupil Fair Dismissal Act or the parent withdraws the student.

### 4. Application Processing

- a. Each enrollment application received is date-stamped and also either time-stamped or sequentially stamped by number designating the order in which applications were received for each such date.

### 5. Admissions

- a. All applications received during the open enrollment period are automatically accepted for enrollment (i.e. admitted) unless more applications are received than the available enrollment established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery; however, siblings of currently admitted students, foster children of an admitted student's parents, and children of staff employed in the school have preference.

### 6. Siblings of Admitted Students

- a. Siblings of currently admitted students and foster children of an admitted student's parents who submit an application before the expiration of the open enrollment period are automatically admitted unless the number of sibling/foster applications exceed the available enrollment established by the Board for the applicable grade(s). If the number of sibling/foster applications exceeds available enrollment in any grade, a sibling/foster lottery is held for each such grade. Siblings and foster children are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled, the sibling/foster lottery continues and establishes the sibling/foster waiting list, which has preference over both the staff-children and the general waiting list.

### 7. Children of Staff Employed at Creekstone Montessori Charter School

- a. Children of staff employed at the school who submit an application before the expiration of the open enrollment period are automatically admitted, provided that all siblings (of already admitted students) who submitted a

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timely application are admitted, and provided there is available enrollment as determined by the Board for the applicable grade(s). If the number of children of staff exceeds the available enrollment established by the Board for any grade (and after all siblings of admitted students who submitted a timely application are admitted), a staff-children lottery is held. Children of staff are admitted to the school in the order in which they are drawn in the lottery. If all available enrollment in a grade is filled by children of staff, the staff-children lottery continues to establish the staff-children waiting list for each such grade.

### **D. Lottery Process**

1. Applicants are populated onto a spreadsheet by grade
2. All returning K-7 students are enrolled in the next grade
3. Any grade that has more applications than spots (end of the enrollment period) will have all of the applications entered into a lottery and drawn at random by the Creekstone Montessori School board of directors
  - A) Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades 7 and 8, the grade 8 lottery is conducted first, followed by the grade 7 lottery.
  - B) Once individual grades/levels have been filled, remaining applicants will be placed on a waiting list in the order they were drawn.
  - C) If a student is admitted through the general lottery and that student has one or more siblings/foster siblings in other grades also subject to a lottery, those students will be given preference.
  - D) If there are more siblings/foster siblings and/or staff children than available spots, separate lotteries will be held for those categories before the general lottery is held.
  - E) Regarding multiple birth/foster siblings are entered into a lottery (each by their own name), then if one of the siblings is drawn, the other siblings shall be admitted to the program.
    - (1) In the event that admission of multiple siblings fills the enrollment to capacity without each of them being enrolled, they will be placed as next on the waiting list.

### **E. Waiting Lists**

1. Waiting lists are constructed in the order drawn in the lottery. After conclusion of the drawings, Creekstone shall add to the waiting lists on a first come first serve basis. This waiting list is used to fill subsequent openings for the following academic year in the order populated onto the list.

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- a) If the applicant being placed on the waiting list has sibling/staff preference they will move to the top of the waiting list but below any other sibling/staff preference students already on the waiting list.

### **F. Enrollment Confirmation**

1. All applicants will be notified of their child's admission acceptance or waiting list placement after the closing of the open enrollment period and after all applicable lotteries are completed.

## **IV. REQUIRED FORMS**

### A. Application process

1. Appropriate application form

### B. Enrollment process

1. CMS Enrollment Form- REQUIRED
2. Release of Records Request-REQUIRED for students entering grades 1-8
3. Student Immunization/conscientious objection Form- REQUIRED
4. Minnesota Language Survey- REQUIRED
5. MDE Demographic Form- REQUIRED
6. Transportation Form- REQUIRED
7. **PHOTOCOPY of Birth Certificate, please include this with your enrollment forms- REQUIRED**
8. Application for Educational Benefits (Free or Reduced Meals)- Optional
9. Title VI ED 506 Indian Student Eligibility Certification Form- Optional
10. Contract form and deposit for PreSchool Program- REQUIRED
11. Early Childhood Screening records (Kindergarten only)