

**ROLLINGSTONE COMMUNITY SCHOOL  
POLICY 509A  
APPLICATION AND ENROLLMENT POLICY**

**POLICY MANAGEMENT**

Adopted: Date: 21-Sep-2021

Reviewed/ Revised: Date n/a

Mandatory: No

Frequency: Every 3 years

Distribution: Not specified

**I. PURPOSE**

The purpose of this policy is to explain enrollment and admissions at Rollingstone Community School so that families may make enrollment decisions in an informed and timely manner.

**II. REQUEST FOR INFORMATION**

All interested parties are encouraged to access this information and download forms from the Rollingstone Community School website at [www.\\_\\_\\_\\_\\_](http://www._____). If no Internet access is available, an enrollment application form can be sent upon request.

Questions about Waiting List status should be directed to the Board Secretary or designate. Requests for tours should be directed to the Board Secretary or designate.

**III. DEFINITIONS**

Parent: As used in this policy, the term “parent” means a parent, guardian, or other person having legal custody of a child.

Enrolled: A student is considered “enrolled” at RCS upon their first day of attendance at Rollingstone Community School.

**IV. OPEN ENROLLMENT DEADLINE**

All applications must be received by the school no later than February 1 each year. APPLICATIONS will be open on the first Monday in January each year. (If this Monday is January 1<sup>st</sup>, then the day after) All applications will be marked according to date received by the Office Assistant. If RCS has **not** reached capacity at a grade level, or as a full school enrollment, then all student applications will be admitted.

If RCS is over capacity at the time of the application deadline, a lottery will be held for all new applicants who submitted their application in the enrollment window of January, prior to the deadline of February 1 each year.

**V. GENERAL STATEMENT OF POLICY**

It is the policy of the Rollingstone Community School Board of Directors to comply with state and federal statutes to provide equal educational opportunity for all persons. The school affirms

that it will not discriminate on the basis of race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status in regard to public assistance, sexual orientation, or disability.

## **VI. POLICY DETAILS**

Rollingstone Community School is a public school and is required to enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a class, grade level, or building.

- A. Rollingstone Community School will give primary admission preference to:
  - a. Siblings of students currently enrolled and in attendance at Rollingstone Community School will be given first preference.
    - i. Siblings include:
      1. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
      2. Any child in a foster-care situation.
- B. Secondary preference will be given to children of school staff who are employed by RCS at the time of the lottery, and Founding Board Members.
- C. Tertiary preference will be given to other pupils by lottery.
  - a. An application is considered to be timely if it has been marked as “received” in the main office of the school before the end of the enrollment period.
- D. If operational, RCS will give enrollment preference to children currently enrolled in an RCS free preschool or prekindergarten program under section [124E.06, subdivision 3](#), paragraph (b), who are eligible to enroll in kindergarten in the next school year.
- E. Each school year, the Board:
  - a. Establishes by October 1st the open enrollment period applicable to the following school year's admissions.
  - b. Publishes including on its website by October 1st the school's enrollment application and process applicable to the following school year.
  - c. Application requests: All applications received by the enrollment deadline will be equally considered. For any grade level where there are more applicants than spaces available, Rollingstone Community School will conduct a lottery to determine admission for that grade. Applicants who are not chosen in the lottery will be placed on a waiting list in the order of the lottery process and notified promptly if a space becomes available. Students who submit applications after the enrollment deadline will be admitted if there are any remaining openings, or added to a waiting list by date of application.
- F. Lotteries: Rollingstone Community School conducts all lotteries through a method of random selection.
  - a. The Lottery Grade Order: Applicable lotteries occur from highest grade designated classroom to lowest grade designated classroom.
  - b. Preferences: Siblings of currently enrolled students, who submit an application by the enrollment deadline will receive preference for admission. In the event that Rollingstone Community School has more sibling applicants than open spaces at any grade level, Rollingstone Community School will conduct a lottery among all of the sibling applicants who met the deadline to

determine admission for that grade. Siblings who are not chosen in the lottery will be placed on a waiting list.

- c. Then, children of RCS staff who submit an application by the enrollment deadline will receive preference for admission. In the event that RCS has more children of staff applicants than open spaces at any grade level, RCS will conduct a lottery among all of the children of staff applicants who met the deadline to determine admission for that grade. Children of staff who are not chosen in the lottery will be placed on a waiting list after the siblings of student currently enrolled.
- d. Waiting Lists. No waiting list will carry over from year to year. Each waiting list is subject to a lottery and redrawn during each admission process each year.
- e. All Rollingstone Community School employees will assist all applicants and their parent(s)/guardian(s) without discrimination.
- f. The Board Chair or designee shall review all applications, ask for additional information if it is needed, and assist in the enrollment process.
- g. All applications as allowed by Minnesota statute will be enrolled as outlined in Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)

#### **G. General Lottery Details**

- a. A completed Application is required in order to be included in the annual lottery and/or placed on the waiting list.
- b. The lottery will be held each February 15th (or the next school day if scheduling conflicts occur) to determine placement for the following school year.
- c. On that date, applications received by February 1, applications, after being sorted by grade level, will be assigned a random number and placed sequentially by each grade to comprise the waiting list from which to fill the next year's class openings. Preference will be given to siblings and children of employees within the school according to MN Statute. In the first year the Board Chair, Secretary, and Interim Board Chair will oversee the lottery. Thereafter, this process will be overseen by at least three of the following people: one person from Administration, the Board Secretary or designate, and a Teacher not on the school board. All staff witnesses will sign a form certifying the lottery results and process, which will also be certified by the School Board.
- d. Students qualifying for preference, any time after the lottery, who were included in the lottery, will be placed by their lottery number in the "preference section" of that grade's waiting list. Students qualifying for preference after the lottery was held who had not submitted an Enrollment Application (and have therefore not been assigned a lottery number), must submit a completed Enrollment Application before being placed at the bottom of the "preference section" for that grade of the waiting list.
- e. Annual lottery results will be published on the school website with the following unique non-identifiable pieces of data to include (1) the student

first name, (2) parent/guardian first names, (3) the last two digits of home phone number, (4) applicant grade, (5) lottery number, and (6) initial waiting list position. *Note: As students from the list are offered admittance and/or become enrolled, positions on the lists will be adjusted accordingly. Updates to the list on the website will be made at the discretion of the school.*

- f. Waiting list will remain in place for one school year. Students will need to re-apply each year by the February 1st deadline to be included in the next year's lottery process. Siblings and children of RCS current employees will continue to receive preference as allowed by statute.
- g. Former students who have withdrawn and requested to remain on the waiting list will be subject to the same policies and lottery process. Attempts will be made to fill all openings for the upcoming school year between February 1st and May 15th. Subsequent openings will be filled as they become available. Once enrollment projections have been met, secondary openings will only be filled at fall/spring semester break to within two weeks into the spring semester. All enrollment decisions are contingent upon meeting the school's budget requirements.
- h. The **Waiting List** for RCS is intended for the sole purpose of enrollment and distribution of information deemed appropriate by RCS to be of interest to these parties. RCS will not sell, distribute or otherwise disseminate waiting list information. RCS will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at RCS.

#### **H. Foreign Exchange**

- a. Foreign Exchange students from families who are interested in RCS, are welcome to be enrolled at RCS. They will be subject to the same policies for enrollment as all other students and efforts will be made to aid with the additional paperwork that is required.

#### **I. Enrollment of New Students**

- a. Openings for grades K-5 will be filled on a classroom level basis. The Board Secretary in the first year, and Office Assistant thereafter will contact the first student on that grade's waiting list who has not already been contacted for the current school year. Any student who has already declined an offer for admittance for the current school year, but has requested to remain on the list, will be skipped for the rest of the current year.
- b. The Office Assistant will be notified when a position is open once the school receives a withdrawal form or confirmed enrollment from another school/district. When accepting a position, the following must be discussed with the parent: The student's start date (not to exceed ten school days from offering date, unless otherwise noted by the school, such as at the beginning of a semester); grade level, transportation needs and siblings who may be on the waiting list or want to be added to it.

- c. Once the decision has been made to enroll, the parent/guardian(s) must provide the name of the student's current school so that RCS staff can request the student's records, and inform staff if the student is on an Individualized Education Plan (IEP) or receiving special education services.
- d. Students Enrolled lists will be updated by the Board Secretary in the first year, and Office Assistant thereafter. The Waiting List must be updated by removing the enrolled student's name, moving any newly qualified students to the preference section of that grade's waiting list and moving any current siblings who may have lost preference by a sibling's withdrawal, to the bottom of the waiting list or according to their lottery number. Students who gain sibling status after a sibling has been enrolled must also be moved up to the sibling section of the waiting list according to their original lottery number. This would be the case for any student of a teacher hired in the middle of the school year as well.

#### **J. Enrollment Limits**

- a. The Enrollment Coordinator, as designated by the RCS Board, will ensure that enrollment does not exceed the maximum/grand total student count as determined by School Board.
- b. Parent notification of an enrollment opening will be by phone, or by letter, if there is no confirmation of the call by the parent within 24 hours. It is the parent's responsibility to update the school with current contact information. The parent will have 7 calendar days from the day that phone contact is made or that the letter is mailed to contact the Enrollment Coordinator and enroll, withdraw or decline and be moved to the bottom of the list. If there is no response, the Enrollment Coordinator will move the name to the bottom of the list with a note indicating "No Response" and the date contacted. The opening will then be offered to the next student on the list.
  - i. If the family responds after the opening has been filled, the student name may be moved back up on the list according to the previous lottery number placement. They would become the next to be offered a position if one becomes available.
- c. In order to have all students enrolled by the first day of school or the first day of a semester, the Enrollment Coordinator may use discretion during the last two weeks prior to the start of school with regard to the time allowed for families to make their decision to enroll. The timeline will not be less than 48 hours from the time that the Enrollment Coordinator has attempted to contact the family. If a student is offered a position in one grade and declines, they will be moved on the list as indicated in this policy. However, their standing on the waiting list for the other program will remain the same.

#### **K. Student Withdrawal Procedure**

- a. When a student withdraws from RCS, a Withdrawal Form should be

completed and returned by a parent, routed to the Enrollment Coordinator and placed in the student's cumulative file. A student will be considered officially withdrawn from RCS when RCS receives a record request from another school.

- b. The class list and student withdrawal list will be updated by the Office Assistant. The Waiting List will also be updated. If the parent elects for their child to "Remain On List", the withdrawing student will drop to the bottom of the Waiting List, and any siblings on the list will be moved to the non-sibling section of the list (based on their assigned lottery number), unless one or more siblings remains enrolled at RCS.

**L. Other Considerations**

- a. RCS 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 Rollingstone Community School.
- b. Once a student is enrolled in RCS, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections [121A.40](#) to [121A.56](#).

**M. Non-Discrimination Policy**

- a. It is the policy of RCS to comply with federal and state laws prohibiting discrimination. RCS does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.