

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

Approved: 09/21/2021

Revised: 11/14/2022

**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. POLICY STATEMENT**

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.

**III. REQUEST FOR INFORMATION**

All interested parties are encouraged to access this information and download forms from the Rollingstone Community School website. An enrollment application form can also 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.

**IV. 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.

**V. OPEN ENROLLMENT DEADLINE**

All applications must be received by the school no later than February 1 each year. Applications will be available on the first working day in January. All applications will be marked according to the date received by the School Office Coordinator. 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.

## **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 or grade level.

- A. Rollingstone Community School will give primary admission preference to siblings of students currently enrolled and in attendance at Rollingstone Community School.
- B. Secondary preference will be given to children of school staff who are employed by RCS at the time of the lottery.
- C. Tertiary preference will be given to other children by lottery.
- D. If operational, RCS will give enrollment preference to children currently enrolled in an RCS free preschool or pre-kindergarten program under Section 124E.06, subdivision 3, paragraph (b), who are eligible to enroll in kindergarten in the next school year.
- E. 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. The lottery will be held the second Tuesday of February each year to determine placement for the following school year.
  - c. Preference: 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.
  - d. Children of RCS staff who submit an application by the enrollment deadline will receive secondary 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 students currently enrolled.
  - e. 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.
  - f. All Rollingstone Community School employees will assist all applicants and their parent(s)/guardian(s) without discrimination.
  - g. The Board Chair or designee shall review all applications, ask for additional information if it is needed, and assist in the enrollment process.
  - h. All applications as allowed by Minnesota statute will be enrolled as outlined in Minn Stat. §124E.11 (Admission Requirements and Enrollment): “A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the

pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six 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; except that 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 paragraphs (b) and (c).”

F. Student Withdrawal Procedure

- a. When a student withdraws from RCS, a withdrawal form should be completed and returned by a parent, routed to the School Office 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 School Office Coordinator. The Waiting List will also be updated. If the parent elects for their child to remain on the 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-siblings section of the list (based on their assigned lottery number), unless one or more siblings remains enrolled at RCS.

***Legal References:***

Minn. Stat. § 124E.11 (Admission Requirements and Enrollment)

Minn. Stat. § 120E.06