

Admissions and Enrollment Policy

Approved: School Board January 15, 2009

Revised: June 16, 2011, March 21, 2013, March 13, 2014, January 28, 2016, February 23, 2016

Policy Number: 804

Reference

MN Statutes

124E.11 Charter Schools

Admission Requirements and Enrollment

Note: The term “enrolled” throughout this policy refers to a student currently attending Spectrum.

Nondiscrimination Statement

Spectrum High School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities made available to students at the school. Spectrum High School will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability and will comply with all federal and state laws prohibiting discrimination.

Enrollment Statement

Spectrum High School shall annually establish the number of sections offered for each grade level and the maximum number of students to be allowed in each section.

Spectrum High School shall enroll an eligible pupil who submits an application unless the number of applications exceeds the capacity of the grade level. In this case, the applications will be subject to a lottery process. Siblings of enrolled students and children of employees shall receive preference.

Application Period

The application period is from February 1 to January 31 at 4:00 p.m. It is the responsibility of the applicant to retain confirmation from Spectrum High School of the receipt of application. If confirmation of receipts is not received, it is upon the applicant to follow up with Spectrum High School to request the confirmation. The annual application deadline shall be posted on the Spectrum High School web-site. An application shall be accepted for the school year immediately following the close of application period for the years as defined on the initial student application.

An initial application must be completed for each prospective student.

Enrollment Preference Policy (according to MN Statute)

Spectrum High School will give preference to siblings of a student currently enrolled at Spectrum High School before accepting students by lot.

Prior to the lottery date, siblings of enrolled students may be placed on the enrollment list if the application is received prior to the application deadline. After that date, any further applicants are placed on the bottom of the sibling portion of the waiting list.

Siblings include:

All children of a family unit related biologically, by marriage or adoption to one or both parents, and foster children.



Once sibling preferences have been filled, Spectrum will give preference to any child of a staff member, defined as an individual with an at-will letter with the school employed at SHS during the open application period. Employees who become employed after the open enrollment period and wish to have their child enrolled, will have the child's name added to the bottom of the employee preference portion of the waiting list.

Lottery

Prior to the lottery date, the office of admissions shall create a roster rolling forward all currently enrolled students to the next grade level. This will determine the number of potential seats available. Based on the number of applications received, it will be determined if a lottery needs to be held for preferences (siblings and children of staff members) prior to the general applications lottery.

On February 15 (or the first school day following), all existing (who have indicated they wish to have their application roll over) and newly received (as of January 31) initial applications, after being sorted by grade level and preferences (sibling and children of staff members), shall be placed in a lottery.

As names are drawn, they shall be placed on the list of available seats.

One person from the office of admissions, the administration, and the school board shall conduct the drawing. All staff witnesses will sign a form certifying the lottery results and process.

When all seats are filled, the remaining names are drawn, one at a time, to create a waiting list.

The office of admissions will notify families of their child's status following the lottery.

Waiting List

As applications continue to come in after the lottery date, names will be added to the bottom of the waiting list in the order they are received, based on date and time. If they are siblings of currently enrolled students, they will be added to the bottom of the sibling preference list. If they are children of employees, they will be added to the bottom of the employee preference portion of the waiting list.

As any admitted students drop from enrollment, all prospective students on the waiting list move up one position, and the student at the top of the list is notified of the opening.

Parent/guardian notification that a student from the waiting list has been offered enrollment shall be by phone and email.

Parents/guardians will have 48 hours to accept or decline enrollment. Failure to respond within 48 hours may constitute a decline of enrollment. The student's name will be removed from the waiting list, and submission of a new Initial Student Application will be required.

If a student responds to the offer of a position within the allotted timeline, but declines to enroll, they will be asked if they wish to stay on the waiting list for the remainder of the current school year. If they choose not to remain on the list, their Initial Student Application will be considered void and will not roll over into the following year's lottery. Students who indicate a desire to remain on the waiting list for the remainder of the school year will be contacted for any further open positions during the current school year only after all other students on the waiting list for that grade level have been given an opportunity to accept an open position.



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Waiting lists shall remain in place for one school year. All names will be re-entered in the lottery each year, providing the lottery box is checked on the initial application for inclusion in the lottery, along with new applications.

Enrollment

The completion of an enrollment packet is required for enrollment.

A meeting with Guidance and a school tour are recommended. Meetings and tours are by appointment only.

Parents/guardians must maintain contact with the school and respond to requests for information once they have accepted a position for their child. Failure to communicate within 7 calendar days may require that the position be offered to another student and therefore would no longer be available.

Withdrawn students

If a student withdraws from Spectrum High School, a withdrawal form shall be completed and returned by the parent or guardian.

Students who have withdrawn and wish to re-enroll will be subject to the same policies and lottery process as other students.

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provisions of the law will apply.