

**Beacon Academy**  
**Dist. #4124**  
**ENROLLMENT POLICIES**

Policy: 534

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Applicable state statute:

**124D.10 Charter schools.**

Subd. 9. **Admission requirements.**

### **Requests for Information**

The Enrollment Coordinator will address incoming requests for information regarding enrollment, which can not be addressed by office staff. All interested parties are encouraged to access this information and download forms from the Beacon Academy website at [www.beaconacademy.com](http://www.beaconacademy.com). If no Internet access is available, a promotional brochure and separate registration form for each child listed will be mailed when requested.

Questions about Waiting List status should be directed to the Enrollment Coordinator who maintains the lists. Classroom Viewing and Tours should also be directed to the Enrollment Coordinator.

### **General Lottery**

A completed Initial Enrollment Form is required to be included in a lottery and/or placed on the waiting list. The school office must receive the form by February 1<sup>st</sup> at 4pm. If the 1<sup>st</sup> is on a weekend, the deadline will take place the following weekday. Any application received after the February 1<sup>st</sup> deadline will be placed at the bottom of the waiting list in the order that it was received. (*See Lottery Procedure*)

The lottery for the waiting lists in Grades 1 - 8 will be held on the 1st Monday in March for the following school year. (*See Lottery Procedure*) On that date, all lottery applications will be pulled randomly by grade level and placed on the waiting list sequentially. This process will be overseen by one person from administration, one person from the Governance Committee, the Enrollment Coordinator and one person from the Technology Department.

Students whose names were included in the lottery that obtain preference status after the lottery is held will be given priority on the preference list according to their lottery number. Students who obtain preference status that were not a part of the lottery process (and therefore were not assigned a lottery number) will automatically be given priority at the bottom of the preference list for that grade level in the order in which it was received. In the unlikely event that a valid applicant is inadvertently left out of the lottery, a random number will be assigned the forgotten applicant by using the same lottery calculation process-only for the single applicant. The applicant will then be inserted into the waiting list according to its random number given. This process will be overseen just as the original lottery was overseen and executed and will be recognized as random and valid. This will be done in a timely manner.

This process will repeat each year on the 1st Monday of March. Waiting lists will remain in place for one school year. Students who do not gain attendance can be in the lottery in successive years, but requires submission of new Initial Enrollment Forms for each student interested. Preference will remain as dictated by statute. Previous students who have withdrawn will be subject to the same policies and lottery process.

The **Waiting List** for Beacon Academy is intended for the sole purpose of enrollment and distribution of information deemed appropriate by Beacon Academy to be of interest to these parties. Beacon Academy will not sell, distribute or otherwise disseminate waiting list information. Beacon Academy 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 Beacon Academy.

## **Kindergarten Lottery**

Kindergarten lottery for new students eligible to enter Kindergarten in the fall will be held each year on the 2nd Monday in February of the same calendar year. (*See Kindergarten Age Eligibility*)

Openings will be filled by students who have preference and a completed lottery application on file prior to the lottery application deadline date. (*See Preference Policies*). If there are more applicants than total openings, positions will be filled by the random lottery method, subject to a random lottery of preferred applicants for available openings first, followed by a random lottery process for non-preferred applicants.

All non-preferred lottery applications will be subject to the lottery process. (*See process detailed above.*) Waiting list placement will begin with the first student in sequence after all the existing openings are filled. Kindergarten applications received after the lottery application deadline will be placed in the order that they were received at the bottom of the wait list.

## **Kindergarten Age Eligibility**

- A. No child will be admitted to school as a kindergarten student unless that child is five years of age on or before September 1 of the school year for which admission is sought.
  
- B. After the lottery is held and a family is offered enrollment, based upon the results of the lottery, in order for a family to accept enrollment into Beacon Academy's Kindergarten Program, the parent/guardian is required to provide the following:

1. Certificate of child's age through an original or copy of the child's legal birth certificate, hospital certificate, adoption papers or passport. The parent/guardian has 15 days after being offered and accepting enrollment to provide certification of a child's age to the office. If acceptance of the offer of enrollment by providing certification of age is not provided to the office within 15 days of the time enrollment is verbally accepted, the EC will make two attempts to communicate with the family. If certification of age is not received after two attempts\* the student will be dropped from the list and the next family on the waiting list will be offered the open spot. A sibling of the kindergarten student will not be included in the 1<sup>st</sup>-8<sup>th</sup> grade lottery on the sibling preference list until proof of Kindergarten age is verified through certification of age as described above.

\*(at the second attempt the EC will give 48 hours to receive the certification of age.)

2. Copy of Early Childhood Developmental Screening by May 15<sup>th</sup>.

**Any new student in grades K-8 who is offered enrollment either after the lottery or during the school year will be required to provide a copy of age certification and a copy of the Early Childhood Screening within 15 days of acceptance.**

A parent may voluntarily withhold their eligible child from entering Kindergarten. If the parent voluntarily withholds their child from Kindergarten, they must submit a new application for the next school year.

## **Sibling Preference Policy**

Regarding the definition of sibling

Beacon Academy will accept and give preference to siblings of a student(s) currently enrolled at Beacon Academy.

Siblings include:

- 1) All children of a family unit related biologically, by marriage or adoption to one or both parents.
- 2) All children in 'long-term' placement within a foster-care situation. *Note: Parents must provide documentation from their case manager, judge, or court.*

## **Child of Beacon Employee Preference Policy**

Regarding the definition of employee's child

Beacon Academy will accept and give preference to children of an employee currently employed at Beacon Academy.

Employee's Children include:

- 1) All children of a family unit related biologically, by marriage or adoption to one or both parents.
- 2) All children in 'long-term' placement within a foster-care situation. *Note: Parents must provide documentation from their case manager, judge, or court.*

Employee's include: Any licensed faculty, administration, paraprofessional or staff currently employed at Beacon Academy.

## **Classroom Viewing and Tour Policy**

As the primary educator of their child, parents should be aware of all the options available for the education of their child/children. We believe parents benefit best by observing the environment, teacher, and other students at any educational facility prior to enrollment. It is the intention of Beacon Academy to welcome interested parties to observe a classroom. At the same time, Beacon Academy needs to be sensitive to our staff and students by maintaining minimal distractions. Therefore, we have adopted the following Classroom Viewing and Tour Policy.

Classroom Viewing and Tours are arranged through the Enrollment Coordinator.

Classroom Viewing and Tours are scheduled with priority to:

- 1) Incoming students who will start during the school year. The parents and student are encouraged to come together (see the New Student Enrollment Procedure).
- 2) Parents of students who have been offered an opening.

### **Classroom Viewing and Tours Procedure**

If parents request a classroom viewing and tour during school hours, the following steps will be taken:

- 1) Verify the child is a new incoming student, or has been offered a position.
- 2) Set up an appointment. Be sure to inform the teacher of the visit.

### **Enrollment of New Students**

Openings for grades K - 8 will be filled on a grade-level basis within the classroom. Students who have preference and a completed lottery application on file will be offered an opening first, but if no preferred children are on the waiting list, then the first non-preferred applicant from the waiting list (with a completed lottery application on file) will be contacted. If the next student on the list has already declined an offer for the current school year, their name and application will be withdrawn from the list. If they choose to come to Beacon Academy after being withdrawn, they will have to submit a new Initial Enrollment Form and start the process over.

When there is an opening, the Enrollment Coordinator (EC) will call the next phone number listed on the waiting list. They will be given 48 hours to respond to the offer or their application will be withdrawn and the next child on the list will be called. See Acceptance Notification.

When accepting the position, including completing the registration process and payment of fees, the following must be discussed with the parent: The student's start date (*to be up to ten school days from offering date*) which may be extended at the discretion of administration upon verification of a medical emergency; grade level, transportation needs, and siblings who maybe on the waiting list or want to be added to it (for the following school year). The EC will initial and date the bottom of the application and write the deadline date and time of the offer. When the parent accepts, the EC will circle "accept", initial and date in the box on the bottom of the application. Then the EC will copy and paste the student's waiting list information into the list at the top of the grade spreadsheet. Then the EC will type the child's name into the "class list". Any siblings of this student would then be flagged "preference" and moved to the order in which the policy states. The parents are then mailed any registration forms available at that time.

Once the decision has been made to enroll, the parent/guardian(s) must sign a release for information from the student's previous school and inform staff if the student is on an IEP or receiving special education services. Home school students will need to provide documentation of test scores and the grades received. **ALL** new students must provide age certification within 15 days of accepting enrollment.

Certificate of child's age through an original or copy of the child's legal birth certificate, hospital certificate, adoption papers or passport. The parent/guardian has 15 days after being offered and accepting enrollment to provide certification of a child's age to the office. If acceptance of the offer of enrollment by providing certification of age is not provided to the office within 15 days of the time enrollment is verbally accepted, the EC will make two attempts to communicate with the family. If certification of age is not received after two attempts\* the student will be dropped from the list and the next family on the waiting list will be offered the open spot. A sibling of the kindergarten student will not be included in the 1<sup>st</sup>-8<sup>th</sup> grade lottery on the sibling preference list until proof of Kindergarten age is verified through

certification of age as described above.

\*(at the second attempt the EC will give 48 hours to receive the certification of age.)

**For Elementary students** - Elementary students will be assigned to the classroom with a current opening. The EC will notify administration, office staff, and involved teachers of the scheduled start date of the student for mid-year elementary transfers. The EC will schedule a Registration Appointment before the child's first day. A tour and meeting with administration can be scheduled for new families prior to enrollment.

**For Middle School students** - The EC will schedule a parent/student tour with the family and the Principal and/or Assistant Principal to orient them to Beacon Academy. This tour/orientation may be scheduled during non-school hours such as before school, after school or non-school Fridays. This tour/orientation may also be scheduled during school hours. A tour and meeting with administration will be scheduled for new families prior to enrollment.

Orientation topics will include: a brief history of Beacon Academy, the philosophy of Beacon Academy, the committee structure and organization. Beacon Academy's strong moral and solid academic goals and unique curriculum program, parent involvement expectations, discipline policy, and graduation requirements and expectations will also be discussed.

The EC will notify administration, office staff, and involved teachers of the scheduled start date of the student for mid-year middle school transfers.

### **Classroom Enrollment Limits**

The EC, as directed by administration, may place students per classroom over the classroom limit of students with approval of the school board. The classroom limit is determined by the board on a year-to-year basis.

### **Acceptance Notification**

Parent notification of an enrollment opening will be by phone. The parent will then have 48 hours to: enroll, withdraw or decline and be moved to the bottom of the sibling waiting list if the student is a sibling OR to the bottom of the list for that grade level. If one of these conditions is not met, the student will be withdrawn from the list.

No response within 48 hours of the notification call constitutes a decline and will be withdrawn from the list.

### **Student Withdrawal Procedure**

When a student withdraws from Beacon Academy, a Withdrawal Form should be completed and returned by a parent, routed to Administration, and then to the Enrollment Coordinator and MARSS Coordinator to be placed in the student's cumulative file.

The class list and student withdrawal list will be updated by the Enrollment Coordinator. The Waiting List will also need to be updated by the EC. If the parent elects for their child to remain on the wait list, the withdrawing student must start the process over by submitting a new Initial Enrollment Form, and any siblings on the list will return to their last lottieried position (based on their assigned lottery number) on the list, unless one or more sibling(s) remains enrolled at Beacon Academy.

## **Discrimination Policy**

It is the policy of Beacon Academy, Maple Grove, Minnesota, to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued herefore to the end that no persons in Beacon Academy, Maple Grove, Minnesota, shall on the grounds of race, color, nation, ethnic origin, religion, sex, sexual orientation, marital status, status with regard to public assistance, age or disability to be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any educational program, or in employment, or recruitment, consideration or selection, whether part time or full time, under any educational program, employment or activity operated by Beacon Academy.