

Admission Policy for Prairie Seeds Academy
Originally adopted on August 1, 2008.
Revised on June 8, 2016

I. PURPOSE

The purpose of this Admissions Policy (“Policy”) is to define the parameters that Prairie Seeds Academy will use for admitting students to the school.

II. ADMISSION POLICY STATEMENT

This Policy establishes guidelines for admission into Prairie Seeds Academy that are consistent with the admission requirements for Minnesota charter schools and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS

- A. *Nondiscriminatory Admissions Policy Statement.* It is the policy of the Prairie Seeds Academy Board to comply with current state and federal statutes and regulations in recognition of its obligation to provide equal educational opportunity for all persons within its jurisdiction. Prairie Seeds Academy will not discriminate on the basis of race, gender, color, religion, creed, national origin, status in regard to public assistance, marital status, age, sexual orientation, or disability.
- B. *Admission requirements.* Prairie Seeds Academy is a public school and must enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level, or building pursuant to state law. When capacity is exceeded, students will be accepted by lot and admitted as further described in this Policy.
- C. *Students Currently Enrolled in Prairie Seeds Academy.* Children previously enrolled at Prairie Seeds Academy maintain their enrollment at Prairie Seed Academy unless the student has formally withdrawn or been expelled from the school.
- D. *Required Admission Preference.* Before admitting other students by lot, Prairie Seeds Academy will give preference for enrollment to siblings of an enrolled student and to a foster child of an enrolled student’s parents.
- E. *Additional Admission Preference.* Before admitting students by lot, but after the required preference is given to students under subpart D of this section, Prairie Seeds Academy may give enrollment preference to children of the school’s staff before accepting other pupils by lot. Termination of employment prior to enrollment, however, will cause the loss of this preference.

IV. ENROLLMENT APPLICATION PROCEDURES & LOTTERY PROCESS

- A. Interested families must submit fully completed applications to be considered for enrollment. The enrollment period is from February 1st to June 30th, by 12:00 p.m. An application must be received by Prairie Seeds Academy no later than the end of the enrollment period (if this date falls on a weekend or holiday, the next business day will be the deadline date). The Board of Directors may change or adjust the deadline for applications for the next school year by resolution without changing this Policy.
- B. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preferential list of student applicants given preference according to state law which also notes the type of preference being given (“Preferential waiting list”), and (b) all other applicants (“General waiting list”). Both lists will be independently shuffled and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list (“Preferential waiting list”), and then proceeding to the non-preference (“General waiting list”) applicants according to the following procedures:
 1. Siblings of currently enrolled students on the Preferential waiting list will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot for each year and then offers of enrollment will be made in the order drawn.
 2. Second priority will be given to children of school staff on the Preferential waiting list. If there are more applicants than spots for a particular grade, the applicants will be shuffled by lot for each year and then offers of enrollment will be made in the order drawn. If a staff member's employment is ended for any reason, the applicant moves to the end of the General waiting list.
 3. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in the order they were placed on the General waiting list as determined by the lottery.
- C. The lottery for admission will be held if the number of applications exceeds the capacity of the program, class, grade level, or building for the open enrollment period as established annually by this Policy and procedure.
- D. If any application is received after the end of the open enrollment period, but before the next open enrollment period, and the maximum capacity of the program, class, grade level, or building is reached, the applicant will be placed at the end of the

number General waiting list based on the postmark date of the application or the date the application was delivered.

- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Prairie Seeds Academy, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over into a new enrollment period from year to year.
- G. Publication of the Admissions Policy, at a minimum, will be made public via the school's website.

V. RESTRICTIONS ON KINDERGARTEN AND FIRST GRADE ADMISSION

- A. In addition to the enrollment procedures in this Policy, Kindergarten or first grade student applicants must comply with the restrictions described in this section.
- B. All persons must be five (5) years of age on September 1 of the calendar year in which the school year commences to be admitted as a Kindergarten student unless the person meets the early enrollment requirements in part VI of this Policy in addition to the other admission requirements of this Policy.
- C. All persons must be six (6) years of age on September 1 of the calendar year in which the school year commences or have completed Kindergarten to be admitted as a first grade student.
- D. Notwithstanding the limitations on Kindergarten and first grade admission, a Prairie Seeds Academy may establish and publish on its website a policy for admission of select pupils at an earlier age which is consistent with this Policy and Minnesota Statutes §124E.11.

VI. EARLY ENROLLMENT OF KINDERGARTEN STUDENTS

- A. Prairie Seeds Academy may admit persons who turn five (5) years old after September 1 and on or before September 30 into Kindergarten if the person has passed the early entrant Kindergarten screening (Kindergarten Readiness Assessment) administered by Prairie Seeds Academy.
- B. The Kindergarten Readiness Assessment will consist of comprehensive psychological, developmental, and academic evaluation performed by a licensed psychologist, school psychologist, or relevant school officials responsible for academic testing.

- C. As part of the Kindergarten Readiness Assessment, a licensed psychologist, school psychologist, or appropriate school personnel will complete a psychological evaluation based on observations and/or interviews with the person applying for admission and the person's parent or guardian.
- D. The Kindergarten Readiness Assessment of the person's intellectual and academic capabilities must show intellectual ability defined as performance at or above the 90th percentile through utilizing standards comparable to nationally-normed assessments appropriate for 3 to 5 year olds such as:
 - 1. the Wechsler Intelligence Scales for Children,
 - 2. the Stanford-Binet Intellectual Assessment Scale
 - 3. the Reynolds Intellectual Assessment Scales
 - 4. the MCA-II or other standardized academic tests
- E. Prairie Seeds Academy may include academic scores on any nationally-normed assessment with its Kindergarten Readiness Assessment on a discretionary basis.
- F. The Kindergarten Readiness Assessment will require the person applying for admission to demonstrate socialization and behavioral skills that are more advanced than the majority of entering Kindergarteners based on the results of one or more of these protocols; a normative behavior rating scale, parent report, and observations by a licensed psychologist, school psychologist, or relevant school official. The Student must perform at a high level in all critical areas including, but not limited to:
 - 1. Ability to focus attention for an appropriate amount of time during learning tasks;
 - 2. Ability to complete tasks in a reasonable amount of time;
 - 3. Ability to transition easily from task to task;
 - 4. Ability to participate, socialize, and cooperate in peer groups;
 - 5. Ability to verbalize easily with adults and peers;
 - 6. Ability to use fine motor skills.
- G. The Kindergarten Readiness Assessment must be completed and submitted with the enrollment application. The parent or guardian is solely responsible for any delays in submission of a timely application and Kindergarten Readiness Assessment.
- H. The parent or guardian of the person seeking early admission into Kindergarten must sign a written agreement with the school stating the parent or guardian will voluntarily withdraw the early admitted person from Kindergarten after placement has been made if the teacher and principal recommend exiting the early admitted person from Kindergarten when the early admitted person displays non-readiness for Kindergarten on a regular basis due to immaturity.
- I. Because Prairie Seeds Academy is a free, choice public school, all applications as allowed by Minnesota Statute will be enrolled as outlined in the Enrollment Policy and Procedures document.

Legal References:

Minn. Stat. §120A.22 (Compulsory Education)

Minn. Stat. §121A.40 – 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. §124E.03 (Charter School – Applicable Law)

Minn. Stat. §124E.11 (Charter School – Admission Requirements & Enrollment)