

# **ADMISSION POLICIES & PROCEDURES**

## **MATH AND SCIENCE ACADEMY**

### **GENERAL STATEMENT OF ENROLLMENT**

It is the Math and Science Academy's policy to provide equal educational opportunity for all students. The Math and Science Academy does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

### **Admission Requirements**

The policy of the Math and Science Academy is to enroll a student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils will be admitted by lot. The Math and Science Academy gives preference for enrollment to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before admitting other pupils by lot. The Math and Science Academy does not limit enrollment to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

### **TERMINOLOGY**

Admission—the process of a student applying for enrollment. Admission is subject to capacity. A student must be admitted before the student may enroll.

Admitted student—a student who submitted a timely application for enrollment (i.e., during the open enrollment period) and who is offered a seat.

Enrollment—the process of a student accepting a seat, which was offered. Enrolled student—a student who accepted a seat, which was offered, by timely submission of enrollment paperwork.

Staff - employees of Math and Science Academy.

### **ADMISSION PROCEDURES**

Math and Science Academy establishes the following Admissions and Lottery Policy.

**ADMISSIONS STATEMENT: Admission to Math & Science Academy is open to all students, without regard to ability, race, religion, or any other factors. Enrollment will be influenced by the capacity of the program, class, grade level, or building.**

(1) Each school year, the Board of Directors:

- a. Initiates around December 15th the open enrollment period applicable to the following school year's admissions.
- b. Posts on the Math and Science Academy website around December 15th :
  - (i) Math and Science Academy's enrollment application applicable to the following school year, and
  - (ii) the Admissions and Lottery Policy.
- c. Establishes and publishes at the February board meeting, the available enrollment by grade applicable to the following school year.

(2) Prior to the beginning of the open enrollment period, the school provides notice of the open enrollment period to parents and staff so that siblings of currently enrolled students and children of staff may submit an application.

(3) During the month of January, the school asks families to complete a "Letter of Intent" form.

(4) Each enrollment application received is date-stamped and also either time-stamped or sequentially stamped by number designating the order in which applications were received for each such date.

(5) All applications received during the open enrollment period are automatically accepted for enrollment (i.e. admitted) unless more applications are received than the available capacity established by the Board for the applicable grade(s). In this situation, all submitted applications for such grade(s) are placed in the lottery; however, siblings of currently enrolled or admitted students and children of staff employed in school have preference.

(6) Siblings who submit an application are automatically admitted unless the number of sibling applications exceed the available capacity established by the Board for the applicable grade(s). If the number of sibling applications exceeds available capacity in any grade, a sibling lottery is held for each such grade. Siblings are admitted to the school in the order in which they are drawn in that lottery. If all available capacity in a grade is filled by siblings, the sibling lottery continues and establishes the sibling waiting list, which has preference over both the staff-children waiting list and the general waiting list.

(7) Children of staff employed at the school who submit an application before the expiration of the open enrollment period, are automatically admitted provided that all siblings (of already admitted students) who submitted an application are admitted, and provided there is available capacity as determined by the Board for the applicable grade(s). If the number of children of staff exceeds the available capacity established by the Board for any grade (and after all siblings of admitted students who submitted an application are admitted), a staff-children lottery is held. Children of staff are admitted to the school in the order in which they are drawn in the lottery. If all available capacity in a grade is filled by children of staff, the staff-children lottery continues

to establish the staff-children waiting list for each such grade, which has preference over the general waiting list.

(8) If the number of applications received during the open enrollment period exceeds available capacity established by the Board for any grade (and after siblings of admitted students who submitted applications are already admitted or establish a sibling waiting list, and after all children of staff employed at the school who submitted an application are already admitted or establish a staff-children waiting list), the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings of already admitted students and excluding applications from children of staff employed at the school) received before the expiration of the enrollment period are included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available capacity as determined by the Board for the applicable grade(s). If all available capacity in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted as long as available capacity as determined by the Board remains in the applicable grade(s).

(9) Applicants are automatically admitted as long as there is available capacity as established by the Board in the applicable grade and siblings continue to have preference, in the order received. If, or once, there is no available capacity in any grade, applications are added to the applicable waiting list for each such grade, in the order received.

(10) The school conducts all lotteries through a method of random selection.

### **General Admission Procedures:**

(1) **Order of Admission:** Siblings of Already Admitted Students, then Children of Staff Employed at the School, then General Admissions.

(2) **Waiting list does not carry over from year to year:** Each waiting list is valid only for the school year for which it is drawn and does not carry over to subsequent years.

(3) **Multiple births (twins, triplets, etc.):** Each student seeking admission completes an application (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.

(4) **Lottery Grade Order:** Applicable lotteries occur from lowest grade to highest grade.

(5) **Race/Ethnicity Reporting:** If parent, guardian, or student self-identification methods are not possible, or the family declines to answer the questions, the Director or designee will utilize

the best information they possess to determine the students race/ethnicity for reporting purposes, as required by Minn. Statute 120 B.35.

### **Foreign Exchange Student Admission Procedures:**

**ADMISSIONS STATEMENT: Admission to Math & Science Academy is open to all foreign exchange students, without regard to race, or religion. Exchange student admission will be influenced by the capacity of the program, class, grade level, and building capacities.**

**Eligibility Determination:** When MSA has a vacancy in grades 10 through 12 after following all of its general admission procedures, it may fill any remaining vacancies with an exchange student who meets the following requirements.

- (1) The foreign exchange pupil must meet the program requirements for the J-visa student cultural exchange program and;
- (2) The foreign exchange pupil must be a participant in a cultural exchange program registered with the Office of the Secretary of State under Minnesota State Statute 5A.02.

### **15 Consecutive School Day Absences Procedures:**

When a student has 15 consecutive school day absences during the regular school year, regardless if they are excused or unexcused, without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn pursuant with Minn. Stat. § 126C.05, Subd. 8. When this situation arises, MSA will follow the following procedures:

- (1) Prior to the 15th consecutive absence, the school will notify the parent/guardian of the student to determine if the student intends on returning to MSA.
- (2) Once the 15th consecutive school day absence has occurred during the regular school year, regardless if they are excused or unexcused the school will determine if the student has formally withdrawn or has been expelled in accordance with the Pupil Fair Dismissal Act.2654