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COMMUNITY OF PEACE ACADEMY POLICY No. 5.1.1 APPLICATION and ENROLLMENT POLICY

I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at Community of Peace Academy so that families will have information to make decisions regarding their children's school attendance.

II. POLICY STATEMENT

This policy establishes guidelines for admission into Community of Peace Academy that are consistent with the admission requirements of Minnesota Statutes §124E and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS

- A. Community of Peace Academy is a public school and pursuant to state law, 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. When that occurs, students will be accepted by lot and admitted as further described in section VI.
- B. Before admitting a student on the lottery list, Community of Peace Academy shall give preference for enrollment to siblings of an enrolled student and to a foster child of that pupil's parents.
- C. Before accepting students by lot, Community of Peace Academy will give preference to enrolling children of the school's staff before accepting other pupils by lot.
- D. Community of Peace Academy shall not discriminate against any student based on actual or perceived race, color, creed, ethnicity, national origin, ancestry, immigration status, religion, sexual orientation, including gender identity and expression, disability, status concerning public assistance, marital status, intellectual ability, prior measures of achievement or aptitude, athletic ability, or for any other basis that would be unlawful for a public or charter school.
- E. Community of Peace Academy shall not seek any information about any applicant that may be used to discriminate against the applicant in either the school's policies or governing laws. This does not preclude the school from seeking such information for a lawful purpose about a student after the student has been admitted.

- F. Notwithstanding any other provision of this policy to the contrary, in compliance with the requirements of the Minnesota Department of Education and with the 2011 settlement agreement in ACLU v. TiZA, et al. litigation, Community of Peace Academy shall not select students based on religious preference.
- G. Community of Peace Academy will not distribute any services or goods of value to students, parents or guardians as an inducement, term or condition of enrolling a student unless required to do so by Minnesota's Pupil Fee Law.

IV. APPLICATION AND ENROLLMENT PROCEDURES

- A. Interested families will submit applications up until the lottery application deadline established each calendar year.
- B. Acceptance of applications for any given school year will begin after the first day of classes during the prior school year.
- C. Once the application period is closed, if there are more applicants than spots available, all timely applications will be included in a computer-generated random lottery which preferences first the siblings of currently enrolled students, and second the children of staff members.
 - 1. This lottery will be held no later than the first Monday after the student application deadline, sufficiently prior to the annual April 1 deadline for notifying the students' district of residence for transportation services.
 - 2. Written notice of the date of the lottery is included on the enrollment application form, communicated in letter form to current families, and posted on the school's calendar and website.

V. LOTTERY

- A. A "sibling" is defined as a student applicant who is related to an enrolled student with the same father and/or mother either (1) genetically, or (2) through legal process, i.e., adoption, guardianship, or foster parent. Sibling preference does not apply until one of the siblings is actually enrolled.
- B. Once all sibling applicants and children of school staff have been placed, other applicants will be offered enrollment in their order on the non-preferential applicant waiting list determined by lottery.

- C. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Community of Peace Academy, they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- D. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new enrollment application and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

VI. KINDERGARTEN AND FIRST GRADE ADMISSIONS

- A. Community of Peace Academy does not accept applications for kindergarten students who are not age five on or before September 1st of the calendar year in which the school year for which the student seeks admission commences.
- B. Community of Peace Academy does not accept applications for first-grade students who are not age six on September 1 of the calendar year in which the school year for which the pupils seek admission commences or has completed kindergarten.

VII. EARLY ADMISSION TO KINDERGARTEN

- A. At the request of a parent, Community of Peace Academy will screen and evaluate students whose 5th birthday falls between September 2nd and October 1st, for early admission to kindergarten. The purpose of the procedure is to determine whether the child's educational and personal/social development would be best served by early admission.
- B. Community of Peace Academy takes the position that most children will have the best chance for successful school experiences if they begin their schooling with their own age group and the usual time of entrance into kindergarten. A child will be considered a good candidate for early admission to kindergarten if the evaluation process determines an ability to meet kindergarten grade expectations and progress to first grade in the subsequent year.
- C. Parents who wish for their child to be considered for Early Admission to Kindergarten at Community of Peace Academy should follow the following steps:
 - a. An "Application for Early Admission to Kindergarten" along with the standard application and verification of age for admission to public school must be returned to the school by the published New Student Application Deadline. Documentation to verify age may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

- b. Upon acceptance of your application, bring your child to an appointment arranged by school staff between April 15 and May 15 for classroom observation and individual screening and assessment.

D. Screening and Evaluation will consist of the following:

- a. The prospective students will spend up to a half-day in kindergarten to allow a Kindergarten teacher to observe for social/emotional and school readiness, including following directions, interacting with others, and dealing with frustration and anger.
- b. The student's academic readiness skills will be assessed, including listening skills, attention, concentration, and early literacy and numeracy skills.
- c. Fine and gross motor skills will be assessed, including being able to copy simple shapes, and print names, letters, and numbers.
- d. The student's language skills will be assessed, including strong vocabulary, and expressive and receptive language skills.
- e. If the child has passed the initial screening in items a-d, parents will be informed and an appointment will be made for a cognitive assessment conducted by the School Psychologist.

E. Upon completion of all Community of Peace Academy will inform parents whether or not the child has qualified for early admittance to kindergarten. Once a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school's free preschool or prekindergarten program under section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.”

Legal References: Minn. Stat. 2023 124E.11(g) (Admission Requirements and Enrollment)
Minn. Stat. 23B.36-.37 (Authorized Fees; Prohibited Fees)
Minn. Stat. 2023, section 120A.20, subdivision 4. (Verification of age for admission to public school)