

## **Innovation Science and Technology Academy (Innovation Academy)**

### **ADMISSION & ENROLLMENT POLICY**

#### *ADMISSION POLICY*

Innovation Academy is a public charter school open to any student in the state of Minnesota. Though all students have a right to an education, registration is required. A student enrollment form can be found on the school website or when parents do a walk-in. Parents may also call the school to enroll by phone or a representative can be sent to a student's house to describe the benefits of enrolling at Innovation Academy.

As a public charter school, federal and state laws govern Innovation Academy's admission policy. Under Minnesota Statute 124 E.11, Innovation Academy including its prekindergarten program shall enroll an eligible pupil 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 accepted by lot. If the number of applications exceeds the capacity of Innovation Academy's program, grade level, or building, students will be accepted by lottery. For any grade level where we have more applicants than spaces available, we will conduct such a lottery to determine admission for that grade. Applicants who do not receive classroom placements in the lottery will be put on a waiting list in the order they were selected in the lottery. They will be notified promptly if a space becomes available. Per state statute, each school year is a separate enrollment period. Those students on a waiting list for one school year will have to submit a separate application the following year.

In accordance with the Minnesota Statute 124E.11 a child shall not be admitted to Innovation Academy (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences; or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten.

In accordance with the Minnesota Statute 124E.11, subd 3, Innovation Academy will give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and then will give preference for enrolling children of the school's staff before accepting other pupils by lot. Students currently enrolled in the school are automatically enrolled for the following school year.

#### *LOTTERY AND OPEN ENROLLMENT POLICY*

- I. Innovation Academy will admit students of any race, color, or national origin and will not discriminate on the basis of these factors in the administration of educational policies, admissions procedures, or any other school programs.
- II. Innovation Academy will have an open enrollment period from December of each school year until May 1st of that same school year.
- III. Students currently enrolled in the school are automatically enrolled for the following school year.

- IV. Innovation Academy will give enrollment preference to children currently enrolled in the school's free prekindergarten program under section 124E.06 subdivision 3, paragraph (a), who are eligible to enroll in kindergarten in the next school year.
- V. If the number of students who apply for a grade level during the application period exceeds the spaces available in that grade, the Board of Directors will conduct a lottery during the first week in May, pursuant to Minnesota statute 124E. 11. A waiting list for admission to the school will be created for each grade with the enrollment preference in this order: siblings and foster children, then staff children and after that, the general population.
- VI. The parents and community will be notified in the different languages of students served of the lottery date via the school website, open house, parent liaison, Robo Calls, and PTO.
- VII. A card bearing the name of students for whom Innovation Academy has received timely applications and who are on a waiting list and the grade level for which the child has applied will have been made prior to the lottery date. Each card will have been placed in identical envelopes that are sealed and labeled with each applicant's grade level and sorted as follows: siblings and foster children of enrolled pupil's parents will be placed in the first waiting list, staff children in the second waiting list and the general population in the 3rd waiting list.
- VIII. The lottery will be held at Innovation Academy in front of an audience of any parents or prospective parents who choose to attend, staff and community.
- IX. A Board Director or designee draws envelopes one by one from the siblings and foster children envelope with the Board secretary recording the lottery order number and names of applicants as they are drawn. After all the names have been being drawn and there is still open space, cards will be drawn the same way from the staff children envelope. After that, cards will be drawn from the general population in the same way and subject to space too. In summary, in the drawing of the cards, enrollment preference will be given to the siblings and foster children of enrolled parents before the staff children and lastly, the general population.
- X. The lottery order number is also recorded on the child's application and lottery card. This process continues in the enrollment preference described above.
- XI. After the enrollment lottery is complete, all seated students are asked to complete full registration forms.
- XII. As applications continue to come in after the lottery date, names are added to the bottom of each of the three waiting lists.
- XIII. Students may continue to enroll if a grade is not yet full, while new applicants for full grades will be placed on a waiting list.
- XIV. Innovation Academy will enroll students in a manner that ensures equal access to the school and does not discriminate against students of a particular race, creed, color,

class, national origin, gender, religion, ancestry, disability, proficiency in English, or need for special education services.

- XV. Innovation Academy enrollment policies meet the requirements of all Minnesota statutes and ensure equal access to the school.
- XVI. Applications are received and processed through the start of school on a space available basis. Innovation Academy may allow for mid- year admissions in certain cases.
- XVII. As any spot becomes available, the prospective students at the top of the sibling waiting list are contacted first and enrolled. If there are no potential applicants on the sibling waiting list, the prospective students at the top of the staff children list are enrolled and when that list is exhausted, the general population list is considered.
- XVIII. Innovation Academy shall establish and maintain a program to educate and assist employees, students and others in understanding this policy.

## CLASS SIZE POLICY

Extensive Studies show there is a positive correlation between class size and student achievement. At Innovation Academy, the recommended class size shall be determined by several variables including grade level, classroom space, and budgetary constraints, in each calendar year. Higher class sizes will be allowed for the scheduling of special classes such as physical education based on grade level and classroom space. The Executive Director has the right to increase class size based on need by bringing the proposed increase to the school board for approval.

## NON-DISCRIMINATION POLICY

Innovation Academy does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age in its admission or educational policies, athletics, and other school administered programs (Minnesota Statutes, Section 124 E.11 (e)).

Innovation Academy will comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age. Innovation Academy does not discriminate against enrolling homeless youth. Transportation of homeless youth will be provided for by the district. Any potential disputes around homeless youth should be directed to the Executive Director.

- "A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.
- The charter school or any agent of the school must not distribute any services or goods, payments, or other incentives of value to students, parents, or guardians as an inducement, term, or condition of enrolling a student in a charter school."
- *Note: the student is considered enrolled in the school until the student formally withdraws, the school receives a request for the transfer of educational records from another school,*

*the school receives a written election by the parent or legal guardian of the student withdrawing the student, or the student is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.”*

No student, employee, or applicant for employment at Innovation Academy shall, on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any employment or educational program or activity.

#### NON-SECTARIAN POLICY

Innovation Academy agrees that it will operate, in all respects, as a non- sectarian, nonreligious, nonhome-based public school. The school will not be affiliated with any non-public or sectarian school or religious organization.