Adopted:

Revised:

# OCEAN OF WISDOM (the “Charter School”)

# POLICY No. \_\_\_

# ENROLLMENT AND LOTTERY POLICY

I. PURPOSE

The purpose of this policy is to clarify the admissions and lottery process at the Charter School.

II. DEFINITIONS

1. Limits: The Charter School may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, nor may it condition admission on criteria that would violate the Minnesota Human Rights Act.
2. Applications: The Charter School shall enroll an eligible pupil who submits a timely application, unless the number of applicants exceeds the capacity of the program, class, or grade level. In such cases, selection shall be by lottery. A student continuing for the next year will be re-enrolled for the next year without having to re-apply.

III. ADMISSIONS AND LOTTERY PROCEDURES:

1. The lottery date is set at March 1.
2. On March 1 a general lottery will be conducted for each grade level where the number of enrollment applications received exceeds the number of openings. If enrollment applications exceed the openings any remaining slots will be filled by lottery.
3. After the lottery, their lottery number will place students who are not accepted in the grade level applied for on a waiting list in sequential order. As openings become available students will be contacted and placed.
4. As slots open up they will be filled by:

a.  A sibling of an enrolled pupil and to a foster child of that pupil's parents.
b. Enrolling children of the school's staff: 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.
c. By lottery from the current applications for that grade in sequence order.
d. The waiting list will expire at the end of the current school year and begin again in January for the next year.
e. The Board of Directors will determine the number of grade level slots available annually prior to the lottery date.

5. 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.

6. 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](https://www.revisor.mn.gov/statutes/cite/124E.06#stat.124E.06.3), paragraph (b), 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](https://www.revisor.mn.gov/statutes/cite/121A.40) to [121A.56](https://www.revisor.mn.gov/statutes/cite/121A.56).