

BDOE LEARNING CENTER

Effective Date: 1/24/18	301 ADMISSIONS & LOTTERY POLICY and PROCEDURES
Date: 12/10/13 Revisions: 1/24/18	Approved by: Bdote Board of Directors 1/24/18

Policy Statement:

Admission to Bdote Learning Center (BLC), a Minnesota Dakota and Ojibwe Language Immersion Public Charter School is open to all students, without regard to ability, race, religion, or any other factors. Enrollment is limited to the capacity of the selected program, class, grade level, and building.

General Admission Procedures:

- 1. Age Requirement:** For **kindergarten**, the student must be at least five (5) years of age on September 1 or November 1 for consideration of Early Entrance (see policy 303) of the school year for which admission is sought for the child. For a **first grade** student, the student must be at least six (6) years of age on September 1 of the school year for which admission is sought for the child, or alternatively the child must have completed kindergarten.
- 2. Order of Admission:** The admission process occurs from highest grade to lowest grade. Preference is given to sibling(s) of already enrolled students, or foster child of parents of an enrolled student, Child or foster child of Staff Employed at the School, then General Admissions received from December 20 to March 31 for the following school year.
- 3. No waiting list carry over from year to year:** Each waiting list is subject to a lottery and redrawn during each admission process each year.
- 4. Individual Applications:** A separate application shall be submitted for each child for whom admission is sought (i.e. not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.
- 5. Lottery Order:** Applicable lotteries occur from highest grade to lowest grade. For example, if a lottery is required in grades Kindergarten and 4, the grade 4 lottery is conducted first, followed by the 3, 2, 1 and Kindergarten lottery.

Applications:

To apply for enrollment at BLC, a completed application form for each potential student shall be submitted to the school office, families must indicate grade and program selection. All eligible students shall be enrolled, subject to preferences (siblings and child of a staff member), unless the number of student applications exceeds the capacity of a program, class, grade level, and building. In such event, a lottery shall be held.

Applications on behalf of children of staff employed at the school, for whom an application for the school year was submitted prior to the expiration of the open enrollment period, shall be given preference provided there is available enrollment as determined by the Board for the applicable program(s) and grade(s). If the number of children of staff exceeds the available enrollment established by the board for any program or grade, a staff-children lottery shall be held. Children of staff shall be admitted to the

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school in the order in which they are drawn in the lottery. Enrollment of children on staff shall not exceed 50% of any program in any grade level.

Lottery:

If the number of applications does not exceed the space available within a given program and grade level, all applicants will be admitted, and the enrollment process will continue.

After the open enrollment period ends, if the number of student applications exceeds the capacity of a program, class, grade level, and building, a lottery will be held within five (5) business day following the enrollment deadline. All applications for each program and grade (excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period shall be included in the general lottery. Children shall be admitted to the school as students in the order in which they are drawn in the lottery, as long as there is available enrollment space as determined by the Board for the applicable program and grade. If all available enrollment in any program and grade is filled, the lottery shall continue with waiting lists for each such program and grade being developed.

Order of the waiting lists shall be in the order drawn, until all applications are drawn. If the name of a student is drawn and he/she has siblings for whom an application has also been submitted, such siblings shall be admitted as long as space is available as determined by the Board in applicable program and grade. Otherwise, waiting list priority shall be provided.

If the name of a child is drawn and his or her parent has a foster child or children for whom an application has also been submitted, such child or children shall be admitted as long as space is available, as determined by the Board, in the applicable program and grade. Otherwise, waiting list priority shall be provided.

Applications will continue to be accepted after the open enrollment period, with students being within programs and grade levels where space is available. Applicants shall be placed on a waiting list once a lottery has been completed for programs and grade levels already at capacity.

General Lottery Process:

1. In the event that applications exceed capacity, there will be a lottery process for space in each of BLC's Language programs, Dakota Language Program and Ojibwe Language Program, in each respective grade level from highest to lowest grade.
2. Students shall be randomly drawn in the lottery process. If the name of a twin is drawn, his/her twin for whom an application has been submitted will automatically follow. If a twin is drawn for the last available space, his/her twin will be first on the waiting list.
3. Parents of students admitted to BLC during the lottery process will be notified via phone call, e-mail and post card within ten (10) business days. Students not chosen in the lottery will be placed on a waiting list by the same lottery process and parents will be notified of their child's number on the waiting list. If anyone declines the opportunity to enroll or does not respond within nineteen (19) consecutive days, the next child on the waiting list will be offered the spot.
4. After the enrollment lottery, names will continue to be added to the bottom of the waiting list, in the order they are received.

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Important Dates:

- **December 20:** Open enrollment.
- **March 31:** Enrollment Closes at 4:00pm.
- **Week of April 7:** Entrance lotteries take place (As needed).
- **By April 14:** Notification of lottery results/placement.

Immersion Language Program Preference available space by grade level:

The available space by grade level will be set by the director prior to the enrollment period and posted on the website.

Admissions/Lottery Process:

All eligible students shall be enrolled, subject to preferences, unless the number of student applications exceeds the capacity of a program, class, grade level, and building. In such event, a lottery shall be held.

Students shall be randomly drawn in the lottery process (overseen by IQS staff). Once a program, grade level is filled the remaining applications are drawn and numbered accordingly to establish the waiting list for each program and grade level.

Detailed Process:

1. Opens December 20 at 8:00 am.
2. Each application will be dated as received.
3. Sorted by program preference, and grade level.
4. Closes March 31 at 4:00pm.
5. All applications will be counted for grade 8 (2019-2020 school year and beyond).
 - a. If applications do not exceed space available in each program at grade 4 all students will be admitted.
 - b. If applications exceed space available in each program at grade 4 a lottery will be held, applications will be randomly selected.
 - c. Students applications admitted to grade 4 will be reviewed for applicable sibling preference.
 - d. Grade 4 admitted student's siblings will be admitted in each respective grade level.
6. All applications will be counted for grade 7.
 - a. If applications do not exceed space available in each program at grade 4 all students will be admitted.
 - b. If applications exceed space available in each program at grade 4 a lottery will be held, applications will be randomly selected.
 - c. Students applications admitted to grade 4 will be reviewed for applicable sibling preference.
 - d. Grade 4 admitted student's siblings will be admitted in each respective grade level.
7. All applications will be counted for grade 6

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- a. If applications do not exceed space available in each program at grade 4 all students will be admitted.
 - b. If applications exceed space available in each program at grade 4 a lottery will be held, applications will be randomly selected.
 - c. Students applications admitted to grade 4 will be reviewed for applicable sibling preference.
 - d. Grade 4 admitted student's siblings will be admitted in each respective grade level.
8. All applications will be counted for grade 5.
- a. If applications do not exceed space available in each program at grade 4 all students will be admitted.
 - b. If applications exceed space available in each program at grade 4 a lottery will be held, applications will be randomly selected.
 - c. Students applications admitted to grade 4 will be reviewed for applicable sibling preference.
 - d. Grade 4 admitted student's siblings will be admitted in each respective grade level.
9. All applications will be counted for grade 4.
- a. If applications do not exceed space available in each program at grade 4 all students will be admitted.
 - b. If applications exceed space available in each program at grade 4 a lottery will be held, applications will be randomly selected.
 - c. Students applications admitted to grade 4 will be reviewed for applicable sibling preference.
 - d. Grade 4 admitted student's siblings will be admitted in each respective grade level.
10. All applications will be counted for grade 3.
- a. If applications do not exceed space available in each program at grade 3 all students will be admitted.
 - b. If applications exceed space available in each program at grade 3 a lottery will be held, applications will be randomly selected.
 - c. Students applications admitted to grade 3 will be reviewed for applicable sibling preference.
 - d. Grade 3 admitted student's siblings will be admitted in each respective grade level.
11. Applications will be counted for grade 2.
- a. If general applications do not exceed remaining space available, after sibling preference, in each program at grade 2 all students will be admitted.
 - b. If general applications exceed remaining space available, after sibling preference, in each program at grade 2, a general lottery will be held, applications will be randomly selected.
 - c. Student applications admitted to grade 2 will be reviewed for applicable sibling preference.
 - d. Grade 2 admitted student's siblings will be admitted in each respective grade level.
12. Applications will be counted for grade 1.
- a. If general applications do not exceed remaining space available, after sibling preference, in each program at grade 1 all students will be admitted.
 - b. If general applications exceed remaining space available, after sibling preference, in each program at grade 1, a general lottery will be held, applications will be randomly selected.

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- c. Student applications admitted to grade 1 will be reviewed for applicable sibling preference.
 - d. Grade 1 admitted student's siblings will be admitted in each respective grade level.
13. Applications will be counted for Kindergarten.
- a. If general applications do not exceed remaining space available, after sibling preference, in each program at Kindergarten level all students will be admitted.
 - b. If general applications exceed remaining space available, after sibling preference, in each program at kindergarten level, a general lottery will be held, applications will be randomly selected.