

513 ENROLLMENT AND ADMISSION POLICY I. PURPOSE Jane Goodall Environmental Sciences Academy (JGESA) desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. This policy is to set forth the application and exclusion procedures used by the school district in making said determination. Applications for Enrollment will be accepted during the first of December through thirty-first of January each year. Completing this form does not guarantee enrollment. All applications received on or by this date will be placed on the "Eligible to Enroll List." Applications received after this date will be placed on a waiting list in the order received after the lottery is complete. A lottery will be held if there are more applicants than positions available.

JGESA shall establish the maximum number of students to be allowed in each grade level and the number of positions open in each grade level. JGESA shall enroll an eligible pupil who submits an application unless the number of applications exceeds the capacity of the grade level. In this case, the applications will be subject to a lottery process for open positions and those that do not receive positions in the lottery will be placed on a wait list. Siblings of enrolled students and children of employees shall receive preference.

Wait List

Students who do not receive an open spot will be placed on the waitlist in either lottery order or sequential order of which the application is received if received after the lottery.

- Students will remain on the grade level wait list until a spot becomes available.
- As spots are accepted or declined, students will move up on the waitlist. This will continue through the remainder of the school year.
- If they are not yet admitted and want to continue to seek admission, students on the waitlist will need to reapply for the following year's lottery.

The lottery will be held at 4:00 p.m. on the first Wednesday of February at the school. The results of the lottery determine the order of the waiting list. The lottery is open to the public. Families will be mailed their student's list number the second week of February. The week after the current school year closes the Jane Goodall Environmental Sciences Academy will contact families in the order of waiting list number to fill available openings for the following school year. Per Minnesota State Law, applications cannot be held from year to year; therefore, any applications received after June 1st of each year will not be considered and a new application would be required once the application window opens during the following school year. Per Minnesota State Law, preference for enrollment shall be given to a sibling of an enrolled pupil, to a foster child of that student's parents, and a staff member's child before accepting students by lot. Should an opening occur, JGESA will consider all preferences as stated above. We will then contact the next person on our waiting list and due so subsequently until the position is filled. Confirmation of desire to enroll must be made by the students' parent/legal guardian within 48 hours of notice. This process will continue until the opening has been filled. Amended and approved - December 2015 II.

GENERAL STATEMENT OF POLICY A. Eligibility. As a charter school, JGESA shall enroll any eligible student that: Jane Goodall Environmental Sciences Academy Employee Handbook 74

1. submits a timely application, unless the number of applications exceeds the capacity of the program, class, grade level or building.
2. is a sibling of a currently enrolled student, shall be given first priority for enrollment where openings exist.
3. the applicant is not otherwise excluded by action of JGESA because of previous conduct in another school district.
4. State law requires that every child enrolled in a Minnesota School be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. Students in grades 7- 12 must meet the state's requirement for a second measles, mumps, rubella immunization (MMR) and a Td on or after the eleventh birthday. Students in 7th grade must also be immunized against Hepatitis B. [Exceptions are made to this rule for reasons of conscientious objection or on doctor's orders. JGESA is required to maintain records pertaining to the immunizations and any exceptions to

adhere with the law.] B. Ineligibility. As a charter school, JGESA will not enroll: 1. when the number of applications exceeds the number of openings, a lottery drawing is held to establish a "waiting list." 2. applications submitted after the established deadline each year be placed on the waiting list following the names of those previously registered for that year. C. Waiting List. As a charter school, JGESA shall create a "waiting list" when no openings exists. They will qualify in the following order: 1. a sibling of an enrolled student 2. a staff member's child/children 3. the chronological order in which the application was received D. Standards that may be used for rejection of application. JGESA may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for: 1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function; 2. possessing or using an illegal drug at school or a school function; 3. selling or soliciting the sale of a controlled substance while at school or a school function; or 4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm. E. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment; 1. previous academic achievement of a student; 2. athletic or extracurricular ability of a student; 3. disabling conditions of a student; 4. a student's proficiency in the English language; 5. the student's district of residence; or Jane Goodall Environmental Sciences Academy Employee Handbook 75 6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section D of this policy. F. Exclusion. Per MN Pupil Fair Dismissal Act 1. Administrator's initial determination. If the JGESA Director knows or has reason to believe that an applicant has engaged in conduct that has or could subject the applicant to expulsion or exclusion under law or school district policy, the Director will transmit the application to the Board with a recommendation of whether exclusion proceedings should be initiated. 2. Board review. The JGESA Board may make further inquiries. If the Board determines an applicant should be admitted, they will notify the applicant. If the Board determines an applicant should be excluded, they will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, JGESA reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case by-case basis. G. Termination of Enrollment 1. JGESA may terminate the enrollment of a student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, 124D.07 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. [A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in 7-12 grade, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.226, Subd. 8.] 2. JGESA may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8. H. JGESA does not limit admission to students on the basis of intellectual ability, measures of achievement, aptitude or athletic ability in accordance with Minn. Stat. § 124D.03. Legal References: Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School) Minn. Stat. § 124D.03 (Enrollment Options Program) Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District) Minn. Stat. § 124D.68 (High School Graduation Incentives Program) Minn. Stat. § 121A.40- 121A.56 (The Pupil Fair Dismissal Act) Minn. Ch. 260A (Truancy) Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined) Op. Minn. Atty. Gen. No. 169-f (August 13, 1986) Cross References: MSBA/MASA Model Policy 506 (Student Discipline) MSBA/MASA Model Policy 517 (Student Recruiting) MSBA Service Manual, Chapter 5, Various Educational Programs

UPDATED BOARD APPROVAL 11/16/21