



Adopted: October 29, 2014

Revised: May 31, 2017

## 535 ADMISSION POLICY

### I. PURPOSE

The purpose of this policy is to explain the application and enrollment process at Noble 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 Noble Academy that are consistent with the admission requirements of Minnesota Statutes §124E and other applicable laws.

### III. GENERAL ENROLLMENT PROVISIONS

- A. Noble 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, Noble 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, Noble Academy will give preference to enrolling children of the school's staff before accepting other pupils by lot.
- D. Noble Academy shall not discriminate against any student based on race, color, ethnicity, sex, age, national origin, ancestry, religion or creed, status with regard to public assistance, sexual orientation, disability, 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. Noble Academy shall not seek any information about any applicant that may be used to discriminate against the applicant in either 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, Noble Academy shall not select students based on religious preference.
- G. Noble 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 April 1<sup>st</sup>. The board of directors may change the deadline for applications for the next school year by resolution without changing this policy.
- B. Noble Academy will accept applications for admission to Prekindergarten, for which up to 80 students will be accepted. For admission to Grades K-3, up to 125 students will be accepted in each grade. For admission to Grades 4 and up, up to 120 students will be accepted. The board of directors may increase one or more grades' capacity by resolution and without changing this policy prior to the date on which applications close.
- C. Formal recruitment of incoming students will begin before or during November of each year. The school will encourage families to meet with the faculty, staff and/or board members to discuss the value of Noble Academy, and its expectations of students and their families.
- D. Once the application period is closed, if there are more applicants than spots available, all timely applicants will be placed on one of two lists by grade: (a) a preference list of students given preference by state law or this policy, and (b) all other applicants. Both lists will shuffled and offers of enrollment will be made to students in the order in which they are listed for each grade until classes are full, first exhausting the preference list, and then proceeding to the non-preference applicants.
  - 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. Notice of the lottery will be made public via website and local news outlets.

#### **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. Siblings of currently enrolled students will be given first priority. If there are more sibling applicants than spots for a particular grade, the sibling applicants will be shuffled by lot each year and then

offers of enrollment will be made in the order drawn.

- C. Second priority will be given to children of school staff. If a staff member's employment is ended for any reason, the child moves to the end of the non-preferential waiting list.
- D. 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.
- E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from Noble Academy they shall lose their place. If they later re-apply, they shall be treated as a new applicant.
- F. All applicants still on a waiting list at the beginning of the next enrollment period must submit a new application for enrollment and will be subject to the enrollment process described above. The waiting lists do not carry over from year to year.

## **VI. STUDENT RECRUITMENT ACTIVITIES**

- A. Noble Academy shall vigorously market itself before and during the enrollment period to recruit students to meet its enrollment goals as set by the board of directors.
- B. In accordance with its marketing strategy, Noble Academy may use the measures below, among others, to recruit student applicants.
  - 1. Post flyers and notices in local newspapers and/or blogs and online newspapers.
  - 2. Post the admissions policy and application (available for download) on the school's website.
- C. Noble Academy will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

## **VII. KINDERGARTEN AND FIRST GRADE ADMISSIONS**

Kindergarten admission will be granted to students that are at least 5 years of age by September 1 of the calendar year in which the child desires to enter school. First grade admission will be granted to students that are at least 6 years of age by September 1 of the calendar year in which the child desires to enter school. Early entrance to kindergarten and first grade will be considered under the following circumstances:

- A. Early entry to kindergarten or first grade may be granted when professional staff and parents believe it to be in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement and aptitude.
- B. A kindergarten child moving into the school district during the academic year from another school district may be allowed to continue his/her education in kindergarten at Noble Academy.

- C. Early entry to first grade will be granted to students that obtained early-entry to kindergarten and completed the requirements of that program successfully.

**DEFINITIONS**

- A. Early Entrance refers to the practice of admitting kindergarten students that are younger than 5 years of age or first grade students that are younger than 6 years of age by September 1 of a given academic calendar year.
- B. Professional Staff refers to a team comprised of a superintendent or his designee, teachers, and school psychologist.

Noble Academy has established the following criteria for early admission to kindergarten and first grade

- A. Children considered for early entrance to kindergarten must be 5 years of age on or before November 1st in the year of early entrance.
- B. Children considered for early entrance to grade one must be 6 years of age on or before November 1st in the year of early entrance.
- C. The following criteria must also be satisfied
  - 1. Children must demonstrate average to above-average school readiness skills when compared to age-appropriate readiness measures to qualify for early entrance.
  - 2. Children must demonstrate average or above-average scores on the social/emotional behavior on the K Readiness Checklist — Parent Rating.

**VIII. PREKINDERGARTEN ADMISSIONS**

- A. Prekindergarten admission will be granted to students that are at least 4 years of age by September 1 of the calendar year in which the child desires to enter school.
- B. Noble Academy shall give enrollment preference to children currently enrolled in the school’s free prekindergarten program under section 124E.11, paragraph (c), who are eligible to enroll in kindergarten in the next school year.

**Legal References:** Minn. Stat. §124E.11 (Admission Requirements)  
Minn. Stat. §§123B.36-.37 (Authorized Fees; Prohibited Fees)