

ADOPTED BY BOARD RESOLUTION: January 26, 2012
Reviewed and Updated: August 25, 2017

**Prairie Creek Community School
Admissions Policy**

I. Purpose

To explain the application and enrollment process at Prairie Creek Community School (PCCS) so that families will have information to make decisions regarding their children's school attendance.

II. General Statement of Policy

A. PCCS 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 placed on a waiting list according to the procedures set forth below. As required by state law, PCCS will give preference for enrollment to siblings of an enrolled student. As allowed by state law, PCCS will also give preference to children of PCCS staff members as outlined below. PCCS shall ensure compliance with all applicable anti-discrimination laws governing public schools, including M.S. § 124D.10 of the Minnesota Education Law governing charter schools.

B. PCCS 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.

C. PCCS shall not seek any information about any applicant that may be used to discriminate against them, against either PCCS's policies or governing laws. This does not preclude PCCS from seeking such information for a lawful purpose about a student after the student has been admitted.

III. APPLICATION AND ENROLLMENT PROCEDURES

A. Interested families will submit applications up until the second Thursday of March at 4:00 p.m. The board of directors may change any year's deadline by resolution without changing this policy.

B. PCCS will accept applications for admission to Grades K-5, for which up to 30 students will be accepted in each grade. The board of directors may increase one or more grades' capacity by resolution and without changing this policy.

C. Formal recruitment of incoming students will begin before or during November of each year. PCCS will encourage families to meet with the faculty, staff and/or board members to discuss the value of PCCS, 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 be shuffled each year and then 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.

IV. 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 PCCS staff. If a staff member's employment is ended for any reason before the child is enrolled, the child moves to the end of the non-preferential waiting list.

D. Once all sibling applicants and children of PCCS staff have been placed, other applicants will be offered enrollment in their order on the nonpreferential applicant waiting list determined by lottery.

E. If any student, whether enrolled or on the waiting list, cancels their application or withdraws from PCCS, 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.

V. Student Recruitment Activities

A. PCCS shall 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, PCCS 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 PCCS's website.

C. PCCS will provide translation services, as necessary, for all promotional materials and any person-to-person interaction.

VI. Early Entrance into Kindergarten

A. PCCS does not accept applications for students that are not age five on or before September 1.

VII. Voluntary Withdrawal

A. PCCS is a public school of choice for application and withdrawal. With their parents' permission, students may withdraw from PCCS at any time.

B. PCCS personnel will offer to meet with the family and discuss the reasons for the desired withdrawal from PCCS, as well as to seek solutions to any problems that arise from these discussions. If a parent still wishes to transfer their child to another school, PCCS will ensure the timely transfer of any school records to the student's new school.