

## **POLICY FOR ENROLLMENT**

The HOPE Community Academy desires to provide enrollment options for students in grades PreK through 12th that meet the diverse needs and interest of HOPE Community Academy students and shall review these options as needed.

The Director and School Board shall determine the capacity of each grade level at the school and establish a random, unbiased selection process for the admission of students not presently enrolled at the school, consistent with the requirements of Minnesota law, as follows.

Minnesota Statutes Section 124E.11, subdivision (b) provides: "A charter school shall enroll an eligible pupil who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, pupils must be accepted by lot. The charter school must develop and publish, including on its Web site, a lottery policy and process that it must use when accepting pupils by lot"

Minnesota Statutes Section 124E.11, subdivision (c) provides: Admission to a charter school must be free to any eligible pupil who resides within the state. A charter school must give enrollment preference to a Minnesota resident pupil over pupils that do not reside in Minnesota. A charter school must require a pupil who does not reside in Minnesota to annually apply to enroll in accordance with paragraphs (a) to (f). A charter school must give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot. 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. "A charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot."

Minnesota Statutes Section 124E.11, subdivision (d) provides: "A person shall not be admitted to a charter school (1) as a kindergarten pupil, unless the pupil is at least five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences, or (2) as a first grade student, unless the pupil is at least six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences or has completed kindergarten, except that a charter school may establish and publish on its Web site a policy for admission of selected pupils at an earlier age, consistent with the enrollment process in paragraphs (b) and (c)."

Minnesota Statutes Section 124E.11, subdivision (e) provides, "Except as permitted in paragraph (d), a charter school may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability; and may not establish any criteria or requirements for admission that are inconsistent with this section."

Minnesota Statutes Section 124E.11, subdivision (f) provides, “The charter school shall not distribute any services or goods of value to students, parents, or guardians as an inducement, term or condition of enrolling a student in a charter school.”

**Enrollment Procedures:**

HOPE Community Academy establishes admission limits by grade level based upon the capacity of its programs, classes, grade levels, or building. The deadline for parents to submit applications for enrollment of their child or children is May 15 prior to the start of the school year. In case of multiple births (twins, triplets, etc.), each student seeking admission must complete an application (i.e. not one application for the family), and each student receives an individual number/lot in the lottery. A student whose application is received prior to May 15 will be admitted if there is space available in the grade for which the student is applying. Within ten (10) days of a new student’s entry, teachers/staff will provide an orientation to the enrolling student and family. Once enrolled, a student must fill out an annual registration packet form. The school shall have discretion to determine whether it will provide transportation outside of the school’s attendance area.

This enrollment procedure will be posted on the school’s Web site.

**Lottery Policy and Process:**

If HOPE Community Academy receives more applications for a grade level than the number of spaces available, a lottery (by grade level) will be held within a week following May 15. Families who submit applications after the May 15 deadline will be entered into a July 1 lottery for any open spaces, along with families whose students were not admitted following the May lottery. Each lottery will include all students with current and complete applications, except that first preference for enrollment shall be given to siblings of currently enrolled students and to foster children of such students’ parents, and secondary preference shall be given to children of staff members whose employment is stipulated in advance to total at least 480 hours in a school calendar.

After preference is given to siblings of currently enrolled students, foster children of such students’ parents, and to children of staff members whose employment is stipulated in advance to total at least 480 hours in a school calendar, the school will perform a randomized selection process to determine which remaining students will receive enrollment offers. Lotteries shall occur from lowest grade to highest grade. All students who are not admitted following the July lottery will be placed on an Application Waiting List. The Application Waiting List does not carry over from year to year and is valid only for the upcoming school year.

**Continuous Enrollment:**

Once enrolled, a student who resides in Minnesota remains continuously enrolled at HOPE Community Academy until the student formally withdraws, the school receives a request for the student’s education records from another school, the parent or guardian provides written notice of withdrawal, or the student is expelled in accordance with the Pupil Fair Dismissal Act, consistent with Minnesota Statute §124E.11(g).

**Age of Entrance Procedures:**

Purpose: The purpose of this regulation is to implement the Entrance Ages Policy (Policy 301) by making provisions for the most appropriate placement of each student.

### **General Statement of Regulation**

#### A. Kindergarten Admission

1. Children whose fifth (5<sup>th</sup>) birthday is on or before September 1 of the calendar year in which they are seeking admission to kindergarten are eligible for kindergarten entrance without assessment.
2. Children whose fifth (5<sup>th</sup>) birthday is on September 2 or thereafter through October 15 of the calendar year in which they are seeking admission to kindergarten may be considered for admission to kindergarten based upon an assessment procedure that is described in Policy 302, "Early Entrants Policy Application Procedure".
3. Children whose fifth (5<sup>th</sup>) birthday is on September 2 or thereafter but who have already started kindergarten in another public or a nonpublic school may be admitted to HOPE Community Academy kindergarten.

#### B. First Grade Admission of Children Not Previously in School

If a child is six years old on or before September 1 of the calendar year in which the child is seeking admission to first grade at HOPE Community Academy, the school and family will determine the most appropriate grade placement.

#### C. Underage Children Previously in School, but Entering HOPE Community Academy for the First Time

Children who have attended kindergarten for a year in a nonpublic school will be recommended for a comprehensive evaluation for cognitive, social, and emotional development per **HOPE Grade Acceleration Process** (*see below*).

#### D. After a Kindergarten student or newly enrolling first grade student is enrolled, they will be required to present a birth certificate, a physician's certificate, passport, a baptismal or religious certificate, adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, MN Immunization Information Connection records, or an affidavit from a parent to verify the student's age.

### **Assessment Procedure for Early Admission to Kindergarten**

- A. At the request of parents or legal guardians of a student whose fifth birthday falls between September 1 and October 15, HOPE Community Academy will screen the student for early admission to kindergarten.
- B. The early kindergarten assessment process will be consistent with the requirements of Minnesota Statute Section 124E.11:

1. The student's academic and cognitive readiness will be assessed by school staff, using valid and reliable instrumentation and processes that are aligned with state kindergarten expectations and abilities and are developmentally appropriate. The school will be responsible for any costs associated with the evaluation:
  - A letter will be sent to the family notifying them of the date, location and time of the assessment.
  - A parent or legal guardian and the student will attend the assessment together.
  - The child will be assessed by the preschool screening team.
  - The parent or legal guardian will complete a parent interview with a member of the preschool screening team.
  - The preschool screening team will make a decision based on the results of the assessment and the parent interview.
  - The preschool screening team will send a letter notifying the family of the results and decision to admit or not admit the student into kindergarten. A copy of letter will be retain with the student's records.
2. The student's parent or legal guardian must provide a report to the school, in a format requested by the school, of the child's knowledge, skills, and abilities.

## **HOPE Grade Acceleration Process**

### **Introduction:**

Acceleration is an intervention that moves students through an educational program at rates faster or at younger ages than typical. It means matching the level, complexity, and pace of the curriculum to the readiness and motivation of the student.

Prior to beginning the referral process for full-grade acceleration, the information in this packet must be reviewed. If you believe the student would be a good candidate for full-grade acceleration after reviewing this information, the referral process can begin. ***Requests will be accepted at the end of quarter 1 and must be made at least 60 days before the end of a school year.*** Questions should be addressed to HOPE Community Academy's Elementary Principal at 651-796-4500.

### **Process:**

**Step 1** The **Request for Full-Grade Acceleration** form should be submitted to the Principal or Gifted and Talented Teacher. Every attempt will be made to decide within 60 days of receipt of the **Request for Full-Grade Acceleration** form. An initial meeting is held with the parent/guardian(s),Principal, Gifted Education Teacher, and classroom teacher to review the process.

**Step 2** Gifted and Talented Teacher gathers information/data:

- Request for Full-Grade Acceleration form, with signature allowing any necessary testing

- Teacher Information Form
- Student Interview
- Assessment data (Data over two years old is not accepted), for ability, Cognitive Abilities Test 7 (CogAT7), for achievement & aptitude (Woodcock Johnson Achievement Testing)

**Step 3** School site team meets to review data, complete the Iowa Acceleration Scale, 3<sup>rd</sup> Edition, make recommendations, and, if appropriate, develop an acceleration plan or a non-acceleration plan. Team includes:

- School Principal
- Gifted and Talented Teacher
- Current teacher and teacher at grade level to which the student may be accelerated
- Social Worker

**Step 4** A second meeting with parents/guardians is scheduled to discuss the acceleration decision and plan to support the student. Written notification will also be sent.

**Step 5** The student will be monitored by school personnel according to plan. Progress, concerns, or adjustments will be reported to parents/guardians and other stakeholders.

**Step 6** Spring of each school year, families are asked to provide feedback about student progress and support. The school team meets to assess progress, determine any necessary adjustments or support.

#### **Types of Acceleration:**

##### **Full-Grade**

The student is moved ahead of their standard grade placement (i.e., placing a third-grader into fourth grade). This acceleration may be done at the beginning or during the school year, depending on when the acceleration process is completed. **Remember, acceleration requests are not accepted until after the first quarter.**

##### **Single-Subject**

The student is placed for part of the day with students at a more advanced grade level for one or more subjects without being assigned to a higher grade level. This may be accomplished by the student physically moving to a higher level class for instruction (i.e., a third-grader going to a fifth-grade math class OR using high-level curricular materials. Single subject acceleration may also be accomplished outside of the general instructional schedule (e.g., summer school or after school) or by using higher-level instructional activities continuously while leaving the placement with chronological-age peers.

**ACCELERATION REQUEST FORM:  
TO BE COMPLETED BY PARENT/GUARDIAN**

HOPE strives to provide an education with high academic standards and rigor which will promote the maximum academic, social-emotional and physical development of each student.

Acceleration is an educational intervention that moves students through an education program at a significantly faster pace or at a younger than typical age. Prior to completing this form, please read the attached information. **Acceleration requests will not be accepted for the current school year until after the first quarter and all acceleration requests for the next school year must be submitted 60 days prior to the last day of school.**

Name of Student:	Parent or Guardian completing form:
Date of Birth:	Email:
School:	Address:
Current Grade:	Phone Number:
Teacher:	

Please attach a written narrative that provides specific examples that you have observed of how your

child functions at a significantly high level. Please address each of the following:

(Thov koj sau ib cov lus qhia txog koj tus me nyuam tej yam uas nws ua tau zoo thiab piav txog tej yamuas koj pom thiab muaj pov thawj hais tias nws ua tau zoo heev. Thov koj piav ib qho zuj zus raws li nram qab no):

**1. Overall academic performance**

(Kev kawm tag nrho tau zoo li cas)

**0. Ability to apply, analyze and evaluate ideas at an advanced level**

(Kev muaj peev xwm ua tau, txheeb tau, thiab ntsuas tau zoo)

**0. Ability to think creatively and solve complex problems**

(Kev muaj peev xwm xav thiab muaj tswv yim daws tau tej yam teeb meem tsis yooj yim)

**0. Motivation for new challenges/advanced work**

(Kev txhawb siab txog kev sib tw tshiab/kev kawm tej qho siab)

**0. Passion exhibited for topic(s) of interest**

(Muaj siab rau tej yam nthuav tawm ua nws nyiam)

**0. Social-emotional development (behavior, response to feedback, relationships with peers)**

(Kev sib raug zoo—kev loj hlob ntawm kev xav (tus cwj pwm, kev teb txog kev muab tswv yim/qhia(thuam), kev sib raug zoo nrog phooj ywg)

**0. Participation in non-school extra-curricular activities**

(Kev sib koom txog kev ua si uas tsis yog txog kev kawm)

**0. Any special recognitions**

(Tej yam tshwj xeeb uas ua tau zoo thiab muaj kev qhuas txog)

Please sign below to allow for any additional testing necessary for a complete acceleration evaluation.

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Parent/Guardian

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Date