

# Urban Academy

Policy and Procedure:

## ADMISSIONS POLICY

Policy No.: 01.04

Originate: August 2003

Revised: 5/08

Adopted: 8/03

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### I. PURPOSE

- A. This policy is to define the parameters that Urban Academy will use in admitting students into their school.

### II. GENERAL STATEMENT

- A. Urban Academy, in compliance with current state, and federal statutes and regulations and in recognition of its obligation to provide equal educational opportunities for all persons within its jurisdiction as a public school, affirms that it will not discriminate on the basis of race, gender, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status, age, sexual orientation, or disability in the following areas: access to course offerings, curriculum materials, counseling practices, extracurricular activities, or use of school facilities. This policy supports Urban Academy's good faith efforts to comply with Title IV of the Civil Rights Act of 1964 and Title IX of the educational amendments of 1972.

#### B. Enrollment Preferences

Minnesota Statutes, section 124E.11(c) establishes certain preferential situations in which specific students must be given preference in admission over students in the lottery pool. Enrollment preference must be provided to siblings of an enrolled student and foster children of an enrolled student's parents. Additionally, a charter school that is located in Duluth township and admits students in kindergarten through grade 6 must give enrollment preference to students residing within a five-mile radius of the school and to siblings of enrolled children. A charter school may give enrollment preference to children of the school's staff and students who are enrolled in a charter school's free preschool or prekindergarten program before accepting other students in the lottery pool. If a student is enrolled in a charter school preschool or prekindergarten program for free (via scholarship or some other funding source), but other students in the early learning program pay tuition, then none of the students can receive enrollment preference because the early learning program is not free to all participants.

All enrollment preferences applicable to a specific charter school should be stated in that school's published lottery/enrollment policy and process.

To recap, the following mandatory and optional enrollment preferences outlined in Minnesota

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Statutes, section 124E.11(c) are:

**Mandatory enrollment preferences (these are legally required)**

- A sibling of an enrolled student.
- Foster child of an enrolled student’s parents.
- For K-6 charter schools located in Duluth township in St. Louis County, students residing within a five-mile radius of the school and to siblings of enrolled students.

**Optional enrollment preferences (these are preferences the law allows but are not required)**

- Children of the school’s staff.

C. Recap on Urban Academy commitment to student admission:

1. Mandatory enrollment preferences (as indicated above);
2. On a first-come-first-serve basis until the established class size is met;
3. If the demand exceeds the available classroom space per grade **a lottery** will be held;
4. Kindergartners must be five (5) years of age, on or before, September 30 of the school year.
5. Students who may be considered for kindergarten and turn 5 years old after September 30, within several days, must have passed an early comprehensive evaluation, by a local early childhood assessment center, to determine the child’s ability to meet kindergarten expectations.

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**III. RESPONSIBILITIES**

- A. All Urban Academy employees will assist all applicants and their parents or legal guardians without discrimination
  
- B. The Director of the school shall review or delegate the review of all applications, ask for additional information if it is needed to assist in the enrollment process, and render a decision as to whether or not the request for admission be approved within a reasonable time frame.
  
- C. The School Board shall review all contested applications for admission.