

Adopted: March 21, 2019
Revised: December 19, 2022

DISCOVERY WOODS SCHOOL ADMISSIONS POLICY 9.01

I. PURPOSE

The purpose of the Student Admissions Policy is to describe the Discovery Woods School lottery procedure, waitlist procedure, admissions procedure, and classroom placement guidelines.

II. POLICY STATEMENT

This policy establishes guidelines for admission into Discovery Woods School that are consistent with the admission requirements of Minnesota Statutes §124D.10 and other applicable laws.

III. GENERAL POLICY

A. The Discovery Woods school board will establish admissions limits by grade each year.

B. Discovery Woods will publicly advertise enrollment openings for at least two weeks. The application deadline will be determined by the board each year at least a month in advance and noted in the advertisements.

C. Discovery Woods School shall enroll any eligible student who submits a timely application, unless the number of applications exceeds the capacity of the class, grade level or building. In this case, students must be accepted by lottery.

D. Discovery Woods School 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. Discovery Woods School 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. Once a student is enrolled in the school, the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act.

IV. LOTTERY PROCEDURE

- A. Applications received before the application deadline will be assigned a number at random to be used for identification in the lottery.

- B. Students that are children of currently working at Discovery Woods will be given preference for enrollment.
 - 1. Foster students are given first preference and students that are siblings of currently enrolled students will be given preference for enrollment even over children of staff members.
 - 1. Current Discovery Woods preschool students are not given preference for enrollment into kindergarten.

- D. A special meeting will be designated to publicly hold the application lottery. All applications received prior to the application deadline will be chosen by lot using the random number assignment.

- E. The lottery will continue after all available openings have been filled by grade so that a waitlist can be generated. Students whose applications were not selected to fill one of the available openings in the school will be offered a place on the numbered waitlist.

V. WAITLIST PROCEDURE

- A. When a spot becomes available at Discovery Woods, students on the waitlist will be offered the opportunity to enroll in order of their place on the list.

- B. A new waitlist will be generated each year there are more applicants than available spaces. Parents must apply each year before the application deadline if they want their child to be entered into the application lottery.

VI. ADMISSIONS PROCEDURE

- A. A student will be admitted for enrollment if s/he meets the age criteria for the grade indicated on the child's enrollment application (See section VII for Early Admittance to Kindergarten and 1st grade policy guidelines).

VII. EARLY ADMITTANCE TO KINDERGARTEN AND FIRST GRADE

- A. Kindergarten Lottery
 - 1. Openings will first be filled by students who have qualified for preference status and have a completed Enrollment Application on file prior to the lottery date.
 - 2. All Enrollment Applications will be subject to the general lottery process, which is held in February each year.
 - 3. Kindergarten preference will be honored by lottery sequence number.
 - 4. Applications submitted after the admissions lottery will be given a placement in kindergarten if the class is not yet filled, or a wait list number in the order

applications are received if the class is full at the time of application.

B. Kindergarten Eligibility

1. Students should be age 5 before September 1st to be eligible for Kindergarten. Students age 5 after September 1st will not be eligible for Kindergarten (see exception below) and the school shall contact the parent and inform them that their child's registration will be held for the next Kindergarten lottery (the following year).
2. A parent may voluntarily retain their eligible child from entering Kindergarten and request the school to hold their child's application form for the next school year to be placed in the general lottery.

C. First Grade Eligibility

1. In order to be eligible to enroll at Discovery Woods Montessori School in 1st grade, a student must be age 6 by September 1st of that school year or completed kindergarten. Midyear enrollees must meet the age requirement or be currently enrolled in 1st grade in another public or private school.

D. Kindergarten Early Entrance

If a parent considers their underage child to be ready for school they need to meet the following requirements:

- The child must turn age 5 before October 31st.
- Proof of Kindergarten Readiness from Early Childhood Screening must be presented. Additional assessment may be provided and required to confirm results.
- A meeting must be held between administration, the kindergarten teacher, the parent and the student.
- Unanimous approval by Administration and the Kindergarten teacher must be obtained
- An Early Admittance to Kindergarten Application must be completed and submitted along with the standard kindergarten enrollment application by the Discovery Woods open enrollment timeline.
- A letter of recommendation must be received from a preschool teacher or other group setting instructor.

Note: A parent/guardian wishing to enroll their kindergartner at Discovery Woods during the school year from another school district that does not have identical entrance requirements may be enrolled at Discovery Woods to continue his or her education.

To have a child assessed for possible early entrance to kindergarten these steps must be followed:

- Obtain and complete a kindergarten questionnaire from the school office. Return the questionnaire providing complete and concise answers to all questions.
- Send a birth certificate (which will be returned to you the day of assessment)
- A fee of \$125.00 will be charged for the assessment and evaluation, if a parent decides the child will not be assessed they may request a refund of \$100.00 (\$25.00 non-refundable).

- If the family qualifies for free or reduced lunches, this fee will be waived. Forms are available on the district website

Note: Any student admitted under the early entrance into kindergarten at Discovery Woods is eligible under this guideline to enter 1st grade with satisfactory completion of kindergarten requirements.

VIII. CLASSROOM PLACEMENT GUIDELINES

- A. Students of teachers will not be placed in the classroom of their parent or other family member if another classroom placement is available.
- B. Siblings or students of other relation (i.e. cousins, step-siblings, etc) will not be placed in the same classroom if another classroom placement is available, and there is no reason deemed compelling by the Director to place the related students in the same classroom.
 1. If a parent would like to request that multiple children be placed in the same classroom, the parent must submit a written request with compelling reasons why the Director should approve the placement of the siblings in the same classroom.
 2. If a teacher at the school is also a parent or family of multiple students, siblings or students of other relation (i.e. cousins, step-siblings, etc) will be placed in the same classroom in lieu of a student being placed in her/his parent's or family member's classroom.
- C. The placement of students in classrooms is decided by teachers and the Director. Moving a student into a new classroom during the school year or in between school years may be requested by a parent/guardian and/or teacher, but the decision to allow the placement is ultimately made by the Director.