



STUDENT VOICE | STUDENT CHOICE

CROSS RIVER CHARTER SCHOOL | 920 HOLLEY AVE. | ST. PAUL PARK, MN 55071 |
651.346.0091 | CROSSRIVERCS.ORG

Adopted: Jan 21, 2021

Revised:

ADMISSION POLICY

I. PURPOSE

The purpose of this policy is to explain Cross River's application and enrollment process.

II. POLICY STATEMENT

This policy establishes guidelines for admission that are consistent with the admission requirements of Minnesota Statutes §124E and other applicable laws.

III. GENERAL ENROLLMENT PROVISIONS

A. Cross River Charter is a public school district 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.

B. Before admitting a student on the lottery list, preference for enrollment will be given to siblings of an enrolled student, to a foster child of that pupil's parents and to children of the school's staff.

C. Cross River Charter will 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.

D. Cross River Charter will 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.

E. Cross River Charter will not select students based on religious preference.

F. Cross River Charter will not use any services or goods of value to students as an enticement to parents or guardians to enroll their students.

G. A student is considered enrolled in the school when all of the following occur:

- The student's family has completed an enrollment application and supplied all of the family information required



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- The student's family has signed an acknowledgement that they have reviewed and understand the Family Handbook
- The student has attended the first five days of class (unless attendance is excused due to illness)
- For students enrolled in first grade, the student is at least six years old on the first day of class
- For students enrolled in kindergarten, the student is at least five years old on the first day of class
- For students enrolled in pre-K, (a) the student is at least four years old on the first day of class, and (b) the student is fully potty-trained on the first day of class

IV. APPLICATION AND ENROLLMENT PROCEDURES

A. Interested families will submit applications up until April 1st. The board of directors may change the deadline for applications for the next school year by resolution without changing this policy.

B. Cross River Charter will accept applications for admission to a grade level based on preset class size and classroom availability.

C. Formal recruitment of incoming students will begin before or during January of each school year. The school will encourage families to meet with the faculty, staff and/or board members to discuss the value of Cross River Charter's education program 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 list of students given preference by state law or this policy, and (b) all other applicants. Both lists will be 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.
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.



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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 Cross River Charter 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. 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.