

# 513 Admissions

## 1. Purpose

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The purpose of this policy is to explain the admissions process at the Saint Paul Conservatory for Performing Artists to assure access to the school by all eligible students.

## 2. General Statement of Policy

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- A. This policy establishes procedures for admission to the Saint Paul Conservatory for Performing Artists consistent with Minnesota statutes and other applicable laws.
- B. Saint Paul Conservatory for Performing Artists 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. If this occurs, students will be accepted through a lottery process.
- C. Saint Paul Conservatory for Performing Artists shall not discriminate against any student based on race, color, ethnicity, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, disability, intellectual ability, prior measures of achievement or aptitude, athletic or artistic ability, or for any other basis that would be unlawful for a public or charter school.
- D. Saint Paul Conservatory for Performing Artists shall not seek any information about any applicant that may be used to discriminate against the applicant in either the school's policies or governing laws. This does not preclude the school from seeking such information about a student for a lawful purpose after the school admits the student.

## 3. Procedures

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- A. Annually, the Board of Directors will review and establish the enrollment capacity for each grade level and for each arts program, as determined by the school's facilities, for the following school year. The school will communicate this information to interested students and their families, on documents for prospective students, attached to this policy, and available on the school's website.
- B. Annually, the Board of Directors will set an initial date to begin admitting students to the school for the following school year.
- C. If applications for enrollment at the initial date of admittance established by the Board of Directors exceed the established capacity for a grade level or arts program, the following procedures will be followed.

1. Enrollment preference will be given to siblings of enrolled students and to foster children of that student's parent(s)/guardian(s).
  2. Secondary enrollment preference will be given to children of the school's staff.
  3. A lottery will be conducted to fill the remaining openings in each grade level and arts program.
  4. If a student is selected through the lottery process, any siblings, of that student will be accepted at the same time.
  5. Students not selected through the lottery process will be placed in a waiting pool. If openings occur, the lottery process will again be followed.
- D. If the number of applications is less than or equal to the established capacity after the initial date of admission, all applicants will be accepted into the school. Enrollment after this date will be on a "first-come, first-served" basis until capacity is reached. Once capacity is reached, new applicants will be placed in a waiting pool. If openings occur, the lottery process will be followed.
- E. School administration will inform students and their parent(s)/guardian(s) of the status of admission in a timely manner.

## 4. COMPLAINTS & APPEALS

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Any complaint regarding the admissions process or appeal pertaining to an admissions decision should first be made to the superintendent before being filed with the Board of Directors.

### Legal References

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- ✓ Minn. Stat. § 124E (Charter Schools)

### Cross References

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- ✓ SPCPA Policy 103 (Complaints)