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## **2017 – 2018 Admission and Lottery Policy**

*(Board Approved January 10, 2017; Revised September 12, 2017)*

### **SCHOOL OF GRAMMAR**

Levels Prima, 1G, 2G, 3G, and 4G (4 sections of each)

- Enrollment will be set at 25 students per section in Prima. This is the minimum and maximum number. If enrollment falls below 25 students in a section, additional students will be added to that number. Prima will have five sections.
- Enrollment will be set at 30 students per section in all 1G – 4G levels of the School of Grammar. This is the minimum and maximum number. If enrollment goes below 30 students in a section, additional students will be added to that number.
- We will attempt to over-enroll by two students per section as school begins, but will not exceed that minimum/maximum number per section after September 12<sup>th</sup> for Prima and October 1<sup>st</sup> for Levels 1G-4G. New students will be added after the first semester of the school year if enrollment goes below 30 students in a section (25 in Prima); however, no more than one (1) student per section will be added during the second semester.

### **SCHOOL OF LOGIC**

Levels 1L

- Enrollment will be set at 110 students for 1L. If enrollment falls below 110 students, additional students may be added up to that number at the discretion of the Executive Director if capacity exists. The Executive Director will determine appropriate capacity based on physical space, teaching staff considerations, or other legitimate reasons. If appropriate capacity exists, additional students may be enrolled.
- New students may be added to 1L after the first semester of the school year if enrollment goes below the set minimum number of 110; however no more than one (1) student will be added per homeroom section during the second semester.

Levels 2L, 3L, and 4L (3 sections of each)

- Enrollment will be set at 30 students per section for these grade levels. This is our minimum and maximum number. If enrollment goes below 30 students in a section, additional students may be added up to that number at the discretion of the Executive Director if capacity exists.
- The Executive Director will determine appropriate capacity based on physical space, teaching staff considerations, or other legitimate reasons. If appropriate capacity exists, additional students may be enrolled.
- New students may be added after the first semester of the school year if enrollment goes below 30 students in a section; however, no more than one (1) student per section will be added during the second semester.

### **SCHOOL OF RHETORIC**

Levels 1R, 2R, 3R, and 4R

- Enrollment will be set at 80 students for 1R and 35 students for 2R. These are the minimum and maximum numbers. If enrollment falls below those numbers, additional students may be added up to 80 students for 1R and up to 35 students for 2R though the fifteenth day of school. New student enrollment will close after the fifteenth day of the 2017-2018 school year.
- No new students will be added at 3R and 4R during the 2017-2018 school year.

# **PARNASSUS PREPARATORY SCHOOL**

## **ENROLLMENT POLICY 8.6**

*(Board Approved January 10, 2017)*

The school establishes the following admissions policy and procedures.

**POLICY STATEMENT:** Admission to the School is open to all students, without regard to intellectual ability, measures of achievement or aptitude, athletic ability, race, religion, or any other factors contained in Minnesota Statute section 124D.10, subdivision 9, and section 363A.13, as amended.

Parnassus policy also fully aligns with Minnesota Statutes, section 124E.11 (c), where Parnassus Preparatory School gives enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and preference for enrolling children of the school's staff if there are available seats for the grade before accepting other pupils by lottery.

### **Enrollment Policy**

1. The Board will establish maximum enrollment by grade.
2. The Board will establish the enrollment period for the following school year.
3. The Board will publish its admission and lottery policy by January.
4. The School will ask families of currently enrolled students regarding their intent for the following year's enrollment. During the open enrollment period, the School will ask such families to complete an "Intent to Return" form which will be used to provide assistance with the School's planning and management but will not be binding upon the student because all existing students have the right to return to the School regardless of whether or not the Intent to Return form is completed. The Board will use the Intent to Return forms as a guide to identify the number of seats it will designate as available in any grade for the upcoming open enrollment period.
5. Parents and teachers will be provided notice of the open enrollment period so that siblings of enrolled students and children of teachers may submit an application.
6. Siblings of currently enrolled students who complete and submit an application by the end of the open enrollment period are automatically enrolled if there are available seats in the grade. If the number of siblings exceeds the number of available seats in the grade, a sibling lottery will be held to identify admitted students and to establish the order of the sibling waiting list for that grade. If all seats in the grade are filled by siblings, the lottery continues and establishes the sibling waiting list, which has preference over the general waiting list and the teacher children waiting list.
7. Children of teachers employed at the School who complete and submit an application by the end of the open enrollment period, are automatically enrolled provided all siblings of already enrolled students who submitted a timely application are enrolled, and provided there are available seats in the grade. If the number of children of teachers exceeds the number of available seats in the grade (after all siblings of already enrolled students are admitted), a teacher children lottery will be held to identify admitted students and to establish the order of the teacher children waiting list for that grade. If all seats are filled by children of teachers after all siblings of already enrolled students are admitted), the lottery continues and establishes the teacher children waiting list, which has preference over the general waiting list.
8. All enrollment applications received will be date and time stamped.
9. General Lottery: All applicants who complete and submit an application by the end of the open enrollment period are automatically enrolled unless more applications are received than the

- maximum enrollment established by the Board for that grade. In this situation, all submitted applications for that grade will move to the lottery, except that siblings of enrolled students and children of teachers employed at the School have preference. If the number of applications received during open enrollment exceeds the number of available seats in any grade, the school will conduct a general lottery. The first general lottery conducted will be the highest grade for which seats are available. If a student is selected through the general lottery, the siblings of the selected students (who are also in the lottery) are automatically enrolled as long as seats remain available in that grade. Once all seats in each grade are filled, the lottery continues and establishes the general waiting list for that grade in the order drawn, until all names are drawn.
10. Applications received after the open enrollment period expires are automatically enrolled if there are available seats in the grade, in the order received. If there are no available seats in the grade, applications received after the open enrollment period expires are added to the waiting list for that grade, in the order received.
  11. The school will conduct all lotteries through a method of random selection.
  12. Notwithstanding any provisions to the contrary in this Enrollment Policy, the School reserves the right to refuse to allow a pupil who is expelled from another school to enroll during the term of the expulsion if the student was expelled for:
    - (1) possessing a dangerous weapon, as defined by United States Code, title 18, section 930, paragraph (g)(2), at school or a school function;
    - (2) possessing or using an illegal drug at school or a school function;
    - (3) selling or soliciting the sale of a controlled substance while at school or a school function;  
or
    - (4) committing a third-degree assault as described in Minnesota Statutes section 609.223, subdivision 1.

### **General Admission**

1. **Order of Admission** – Siblings of Already Enrolled Students, Children of Teachers Employed at the School, General Admissions.
2. **Waiting List** – No waiting list carries over from year to year: each waiting list is “redrawn” during each admission process each year.
3. **Multiple Births** – Multiple births (twins, triplets, etc.): Each student completes an application (not one application for the family). In a lottery situation, each student receives an individual number/lot in the lottery.
4. **New Student Grade Retention or Advancement** – Students who are enrolled in a Minnesota public school will not be grade advanced or retained unless Parnassus receives a written recommendation from the Principal of the school the child was previously attending, along with records indicating the reason for the grade retention or advancement.
5. **Early Admissions** – A child admitted to Prima must be five years old or older on September 1 of the school year in which the child applies for entrance. Parnassus does not accept early admission to Prima. If an underage child is transferring from a kindergarten program in a public school in Minnesota, Parnassus will verify that the child was enrolled through early admission procedures. After verification through school records, the child may continue in that level (Prima) at Parnassus. If an underage child is transferring from a public kindergarten in another state, the child may continue in kindergarten/Prima pending receipt of school records. In either circumstance, close monitoring of the child’s progress will occur. If an underage child is transferring from a non-public

school kindergarten, or homeschool, the child will not be allowed to enroll at Parnassus during that academic year.