

**OLD MISSION PENINSULA SCHOOL**  
**Admission and Enrollment Policy**

Admission to the School shall be open to all age-appropriate children for grade levels offered in accordance with the School's charter contract without charge for tuition and without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student.

The School will remove barriers to the enrollment and retention in school of children and youth experiencing homelessness by developing and implementing practices and procedures consistent with the McKinney-Vento Homeless Education Assistance Act and applicable state law. The school will ensure that all identified homeless children and unaccompanied youth receive a free and appropriate education and are given meaningful opportunities to succeed in the school.

It is the policy of the School Board that its educational service provider develop and implement practices and procedures that control the admission and enrollment of students, including public notice, lottery and random selection drawing to be used when the number of applicants exceed the number of available spaces for grades offered. Detailed application, lottery and admission practices and procedures shall be available to parents and the general public at the school office. The School Board will annually approve offered seats and maximum class size of the School.

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References:

US Constitution, Fourteenth Amendment

Title IX of Education Amendments Act (20 USC 1681 et. seq.) The Civil Rights Act of 1964

The McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2]) Rehabilitation Act of 1973 (29 USC 791 et. seq.)

Equal Educational Opportunity Act of 1974 (20 USC 1703 et. seq.) The Americans with Disabilities Act of 1990 (42 USC 12101 et. seq.) Michigan Constitution

MCL 37.1101 et. seq.; 37.1402; 37.2402; 380.503 et. seq; 380.504 et. seq.; 380.1146; 380.1704

Admissions and Enrollment Procedures

Homeless Child Procedures

Effective Date: December 7, 2017

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**Admission and Enrollment Procedures**

The school will comply with all applicable federal and state laws related to admissions and enrollment.

**Non-Discrimination**

The school will not discriminate on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district.

**Open Enrollment Period and Notice – 2018-2019 School Year Only**

The “**Open Enrollment Period**” for the 2018-2019 school year shall begin on the date the School receives a school code from the State of Michigan. It shall continue for two (2) weeks thereafter and shall close at 5:00 p.m. of the 10<sup>th</sup> business day after the code is assigned. Notice of the Open Enrollment Period and application process will be designed to inform the persons most likely to be interested in the school. Parents will be able to enroll their students on some nights and weekends.

The school will provide notice of open enrollment by (a) printing a legal notice of the enrollment period in a local newspaper of general circulation; (b) mailing a written notice of the open enrollment period and an application to all families who inquire about school enrollment; (c) posting a written notice of the open enrollment period on the door of the Peninsula Township Hall and the Grand Traverse County Clerk’s office. As soon as the School has a website, the notice of the open enrollment period will be posted on the website as well.

As part of the enrollment process, the school staff will seek to meet with families, parents and students prior to the first day of school via parent and student orientation meetings. In this way, applicants and their parents will have the opportunity to become fully informed as to the nature and scope of the school, its curriculum, and requirements.

**Open Enrollment Period and Notice – Subsequent years**

The “**Open Enrollment Period**” shall be from the first day of school of the current school year until 5:00 p.m. on the last day of business in February of the current school year. Notice of the Open Enrollment Period and application process will be designed to inform the persons most likely to be interested in the school.

The school will provide notice of open enrollment by (a) printing a legal notice of the enrollment period in a local newspaper of general circulation; (b) mailing a written notice of the open enrollment period and an application to all families who inquire about school enrollment; (c) posting a written notice of the open enrollment period at the school; and (d) posting the application on the school’s website.

As part of the enrollment process, the school staff will seek to meet with families, parents and

students prior to the first day of school via parent and student orientation meetings. In this way, applicants and their parents will have the opportunity to become fully informed as to the nature and scope of the school, its curriculum, and requirements.

### **Application Procedures – 2018-2019 School Year Only**

Applications for the 2018-2019 school year may be obtained at Peninsula Township Hall, 13235 Center Rd, Traverse City, MI 49686.

The Academy Board will identify annually prior to the Open Enrollment Period the number of offered seats available by grade level. If applications received exceed offered seats in any grade level (“over-subscribed grades”) prior to the close of Open Enrollment, a random selection process will take place for the oversubscribed grades only.

All applications received after the Open Enrollment Period will not be eligible to participate in the random selection process, and will be added to the end of the accepted list if offered seats are still available after the random selection process, or to the resulting waiting list created at the time of the random selection process.

Accepted applicants must confirm their intent to attend the school within ten (10) business days of acceptance by returning the forms included in the acceptance packet. The school will attempt to contact parents reminding them of this obligation in order to enroll their child. After multiple unsuccessful attempts to reach accepted applicants, the student’s seat will be forfeited and the student must re-apply.

If a newly-enrolled student does not attend the first day of school or call in to request an excused absence on the first day of school, the student will forfeit his/her registered status in the school and will no longer be enrolled. The school will attempt to contact all such students before de-enrolling.

Once students are enrolled and remain enrolled, they will remain eligible to be re-enrolled at the school for successive years without having to re-enter the random selection process. However, they will be required to complete a re-enrollment form by the end of the Open Enrollment Period showing intent to re-enroll for the subsequent school year.

All applicants on a waiting list must resubmit an application for the following school year during the next Open Enrollment Period.

### **Application Procedures – Subsequent years**

Interested parties may obtain applications at:

- The school website
- The school office (phone, email, or in-person)

Applications will be emailed, mailed or faxed to anyone requesting an application by telephone.

For the current school year, applications for available seats will be filled in the order received, or added to the wait list in the order received and according to enrollment priority.

Applications for the subsequent school year are received during the Open Enrollment Period. If applications received exceed offered seats in any grade level (“over-subscribed grades”), the school will conduct a random selection process for the undersubscribed grades only.

All applications received after the Open Enrollment Period will not be eligible to participate in the random selection process, and will be added to the end of the accepted list if offered seats are still available after the random selection process, or to the resulting waiting list created at the time of the random selection process.

Accepted applicants must confirm their intent to attend the school within ten (10) business days of acceptance by returning the forms included in the acceptance packet. The school will attempt to contact parents reminding them of this obligation in order to enroll their child. After multiple unsuccessful attempts to reach accepted applicants, the student’s seat will be forfeited and the student must re-apply.

If a newly-enrolled student does not attend the first day of school or call in to request an excused absence on the first day of school, the student will forfeit his/her registered status in the school and will no longer be enrolled. The school will attempt to contact all such students before de-enrolling.

Once students are enrolled and remain enrolled, they will remain eligible to be re-enrolled at the school for successive years without having to re-enter the random selection process. However, they will be required to complete a re-enrollment form by the end of the Open Enrollment Period showing intent to re-enroll for the subsequent school year.

All applicants on a waiting list must resubmit an application for the following school year during the next Open Enrollment Period.

### **Random Selection Process**

The random selection process shall be open to the public, and the school will notify all applicants of the time and place. A neutral third party will conduct the random selection process. This party will not be related to any student, staff member, or anyone applying to the school. Based on established enrollment priorities, names will be randomly selected until all offered seats have been filled. Any remaining names will be randomly selected to establish waiting list priority used to fill offered seats prior to and during the school year for which the student applied. After all eligible names have been randomly selected, the school will add the names of applicants who submitted applications after the Open Enrollment Period in the order in which they were received, subject to established enrollment priorities. The neutral third party will address any discrepancy that arises in the placement of students.

## **Class Size and Offered Seats**

The school board of directors will approve class size and offered seats annually, prior to the end of Open Enrollment each year. In order to make provision for re-enrolling students who indicate that they are coming back but do not return on the first day of school (attrition), and new students who have been accepted for offered seats but are absent without excuse on the first day of school (erosion), the school may over-subscribe grades. The number of students to be over-subscribed will be determined based on historical and forecasted attrition and erosion and must be approved by the school board of directors. In no event will over-subscription result in a violation of any provision or limit contained within the school's charter or applicable law.

## **Enrollment Priorities**

Enrollment priorities are in effect at all times of the application cycle. Priority is given to the following ordered priority categories of applicants:

### Priority 1:

Students enrolled for the current school year are automatically re-enrolled provided they have submitted the re-enrollment form.

### Priority 2:

- Siblings of currently enrolled students. For the purposes of enrollment priority, a parent or legal guardian's children, step-children, adopted children, foster children, and same household children, in which a parent or guardian resides, are all considered to be each other's siblings. Please note: If a student is selected for a grade level that still has offered seats available and the student has a sibling applying for a grade that no longer has offered seats available, the student will be accepted for his/her grade level and the student's sibling will be placed on the waiting list for his/her grade level with sibling priority. Therefore, siblings in over-subscribed grades are not guaranteed a seat but are given priority on the wait list.
- Child(ren) of staff members working at the School. "Child of staff member" is defined as children where at least one parent or legal guardian meets the requirements as outlined by the employee handbook. If the staff member is hired after the close of the Open Enrollment Period, his/her child(ren) shall be enrolled if there is an open position in the grade level(s) or placed on the waiting list behind other priority 2 names already on the list but ahead of all other wait list names.
- Child(ren) of Old Mission Peninsula School Board members serving any part of their term during the current school year. If the Board member joins the school board after the close of the Open Enrollment Period, his/her child(ren) shall be enrolled if there is an open position in the grade level(s) or placed on the waiting list behind other priority 2 names already on the list but ahead of all other wait list names.
- If space is not available in the relevant grade level for Priority 2 students at the close of the Open Enrollment Period, a lottery will be performed to determine the order of the priority 2 wait list.

### Priority 3:

Newly enrolled students accepted at the close of the Open Enrollment Period but prior to the

lottery. If the number of applicants for a grade is less than or equal to the number of spaces available for that grade, all new applicants for that grade are accepted and are enrolled prior to the lottery drawing for admissions.

**Priority 4:**

Siblings of newly-enrolled students. When, at the close of open enrollment, one sibling is validly accepted into a grade that is not oversubscribed, or is accepted by lottery, any of that child's siblings who have timely applied, may enroll if space is available in their respective grades. If space is not available, they advance to the sibling wait list. This priority is not available to applications received after open enrollment has closed.

**Priority 5:**

All remaining applicants. If there are more applicants than space available in certain grade levels, a random selection lottery will be used to determine both the order of the lottery for the oversubscribed grades and the order of those enrolled and wait listed in each such grade.

**Priority 6:**

Applications received after the close of open enrollment. For grades that are not oversubscribed at the end of open enrollment, applicants will be accepted on a first-come, first-served basis until the grade is full, at which time further applicants are placed on a wait list. For each grade with a wait list at the close of open enrollment, all applications received thereafter will be placed on the wait list in the order in which they are received. Applications for siblings and children of OMPS Employees and Board members that are received after the close of open enrollment will be placed on the wait list below all Priority 2 names already on the list but above all other waitlisted names.

**Admission is Conditional**

Applicants are required to complete all required enrollment materials and provide all necessary information. This includes but is not limited to, the enrollment application form, copy of birth certificate, immunization information, and proof of current grade level via grade report or transcript (not applicable for kindergarten applicants). Making an omission of a material fact or a false statement in enrollment application materials may be sufficient cause for denying an applicant consideration for enrollment or for expulsion after enrollment.

Enrollment age for kindergarten students shall follow the current Michigan Law.

## **Procedural Steps**

### **Step 1: Setup**

A list with the name of each student who submitted an application during the Open Enrollment Period will be created. The list will include the information provided on the application form, including the student's name, grade level to which the student is applying, street address, and the names and grade levels of any siblings who are also applying for admission to the school or who currently attend the school. The list will also include information about students with an enrollment priority as the child of a board member or staff member.

### **Step 2: Admission of Applicants Applying for Under-Subscribed Grades**

Applicants will be accepted in all under-subscribed grades. If the accepted student has siblings who are also applying for admission in an over-subscribed grade, a list will be formed of siblings applying for over-subscribed grade(s). These students will have first priority in the admission of over-subscribed grades.

### **Step 3: Admission of Applicants Applying for Over-Subscribed Grades**

Applicants will be accepted in over-subscribed grades according to enrollment priority. If the number of applicants in a priority group exceeds the number of available seats, the applicants in this priority group will be randomly selected for admission and ranking on the wait list for the over-subscribed grade. Thereafter, remaining applicants will continue to be drawn randomly (following remaining enrollment priority) until the wait list is complete.

### **Step 4: Applications Received After the Close of Open Enrollment**

Applications received after the Open Enrollment Period will be added to the end of the waiting list for the appropriate grade in the order in which they were received with the exception of new Priority 2 applicants, which will be inserted on the waiting list ahead of all other non-priority 2 names.

When a seat becomes available in a particular grade with a waiting list at any point in the application cycle, the available seat will be offered to the first student on the waiting list for that particular grade. The school will make multiple attempts to contact the parent/guardian at the telephone and email address provided in the application. After notification, the student on the wait list will have three (3) business days to complete the enrollment process before the seat is forfeited and offered to the next student on the wait list.

## **Appeals**

Any parent or guardian who wishes to contest or appeal any aspect of the random selection process may do so in writing to the school's board of directors sent to the school's address. Following receipt of the parent's written appeal, a representative of the school board of directors will contact the parent to discuss the nature of the concern or objection. Final decisions will be made by the school board of directors or its designee.