

Twin Cities German Immersion School Enrollment Policy

Passed by Twin Cities German Immersion School Board, July 21, 2011

I. Enrollment Eligibility

Enrollment in Twin Cities German Immersion School (TCGIS) is open to any child who resides in a Minnesota school district. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family-care leave status or veteran status. It does not discriminate in administration of its educational policies, administrative policies, or other school-administered programs.

II. Class Size Policy

The Board of Directors of TCGIS sets maximum class size. Once class size maximum has been set, the Board hereby authorizes the administration to allow exceptions when an overload is appropriate and non-disruptive to the affected class. Any decision is still bound by the rules of the waiting lists.

III. Knowledge of German Language

German language proficiency is not a legal requirement to enroll at TCGIS. To ensure success in our program, we highly recommend that children enrolling after the first 5 weeks of first grade and above have knowledge of the German language at a level approximating that of their classmates. If a child's German proficiency is significantly below that of same-age peers, we will advise parents of opportunities to bring the child's proficiency to a comparable level. Children enrolling after the first 5 weeks of first grade are recommended to complete an informal interview with the director, or other person designated by the director, to establish their level of proficiency in German prior to enrolling.

Age Requirements

Any child who will be five years old by September 1st of the school year in which enrollment is sought is eligible to enroll in the Kindergarten program at TCGIS.

ENROLLMENT PROCESS FOR 5 YEAR-OLD

Enrollment opens each fall for the following academic year. Parents are requested to submit an enrollment form, which is available by request or can be downloaded beginning in October 15th each year. Enrollment forms are held until the enrollment deadline of February 1st.

If there are more enrollments than openings in any given class, TCGIS will hold a public lottery. Siblings of current students enrolling for first grade and higher are given preference and therefore may be exempt from a lottery. If needed, TCGIS will maintain a waiting list for each class.

For Kindergarten, names will be assigned to the following preference categories

Preference Level 1

Siblings of currently enrolled TCGIS students who will be 5 years old by September 1st of the school year for which they are enrolling.

These students will be automatically admitted, and the number of available kindergarten places will be reduced by the number of children in this category.

Preference Level 2

Any students who will be 5 years old by October 15th of the school year for which they are enrolling whose sibling has been admitted to TCGIS for the upcoming school year, whether through general admission or via lottery.

These students will be automatically admitted immediately after the admissions for grades 1 and higher have been determined, and the number of available kindergarten places will be reduced by the number of children in this category.

Preference Level 3

Any students who will be 5 years old by September 1st of the school year for which they are enrolling whose parent is or will be on staff for the school year in question.

Preference Level 4

Any students who will be 5 years old by September 1st of the school year for which they are enrolling.

Preference Level 5

Any students who will not be 5 years old by September 1st of the school year for which they are enrolling but have passed the kindergarten assessment process. If there are multiple students in this category, students will be considered in order of age, with oldest receiving first preference.

In the event that there is one opening in a given class and the next children on the waiting list for that same class are siblings (possibly, but not limited to twins), both children will be admitted and the class size will increase to one over the limit. No other children will be admitted from the waiting list until the class size drops to one below the limit. If the sibling is on the waiting list for a different class, they remain on the waiting list until a spot opens up.

EARLY ADMISSIONS FOR 4 YEARS OLD

Any child who was four years old by September 1st - October 15th of the calendar year in which enrollment is sought is eligible to apply for early admission to kindergarten. Early admission may be granted on a space-available basis if the following criteria are met:

- 1) Parent/legal guardian has signed a waiver agreeing to withdraw their child from the Kindergarten program of the TCGIS if the director, in consultation with the child's teacher, determines that the child is not progressing adequately after the 6 weeks trial.
- 2) The child has demonstrated school readiness by successfully completing the tasks on the Early Assessment Checklist (EAC) adopted by the TCGIS, including the areas of:
 - a. Fine motor skills
 - b. Gross motor skills
 - c. Social skills
 - d. Academic skills

The pre-school/daycare provider and/or a TCGIS kindergarten teacher will fill out the EAC (there is no parent/legal guardian involvement in the EAC). The 4-year-old EAC will be used as a guideline for skills required entering Kindergarten.

- 3) Additional evaluations and assessments by licensed professionals might be required if an enrollment decision has not been made at that time. Fees for additional evaluations and assessments will be the responsibility of the parent/legal guardian.

- 4) Parents or guardians have submitted the following to TCGIS:
 - a. A notarized copy of the child's birth certificate
 - b. Results of the child's preschool screening (through the school district of residence)
 - c. Observation by TCGIS teacher and checklist by daycare pre-school provider

- 5) State funding guidelines do not allow schools to use state monies to fund 4-year-old kindergarten programs, so TCGIS must guarantee that any underage child enrolled in kindergarten is progressing adequately to be promoted to first grade for the following school year.