

## 501 ADMISSIONS AND LOTTERY POLICY

### I. PURPOSE

The purpose of this policy is to clarify the admissions and lottery process at Stonebridge World School.

### II. DEFINITIONS

**1. Limits:** Stonebridge may not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, nor may it condition admission on criteria that would violate the Minnesota Human Rights Act.

**2. Applications:** Stonebridge shall enroll an eligible pupil who submits a timely application unless the number of applicants exceeds the capacity of the program, class, or grade level. In such cases, selection shall be by lottery. Once enrolled, a student is considered enrolled until the student formally withdraws or is expelled under the Fair Pupil Dismissal Act.

### III. ADMISSIONS AND LOTTERY PROCEDURES:

**1. Admission for Applications Received During Open Enrollment:** All applications received during the open enrollment period are automatically admitted (i.e., offered a seat) unless more applications are received than the available capacity established by the Board for the applicable grade(s). If more applications are received than the available seats established by the School Board for the applicable grade(s), all submitted applications for such grade(s) will be placed in the lottery.

- a. A person shall not be admitted unless the pupil is at least 4 years of age on September 1 for Pre-K and five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences.
- b. Kindergarten enrollment preference will be given to children currently enrolled in Stonebridge's free prekindergarten program
- c. Siblings of currently admitted students or foster child of that pupil's parents have preference.
- d. Preference may also be given to children of staff employed at Stonebridge.

**2. General Lottery:** If the number of applications received during the open enrollment period exceeds the available capacity established by the School Board for any grade ( and after siblings of enrolled students and foster children of that pupil's parents who submitted timely applications are already admitted, and after all children of staff employed at the school who submitted a timely application are already admitted), the school conducts a general lottery. All applications for each such grade(s) (excluding applications from siblings of already enrolled students or foster children of that pupil's parents and excluding applications from children of staff employed at the school) received before the expiration of the open enrollment period are

included in the general lottery. Students are admitted to the school in the order in which they are drawn in the lottery, as long as there is available capacity as determined by the School Board for the applicable grade(s). If all available capacity in any grade is filled, the lottery continues and establishes the general waiting list for each such grade in the order drawn, until all applications are drawn. If a student is admitted through the general lottery and that student has one or more siblings in other grades also subject to a lottery, those siblings are automatically admitted once the student becomes an enrolled student.

- a. The lottery date is the first Tuesday in February.
- b. Applications received after the open enrollment period expires are automatically admitted as long as there are available seats as established by the School Board in the applicable grade, in the order received. If, or once, there are no available seats in any grade, applications are added to the applicable waiting list for each such grade, in the order received.
- c. The school conducts all lotteries through a method of random selection.
- d. The waiting list will expire at the end of the current school year and begin again in January for the next year.
- e. School Board will determine the number of grade-level lots available and the annual open enrollment period before the lottery date.

Approved: 8/16/2017

Revised: 1/17/2019, 3/28/2023