

## 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:** All students are required to present documentation that verifies a pupil falls within the school's age requirement. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

**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 a student who resides in Minnesota is enrolled in the school in kindergarten through grade 12, or in the school's free preschool or prekindergarten program under section 124E.06, subdivision 3, paragraph (b), the student is considered enrolled in the school until the student formally withdraws or is expelled under the Pupil Fair Dismissal Act in sections 121A.40 to 121A.56.

### III. ADMISSIONS AND LOTTERY PROCEDURES:

**1. Admission for Applications Received During Open Enrollment:** All applications received during the open enrollment period, December 1<sup>st</sup>- January 31<sup>st</sup>, 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. Enrollment for Minnesota resident pupils will be given enrollment preference. Pupils from out of state must apply to enroll annually.
- b. A **Pre-K pupil** shall not be admitted unless the pupil is at least 4 years of age on September 1.
- c. A **Kindergarten pupil** shall not be admitted unless the pupil is five years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences.
- d. A **First-Grade pupil** shall not be admitted unless the pupil is six years of age on September 1 of the calendar year in which the school year for which the pupil seeks admission commences, or they have already completed kindergarten.

- e. Siblings of currently admitted students or foster child of that pupil's parents have preference.
- f. Enrollment preference will be given to Stonebridge World School Staff for their child(ren), including a foster child, who must be an individual employed at the school whose employment is stipulated in advance at least 480 hours in a school calendar year.

**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. The 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. 11/25/2025

## 801 EQUAL ACCESS TO FACILITIES

### I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to school facilities for student groups who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of Stonebridge World School is not to deny equal access or a fair opportunity to, or to discriminate against, any student groups who wish to conduct a meeting based on the religious, political, philosophical, or other content of the speech at such meetings.
- B. The Board of Directors has created a limited open forum for students enrolled in during which no curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time. This forum is expressly limited to students currently attending Stonebridge World School.
- C. The use of facilities under this policy does not imply Stonebridge World School's sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. Stonebridge World School retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. Stonebridge World School accords equal treatment of and access to all religions.
- F. In adopting and implementing this equal access policy, Stonebridge World School will NOT:
  - 1. influence the form or content of any prayer or other religious activity;
  - 2. require any person to participate in prayer or other religious activity;
  - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
  - 4. compel any Stonebridge World School employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the employee;

5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group
7. abridge the constitutional rights of any person.

### III. DEFINITIONS

- A. "Access" means providing physical access to meeting spaces on school premises. It also includes providing the types of recognition and privileges afforded to other groups at the school. Such privileges include, for example, the right of student groups to use school media, including the public address system, the school newspaper, and the school bulletin board to announce their meetings on the same terms as other non-curriculum related student groups. Any policy concerning the use of school media must be applied to all non-curriculum-related student groups in a non-discriminatory manner.
- B. "Limited open forum" means Stonebridge World school provides an opportunity for at least one "non-curriculum related student group" to hold meetings on premises leased by the charter school during "non-instructional time".
- C. "Meeting" meeting may include a prayer service, Bible reading, or other worship exercise.
- D. "Non-curricular student groups" means it does not directly relate to the body of courses offered at the charter school. A student group does not directly relate to the school's curriculum if:
  1. The group's subject matter is not being taught or will not soon be taught in a regularly offered course at the school.
  2. The group's subject matter does not concern the body of school courses as a whole;
  3. Participation in the group is not required for a particular course; and
  4. No academic credit is awarded as a result of participation in the group.
- D. "Non-instructional time" is time set aside by the school before actual classroom instruction begins or after actual instruction ends. It includes student meetings that take place before or after school as well as those occurring during lunch, "activity periods," and other non-instructional times during the day.

### IV. FAIR OPPORTUNITY CRITERIA

The following limitations apply to non-curricular student groups that seek equal access to school facilities:

- A. Meetings must be voluntary, and student initiated.

- B. Meetings may not be sponsored by the school, school officials, the government, or any of the agents or employees of those groups. ("Sponsored" includes leading, promoting, or participating in the meeting. It does not include the assignment of a teacher or other school official to the meeting for supervisory purposes.)
- C. School officials, employees, or agents are present at religious meetings only in a non-participatory role;
- D. Meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school.
- E. Non-school persons do not direct, control, or regularly attend activities of the non-curricular student groups.

## **V. PROCEDURES**

A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:

1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
2. The activities or meetings are voluntary, and student initiated. The principal may require assurances of this fact.

B. Student groups meeting under this policy must comply with the following rules:

1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
2. The groups may not use the school's name, school's mascot name, school's emblems, or any name that might imply school sponsorship or affiliation in any activity, including fundraising and community involvement.
3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
4. Improper behavior during meetings or damage to property may result in denial of future access and charges for repair or replacement.

C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.

D. The building principal has responsibility to:

1. Keep a log of application information.
2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
3. Note the condition of the facilities and equipment before and after use.
4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute School District sponsorship of the meeting or activity.
5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

E. The School shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The School will provide no additional or special transportation.

F. Non-school persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.

G. School district employees or agents may not promote, lead, participate in or otherwise sponsor meetings or activities held pursuant to this Policy.

H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Approved: 11/21/11  
Revised: November 2025

# STONEBRIDGE World School



## Application for Use of Facilities Form Equal Access Act Meeting

### Statement of Policy

It is the policy of Stonebridge World School to grant equal access to school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during noninstructional time, pursuant to the Equal Access Act. Provision of school facilities does not constitute Stonebridge World School's sponsorship of such meeting, and the views expressed therein may or may not reflect those of the school administration, staff, or Board of Directors and are neither approved nor disapproved by them.

Name of Student Initiating Request: \_\_\_\_\_

Grade: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time: \_\_\_\_\_

Estimated Number to Attend: \_\_\_\_\_

Special Equipment Needs:

\_\_\_\_\_

(Office Use Only)

Room Assigned: \_\_\_\_\_

Condition of Facilities: \_\_\_\_\_

Staff (if any) Assigned to Supervise: \_\_\_\_\_

Notes:

*Approval*

## **516 RELIGION IN THE SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to identify the status of religion and how it pertains to the programs of Stonebridge World School (SBWS).

### **II. GENERAL STATEMENT OF POLICY**

A. SBWS shall neither promote nor disparage any religious belief or nonbelief. Instead, SBWS encourages all students and employees to have appreciation for the tolerance of each other's views.

B. SBWS also recognizes that religion has had and continues to have a significant role in the social, cultural, political, and historical development of civilization. The proper role of religion in the public schools is in its educational value and not in religious endorsement or celebration. Since a primary purpose of the public schools is to teach about the world that has been and the world that is, the role that religion has played in the historical and social development of humanity is essential to the curriculum.

C. SBWS recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.

D. SBWS supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities, provided it is intrinsic to the learning experience and is presented objectively without sectarian indoctrination.

E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased sectarian manner.

### **III. RESPONSIBILITY**

A. It shall be the responsibility of the Executive Director to ensure that the study of religious materials, customs, beliefs, and holidays is in keeping with the following guidelines:

1. The proposed activity must have a secular purpose.
2. The primary objective of the activity must be one that neither advances nor inhibits religion.
3. The activity must not foster excessive governmental relationships with

religion.

4. Notwithstanding the foregoing guidelines, reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. The charter school must provide an annual notice to parents of this policy

B. The Executive Director is granted authority to develop and present for the Board of Directors to review directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy

#### **IV. DEFINITIONS**

A. Instructional Time: Definition. "Instructional time" means any time a student is receiving educational instruction from a teacher or working under the supervision of a teacher. Instructional time generally begins when the scheduled class period officially begins and ends when the scheduled class period officially ends.

B. Non-Instructional Time: Definition. "Non-instructional time" means any time that is not defined as "instructional time." Examples of non-instructional time include, but are not limited to, time spent in the classroom before the period officially begins or after it ends; time spent in the hallways between classes; time set aside for lunch; and time spent on the school bus.

C. Prayer: Definition. "Prayer" means the act of making a reverent petition, devotion, confession, communication, or praise to God, a god, a messenger of a god, a supernatural being, a spirit, a power, or a spiritual leader.

D. Non-Curriculum Related Student Group: Definition. A "non-curriculum-related student group" is any student group that does not directly relate to the body of courses offered by the school. A student group directly relates to a school's curriculum if the subject matter of the group is actually taught, or will soon be taught, in a regularly offered course; if the subject matter of the group concerns the body of courses as a whole; or if participation in the group results in academic credit.

E. Religion: Definition. "Religion" broadly refers to a sincerely held belief in or reverence for God, a god, a supernatural being, spirit, power, or the like; a personal or institutionalized system grounded in such belief or worship; or a set of sincerely held beliefs and practices based on the teachings of a spiritual leader.

F. Religious Material: Definition. "Religious material" includes but is not limited to brochures, flyers, books, literature, and any other form of recorded data that advances or disparages a particular religion, religion generally, or any religious practice.

G. Distribution: Definition. "Distribution" includes but is not limited to posting materials on school walls, leaving materials on school property where students can access them, disseminating materials to one or more students, and sending materials to one or more students by means of electronic communication.

## **V. STUDENT RIGHTS REGARDING RELIGION**

### **A. Student Prayer and Religious Discussion in School**

#### **1. Non-Instructional Time**

During non-instructional time, students may express and share their religious beliefs, carry religious materials (including scriptures such as the Bible, the Torah, or the Koran), read religious materials, pray aloud or silently, recite the rosary, or informally discuss religion with classmates. Students may observe American Indian cultural practices or ceremonies. Students may also speak to their peers about religious topics just as they do with regard to political topics. School officials shall not interfere with such activities, unless interference is reasonably necessary to maintain order in the school or to protect the rights of other students. School officials shall intercede to stop student speech that constitutes harassment aimed at a student or a group of students.

#### **2. Instructional Time and Class Assignments**

During instructional time, students may verbally express their ideas so long as their verbal expression is consistent with the subject matter being taught. However, students may not pray aloud during instructional time. Similarly, students may not use the classroom to deliver a religious sermon to their classmates under the guise of an oral report or assignment. These rules cannot be avoided by excusing students who object to prayer in the classroom. Similarly, the extent to which students may incorporate religion into their class assignments depends on the subject matter of the assignment. Students may write papers on religion, give oral presentations on religion, and create art with religious themes if religion is a substantively relevant topic. Teachers should consider religion to be a relevant topic when the subject matter of the assignment is broad or non-specific.

#### **3. School Functions and School-Sponsored Events**

No person (including a student, SBWS employee, School Board Member, clergy member, or rabbi) may initiate or vocalize a prayer as part of a regular school function, such as an assembly, athletic event, or pre-game ceremony. Thus,

coaches may not lead a team in prayer or call upon a team member to do so before, during, or after an athletic event.

No person (including a student, SBWS employee, Board Member, clergy member, or rabbi) may initiate or vocalize a prayer as part of a school-sponsored event, even if the prayer is nondenominational.

#### B. Excusing Students with Objections to Subject Matter Being Taught

##### 1. Excusing Students from Class or Classroom Activity

On occasion, a student or parent will request that the school excuse the student from class or from participating in an activity based on religious objections to the activity or the subject matter being taught. SBWS generally has broad discretion in deciding whether to excuse a student. However, there are some occasions when SBWS must excuse a student from class or from participating in an activity. If participation in a particular activity would cause a student to violate a sincerely held religious belief, the teacher shall excuse the student from the activity. If a student is excused from an educational activity or a unit, text, or a lesson on the basis of a religious objection, the student's parent or guardian is responsible for providing alternative instruction. SBWS is not required to deliver or pay for the costs of the alternative instruction. The school may not impose an academic or other penalty upon a student merely for arranging alternative instruction, but may evaluate and assess the quality of the student's work on an academically comparable basis.

##### 2. Religious Release Time: Excusing Students from School for Religious Instruction

At the request of a parent or guardian, a student shall be excused from school for a maximum of three aggregate hours per week in order to receive religious instruction conducted by a church, association of churches, or Sunday school association incorporated under Minnesota law. Minn. Stat. § 120.101, subd. 9(3). The religious instruction shall be conducted in a place other than a public school building, and shall not be conducted at public expense. Id. SBWS shall not encourage or discourage participation in such programs.

## **VI. FACULTY RIGHTS AND STONEBRIDGE WORLD SCHOOL RESPONSIBILITIES REGARDING RELIGION IN THE SCHOOLS**

### A. Prayer in School

SBWS employees may pray outside the presence and hearing of students during non-instructional time. SBWS employees may also privately discuss religion with other employees outside the presence and hearing of students.

## B. Religious Practices and School Employees

While acting in their capacity as SBWS employees, employees may not pray aloud while in the presence of a student or discuss personal religious beliefs with a student. Similarly, employees may not read scriptures or other religious materials, silently or aloud, in the presence or hearing of a student, unless the religious material is being used as a text to teach about religion. Proselytizing or attempting to proselytize students is prohibited. Employees may not visibly wear garb that endorses religion or non-religion. Employees may not display scriptures or other religious symbols in class, unless the display is temporary and the symbol is used as a legitimate teaching aid or resource as part of a course teaching about religion. Employees may not distribute religious material that is not being used as a text to teach about religion.

## C. Moment of Silence

SBWS may require teachers and students to observe a moment of silence. Minn. Stat. § 126.091. The moment of silence shall not substantially exceed one minute. SBWS employees shall not state or suggest that the moment be used for silent prayer. Students shall not be asked to perform a religious ritual, such as bowing their heads or folding their hands, during the moment of silence.

## D. Teaching About Religion

The Constitution permits objective teaching about religion, as opposed to religious instruction. Any course that teaches about religion shall be devoid of denominational bias. Any course or part of a course about religion shall be taught objectively as part of a secular program of education.

### 1. Music Performance

Musical programs prepared or presented under school auspices should be planned with sensitivity to the views of all members of the community. Such programs should not be religious or religious-holiday oriented. Schools may include selections of religious music, both choral and instrumental, provided they are presented in a broad concert or program setting that is not religiously oriented, such as a program that includes religious and nonreligious holiday music from various cultures and religions. Religious selections should not constitute a majority of the concert. For these purposes, religious selections, especially choral selections, are defined as having religious or religion-oriented texts, but which are used for their musical value and not because of the meaning or inference of the words used in the selections.

### 2. Art and Drama

The study of art or drama may include works with a religious and secular importance, provided that (a) such works are presented in an objective, nonsectarian manner, and (b) the study of such works is limited to the extent reasonably necessary for a balanced and comprehensive understanding of the subject matter.

### 3. Religious Symbols

A religious symbol is any object that portrays or recognizes the existence of a supreme being or deity, or any object that is so closely associated with religion or religions or with the celebration of a religious holiday that it is looked upon by a segment of the population as being of a religious nature. Religious symbols are sacred to particular faiths. Religious symbols may be used as teaching aids in the academic study of religions. Their display in the classroom should be for temporary periods only, when appropriate for educational purposes. Religious symbols should not be displayed in offices, reception areas, or other public spaces where the display is not linked to the academic study of religions.

## VII. HOLIDAY OBSERVANCES

### A. Student Absence for Observance of Religious Holidays

SBWS shall accommodate any student who wishes to be excused from a curricular activity for a religious observance or for American Indian cultural practices or ceremonies, at least for a reasonable number of days. SBWS shall not penalize a student who is absent for a religious holiday or American Indian cultural practices or ceremonies. The refusal to provide a make-up exam or the lowering of a student's grades are considered penalties. Students should not be unnecessarily burdened by attendance procedures when they seek to be excused from attending school for observance of a religious holiday. Schools should develop sensitive and respectful procedures that enable students to privately identify the need to be absent, without calling undue attention to the absence. SBWS need not close the school on religious holidays in order to avoid a conflict with students' religious practices. However, as a matter of administrative convenience, SBWS may close the school in order to avoid the absence of large numbers of teachers or students.

### B. Employee Absence for Observance of Religious Holidays

Title VII of the 1964 Civil Rights Act provides that employers, a term which includes school boards, must reasonably accommodate the religious observances of employees. An employer may offer an employee any reasonable accommodation, even though other available means of accommodation may be less onerous to the employee. This means that SBWS may refuse to grant paid leave to observe religious holidays, but it must allow employees to use their personal days for religiously motivated absences

Adopted: 11/21/2012

Revised: 12/11/2017, 11/25/2

## 502 EARLY ADMISSION

### I. PURPOSE

Stonebridge World School strives to provide necessary services to children in accordance with the law. By following these admission procedures we hope to make the most appropriate placement of each student.

### II. KINDERGARTEN

State law requires that Kindergarten students must attain the age of five years on or prior to September 1 of the enrollment year unless the local school board has adopted a policy for early enrollment in select cases. At Stonebridge World School early enrollment consideration is available for children with birthdays between September 2 and September 30. Students will have to complete the Appeal Process.

Early enrollment is a big decision for most families. The early enrollment option is intended for children with fall birthdays who have demonstrated a readiness to be successful as grade-accelerated students throughout their entire K-12 schooling experience. Since your child's school success is extremely important to us, we encourage careful consideration of both the benefits and disadvantages of the early entrance option.

#### A. PROCEDURE FOR APPEAL

- a. A letter of recommendation from a childcare or preschool program is submitted.
- b. An early childhood screening must be completed.
- c. The Stonebridge World School early entrance assessment must be completed.
- d. The Stonebridge World School Instructional Leadership Team will then decide whether to allow the child to enter kindergarten.

#### B. PLACEMENT DECISIONS

If the student is admitted to kindergarten early, by October 30th, the teacher and Stonebridge World School School Director will recommend to parents in writing whether the placement in kindergarten should continue or be terminated. If the recommendation is that the child will not continue in kindergarten the child will be un-enrolled on October 30th. If it is determined that the child remains in kindergarten on October 30th the parent must sign an agreement that allows the teacher and staff to make the decision to have the student repeat kindergarten if needed. If the parent does not sign the agreement the student will not be eligible for first grade at Stonebridge World School.

**III. FIRST GRADE**

**A. FIRST GRADE ADMISSION OF CHILDREN NOT PREVIOUSLY IN SCHOOL**

If a child is six years old on or before September 1 of the present year, the child should be placed in first grade unless there are some obvious signs of immaturity.

**B. UNDERAGE CHILDREN PREVIOUSLY IN SCHOOL, ENTERING STONEBRIDGE WORLD SCHOOL FOR THE FIRST TIME**

Children who have attended kindergarten for a year in public or nonpublic school may be admitted directly to the first grade even though they are underage according to our admission policy.

**IV. PRE-KINDERGARTEN**

Stonebridge World School is a 4 year old Pre-Kindergarten Program. Students must be 4 years of age by September 1st of the school year.

**V. ALL STUDENTS**

All students are required to present a birth certificate or other evidence of birth date before they are enrolled. All students also need to be toilet trained, unless part of a 504 Plan or IEP.

Adopted: 4/25/2023

Revised: 9.19.2023,