

## 901 Lottery Policy

### I. Open Enrollment

#### A. Application

The application is only valid for one lottery. If a family would like to include their child in subsequent lotteries (upon being waitlisted), they must submit a new application. The application is made available by December each school year (online and paper) and remains available through May of the school year it represents. To be included in the lottery, the family must submit the application by a deadline set by the administration annually (approximately 1 week prior to the lottery), but families can be added to the waitlist at any time during the school year by submitting an application.

### II. Lottery Process

#### A. General

When the number of applications exceeds the number of openings in a particular grade, we will conduct a lottery to determine those students who will be admitted or put on the waiting list. We will follow the steps outline below to ensure this procedure is equitable to all applicants. A completed enrollment application is required in order to be included in the annual lottery and/or placed on the waiting list. The lottery is open to observation by the public and will be posted in our school calendar and on the website.

#### B. Enrollment Eligibility

In order to be eligible to enroll at St. Paul School of Northern Lights in Kindergarten, a student must be age five on or before September 1st of the year they will be starting school. Midyear enrollees must meet the age requirement or be currently enrolled in a Kindergarten in another public or private school. Age for each following grade is extrapolated accordingly - i.e. age 6 by September 1st for first grade.

#### C. Enrollment Preferences

1. Prospective students who are children of the school's employees will receive enrollment preference provided there is an opening in the grade to which they are applying.
2. Siblings refers to those prospective students who have siblings currently enrolled at the school in the academic year in which the lottery is being conducted.
  - a. Any child of a family unit related biologically, by marriage or adoption to one or both parents.
  - b. Any child in "long-term" placement within a foster-care situation with the family of a current student. Note: Parents or guardians must provide the school documentation from their case manager, judge, or the court.
  - c. If the family of a current school student plans to be a host family to a foreign exchange student, that student will be considered a sibling.
  - d. In the event that there is one opening in a given class and the next child on the waiting list has a sibling in the same grade (possibly, but not limited to twins), all sibling children will be admitted and the class size will be increased over the limit only to accommodate these siblings. 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.

#### D. Process to determine the number of students to be accepted

1. The administration team at the school will propose and the board of directors will determine the number of openings in each grade, 1-12, for the next school year by January board meeting of the application year.

#### E. Lottery Procedures

1. St. Paul School of Northern Lights' Director of Administration will conduct the lottery to determine enrollment and waiting lists at each grade level. Per our sibling preference section of this policy, if there are more siblings of currently enrolled students than there are openings in a particular grade, a lottery amongst siblings will be conducted before the lottery for all other applicants.

2. Once the process is completed, the spreadsheets will be printed (and saved as a PDF) and an affidavit certifying compliance with this policy and applicable state law will be signed by the Director. All other witnesses will be asked to sign a form indicating they witnessed the lottery. We will attach a copy of this policy to the spreadsheets, signed affidavit, and witness form to complete the documentation, which will be filed at the school.
3. Enrollment offers will be sent by email to all families that are awarded a spot through the enrollment process. All other families will receive notification of their waiting list position.

### **III. Waiting List**

Following the lottery, those students who have not been admitted will be placed on a waiting list. Students will remain on the waiting list until they are offered enrollment or their parent/guardian requests they be removed. We will follow the steps outlined below to ensure the procedure is equitable to all applicants.

#### **A. Underlying considerations**

1. All students will be assigned a waiting list number during the lottery procedures.
2. Families will receive an email notifying them of their child's waiting list position.
3. Siblings of newly enrolled students are moved up the waiting list on the first day their sibling attends school.
4. The waiting list is maintained by the enrollment team and updated throughout the year as students are enrolled off of the list. The waiting list will be posted on the website (with no identifying information) and updated monthly so families may track their student's position on the waiting list. Families may be removed from the waiting list at any point.

**IV. Enrollment of Students after Lottery:** Openings for grades 1-6 will be filled on a grade-level basis.

#### **A. Confirmation of Opening**

The enrollment team will be notified when a position is open once the school:

1. Receives confirmation that a family is turning down an enrollment offer.
2. Receives a withdrawal form or confirmed enrollment from another school.

#### **B. Contact Next on Wait List**

As a space becomes available, the enrollment team will contact the first student next on that grade's waiting list who has not already been contacted for the current school year via email and phone. Once a family has been contacted, they must respond within two business days in order to accept the position of the enrollment team may offer to position to the next student on the list.

#### **V. Re-enrollment after long-term leave**

The purpose of this subsection is to define the actions of the school in the case of students taking a "long-term leave" from the school which under Minnesota state statutes constitutes an de-enrollment from the school, and the process for those students to be re-enrolled at the school. This policy is to support families in situations such as an educational sabbatical, family travel, or a short-term relocation for work. Families who request long-term leave and follow the process laid out in this policy may re-enroll their child without going through the application and enrollment process and the child will be placed at the top of the waiting list and immediately enrolled upon returning.

#### **A. Long-term leave and re-enrollment procedures**

All students are de-enrolled after not attending school of fifteen consecutive days.

1. To qualify for re-enrollment eligibility, parents or guardians must request long-term leave from the Director in writing at least 30 days before the start of the long-term leave, giving the beginning and end dates of the student's leave from the school as well as the reason and documentation for the long-term leave.
2. In the case of long-term medical leave, families should arrange an in-person meeting with the Director as soon as possible to establish the start of leave and a draft re-entry outline for the student.

#### **B. Open enrollment spots**

When a student is de-enrolled at the school for any reason, their spot will be offered to the next student on the waiting list. This may result in the over-enrollment of a class or grade when the student on long-term leave returns. No further offers of enrollment will be made until that class or grade is under-enrolled unless otherwise directed by processes stated in this policy.

#### **C. Conditions and limits on long-term leave**

1. Students may not miss more than the equivalent of one year to be eligible for long-term leave. The days on leave must be consecutive.
2. Generally, no more than two students at a grade level or four students at the school will be granted long-term leave in any school year. Only the first students to request long-term leave and meet all conditions listed in this policy will be granted long-term leave. All approvals are at the discretion of Head of School Operations.
3. Students may not have more than one long-term leave every five school years.

### **VII. Student Withdrawal**

When a student withdraws from the school, a Withdrawal Form should be completed and returned by a family member to the enrollment team.

### **VIII. Non-Discrimination**

It is the policy of the School Board of School of Northern Lights to comply with federal and state laws prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, nationality, ethnic origin, religion, gender, marital status, sexual orientation, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any educational program, or educational program, employment or activity operated by the district.

Legal References: Statute 124E.11