

591 Star of the North Academy (SNA) Enrollment and Lottery Policy

STUDENT ENROLLMENT POLICY

1. Annually, Star of the North Academy will establish the number of sections to be offered at each grade level the following school year, and the maximum number of students to be allowed in each section.
2. The SNA application period will be set each year by the school's board.
3. During the application period, the application deadline and potential lottery date are advertised on the SNA website and during monthly school tours.
4. In the month leading up to the application deadline, SNA will remind parents of current students that per Minnesota Statutes 2024, section 124E.11, enrollment preference must be given to sibling of an enrolled pupil and to a foster child of that pupil's parents.
5. SNA gives enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents.
6. A staff member eligible for an enrollment preference for their child, including a foster child, must be an individual employed at the school whose employment is stipulated in advance to total at least 480 hours in a school calendar year.
7. Prior to the lottery date, the school registrar and one or more Board Members create a list with the numbers of open seats. Names of siblings of an enrolled pupil and foster children of that pupil's parents are entered first into a lottery to fill open seats if there are more applicants than seats available and the sibling lottery is conducted first.
8. If there are still open seats, the names of all other students for who SNA has received timely applications that are on a waiting list are entered into the lottery.
9. Lotteries are held at SNA in front of an audience of any parents or prospective parents who choose to attend, names are randomly drawn, one at a time, and entered on the list of available seats.
10. When all seats are filled, the remaining names are pulled from the container, one at a time, to create a waiting list in the order of when they were randomly drawn in the event that a seat becomes available.
11. After the enrollment lottery is complete, all seated students are asked to complete an enrollment form.
12. SNA checks all applicants to ensure kindergartners will have turned 5 prior to December 31st of the following year or applying for early admission in accordance with Policies 590 and 591.
13. As applications continue to come in after the lottery date they are date and time stamped, names are added in order of when they are received to the bottom of the waiting lists previously created at the time of the lottery. Siblings are added to sibling waiting list, and other potential applicants are added to the general waiting list. Waitlists do not carry over from year to year.
14. As any seat becomes available, the prospective student at the top of the sibling waiting list is contacted first and enrolled. If there are no potential applicants on the sibling waiting list, the prospective student at the top of the general waiting is contacted and enrolled.

ADMISSION POLICY

SNA ADMISSION POLICY

Star of the North Academy is a public charter school open to any student in the state of Minnesota. All students have a right to an education, however registration is required. A student application can be found on the school website or when parents do a walk-in. Parents may also call the school to enroll by phone or a representative can be sent to a student's house to describe the benefits of enrolling at Star of the North Academy.

As a public charter school, federal and state laws govern SNA's admission policy. Under Minnesota Statutes 2025, section 124E.11, if the number of applications exceeds the capacity of SNA's program, grade level, or building, students must be accepted by lottery. For any grade level where we have more applicants than spaces available, we will conduct such a lottery to determine admission for that grade. Applicants who do not receive classroom placements in the lottery will be put on a waiting list in the order they were selected in the lottery. They will be notified promptly if a space becomes available. Per state statute, each school year is a separate enrollment period. Those students on a waiting list for one school year will have to submit a separate application the following year. At SNA, enrollment preference will be given to a sibling of an enrolled SNA student. We define siblings as children that share a parent, guardian, and/or caregiver. Children of SNA employees are given preference in this same manner.

Students currently enrolled in the school are automatically enrolled for the following school year.

KINDERGARTEN INFORMATION

It is Star of the North Academy School's policy that children applying to Kindergarten must turn 5 years of age on or before Dec. 31st of the year they will be starting school or apply for early admission in accordance with Policies 590 and 591.

NONDISCRIMINATION POLICY

Star of the North Academy does not discriminate on the basis of sex, religion, color, national and ethnic origin in its admission or educational policies, athletics, and other school administered programs (Minnesota Statutes 2025, section 124E.11, paragraph (e)).

Star of the North Academy will comply with all applicable federal, state, and local laws, rules and regulations, including, without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, creed, color, gender, national origin, religion or ancestry.

NONSECTARIAN POLICY

Star of the North Academy agrees that it will operate, in all respects, as a non-sectarian, non-religious, non-home-based public school. The school will not be affiliated with any non-public or sectarian school or religious organization.

CLASS SIZE GUIDANCE

The Star of the North Academy Board recognizes that there is a relationship between class size and student achievement and this relationship varies across grade levels, among subjects, and by methods of instruction. Therefore, the recommended class size shall be determined by several variables including grade level, classroom space, and budgetary constraints, in each calendar year. The Executive Director/Principal has the right to increase class size based on need by bringing the proposed increase to the school board for approval.

Higher class sizes will be allowed for the scheduling of special classes such as physical education based on grade level and classroom space.

590 EARLY ENTRANCE AND GRADE ACCELERATION POLICY

I. PURPOSE

The purpose of this policy is to provide procedures for the consideration of early entrance for students in kindergarten and grade acceleration for students in grades 1-6.

II. GENERAL STATEMENT OF POLICY

A. It is Star of the North Academy School's policy that a child applying to Kindergarten must turn 5 years of age on or before December 31st of the year they will be starting school unless the child turns 5 by October 1st and demonstrates readiness through a comprehensive evaluation that uses valid and reliable instrumentation, is aligned with state kindergarten expectations, and includes a parent report and teacher observations of the child's knowledge, skills, and abilities.

B. Grade Acceleration – is allowed and determined on a case-by-case basis Students who have met the criteria set by Star of the North Academy will be allowed to accelerate one grade level during their K-6 experience. The decision made by the administration shall be final.

III. PROCEDURES

Grade Acceleration

It is the policy of Star of the North Academy to allow grade acceleration providing that the elementary and middle school student meets the following criteria: 1. The parent initiates the request with the Director, Assistant Director, or teacher. All requests should be submitted by April 1 for the following school year. Parents will be notified regarding the dispensation of the request no later than June 15. Requests will not be considered after April 1.

2. The Assistant Director will arrange a meeting with the parent and the student's teacher(s).

3. The purpose of the meeting will be to gather data regarding the student's current achievement and abilities. It may be necessary to request further testing in order to make a decision. If that is the case, the parent is responsible for any costs incurred in this process.

4. After all necessary data has been collected the Director, Assistant Director, and teacher(s), will make a decision as to whether the student shall be accelerated. The Assistant Director is responsible for communicating the decision to the parent. 5. If the student meets the criteria set by Star of the North Academy, additional testing may be necessary to determine correct placement within the new grade level.

Evaluation and Review

Placement decisions made via grade acceleration will be reviewed within six weeks of placement. The administration retains the right to revoke the decision if the student is not successful in the new placement.

Legal Reference: (Minn. Stat. §120B.15)

Legal References: Minn. Stat. §120A.20, subdivision 1 (age limitations; pupils)