

Pursuant to Colorado Revised Statutes Section 22-30.5-106(1) and Provision 24 of District 50's Charter School Application Provisions, the Academy Board set the following enrollment policy. Crown Pointe Academy does not specify an attendance area. Crown Pointe Academy defines its' enrollment according to the following policy.

I. Non-Discrimination

The School's enrollment policy prohibits discrimination on the basis of disability, race, creed, color, gender, national origin, religion, and ancestry or the need for special education services. The Charter Contract states students with disabilities requiring more intensive services than can reasonably provided at the School will be referred to District 50's Department of Special Services or to their school district of residence for appropriate education consistent with the law.

II. Enrollment Preference

Enrollment will be on a first-come, first-serve basis within each grade (based on the date of the letter of intent to enroll) within each grade.

First priority will go to:

1. Siblings of presently enrolled children
2. Children of staff and grandchildren of staff members that have been employed by the school for more than 5 years.
3. Residents of the City of Westminster (both inside and outside the school district) who reside between 68<sup>th</sup> and 80<sup>th</sup> avenues will be given priority to enroll their children first up to 33% enrollment. The school will strive to distribute this percentage across the grades.
4. All residents who live in School District 50 or in the City of Westminster will then be given next priority to enroll in the remaining 67% of the enrollment.
5. Core Knowledge transfer students
6. All other students regardless of residence or school district will have an opportunity to enroll.

The order of the wait list may not be modified except for consideration for readmission, paragraph III, and the 7<sup>th</sup> and 8<sup>th</sup> grade as discussed in paragraph IV below.

If the School parent moves out of the District and/or out of the City of Westminster, all children enrolled in the school may continue to attend the School at the parent's discretion and siblings will maintain their sibling status.

Families have the right to make an appeal to the Academy Board if denied admission to the school.

III. Consideration for readmission:

If an opening is available in the grade a family is requesting readmission into, a prior Crown Pointe student in good standing with the school and who has recently withdrawn may request readmission into the school at least 5 business days prior to September 30 of the current school year. A family in good standing implies that the student has had no significant behavioral problems and that the parents have been compliant with the conditions in the Parent Contract. Consideration for readmission will be handled on a case by case basis and must be approved by the Academy Board.

IV. Total Enrollment

Grades K-5 class size will not exceed 27 students per class. The School will put forth-best efforts to maintain a class size of 25. The exception is 6<sup>th</sup> grade which is increased to a total of 30 and divided into to smaller classes of approximately 15 students per class. New students for the 7<sup>th</sup> and 8<sup>th</sup> grade will only be admitted after being assessed and deemed likely to succeed at Crown Pointe Academy. The Director will establish criteria. The Academy Board will approve the assessment tool used.

V. Declining Opportunity to Enroll

NON-SIBLING

If enrollment is declined when offered, the student will be moved to the bottom of the wait list in their respective paragraph II priority category.

SIBLING

If enrollment is declined when offered: on first decline student will be moved to the bottom of the sibling wait list, second decline student will be moved to the bottom of the entire wait list.

VI. Late Enrollment

No student will be enrolled after October 1 of the current school year without approval by the Director and Academy Board.

VII. The Director will maintain an accurate wait list. A current wait list will be presented to Academy Board PR liaison the first of March. The wait list will be purged annually.

VIII. Criteria to use sibling and staff priority status

Definition of a Sibling: A sibling is a brother, sister, stepbrother, stepsister, or a legally adopted brother or sister. To be considered as brother or sister, the children must share at least one of the same parents. To be considered as “step” siblings, one blood parent of a child must be legally married to the blood parent of the other child.

1. Criteria for Sibling status

- The child must meet one of the definitions of a sibling.
- For a non-blood related sibling to use this status: Non-blood related (“step”) sibling must live with the parent of the child currently enrolled in the school at least 50% of the calendar year.

2. Criteria for Staff children

- The child must be a blood-related son or daughter and/or legally adopted.
- A stepchild must be the child of a legal spouse and must live in the staff member’s house at least 50% of the calendar year.
- A staff’s grandchild must be a blood related grandchild or grandchild legally adopted by the staff members’ child. The staff member must have been continually employed at Crown Pointe Academy a minimum of 5 years. The staff hiring date will initiate the 5 year requirement.

3. Criteria for Foster Children

- Foster children do not meet the criteria for siblings, staff children, or grandchildren status. Dated letter of intent and place of residence will dictate enrollment.

4. Criteria for Guardianship

- Residence will dictate priority status. Proof of legal guardianship is required.

**Adopted:** April 5, 2004

**Reviewed:** Feb 12, 2008

**Revised:** Dec 7, 2004, March 1, 2005, June 7, 2005, April 18, 2008

**Rationale:** Reformatted and updated from Charter Contract, Intergovernmental Agreement, Academy Council Minutes 1/20/98, 5/06/02, 11/05/01, Enrollment Procedure/Enrollment & Lottery Process, Crown Pointe Academy School Philosophy.  
June 2004: added last sentence to 1<sup>st</sup> paragraph for clarification of maximum enrollment.

Dec 2004: added grandchildren of staff in paragraph II - 2.

Mar 2005: added criteria for sibling.

June 2005: Changed Council to Board.

March 2008: added criteria to admit 7<sup>th</sup> and 8<sup>th</sup> grade students, readmission conditions, added PR liaison to VII, and deleted the 225 enrollment limit.