

Pursuant to Colorado Revised Statutes Section 22-30.5-106(1) the Academy Board set the following enrollment policy. As a Charter school, the School does not specify an attendance area instead 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, sex, sexual orientation, national origin, religion, and ancestry or the need for special education services.

II. Enrollment Preference

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

First priority will go to:

1. Siblings of presently enrolled children.
2. Children and grandchildren of full time staff members.
3. 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.

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is requesting readmission into, a prior Crown Pointe student in good standing with the school and who has recently withdrawn may request readmission into the school at least 5 business days prior to September 30 of the current school year.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 contact. 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.

V. Grade Placement

Students will be placed in the appropriate entrance year on the wait list according to their chronological age if preschool age, or according to their current grade if in a traditionally-graded school. Parents will inform Crown Pointe if a student repeats a grade and grade placement changes. Students attending a school that does not use traditional grades will be placed on the wait list in the appropriate grade following their chronological age. When an opening is offered, the standards based level equivalency in reading will be used to determine if the student is working in the appropriate grade level to enter the grade offered. If the student has not passed the standards appropriate for the grade, the parents may elect to 1) accept the opening that has been offered based on the student's chronological age, or 2) elect to enroll the student one grade lower. Students will not be placed in a grade level higher than the grade appropriate for their chronological age.

VI. 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:

1. On first decline, student will be moved to the bottom of the sibling wait list.
2. Second decline, student will be moved to the bottom of the entire wait list.

VII. Late Enrollment

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

VIII. The Director will maintain an accurate wait list. A current wait list will be presented to a designated Academy Board member by the March Board Meeting.

IX. 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 parent of a child must be legally married to the parent of the other child.

1. Criteria for Sibling status
  - The child must meet one of the definitions of a sibling.
  - Siblings 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 of legal guardianship 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 directly related grandchild or grandchild legally adopted by the staff members' child. The staff member must be a full time employee.
  
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 August 2015

**Revised:** Dec 7, 2004, March 1, 2005, June 7, 2005, April 18, 2008, March 16, 2009, April 15, 2011, August 2015, August 15, 2018

**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.

March 16, 2009: removed criteria to admit 7<sup>th</sup> and 8<sup>th</sup> grade students

January 2011: changed enrollment preference removing 33% priority due to new facility and adding item for city of Westminster no living in district, added grade placement

May 2011: changed grade placement for student attending non-traditional graded schools

**Crown Pointe Academy of Westminster**  
**Enrollment Policy**

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August 2015: Removal of D50 JC CPA Enrollment Policy to Enrollment Policy and Provision 24 of District 50's Charter School Application Provisions I. Removed to District 50's Department of Special Services VIII removed PR liaison the first of March to a designated Academy Board Member by the March Board Meeting. Authorizing with Colorado Charter School Institute June 2015

August 15, 2018: Changed II Enrollment Preference; change staff members that have been employed more than 5 years to full time staff members. Removal of All residents who live in School District 50 to All other students regardless of residence or school district will have an opportunity to enroll. Removal of All residents who live in the City of Westminster, but outside the boundaries of District 50. Removal of Core Knowledge transfer students.

February 12, 2020: Changed to align with Colorado statute. Removal of gender, addition of sex, sexual orientation. Removal of special education exemptions. Changed typo, apparent to parent.

November 10, 2021: Removed the terms blood and/or blood related and added the terms legal guardianship and directly related. Changed V Grade Placement; stay on the wait list according to the chronological age with a new wait list date to, accept the opening that has been offered based on the student's chronological age, or 2) elect to be placed on the wait list to enroll the student one grade lower, using the current wait list date.