



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area:</b> Governance	<b>Policy #:</b> 1511
<b>Title:</b> Admission Policy	<b>Adopted:</b> February 11, 2004 <b>Revised:</b> November 15, 2011 <b>Revised:</b> May 22, 2017 <b>Revised:</b> February 11, 2021

### **Issue Statement**

The Board of Directors wishes to stay true to the school's vision statement, which in part states: to provide top quality academic and individual development opportunities for our students through a collegial atmosphere of learning, by adopting a written policy outlining the process for a parent/guardian to exercise their choice concerning their child's enrollment to Monument Academy.

Monument Academy (MA) is a school of choice in the Lewis Palmer School District (D38). From time to time, there are more families who want their children to attend MA than there are spaces available. MA will fill Open Seats for enrollment on a first come first served basis according to its contract with its authorizer (D38).

### **Policy Statement**

The Admission Policy is therefore stated as follows:

### **Enrollment**

Enrollment shall be open on a first priority basis to any child who resides within the School District and then to any child who resides outside of the School District, subject to compliance with Colorado public schools of choice statutes and Board policies. MA shall comply with the School District's centralized open enrollment policy and regulations. Enrollments after 10/1 will be at the discretion of the Chief Operating Officer.

### **Wait Lists**

When more students have applied for admission to MA than there are Open Seats, a wait list will be used to fill seats as they become available. Admission selections shall be without regard to race, creed, color, sex, sexual orientation, national origin, religion, ancestry, disability, or need for special education services.

Priorities for admission shall be granted in the following order:

1. currently enrolled students of MA matriculating to the next grade;
2. students who are children of paid MA employees (*i.e.*, those who are paid for work at MA for 20 hours per week);
3. siblings of students who are currently enrolled and who will be continuing at MA during the ensuing year;

4. resident students (those students who reside within D38) who participated in open enrollment or are new to the District; and
5. nonresident students (those students who reside outside D38) who participated in open enrollment or are new to the District.

Notwithstanding the foregoing priorities, at all times a majority of the students enrolled shall be residents of the School District or contiguous school districts.

Denial of admission shall be consistent with state law and School District policy and regulation. To the extent that either the School District or MA deny admission to a student, they will provide the parent or guardian of the student with written notification setting for the specific reasons for such denial as required by law.

### **Required Documentation**

All required documentation including but not limited to letters of interest, application, birth certificates, proof of residency, health records, records requests, and/or any other documentation required by Colorado statute, authorizing school district or administrative procedure shall be submitted to Monument Academy and must be complete in their entirety. Incomplete applications/packets will not be accepted, and enrollment will not be guaranteed.

### **Admission**

Students new to MA will be **enrolled conditionally** until records, including discipline records, from the schools previously attended by the student are received by the district. Notice of the conditional enrollment status of new students will be clearly indicated on all new student enrollment forms. In the event the student's records indicate a reason to deny admission, the student's conditional enrollment status will be revoked. The student's parent/guardian will be provided with written notice of the denial of admission. The notice will inform the parent/guardian of the right to request a hearing.

### **Grounds for denial of open enrollment**

An enrollment request to MA may be denied at any time if:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for enrollment in the program or school.
- b.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of attendance, performance, or credits.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school or district during the preceding 12 months.
- f. The student has demonstrated behavior in another school during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel including but not limited to behavior that has resulted in a suspension.
- g. The student has graduated from the 12th grade of any school or is in receipt of a document evidencing completion of the equivalent of a secondary curriculum.

### **Placement Test**

Placement tests may be given to students entering Monument Academy to try to ensure they will be challenged and successful. Appropriate course level and/or grade placement will be determined by the placement test. **(Note: Placement tests are not entrance exams)**

- A. Students may be asked to take a placement test administered by Monument Academy faculty.
- B. Whenever the Principal, in agreement with the classroom teacher(s), recommend that a student be placed in a specific grade or course level, parents/guardians should be notified of the recommendation no later than ten (10) business days after the tests are completed.
- C. If parents/guardians agree with the placement recommendation of their student, they will sign an “Agree to Placement Recommendation” form and it will be placed in the student’s file.
- D. If parents/guardians disagree with the placement recommendation of their student, they must put together an academic plan with the assistance of the Principal, for the summer months to ensure the student can achieve mastery at recommended levels of the subject knowledge before placement recommendation can be changed. All costs associated with the academic plan are the sole responsibility of the parents/guardians. If parents/guardians disagree with the placement recommendation of their student and the placement test is taken at the end of the summer months or during midyear where the use of an academic plan is not practical, the school principal’s final decision regarding placement will stand.
- E. Upon completion of the academic plan, the parents/guardians will provide proof of attendance and documentation of subject proficiency or grade level mastery.
- F. Monument Academy may choose to further test the student. Additional testing may include benchmark testing in reading, math, and writing for grades K-5 and subject content in grades 6-12.
- G. After consideration of the various factors, including achievement data and consultation with teachers and parents, the school principal will make all final decisions regarding placement.
- H. *In all cases, if a decision has been made to place the student in a grade other than that which was originally offered, placement in the recommended grade will be dependent upon seat availability. If no seat is available, the student will be placed on Monument Academy’s waitlist.*
- I. As a school of choice, Monument Academy parents/guardians always may choose to enroll their student in another school if they choose not to pursue an academic plan in regards to placement or if no seat is available in the grade as determined by the placement process.

## **Roles and Responsibilities**

The Board of Directors has sole responsibility for the determination and revision of this Policy. Enforcement of this Policy is hereby delegated to the Chief Operating Officer.

## **Related Documents**

Charter School Contracts dated 2018-2028

## **Points of Contact**

The following positions shall serve as points of contact for the enforcement of this policy:  
President of the Board of Directors and the Chief Operating Officer

