



Monument Academy

Board of Directors Governance and Policy

Policy Name: JG-MA	Enrollment and Placement
Policy Number:	JG-MA-R
Original Date:	02/11/2004
Reviewed:	12/14/2023
Approved	01/05/2024
Category:	Students
Author:	Registrar
Approval:	MA Board of Directors

INTRODUCTION

The Board of Directors wishes to stay true to the school's vision statement, which in part states: to educate all students in the journey of becoming well-rounded, flourishing individuals, by adopting a written policy outlining the process for a parent/guardian to exercise their choice concerning their child's enrollment at 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 serve basis according to its contract with its authorizer (D38).

ENROLLMENT RESTRICTIONS

Kindergarten and First Grade

Our experienced Kindergarten teachers have discovered there is a vast difference between 5-year-olds and 4-year-olds who turn 5 years of age, within the start of school and October 1 window. Specifically, they have found that these students lack critical self-help skills, are not able to advocate for themselves, and are typically not ready for kindergarten socially, academically, and/or emotionally.

Therefore, students must turn 5 years of age on or before August 15th of the intended enrollment year in order to start kindergarten. For example, if a student's birthday is August 25, that child will start kindergarten in the enrollment year that child turns 6. All cut-off dates will be upheld, **with the only exception of the 2024-2025 year of enrollment.** Students who have been added to our waitlist via a Letter of Interest (LOI) prior to or on 1/5/24 for the 2024-2025 school year, or students who have successfully completed Pre-K at Monument Academy for the 2023-2024 school year, will be

grandfathered under our previous entrance age requirement of turning 5 years of age on or before October 1st. All students added to our waitlist via a Letter of Interest (LOI) after 1/5/24 for the 2024-2025 school year will follow the current cut-off date of turning 5 years of age on or before August 15th to enter kindergarten for the 2024-2025 school year.

Students must also meet the age cut-off requirement for first grade. Accordingly, students must be 6 years of age on or before the August 15th deadline that begins the academic year in which the student wishes to enroll in first grade.

ENROLLMENT AND PLACEMENT PROCEDURES

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 Executive Director.

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.

Parents/guardians must accept the seat offer and complete the online admission form to begin the process of enrollment. Once a firm offer has been accepted, parents/guardians will be provided with the necessary instructions to complete the required registration or transfer process if necessary (please see D38 policy JFBA: Intra-District Choice/Open Enrollment).

If an enrollment offer is declined, the child will be removed from the waitlist. In addition, if the parent/guardian cannot be reached via the provided contact information on file and a response is not received by the deadline, the offer will be rescinded. In both cases, a new Letter of Interest (LOI) must be submitted for the child to be considered for a future offer.

Priority 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 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 (C.R.S. 22-36-101)

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. 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.
- c. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- d. The student has been expelled from any school district during the preceding 12 months or is in the process of being expelled.
- e. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

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 Executive Director.

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 Executive Director.

LEGAL REFS.

C.R.S. 22-1-102

C.R.S. 22-1-102.5

C.R.S. 22-32-116

C.R.S. 22-33-106

C.R.S. 22-36-101 et seq.

Cross References

D38 Policy JFBA: Intra-District Choice/Open Enrollment