



AMERICAN ACADEMY  
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## American Academy Enrollment Policy

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*This policy was modified and approved by the American Academy Board of Directors on November 19, 2009.*

### **Purpose**

The purpose of this policy is to outline the enrollment process for grades Kindergarten through eighth grade at American Academy.

### **Method of Enrollment**

Parents request enrollment of their child(ren) to the school by submitting an American Academy online Intent to Enroll form prior to or during the school's open enrollment period. Submitting an Intent to Enroll form in no way guarantees that the child(ren) will be extended an Invitation to Enroll..

### **Non-Discrimination Policy**

American Academy will not discriminate against any student. Therefore, the school will not enroll students on the basis of ability (academic, language, physical or otherwise), gender, race, or socioeconomic status.

### **Open Enrollment Period**

Open enrollment for each school year will end at midnight (MST) January 15th. All Intent to Enroll forms received prior to that time will be considered for enrollment for the upcoming school year. Families that applied in a prior year but were not extended an invitation to enroll do not need to reapply.

### **Priority for Enrollment**

Priority for enrollment is given to the following classes of students, prior to the lottery; these classes are listed in order of priority:

- 1) Children, legal dependants and grandchildren of Founders of American Academy (as defined in the *Founder Definition* section of this document)
- 2) Children, legal dependants and grandchildren of current and former Directors of the Board of American Academy
- 3) Children, legal dependants and grandchildren of faculty current employees of American Academy. .
- 4) Siblings of currently enrolled students at American Academy

### **Weighted Lottery**

After the priorities for enrollment listed above are considered, all other students who have submitted an intent to enroll form before or during open enrollment will be selected by lottery, as follows:

1. Each student will be given one entry in the lottery.
2. Each student will be given one additional entry for each of the following criteria:
  - a. Residency within the Buffalo Ridge Elementary School Attendance Boundary or Timber Trail Elementary School Attendance Boundary as of the lottery date;
  - b. Being on the wait list of American Academy for more than one year (included in a prior year lottery and not offered a spot; incoming kindergartners are not eligible); and
  - c. Signed a Letter of Intent prior to American Academy's final Charter Application submittal on October 5, 2004 and have never declined a offer of enrollment.

### **Lottery Process**

The lottery process shall commence on the first school day after January 15th. All students for whom an Intent to Enroll was received prior to the end of the open enrollment period and are eligible for enrollment will be assigned a unique number and placed on a list (by number). If the student is eligible for more than one weight in the lottery, their number will be included in the list multiple times corresponding with the number of weights they are eligible for. The list is sorted using computer-generated, randomized numbers. Each entry is assigned a Lottery ID from 1 to n depending on where they landed in the sort. Students with multiple entries will be assigned the smallest Lottery ID assigned to their entries. The Lottery ID will be utilized for the upcoming academic year only. Enrollment vacancies will be filled by grade, beginning with the highest grade for which there is one or more vacancies, and will continue in descending order (grade eight, grade seven, grade six, and so forth) until all vacancies are filled for all grades; enrollment invitations will be extended to students in order of their assigned Lottery ID (lowest to highest). To ensure authenticity and integrity of the lottery process, the randomization of computer-generated Lottery ID assignments will be overseen by no less than three Directors of the Board; the final sort will be printed and signed by all witnesses.

### **Enrollment Acceptance**

Upon receiving an Invitation to Enroll via telephone, the parent(s) or legal guardian(s) of the child(ren) shall provide verbal Enrollment Acceptance to the appropriate school contact no later than twenty-four hours after the enrollment invitation was extended. Signed Enrollment Acceptance and Open Enrollment forms shall be downloaded by the parent(s) or legal guardian(s) from the school website and submitted to the school within one week of providing verbal acceptance. A student who accepts enrollment will be deemed a currently enrolled student, and that student's enrollment will continue beyond the current academic year, in accordance with the school's policies and procedures. If no verbal Enrollment Acceptance is received by the school within twenty-four hours from the time any child was extended an Invitation to Enroll, or an Enrollment Acceptance form was not submitted to the school within the time allowed, the school will assume the parent(s) or legal guardian(s) of the child(ren) have declined to enroll the child(ren) in the school, and the school may then extend an Invitation to Enroll to another child..

### **Vacancies**

When a vacancy is created prior to, during, or after the school year, the vacancy may or may not be filled, at the discretion of the school's Head of School, in the event it is considered to be fiscally, logistically or otherwise in conflict with the school's ability to meet its mission and goals. If the school chooses to fill the vacancy, priority will be given as specified in the Priority for Enrollment section of this document. An Invitation to Enroll will be extended to a child in the manner described in the Invitation to Enroll section of this document. A student who fills a vacancy shall be deemed a currently enrolled student, and that student's enrollment shall continue beyond the current academic year, in accordance with the school's policies and procedures.

### **DCSD Open Enrollment Policy**

By providing written Enrollment Acceptance to the school, the child(ren) will forfeit enrollment in their neighborhood school, as defined by DCSD open enrollment policies. Please see the DCSD website for details regarding their open enrollment policies.

**Founder Definition**

A "Founder" of American Academy at Castle Pines is defined as either:

- 1) **A Founding Board member. The Founding Board members are identified to be (listed in alphabetical order of last name):**

- Denese Gardner
- Erin Kane
- Adil Khan
- Jackie Santos

**or,**

- 2) **The families (listed in alphabetical order of last name) who made substantial contributions to the successful establishment of American Academy, "substantial contributions" being defined as the completion of 60 Board-approved individual or family volunteer hours contributed to the school between June 1, 2004, and February 1, 2005:**

- Antonsen, Don & Sue
- Barbetti, David & Renee
- Benko, Pat & Lisa
- Criley, Scott & Stacy
- Cummings, Tom & Trish
- Dillon, Brant & Heather
- Johsnon, Chris & Melany
- Johnson, Ed & Mary
- King, Chad & Melissa
- Kittle, David & Malinda
- Kullick, Tom & Kelly
- New, Justin & Andrea
- Romero, Dave & Karen
- Rubino, Phil & Selina
- Titensor, Brent & Dennia
- Wunderlich, Jim & Libby

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**POLICY HISTORY**

- Original:* approved by the BOD on XX, 2005
- Revision 1:* approved by the BOD on XX, 2005
- Revision 2:* approved by the BOD on September 19, 2005
- Revision 3:* approved by the BOD on September 24, 2008
- Revision 4:* approved by the BOD on November 19, 2008
- Revision 5:* approved by the BOD on November 19, 2009

**SUMMARY OF REVISION 1**

Addition of names of founding families

**SUMMARY OF REVISION 2**

Removed priority of staff children to avoid disqualification for federal funding

**SUMMARY OF REVISION 3**

Returned priority of staff children; added a weighted lottery per the charter renewal contract; and clarified the lottery process

**SUMMARY OF REVISION 4**

Clarification of feeder area

**SUMMARY OF REVISION 5**

Changed lottery date to January 15