

## **Enrollment Policy – 2021-22**

### **Liberty Tree Academy Enrollment Policy**

Liberty Tree Academy Charter School Enrollment Policy LTA sets forth the following non-discriminatory enrollment policy as required by law. Within the time limits and priorities described below, students shall be enrolled at LTA based on lottery, without regard to race, creed, color, sex, national origin, religion, sexual orientation, ancestry, disability, or need for special education services. Enrollment in charter schools is available to all students, including students with disabilities, and information about disabilities will not be requested until a student has been admitted and enrolled in a charter school. For questions regarding the admission and enrollment of students with disabilities in charter schools, you may contact the D49 office or the LTA Registrar.

#### **Notification of School Opening**

LTA aims to make its excellent academic program available to students of every background in the community. LTA will make strong efforts to notify the community at large of the school's opening and to inform the community about the school's enrollment procedures and timelines. LTA will make announcements of the school's opening via the LTA website, printed material, and several public meetings in different venues that will accommodate families from different parts of the community. The school will also advertise in the newspaper and/or via radio and encourage school supporters to share information with others they know. The enrollment application is in Spanish, English and multiple other languages to ensure that our school information and educational opportunity is made available to non-English speaking community members.

#### **Lottery Overview**

In the event that interest in a grade is beyond capacity, enrollment is determined by an unweighted, random lottery system. All completed applications turned in by the deadline (11:00pm on the second Tuesday of February each year) will be eligible for the lottery. All applicants are randomly assigned a number that is then drawn randomly during the lottery. LTA will utilize software to perform the lottery and the process will be overseen by the school's lottery and enrollment director. Should there be more lottery applicants than available seats, students are randomly assigned waitlist numbers through the software. LTA does not carry its enrollment list over from year to year and students not selected in the lottery will be invited to sign up for the enrollment list the following year.

#### **Lottery Application Process**

The enrollment director will determine, based upon the total number of students currently enrolled, how many enrollment openings are available for each grade level. Class size may be 27 students per class with two classes per grade, totaling 54 students per grade. Classes may be over enrolled by two students per class to account for natural attrition.

#### **Lottery Application Criteria**

To be placed on the LTA enrollment list a child must be born, have a name, and be of eligible age. A parent must submit an application for his/her child to be added to the enrollment list prior to each lottery.

#### **Lottery Application Deadline**

All applications for the lottery must be filled out completely and legibly. Complete applications must be in our admissions office by 11:00pm on the second Tuesday of February each year to be included in the lottery. A sample application is included in this document. Applications received after the deadline will be added to the wait list in the order they are received. All applications received after the deadline will be added to the wait list behind any applications that were turned in before the deadline and were placed on the waitlist due to limited seat availability.

### **Lottery Mechanics**

Where the number of eligible applicants exceeds the space available in a particular grade to which admission is sought, a process of random selection shall be conducted via a secure computer algorithm ensuring families of an equitable, tamper-proof process generated through the software.

Random selection will occur after the priority list of applicants has been exhausted. LTA lottery is conducted considering a few different priority statuses. Preference to the children of Founding families, siblings of currently enrolled students, children of full-time staff, and military involuntary relocation scenario.

#### **Priority 1: Founding Families Policy**

Those children whose parents/guardians were active in the planning process by serving on the founding interim governing board, an advisor to the founding interim governing board, or active volunteer who completes 50 hours of service prior to the opening of the school will receive priority for admission if their applications are received by the application deadline. Said families must have been designated a “founding family” by LTA steering committee. Reserved Priority 1 seats will not exceed

20% of grade capacity. Priority 1 families will taper off throughout the existence of the school as their children graduate.

#### **Priority 2: Staff Policy**

Children of staff members who work 30 or more hours per week will receive priority for admission if their applications are received by the designated deadline. These children will be allowed to remain in the school regardless of whether or not the parent/guardian remains employed by the school.

The total number of students enrolled under the priority Founder/Staff policy will not exceed 20% of the school’s population. If there are fewer spots than the number of priority applicants, then a separate lottery is held for these applicants with priority status. Children of Founders and Staff are given priority over siblings. Any student falling under the Founder/Staff policy who is not admitted with their priority status will be entered into the general lottery.

#### **Priority 3: Sibling/Household Policy**

It is the intent of LTA to support whole families and create a cohesive and inclusive school community. Siblings of enrolled students will receive priority for admission if their applications are received by the designated deadline. Families may also apply for household priority. Household priority is given when a child who is not a sibling lives with a currently enrolled or admitted family. In this situation, custody papers or other legal documentation must be provided to claim priority.

#### **Priority 4: Military Involuntary Relocation Scenario**

Children of military families who previously attended Liberty Tree Academy and family was involuntarily relocated elsewhere, then was able to return to the Colorado Springs/Falcon area will be placed on military priority status for open seats or on the waiting list according to priorities.

### **General Lottery**

Once priority seats have been filled, LTA holds a general lottery as described above.

The lottery will be held one week following the end of the “pre-lottery” enrollment applications. Neither in district nor out of district students will be given priority in LTA enrollment process.

LTA Board Chair, Ronnie Wilson, met with Mr. Franko D49 Charter School liaison regarding this arrangement and LTA is in compliance with District policy in this matter. (Verified this language/policy: 9-27-17)

Seats will be assigned randomly. Grounds for Denial of Admission Subject to the school’s responsibilities under the Exceptional Children’s Educational Act and applicable federal, state, and local laws, the following may constitute ground for denial of admission to the school:

- Failure to meet age requirement.
- Having been expelled from any school district the preceding twelve months.
- Having engaged in behavior in another school during the preceding twelve months that is detrimental to the welfare or safety of other students or of school personnel.
- Falsification of application or enrollment documents.

LTA will review all application materials for accuracy. If inconsistencies are determined, communication with the parent/guardian will ensue to provide opportunity to rectify honest mistakes. LTA will review each student’s Academic Record upon receiving this information from the student’s prior school or district. If the student comes to LTA 'In District', this information will be available to us immediately for review from D49, if however, the student comes to us 'out of district', we will request records from the student’s prior school or district. Upon receiving the requested records, we will then know if a student has been expelled. A determination re: grounds for denial of admission will take place upon review of student records.

In addition to these grounds for denial of admission, students may be suspended or expelled from the school for failure to comply with state law regarding immunization. From the date LTA gives notice to a parent/guardian that their student is not in compliance with immunization requirements, the parent/guardian has 14 days to bring their child into compliance. To be compliant, a student must be up-to-date with their immunizations, be in the process with a plan to become up-to-date or have an exemption on file at the school. Families who choose not to immunize their children must sign an immunization waiver.

**Time Frame and Public Notice**

The application period will begin in December of the current school year. The specific date will be announced each year the week after Thanksgiving. Grade level lists will be compiled in February. Once a name is drawn, the parent(s) will be notified by phone and given one week to accept or reject the seat. This offer is only for the grade level where the opening occurred.

If the parents(s) of a student whose name is drawn during a lottery cannot be

contacted because they failed to make notification of changes in phone number that student's seat in the school is forfeited for that enrollment cycle, and the parent(s) may choose to reapply at a later date.

If the parent rejects an opening offered to their child, that student's seat in the school is forfeited for that enrollment cycle and the parent(s) may choose to reapply at a later date.

If a student is enrolled into LTA after August 1 but before the start of school, the parents or guardian will be notified by telephone. The parent or guardian must respond within 48 hours or that child's name is withdrawn from the lottery. The parent or guardian may choose to be put back into the lottery.

Openings at LTA will be advertised at parent information sessions, on our web site, and posted in the school. LTA will not discriminate in recruiting and will reach out broadly to the entire community, including households that do not speak English as a primary language, students with disabilities, and other Educationally underserved groups.

#### **Enrollment Deadline**

After Colorado Count Day, the enrollment of new students to LTA will be determined by the School Leader.

#### **Re-Enrollment for Current Students**

Beginning in December of the current year, enrollment for the coming school year will be accepted through the second Tuesday of February at 11 pm.

Current LTA families do not need to enter the lottery each year, but they must complete and return an enrollment form before the enrollment deadline in February. If returning students have siblings who are new or returning, they must enroll at this time as well.

Failure to return the forms by the deadline may result in the loss of a students' seat for the following year.

LTA will notify currently enrolled families of the registration process via e-mail and in writing via the LTA Newsletter at the end of each school year. LTA staff will do several reminders via e-mail. LTA will not make individual reminder calls. It is the sole responsibility of the parent to keep their e-mail and phone numbers updated as well as follow the registration process and meet the required deadline. If a parent fails to make the deadline and fails to notify the admissions director, the seat will be offered to the next person on the waitlist. The parent may choose to have the student's name added to the bottom of the wait list.