



## ADMISSION PREFERENCES AND POLICIES

### THE ACADEMY'S ADMISSION PREFERENCES AND POLICIES

The Academy is a tuition-free school with the exception of its full-day kindergarten program and a possible preschool. The Academy has developed this enrollment policy consistent with federal law as specified in Title V, the charter school start-up funding legislation. The Academy will use a lottery to fill vacancies once grade levels become oversubscribed. Because the Academy will rely on federal grant funds for some of its academic programs, the Academy will follow the specific requirements of the lottery described below in the priority enrollment section.

On January 18, 2011, the first classes will be organized. Children of founding families and full-time teachers will be guaranteed enrollment up to 20 percent of the student population, with founding families having priority over teacher's families. The Academy reserves the option to disregard these restrictions when reliance on federal grants ends.

The community will be notified of the charter school opening and open enrollment via a number of mechanisms. These include: newspaper articles, the website [www.benfranklinschool.org](http://www.benfranklinschool.org), word of mouth, and emails to community members.

This policy outlines the approved enrollment process for the Academy for all grades.

### Priority Enrollment

Priority for enrollment will be given to the following groups of students, prior to the lottery:

1. Currently enrolled students;
2. Children in the household of Founding Families;
3. Children of full-time teachers; and
4. Siblings of currently enrolled students. Siblings that share the same birth date (i.e., twins or triplets) shall receive automatic enrollment.

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The aggregate sum of priorities 2 and 3 will comprise no more than 20% of total student enrollment per CDE Grant Guidelines.

## Founding Families

A Founding Family includes children in the household of any member of the Board and children in the household of any family or person that provides at least 60 hours of approved volunteer service toward the establishment of the Academy. For first year enrollment, approved volunteer hours must be served between March 2010 and January 15, 2011. For priority enrollment due to Founding Family status in subsequent years, approved volunteer hours must be served prior to the first day of school in 2011. Founding Family status will be prioritized based on the completion date of the required 60 volunteer hours.

As of December 3, 2010, the founding families include:

- The Sanders family
- The Lambert family
- The Ferguson family
- The Mullen family
- The Sunahara family
- The Brock family
- The Nekouei family
- The Harden family
- The Bynum family
- The Godbout family
- The Lujan family
- The Hodge family
- The Neill family
- The Testerman family
- The Ernst family
- The Gautier family
- The Torres family
- The Nekouei family
- The Sevinsky family
- The Blum family
- The McGee family
- The DiLorenzo family

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- The Bursch family
- The Carney family
- The Ivey family
- The Derdowski family

### **Open Enrollment**

Open Enrollment for each school year will end at the close of business (5 p.m.) on the Open Enrollment Deadline as set for the by the Douglas County School District open enrollment policy. In 2011, the Open Enrollment Deadline is January 18. Only students enrolled through the Douglas County School District Open Enrollment Program during the school's open enrollment period will be considered for enrollment for the next school year. Opportunity for Open Enrollment will be made public within the school community at least 14 days prior to completion of the open enrollment period to provide equal opportunity to all interested students.

### **Invitation to Enroll**

If the number of applicants in a grade is less than or equal to the number of student spaces available for any grade (K-8), the school will extend an invitation to enroll every applicant that has applied through the Douglas County School District Open Enrollment Program prior to the end of the Open Enrollment Period as stated above. Should the number of open enrollment applications received by the Open Enrollment Deadline be higher than the number of available spaces, after priority students have been enrolled, all remaining applicants for the oversubscribed grade will be assigned a randomized identification number, one per family, to be used in a lottery.

On January 18, 2011, the first classes will be organized. Children of founding families and teachers will be guaranteed enrollment up to 20% of the student population, with Founding Families having priority over the families of teachers. Following which, grades K-6 will be filled starting with grade 6 and working down. If a grade is not oversubscribed, then all students in that grade will be enrolled. If a grade is oversubscribed, then a lottery will be held to fill that grade after those students with priority, as defined above, are placed. When a student is enrolled, his/her younger

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siblings will be enrolled in their respective grades prior to the lottery for that grade level, if there is room. Multiple birth children (i.e., twins and triplets) will be enrolled together regardless of class size.

### **Lottery**

If a lottery is necessary due to a surplus of potential enrollees, the lottery process will be conducted no later than noon (MST) on the day following the Open Enrollment Deadline or the first school day following in the event the Open Enrollment Deadline falls on a weekend. After priority students are enrolled, Open Enrollment Applications received by the school prior to the Open Enrollment Deadline will be assigned a computer-generated, randomized number per family. This number will be assigned 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 8, grade 7, etc.) until all vacancies are filled. Invitations to enroll will first be extended to families assigned the lowest lottery number. The lottery process will be overseen by at least one member of the Board to ensure the integrity of this process.

### **Enrollment Acceptance**

Families who have drawn a lottery number for an available placement will be informed via telephone, email, or U.S. postal mail beginning on the date of the lottery. After the family is contacted and enrollment is offered, the school will require a verbal decision within 24 hours. Parents or legal guardians of the student(s) are responsible for providing a reasonable way for the Academy to reach them regarding enrollment. Parents or legal guardians are also responsible for informing the school of any change to their contact information. While the Academy will make every attempt to notify families, the school is not responsible for the inability to contact families should they be unreachable (e.g., traveling, inaccurate information on the enrollment application, etc.).



While siblings are not guaranteed placement, they will be given priority for enrollment as noted above. Every effort will be made to ensure enrollment for siblings in the future.

### **Vacancies**

Should a vacancy be created prior to or after the school year has begun, the vacancy will be filled as specified in the “Priority for Enrollment” and “Invitation to Enroll” sections as noted above. A student who fills a vacancy will be considered a currently enrolled student, and that student’s enrollment will continue beyond the current academic year.

### **DCSD Open Enrollment Policy**

By providing written Enrollment Acceptance to the Academy (as defined by completing the Enrollment Kit), the parent or guardian understands that the Academy is their student’s home school of record and will forfeit enrollment in their neighborhood school, as defined by DCSD Open Enrollment Policies. Please refer to DCSD website for details.

### **Non-Discrimination Policy**

It is the intention of the Academy to be fair and equitable to all potential students. The Academy will not discriminate against any student based on race, color, national origin, creed, religion, ancestry, age, gender, sex, sexual orientation, disability, socioeconomic status, or need for special education. Students with disabilities, “at-risk” students, and gifted and talented students will be enrolled in the same manner as other students.