



ENROLLMENT POLICY

SECTION 1. BEN FRANKLIN ACADEMY

MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

PURPOSE

Ben Franklin Academy (BFA) is a tuition-free charter school with the exception of its full-day kindergarten and preschool programs. BFA has developed the following enrollment policy in order to fairly fill oversubscribed classes.

This policy will become effective July 1, 2012, and will be implemented beginning with enrollment in the 2013-14 academic year.

SECTION 2.

METHOD OF ENROLLMENT

Parents request enrollment for their child(ren) by submitting an online Intent to Enroll form prior to or during the school's open enrollment period. This open enrollment form shall be available at BFA's website (www.bfacademy.org). Submitting an Intent to Enroll form in no way guarantees that the child(ren) will be extended an Invitation to Enroll.

NON-DISCRIMINATION POLICY

BFA will not discriminate against any student as per BFA's Non-Discrimination Policy. As such, the school will not enroll students on the basis of ability (academic, language, physical, or otherwise), gender, race, or socioeconomic status.

OPEN ENROLLMENT PERIOD

The open enrollment period and Lottery for each school year will be posted on BFA's website no later than November 1 and the open enrollment period will end no later than

midnight (MST) on the last school day in November as identified on the approved BFA Academic Calendar. All Intent to Enroll forms received prior to that time will be considered for enrollment for the upcoming school year. This includes all Intent to Enroll forms received in prior years. Families that submitted an Intent to Enroll form in a prior year but were not extended an invitation to enroll do not need to re-submit an Intent to Enroll form.

PRIORITY ENROLLMENT

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

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

PRESCHOOL PRIORITY

Currently enrolled preschool students shall be given priority to fill fifty percent (50%) of the open kindergarten spots in a given year. These available spots shall be determined by first determining the number of available kindergarten Lottery slots by identifying the total number of open kindergarten spots and subtracting those given priority based on the first four (4) priority categories listed above. Preschool priority shall be given to no more than fifty percent (50%) of the available kindergarten Lottery slots. If the number of children from the preschool exceeds fifty percent (50%) of the available kindergarten Lottery slots, then a separate Preschool Lottery shall be held to fill fifty percent (50%) of the available kindergarten Lottery slots. This Preschool Lottery shall follow the procedures detailed in the Lottery subsection below.

Preschool children are eligible for the Preschool Lottery and shall receive a Lottery ID for each academic year in which they are enrolled in the preschool if they have been enrolled for at least 75% of the possible attendance days prior to the Lottery.

If a preschool student accepts enrollment and subsequently leaves the preschool prior to the end of the academic year, the preschool student shall lose his/her spot and the school may then extend an Invitation to Enroll to another child to fill this spot.

If a preschool student is not enrolled through the Preschool Lottery, the preschool student shall be entered into the school-wide Lottery.

LOTTERY

The Lottery process shall commence within one (1) week after the end of the open enrollment period. All students for whom an Intent to Enroll form 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). The list will be sorted using computer-generated, randomized numbers. Each entry is assigned a Lottery ID from 1 to N depending on where it landed in the sort. 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. Following priority enrollment as noted above, 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, at least one (1) Director of the BFA Board of Directors and the Principal (or his/her designee) will oversee the randomization of computer-generated Lottery ID assignments; the final sort will be printed and signed by all witnesses.

ENROLLMENT ACCEPTANCE

Upon receiving an Invitation to Enroll via telephone or email, the parent(s) or legal guardian(s) of the child(ren) shall provide verbal Enrollment Acceptance to the appropriate school contact within the time period identified by the school representative which will be no later than forty-eight (48) hours after the Invitation to Enroll was extended. Signed Enrollment Acceptance and Open Enrollment forms shall be downloaded by the parent(s) or legal guardian(s) from the school's website and submitted to the school within one (1) 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 the time period identified by the school representative when the 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 commences, the vacancy may or may not be filled, at the discretion of the Principal, 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 Enrollment section of this document. An Invitation to Enroll will be extended to a child as described above. 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 Douglas County School District

(DCSD) open enrollment policies. Please see the DCSD website for details regarding its open enrollment policies.

FOUNDING FAMILIES

A Founding Family includes children in the household of the following individuals (or families). No additional Founding Families will be approved.

- Alexandra Harden
- Ali Sarouhan
- Amiee Godbout
- Amy Taylor
- Andrea and Jesse Day
- Angela Lujan
- Anita Raghunath (Raab family)
- Ann Citrin
- Becky Mayka
- Becky Mullen
- Brooke Montz
- Burgandy and Steve Hodge
- Carrie and John Keen
- Casey and Ken White
- Cheri and Steve Neill
- Diane Day
- Donna and Mitch Fillmore
- Dorothe (Dot) Hughes Werth and Michael Werth
- Erin and Bob Salehiamin
- Genevieve Gibson and James McDermott
- Gretchen Testerman
- Hannah Peterson
- Heather Holmes
- Heather Salberg
- Hristina Shoemaker

- Ingrid Burke
- Jason Sanders
- Jason Sunahara
- Jeannie DeFore
- Jennifer Hicks
- Jennifer Torres
- Jessica Gimbel
- Jessica Nekouei
- Jessica Thiessen
- Jody Wolf
- Joel Sevinsky
- Juliette Shuler
- Kari and Ike Beers
- Katherine Thomas
- Katie & Tom Devlin
- Kimberly and Doug Blum
- Krista Schmidt
- Laura McGee
- Lisa Dietz
- Lisa DiLorenzo
- Lisa and Dave Fischer
- Lori Lambert
- Marla Bursch
- Matt and Trish Matherly
- Melanie Carney
- Melisa Liberman
- Michelle Bynum
- Missy Washeck
- Nikolaos Galatos
- Paige Brock

- Rebecca Jovanvich
- Rochelle Evans
- Roger and Lori Nagel
- Roma and Abhijit Sur
- Sabina Boeckman
- Sara Taylor
- Sasha Woodard
- Sebrina Ivey
- Shelly Dana
- Shenley Clark
- Spence Black
- Stacey Kimberly
- Staci Ferguson
- Stephanie Wight
- Steve Derdowski
- Susanne Smith
- Susie McCoy
- Tony and Lacy Williams
- Ward Cerny
- Zach and Jen Gautier

POLICY HISTORY:

Original: Approved by the Board 9/4/2010

Revision 1: Approved by the Board 12/11/2010

Revision 2: Approved by the Board 5/15/2012

Revision 3: Approved by the Board 11/12/2013

Reviewed by the Board 10/20/2015

Reviewed by the Board 10/18/2016