



## **School Policies**

### **JFBA - CHOICE/OPEN ENROLLMENT**

#### **GENERAL RULES**

Mountain Sage shall maintain records of choice/open enrollments and transfers, as well as documentation supporting all grants and denials of enrollment applications.

In implementing its choice/open enrollment policy and applying it in particular circumstances, the school is not required to:

1. Make alterations in the structure of the school or make alterations to the arrangement or function of rooms within a requested school.
2. Establish and offer any particular program in a school if such program is not currently offered in the school.
3. Alter or waive any established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and/or required levels of performance.
4. Create additional space in the program by changing resources or staffing allocations.
5. Enroll any nonresident student after the pupil enrollment count day of the then - current school year.

An application for choice/open enrollment may be denied based on the following criteria:

1. There is a lack of space or teaching staff within a particular program or school requested. Space availability shall be contingent upon school class size guidelines, subject availability, and enrollment projections.
2. The requested school does not offer appropriate programs, or does not have the necessary resources or facilities to meet the student's special needs, or does not offer a particular program requested.

3. The student does not meet the established eligibility criteria for participation in a particular program, including age requirements, course prerequisites, and required levels of performance.
4. The student has been expelled from any school district during the preceding 12 months, or has engaged in behavior in another school district during the preceding 12 months that was detrimental to the welfare or safety of other students or of school personnel.
5. The student has been expelled at any time or is in the process of being expelled as a habitually disruptive student; or for committing one of the following offenses on school grounds, in a school vehicle or at a school activity or sanctioned event, as provided under state law: (a) possession of a dangerous weapon without the authorization of the school or the school district; (b) the use, possession or sale of a drug or controlled substance; and/or (c) the commission of an act that if committed by an adult would be robbery, first-degree assault or second-degree assault.

Approval of enrollment for one child in a family does not guarantee that enrollment will be approved for any other children in the family to attend, except with respect to multiple birth siblings as otherwise provided under this policy.

## **CHOICE/OPEN ENROLLMENT PROCESS**

### **APPLICATIONS**

Intent to Enroll forms shall be submitted online via the school's website. (<https://www.mountainsage.org>) which may be accessed from a computer available at the school, if needed.

Intent to Enroll forms may not be submitted before the first day of class at the beginning of the school year prior to the school year in which a student wishes to begin attending. The **deadline for first consideration of School Choice Applications for the following school year is typically the third Friday in January**. Intent to Enroll forms may be submitted after the first consideration deadline until the first day of class at the beginning of the school year of requested enrollment.

Except as otherwise provided in this paragraph, a parent/guardian shall complete and submit one Intent to Enroll form for each child in the family who is applying for choice/open enrollment. In those cases where a parent/guardian elects to complete and submit Intent to Enroll forms covering all multiple birth siblings (e.g. twins, triplets, etc), those siblings shall be considered individuals when determining availability of space and eligibility. As part of the online application process, parents will receive an email confirmation that their Intent to Enroll form has been received. The parent/guardian is strongly encouraged to print and retain this confirmation information because if an Intent to Enroll form is misplaced or processed incorrectly, the

parent's/guardian's confirmation printout may be considered proof that an Intent to Enroll form was submitted in a timely manner.

## DETERMINING AVAILABILITY OF SPACE

As soon as possible after the first consideration deadline, a determination shall be made as to the number of spaces available for the following school year at each grade level served.

For each grade level where the number of choice/open enrollment applicants exceeds the number of spaces available, the determination of space availability for each applicant shall be made based on the following order of priority:

1. Currently enrolled students continuing their current enrollment track whose parent/legal guardian has submitted an Intent to Enroll form for the enrolled student.
2. Sibling(s) of students currently enrolled at Mountain Sage whose parent/legal guardian has submitted an Intent to Enroll form for the enrolled student.
  - a. Definition of Sibling(s): Any child(ren) with a common parent(s)/legal guardian(s). This includes children who become siblings by marriage and/or adoption. Any sibling born while a student is enrolled may retain that status even if the original student graduates from Mountain Sage before he/she reaches Kindergarten. For a child to qualify as a "sibling" based on the enrollment of a prior student, the student must have graduated from the highest grade offered at Mountain Sage.
3. Children of Founding Families whose parent/legal guardian has submitted an Intent to Enroll form for the enrolled student.
  - a. Definition and Priority of Founding Families: 1) Children of current Mountain Sage teachers and staff; 2) Children of current Mountain Sage Board of Directors members; 3) Children of former Mountain Sage Board of Directors members who have served in such capacity any time since August 1, 2012.
4. Currently enrolled students who wish to change their enrollment type (e.g. home school enrichment to full time program).
5. All students whose parents/guardians reside within the Poudre School District, have attended a school tour within the previous 12 months, and have completed an Intent to Enroll form by the deadline for first consideration enrollment.

6. All students whose parents/guardians reside within the Poudre School District and have completed an Intent to Enroll form by the deadline for first consideration enrollment.
7. All students whose parents/guardians reside outside of the Poudre School District, have attended a school tour within the previous 12 months, and have completed an Intent to Enroll form by the deadline for first consideration enrollment.
8. All students whose parents/guardians reside outside of the Poudre School District and have completed an Intent to Enroll form by the deadline for first consideration enrollment.

If the number of choice/open enrollment applicants exceeds the number of spaces available within any of the foregoing priority levels at any grade level, the order of priority within that level shall be determined by lottery.

#### DETERMINING ELIGIBILITY

With respect to each choice/open enrollment applicant for whom space is available, eligibility shall be determined based on the considerations specified within the GENERAL RULES set forth above.

Eligibility determinations under the GENERAL RULES regarding students with disabilities shall be considered, when space is available, in accordance with applicable state and federal laws. The student's current IEP or Section 504 Plan shall be used to determine if the requested school or program will appropriately meet the student's needs with or without legally required accommodations. If the student is admitted, the school may require staffing to update the student's IEP or Section 504 Plan. The enrollment of every student with disabilities who resides outside of Poudre School District is also contingent upon the student's school district of residence entering into a written contract with Poudre School District for the payment of tuition to cover excess costs incurred in educating the student, as authorized by law. The tuition charge shall be determined pursuant to guidelines developed by the Colorado Department of Education in accordance with applicable provisions of the Exceptional Children's Educational Act.

Whenever a choice/open enrollment applicant is determined not to be eligible to fill an available space, the next applicant in order of priority shall be evaluated for eligibility.

#### ACCEPTANCE

As soon as possible after eligibility determinations have been made regarding the applicants for whom space is available, the applicants and their parents/guardians shall be notified in writing of the grant or denial of their applications for choice/open enrollment. Applicants who are notified of their acceptance may choose not to enroll at that time, in which case they shall be placed on the appropriate waiting list if they so request. For each accepted applicant who

chooses not to enroll, the next eligible applicant in order of priority shall be notified of their acceptance.

## WAITING LIST

Choice/open enrollment applicants who have submitted applications before the first consideration deadline and who are notified that space is not available in the grade level of the choice school or program to which they have applied shall be placed on an in-District waiting list or out-of-District waiting list, depending on the location of their residence, in accordance with their previously determined order of priority under the DETERMINING AVAILABILITY OF SPACE section above.

Choice/open enrollment applicants who have submitted applications after the first consideration deadline and who are notified that space is not available in the grade level or program to which they have applied shall be placed on the in-District waiting list or out-of-District waiting list, depending on the location of their residence, in accordance with their order of priority under the DETERMINING AVAILABILITY OF SPACE section above.

In-District and out-of-District waiting lists shall be continually adjusted to ensure that the students thereon are in the order of priority specified under the DETERMINING AVAILABILITY OF SPACE section above. When making such adjustments, the order of students within each priority level shall be determined by their length of time on the waiting list.

Whenever space becomes available in the grade level, applicants shall be considered for acceptance at that time in order of their placement on the waiting list based on the considerations specified within the DETERMINING ELIGIBILITY and ACCEPTANCE sections above, with students on the out-of-District waiting list considered only if there are no students on the in-District waiting list for the same grade level. In lieu of consideration for acceptance when space becomes available, applicants may choose to remain on the waiting list. For each such applicant who chooses to remain on the waiting list, the next applicant on the waiting list shall be considered for acceptance.

Until they are considered for acceptance, students shall remain on their respective waiting lists for each year they are eligible to attend. However, Intent to Enroll forms must be submitted annually. Students' names are not retained for subsequent years.

## KINDERGARTEN AGE REQUIREMENT FOR ENROLLMENT

Mountain Sage will enroll kindergarten students who are 5 years old by August 1st the year they intend to begin kindergarten. Based on the age requirements indicated by traditional Waldorf

schools, parents are strongly encouraged to enroll their child in kindergarten only if they have turned 5 years old by June 1st in the year they intend to begin kindergarten.

## NONDISCRIMINATION

Mountain Sage Community School is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, gender identity, ethnic group orientation, ancestry, genetic information, or physical or mental handicap in its activities programs, or employment practices, as required by Title VI, Title IX and Section 504.

## RIGHT TO RESCIND OR AMEND

Mountain Sage Community School reserves the right to rescind and/or amend any enrollments, if it determines that

- (1) the enrollment was obtained through misrepresentation or nondisclosure of a material fact, or a representation in the application process that is otherwise determined to be inaccurate;
- (2) there is overcrowding of facilities or program;
- (3) the school discontinues a particular program;
- (4) in the rare event that a properly constituted IEP team determines that a student with disabilities cannot receive a free appropriate public education (FAPE) at the school;
- (5) the student no longer satisfies the eligibility criteria or level of performance required by the school or program; or
- (6) for other reasons authorized by law and considered by the school to be in the best interest of the student and/or the school or program.

## APPEALS

Appeals regarding the application of this policy with respect to any student shall be made to the School Director, and the School Director's decision and order (if any) shall be final.

Adopted by Board: January 28, 2020

Revised/Reviewed by Board: May 8, 2023

(continue adding Revised/Reviewed dates)