



Enrollment Policy

Purpose and Scope: The STEAD Enrollment Policy is intended to provide documented procedures for the allocation of available seats at the school. The policy also provides for a lottery process when the number of student applications exceeds the number of available seats. In an effort to provide a student population that reflects the diversity of the district, STEAD's lottery is weighted as described below.

Distribution: This policy shall be available on the school's website, at information sessions, and in its offices for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an Application to STEAD.

Declaration: By applying for enrollment into STEAD all persons involved in the enrollment process declare that they have read and understand the enrollment policy of STEAD, will abide by this policy, and will provide the most up-to-date and accurate information available. All persons declare that they understand enrollment fraud as defined in the policy and that enrollment fraud will result in forfeiture of application/enrollment status.

Definitions:

Enrollment Priority: Defines the order of priority, by category in which students are selected for available seats based on residency and sibling status. These priority categories are defined in the STEAD charter contract. As defined in the charter contract, the enrollment priorities are:

1. Currently enrolled students (after the inaugural year)

2. Children in the household of certified Founding Families
3. Sibling Status 3A and 3B (defined below)
4. Children of STEAD employees
5. Students who reside in the 27J School District
6. Students who reside outside of 27J School District

Founding families and employee child(ren) will not exceed 20% of the total enrollment in the lottery.

Currently enrolled STEAD students (Priority 1): Following the inaugural year, all currently enrolled STEAD students do not have to re-enroll and are guaranteed a spot the next school year, unless and until they formally disenroll. Any remaining seats available will be filled by lottery, in the order of priority categories described above.

Children in the household of certified Founding Families (Priority 2 Enrollment): Founding families are defined as families who provided 50 or more hours of approved volunteer services toward the development, formation, and startup of STEAD prior to the inaugural lottery. The child(ren) of these founding families, when they have completed eight grade, will be given Priority 1 Enrollment status in the STEAD lottery.

Sibling Status 3A and 3B (Priority 3 Enrollment):

- 3A Sibling Status is the status given to a new applicant if their sibling is currently attending STEAD. In the summer, a student who is re-enrolled is treated as currently attending.
- 3B Sibling Status is the status given to a new applicant if their sibling is offered enrollment and has not declined the enrollment offer.

Children of STEAD employees (Priority 4 Enrollment): Any student who is the legal dependent of a current STEAD employee.

27J Students who reside in the 27J School District (Priority 5 Enrollment): These are students that live in the 27J school district.

Students who reside outside of 27J School District (Priority 6 Enrollment): These are students that live in a school district other than 27J.

Enrollment Lottery (or Lottery): The process of randomly selecting names of applicants when there are more applicants than seats available.

Enrollment Fraud: All enrollments are subject to verification upon acceptance of an offer of enrollment. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status, residency, or age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If a misrepresentation is determined, then the student will be treated as no longer enrolled. If residency is established between the enrollment date and the discovery of the misrepresentation, then the student will forfeit their enrolled status for the next school year and will be given status based upon the most up-to-date residency information at the time of the next enrollment period.

Principal: The STEAD Principal is responsible for overseeing the enrollment and lottery process as described.

Administrative Assistant: The STEAD Administrative Assistant is responsible for carrying out the enrollment and lottery process as described.

Lottery Official: The person in charge of verifying the accuracy of the lottery process. The lottery official is a community member selected by the school. The individual shall not have a student in the school or an otherwise vested interest in the school.

Lottery eligibility: If a child completes a valid Application then that child is deemed to be eligible for participation in the STEAD enrollment lottery.

STEAD School Information Session: Throughout the school year, the STEAD administrative team will host several STEAD School Information Sessions specifically designed for prospective families. The intent of these sessions is to inform families of the Mission, Vision, Culture, Programming, and Graduation requirements of STEAD prior to submitting an Application. The STEAD School wants to ensure that all families are broadly educated in what we are about prior to enrolling their student(s). As such, this information session is **STRONGLY ENCOURAGED**.

Change in Status: If at any point during the enrollment process where any portion of an applicant's priority status would change, such as a sibling's recent enrollment into STEAD prior to the enrollment lottery taking place (grants sibling/Priority 3B enrollment status) or change of residency (Purchase/Rental of a residence being made or falling through, depends on

actual activity), then notification must be made to the STEAD Administrative Assistant regarding the change in status so that the enrollment application can be updated. Failure to update the enrollment application for a field that would change the student's priority status to their detriment is considered an intentional act of enrollment fraud.

Sibling: An applicant, or current student, who is a biological brother, sister, or half- sibling of another student or a brother, sister, stepbrother, stepsister of another student through marriage or adoption.

Waitlist: The waitlist is the ordered list of applicant students without enrollment offers. The waitlist for each school year is initiated through the lottery process. Once all available enrollment opportunities are offered, the remaining applicant students will be placed on the waitlist in the order drawn. The waitlist remains active through the academic year. The waitlist for a given year is not carried over to the next school year. A new enrollment application is required for each school year for which a student is seeking a new enrollment.

Withdrawn Students: If the student(s) were withdrawn from STEAD for any reason, including adverse conditions (such as disagreements with the Principal, Board, or withdrawal in lieu of suspension or greater disciplinary action), or transferring to another school, the student must receive Principal approval to file an application for re-enrollment prior to the closing of the open enrollment process. The student's priority status is reset so that eligibility and priority status will be that of a new applicant.

Grounds for Suspension or Expulsion: Per Colorado Code 22-33-106¹, the following may be grounds for suspension or expulsion of a child from a public school during a school year:

- Continued willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
- Behavior on or off school property that is detrimental to the welfare or safety of other students or of school personnel, including behavior that creates a threat of physical harm to the child or to other children;
- Declaration as a habitually disruptive student – "habitually disruptive student" means a child who has caused a material and substantial disruption on school grounds, in a school vehicle, or at a school activity or sanctioned event three or more times during the course of a school

year. Any student who is enrolled in a public school may be subject to being declared a habitually disruptive student.

- Committing one of the following offenses on school grounds, in a school vehicle, or at a school activity or sanctioned event:
 - Possession of a dangerous weapon without the authorization of the school or the school district;
 - The use, possession, or sale of a drug or controlled substance as defined in section 18-18-102 (5), C.R.S.; or
 - The commission of an act that, if committed by an adult, would be robbery pursuant to part 3 of article 4 of title 18, C.R.S., or assault pursuant to part 2 of article 3 of title 18, C.R.S., other than the commission of an act that would be third degree assault under section 18-3-204, C.R.S., if committed by an adult.
- Repeated interference with a school's ability to provide educational opportunities to other students. ● Carrying, using, actively displaying, or threatening with the use of a firearm facsimile that could reasonably be mistaken for an actual firearm in a school building or in or on school property.
- Making a false accusation of criminal activity against an employee of an educational entity to law enforcement authorities, school district officials, or personnel.

Grade Level Capacity: The STEAD Board recognizes that situations may arise when the building capacity has not been reached but a particular grade level enrollment may reach a level which is not conducive to high academic achievement or manageable by staff. As such the Board will, after considering the recommendations of the Principal, set a maximum grade level capacity annually based on academic achievement goals, operations manageability, and other financial considerations. This grade level capacity may vary from grade level to grade level and the number of enrolled students will vary accordingly and not exclude students enrolled the previous year who wish to return to The STEAD School. The grade level capacity for the next academic year must receive approval from the Board of Directors and may only be modified during the year with approval from the Board of Directors. STEAD will only accept seniors as new students under special circumstances due to the nature of the curriculum and time constraints for meeting STEAD graduation requirements.

Established Enrollment Number: The school's total available enrollment as approved by the Board, from time to time.

Weighted Lottery: STEAD will conduct a weighted lottery following CDE's Category B ^{III} with students that are "a subset of educationally disadvantaged students that are described under section 1115(b)(2) of the ESEA, which includes economically disadvantaged students (eg. free or reduced priced lunch eligible students), students with disabilities (eg. identified with an IEP), migrant students, English Language Learners, neglected or delinquent students, and homeless students. This information will be provided during the intent to enroll process through a voluntary self-identification of educationally disadvantaged only (sub-category not specified) for a weighted chance in the event of a lottery. All student applicants that self-identify as educationally disadvantaged on the STEAD School's Intent to Enroll form will be counted three times in STEAD's lottery, meaning they shall receive three entries in the lottery. Documentation in support of educationally disadvantaged status will be collected by The STEAD School only after an enrollment offer has been accepted by the applicant.

Justification and Formula for Weighted Lottery: The STEAD School's weighted lottery is in alignment with Category B under the Colorado Charter Schools Program guidelines. Category B weighted lottery policy requirements state that a school can "provide additional weights within the lottery:

To all or a subset of educationally disadvantaged students that are described under section 1115(b)(2) of the ESEA, which include economically disadvantaged students (eg. free or reduced priced lunch eligible students), students with disabilities (eg. identified with an IEP), migrant students, English Language Learners, neglected or delinquent students, and homeless students."

The justification for the STEAD School's weighted lottery is to address specific targets to meet or exceed the geographic district's or geographic area's percentage of students in a set or subset of educationally disadvantaged students. This aligns with The STEAD School's Charter Contract with its authorizer; SD 27J.

As part of our contract with the 27J school district, we are tasked with mirroring the average demographics of educationally disadvantaged

students in the other district high schools. The 27J school district averages for Educationally Disadvantaged students are below:

Free & Reduced Lunch	IEP	ELL	Homeless	Migrant
33%	8.9%	5.7%	1.0%	0.3%

Using these percentages, out of our 175 students per incoming class, we are able to estimate the actual number of students in each of these demographics, assuming there is no crossover (ie. a FRL student on an IEP)

Free & Reduced Lunch	IEP	ELL	Homeless	Migrant	Total (assuming no multi-category students)
57.75 students	15.58 students	9.98 students	1.75 students	0.53 students	85.575 educationally disadvantaged students at STED

$85.575/175 = 48.9\%$ of the STEAD population should be considered educationally disadvantaged in consideration of a weighted lottery.

Of our most recent enrollment period, 36 students have completed an intent to enroll who have also self-identified as educationally disadvantaged.

Using the formula then, we can see that using a weight of 3 for all such students will exceed this target percentage of the overall population.

$$(36 + (3) (36)) / (175 + (3) (36)) = 144/283 = 50.8\%$$

Therefore, using a weight of 3 for every educationally disadvantaged student in the lottery will yield a total percentage of the student population that EXCEEDS the targeted percentage (48.9%).

The STEAD School will utilize best practices for implementing a weighted lottery in alignment and in partnership with The STEAD School's district and

authorizer; 27J. The 27J Charter Liaison will provide oversight of The STEAD School's weighted lottery in partnership with The STEAD School principal. The STEAD School's enrollment policy and description of The STEAD School's lottery process have been noted in The STEAD School's signed and approved Charter Contract.

Enrollment Period: The STEAD first round open enrollment period will span from December 1st through February 15th 11:59pm (MST) annually. The STEAD lottery will run on February 28th annually. These dates will change only if the designated day is not a school day, in which case the next regular school day will be the commencement, closing day, or lottery day, respectively.

Enrollment Application: The necessary paperwork to be filed by an interested student and parent/guardian for placement in the lottery for enrollment in STEAD. Open enrollment form will be available on The STEAD School website once the website is created and available in hard copy at public meetings or mailed via the United States Postal Service to a family when requested prior to school opening. After school opening this form will be available at the school for prospective families. Submitting an Application in no way guarantees an invitation for enrollment in STEAD, nor does it obligate the family to enroll their child(ren) should they receive an invitation.

Intent to Return Forms: Existing students will be asked to complete an "Intent to Return" form, prior to the running of the lottery or offers of enrollment for the following year. The receipt of this form will constitute a guaranteed spot for the upcoming academic year.

Proof of Residency Requirements (To establish enrollment and enrollment priority):

Post Office boxes do not meet residency requirements. Only street addresses are accepted. All proofs of residency for priority 5 applicants must demonstrate residence in the 27J School District:

1. ONE of the following official parent/guardian's picture ID from the following list:
 - a. Current State-Issued Driver's License
 - b. Current State-Issued Identification Card
 - c. Valid Passport or Valid Consulate Issued Picture ID of any country

d. Current Foreign Driver's License

AND

1. ONE of the following ORIGINAL DOCUMENTS with the parent/guardian's name and address:
 - a. A current Property Tax Bill with parent/ guardian's name and property address located in the 27J School District, dated within the past 30 days.
 - b. A current utility bill (electric, gas, water, cable or trash bill) with parent/ guardian's name and property address located in the 27J School District, dated within the last 30 days.
 - c. A fully executed contract to build or purchase a home in the 27J School District with the parent/guardian's name and property address. This will be used as a placeholder only and will need to be updated with a utilities bill at least one week prior to the first day of classes to retain the students Priority 5 status and any resulting seat offer.
 - d. A current Rental or Lease agreement, fully executed within the last 30 days, with parent/guardian's name, student name, and address in the 27J School District, as well as a property manager or owner's name and phone number. This will be used as a placeholder only and will need to be updated with a utilities bill at least one week prior to the first day of classes to retain the students Priority 5 status and any resulting seat offer.

General:

The Board recognizes that the Principal is best suited to determine ideal and maximum enrollment availability based upon academic achievement and operations manageability. However, at no time shall the STEAD Principal enroll a student of any enrollment priority that would commit the Board to adding staff, modifying the building (including adding modular classrooms), or significantly changing the STEAD academic model and existing academic programs (including specials) without prior Board approval.

Non-Discrimination Policy:

STEAD will comply the CDE Non-Discrimination Policy for charter schools, and all other applicable state and federal laws prohibiting discrimination.. All enrollment policies, processes, and decisions relating to enrollment at STEAD shall not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, national origin, religion, ancestry, socioeconomic status, language, academic ability, or need for special education services. The Governing Board and the principal are responsible for ensuring that the policy is upheld.

Enrollment Process:

1. Applicants should attend the **strongly encouraged** STEAD School Information session before submitting an Application.
2. A completed *Intent to Enroll* form shall be initiated by the parent or legal guardian of an interested student by completing and submitting the school's student *Intent to Enroll* form. The Application may be accessed online on the STEAD School website. Families without internet access can contact The STEAD School via phone at 303.288.5536 or in person at The Reunion Recreation Center. First round open enrollment occurs each year from December 1– February 15.
3. Applicants who apply for enrollment after the open enrollment window will be placed at the end of the grade level's respective priority waitlist in the order the application is received.
4. Applications submitted up to the announced end of the Open Enrollment round will be reviewed by the Administrative Assistant or designee for completeness, legal residence, and age/grade of student. Incomplete enrollment forms will not be considered regardless of potential priority status. Completed enrollment forms will be sorted by entering grade level and enrollment priority 2 through 6 (described below).
5. If there are more Applications for any grade for the next school year than there are available seats, then an enrollment lottery for such grade is required, and the following guidelines will apply:
 - a. Applicants will receive written confirmation (which may be by email) of being in the lottery, and the date, time, and place of the lottery.
 - b. The lottery will be conducted by the Administrative Assistant and be overseen by the Lottery Official and Principal. To ensure

authenticity and integrity of the lottery process, no less than two Board members, the principal and a Lottery Official will oversee the randomization of computer generated Lottery ID assignments; the final sort will be printed and signed by all witnesses.

- c. Other STEAD Board members may be present during the lottery process. Notification of the lottery will serve as public notice of an official Board meeting, even if no action(s) are anticipated to be taken by members of the STEAD Governing Board at the time of the lottery. STEAD Governing Board members are primarily present to observe and assist the Principal or designee should such need(s) arise.
 - d. On the day of the lottery, the Lottery Official will check to assure all applicant student names are appropriately included in the random selection process.
 - e. The lottery will begin by selecting applicants at the lowest grade level, beginning with Priority 2 level applicants. If all names from that level are drawn, and there are still available seats for that grade there will be a random drawing of the next priority level applicants to fill the remaining seats, and so on for each priority category until the available seats for that grade are filled. The process will continue to work upwards through grade levels until enrollment is complete.
 - f. Once an applicant is selected, enrollment of that student is assumed for the remainder of the lottery process in order to inform any potential priority changes for other students remaining in the lottery.
 - g. The Principal and Administrative Assistant will monitor selections to ensure grade levels are not overenrolled.
 - h. Any applicant who is not offered enrollment will be placed on the waitlist using the process listed above.
6. Once the lottery is complete, applicants will be notified by the Registrar or designee of their status resulting from the lottery either with an enrollment offer or indicating their place on the waitlist for such grade.
 7. Applicants who received enrollment offers in the lottery process will be informed via email and phone and will have 48 hours to accept or decline an offer for enrollment. If no verbal or written enrollment acceptance is received by the school within 48 hours from the time the student was extended an invitation to enroll, the school will assume the

parent(s) or legal guardian(s) of the student have declined the offer to enroll in STEAD.

8. Upon acceptance of an offer of enrollment, digital registration will be made accessible to applicants and families will have one week from the date of the initial offer to complete the registration accurately and thoroughly. Registrations that are not completed in that time, or applicants that cannot produce appropriate priority information, will forfeit enrollment offers. Upon request of an applicant or parent/guardian, the Administrative Assistant shall provide a paper application.

a. Upon acceptance of an offer of enrollment for an incoming Junior or Senior

i. The Administrative Assistant will request receipt of the incoming student's current academic transcripts within a timely manner. If transcripts are not received within a timely manner the student's offer of enrollment will become void. If transcripts are received within a timely manner, the Administrative Assistant and Principal will review the transcripts and determine if the student will be able to meet all STEAD graduation requirements within the scope of a regularly scheduled amount of time between the date of enrollment and graduation. If it is determined that the student will be able to complete the required STEAD coursework in time for a regularly scheduled graduation, the student's offer of enrollment will stand. If it is determined that the student will not be able to complete the required STEAD coursework in time for a regularly scheduled graduation, the student's offer of enrollment will be withdrawn and the student and parent/guardian shall be informed in writing.

b. Upon acceptance of an offer of enrollment for a student in need of special education services

i. The Administrative Assistant shall request all education records from the student's prior school, and will promptly request from the parent/guardian(s) evidence of any formal special education service requirements or accommodations for the incoming student within a reasonable time. This includes, but is not limited to, copies of Individual Education Plans (IEPs) and 504s. If

documentation of special education service requirements are not received from the parent/guardian(s) within a reasonable time, not to exceed two weeks, the student's offer of enrollment will become void. Once documentation of special education service requirements is received, the STEAD Principal, Special Education team, and district specialist (as necessary) will review the documents and determine if the STEAD Special Education team is able to provide the services to the student with full fidelity and ensure that the student will have full access to the STEAD curriculum. If it is determined that the Special Education team will be able to meet the needs of the student and that the student will have full access to the STEAD curriculum, the offer of enrollment will stand. The STEAD School aims to meet the needs of all students through accommodations and differentiated offerings and, under very unusual circumstances, if it is determined that the Special Education team will not be able to meet the needs of the student and/or that the student will not be able to fully access the STEAD curriculum, the offer of enrollment will become void.

9. Grade placement determinations are made following receipt of the completed registration. After students are officially enrolled in the school, STEAD reserves the right to test to determine a student's academic knowledge using diagnostic or placement exams in accordance with Section §22-30.5-104 (3) of the Colorado Charter Schools Act. If a student tests below grade level during diagnostic testing, the STEAD school aims to honor the student's grade level as designated by their previous school and meet the student where they are at academically.
10. As openings occur post lottery, applicants on the grade level waitlist will be contacted in the established order and an offer made and registration process access will be provided. Completion of the registration process is expected in three (3) business days in order for prompt seat placement determination.
11. STEAD will continue to enroll students using this process until the established enrollment number is met and maintained for the school year; however, STEAD reserves the right not to enroll any additional students or transfers after October 1 of any school year.

12. The STEAD School is committed to a class size that promotes high academic achievement and is manageable by the operations staff. Enrollment priorities are not guaranteed enrollment and will not be allowed to influence the academic achievement goals or the operational manageability of the school.

[CDE Weighted Lottery Policy](#)