



High Rockies Community School & High Rockies Kids Admissions and Enrollment Policy

Purpose and Scope: High Rockies Community School (HRCS) Enrollment Policy is intended to provide guidelines for enrollment into HRCS. The Policy is a lottery-based enrollment.

Enrollment Eligibility

Non-Discrimination: HRCS welcomes all students and strives to create and maintain a diverse student population. Enrollment in HRCS is open to all students residing in the state. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner as outlined in C.R.S. § 22-30.5-507(3). In all cases, student recruitment and enrollment decisions shall be made without regard to disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, or any other protected class.

Eligibility: HRCS serves grades K-8. To enroll, students must meet the appropriate age requirements set forth by state law and school policy. To be eligible for Kindergarten enrollment, students must be at least five years old on or before October 1 of the enrollment year. The school may approve enrollment of students eligible for Early Access in accordance with state law. To be eligible for 1st grade enrollment, students must be at least six years old on or before October 1 of the enrollment year.

Priority Enrollment:

Students who are members of selected groups will be granted priority enrollment, in the following order:

1. Siblings are currently enrolled students, which includes children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program, or students who have been admitted through the lottery (in the case of joint custody, primary guardian(s) must have custody at least 50% of the time). This could include half-siblings, step-siblings, adopted siblings, cousins, nieces, nephews being

- cared for by grandparents, etc.;
2. Children of founding families, which includes children of the founding school team who completed at least 30 hours of volunteer work with HRCS prior to the date by which Letters of Intent are due for Year 1 enrollment;
 3. Children of School employees which includes children of staff or faculty members that work at least half-time, have full or joint custody of the child, and who started work on or before the first day of school of the year in which they are submitting the application.

In no case shall categories two and three exceed 20% of total enrollment. The processes for re-enrollment and priority enrollment will proceed the lottery enrollment process described below.

Application Process and Timeline

Each year HRCS will establish and make publicly available an Enrollment Timeline. Families seeking to enroll must submit a completed Application by the deadline set forth in the Enrollment Timeline for enrollment in the subsequent school year. Families of current students seeking to re-enroll should complete an Intent to Re-enroll form by the deadline set forth in the Enrollment Timeline.

HRCS will use a variety of means to promote its enrollment process. The enrollment Timeline, Application, and instructions for submission of an Application will be posted on the HRCS website during the fall of the preceding school year. HRCS will also use social media, community partnerships, parent newsletters, and other sources to promote the enrollment process.

Selection Process (Lottery)

If the number of Applications at the close of open enrollment exceeds the number of available seats, a lottery will be used to determine the placement of students for any grade level or band for which the Applications exceed capacity. The enrollment lottery will be held in public on the date set forth in the enrollment timeline.

Once offers are made to students applying for grade levels with sufficient seats available, the names will be drawn, beginning with the highest grade level offered by the School requiring a lottery. If a family with multiple siblings is selected, all of the siblings will fill the available spots in their respective grade level(s). If that grade level is already full, that sibling will be placed on that specific grade level's waiting list before another number is called.

Current students are automatically re-enrolled and do not enter the lottery provided they submit an Intent to Re-enroll form by the deadline set forth in the enrollment timeline.

Once a student is selected, either via lottery or from the waitlist, HRCS will attempt to contact the family using the contact information provided on the Application on the same school day as the lottery or draw from the waitlist. If the family cannot be reached on the same day, HRCS will continue to attempt to contact the family for the next four business days. If the family cannot be

reached during that time, they will forfeit their child/children's enrollment, and the child/children will be placed at the bottom of the waitlist. Notification to families will be made in the preferred language or mode of communication indicated on the Application form.

Waitlist

Students not selected via lottery will be placed on a waitlist based on the student's randomly generated lottery number. If additional spaces become available after the initial selection, students will be offered enrollment based on their order on the waiting list. Any spaces available after all students on the waiting list have been offered enrollment will be filled on a first-come, first-served basis. The School may accept students after October 1 upon available space.

Waiting lists are not carried over from year to year: students on the waiting list who are not offered enrollment and wish to be considered for enrollment the following year must enroll the next year.

Previously Enrolled Student:

Once a student leaves HRCS, such as transferring to another school, for any reason, the child must reapply for enrollment and participate in HRCS's enrollment process as outlined in this policy.

- The exception to the above is if a family temporarily relocates, less than one-year in length, due to a military assignment. In this case, the family relocating must inform HRCS their intent to return to HRCS in writing. If the relocation is for longer than one year, a space will not be reserved for the child(ren) and the child(ren) must re-apply for enrollment for the next school year.
- The additional exception to the above is if a student has to be unenrolled due to a medical or mental health reason. In this case, the family must inform HRCS their intent to return to HRCS in writing. If the student needs to be gone for longer than one year, a space will not be reserved for the child(ren) and the child(ren) must re-apply for enrollment for the next school year.