Academy of Arts and Knowledge
Enrollment Policy

Purpose and Scope: The Academy of Arts and Knowledge (AAK) Enrollment Policy is intended to provide guidelines for enrollment into AAK. The Policy is first come, first serve enrollment for any available seats.

Non-Discrimination/Eligibility: AAK welcomes all students and strives to create and maintain a diverse student population. Enrollment in AAK 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, on any other protected class.

AAK serves grades K-5. 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 Pupil Count Day of the enrollment year. To be eligible for 1st grade enrollment, students must be at least six years old on or before the Pupil Count Day of the enrollment year. The school may approve enrollment of students eligible for Early Access in accordance with state Law.

Distribution: This policy shall be available for public viewing and acknowledgement of such viewing shall be made part of the enrollment process when submitting an application for enrollment to AAK.

Declaration: By applying for enrollment into AAK all persons involved in the enrollment process declare that they have read and understand the enrollment policy of AAK and will abide by this policy.

How to apply to AAK:

1.) Applications are initiated by a parent or legal guardian, completing and submitting the AAK student "Intent to Enroll" form. The student enrollment request form may be accessed and submitted online. (www.aakelementary.org/enroll) or picked up at the school office and turned in there as well. Open enrollment begins on November 1st during the prior school year for all grade levels and is first come, first served.A child must be five (5) years of age by October 1 in the school year being applied for, when being enrolled into Kindergarten. (Unless applying for Early Admittance then follow the Early Admittance guidelines set forth by the Board of Directors of AAK.)

2.) Current students at AAK must submit their intent to re-enroll during this open enrollment time frame as well. If the student enrollment request form is not completed

and submitted between November 1st to February 28th, the family will forfeit the student seat.

a. If a current student does not re-enroll between November 1st and February 28th then they must reapply and participate in AAK's first come, first served enrollment process as a new student.

Enrollment Caps per grade level:

AAK Governance Board will set grade level enrollment caps each year and will retain the right to adjust those caps as needed. The AAK Board has set preferred enrollment numbers per grade level. They are Kindergarten-Second grade: 24 students, Third-Fifth grade: 25 students. Each year, given varying enrollment demands, these numbers can be exceeded by two net students per class. To exceed a class size by 3 or more students will require action from the AAK Governance Board.

Enrollment Process:

1.) A family must fill out the "Intent to Enroll" form on the website or by dropping off the "Intent to Enroll" form at the Front Office no earlier than November 1st of the year preceding the desired enrollment year.
2.) Applicants will be placed on a list on a first come, first served basis for any available seats in their desired grade level.
3.) Applicants will be notified of their accepted enrollment as seats become available. Completed enrollment paperwork must be submitted to the school within ten business days of receiving notification. If paperwork is not completed within that window, the family will forfeit their child/children's enrollment and that child/children will be placed at the bottom of the waitlist. Declined seats will be given to students on the waiting list in the order determined by a first come, first served process as outlined in this policy.
4.) There will be a separate waiting list for each grade. All waiting lists will sunset at the end of the first semester each year. Waiting lists for each grade will be maintained by the AAK Office.
    a. Siblings of existing students will be given a Priority 1 status if placed on a waitlist and will be granted an available seat prior to any other applicants that are not Priority 1. Siblings of existing students must still apply for a seat and will be granted enrollment on a first come, first served basis and will be placed on a waiting list if there are no available seats
    b. If multiple siblings apply at the same time, and one child receives a seat in a grade level that has available seats, and there are no available seats in the grade level that a sibling is applying for, that sibling is moved to a Priority 1 status and is moved to the corresponding spot on the waitlist in relation to other Priority 1 wait list students.

The Academy of Arts and Knowledge will comply with federal, state as well as Colorado's Universal Preschool Program lottery enrollment recommendations to ensure equitable access for all students. When a grade level or preschool program reaches maximum capacity, a randomized lottery system will be used to determine enrollment, in accordance with state and federal

regulations. Class sizes will be capped at **24 students per classroom for Kindergarten through 2nd grade** and **25 students per classroom for 3rd through 5th grade**. For Universal Preschool, enrollment will follow Colorado's designated guidelines, prioritizing eligibility criteria and available funding. Any additional enrollment beyond capacity will require board approval to maintain fairness and transparency in the admissions process. Homeschool students are not entitled to special education and related services, even if they participate in programming and are counted as part-time students.

Definitions:
Enrollment Priority:

1. Defines the priority category in which students are selected for available seats based on sibling status. These priority categories are defined below: Siblings of students currently enrolled in AAK & children of AAK employees
2. All other applicants, including Early Admittance

AAK Sibling Status (Priority 1 Enrollment):
The status given to a new enrollment applicant if their sibling has attended AAK for any portion of the previous school year for which the new applicant is applying for.

AAK Employee Status (Priority 1 Enrollment):
The status given to children of AAK 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.

Early Admittance:
Applicants that wish to apply for kindergarten but are not five (5) years of age by October 1 in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for AAK for Acceleration into Kindergarten.

Applicants that wish to apply for first grade but are not six (6) years of age by October 1 in the school year enrollment is being applied for must apply for Early Admittance prior to the lottery following the Early Admittance Guidelines set forth by the Board of Directors for AAK for Acceleration into Kindergarten.

Enrollment Fraud:
All enrollments are subject to verification. If any portion of the verification process reveals fraudulent enrollment activity (i.e. fraudulent priority status and age) the enrollment is deemed fraudulent, and the student(s) enrollment will be treated as void. If the misrepresentation is determined before Pupil Count Day, the student will be treated as no longer enrolled. If the

determination is after Pupil Count Day, (1) the administration will seek to transfer the student, at an academically appropriate break, to another program, and (2) provide that no other program can be found the student(s) is banned from re-enrollment for the next school year.

Operations Manager:
The Director of Business & Operations of AAK is responsible for overseeing the enrollment process as described.

Registrar:
The Registrar is responsible for carrying out the enrollment process as described.

Enrollment Eligibility:
If a child meets the eligibility requirements set forth in the application for enrollment in AAK, that child is deemed to be eligible for enrollment in AAKwith the following exceptions;

-Children that were previously accepted for enrollment and declined enrollment are not eligible for enrollment, regardless of enrollment priority status until the following years' enrollment.

- If an enrollment request is submitted that includes intentional fraudulent documents, statements, or other acts relevant to the determination as to whether the school is the appropriate placement of the student, including fraudulent or false information, the student's enrollment application will be rejected.

Previous Student (K-5):
Once a K-5 student leaves AAK, such as transferring to another school, for any reason, the child must reapply for enrollment and participate in AAK'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 AAK their intent to return to AAK 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 AAK their intent to return to AAK 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.

Change in status:
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 AAK prior to the enrollment period taking place (grants sibling/priority 1 enrollment status), notification must be made to the AAK Registrar regarding the change in status so that the enrollment application can be updated.

Sibling:
Siblings of currently enrolled students, which includes children whose primary guardian(s)who are authorized to make educational decisions are also the primary guardian(s) who are authorized to make educational decisions of other children already enrolled in the program (in the case of joint custody, primary guardians must have custody at least 50% of the time). This could include half-siblings, step-siblings, adopted siblings, cousins, nieces, or nephews being cared for by grandparents, etc.

Waitlist:
The waitlist is used to determine the remaining order of students selected for any future available seats. Once seats are filled, remaining students will be added to the waitlist in the order that they applied for enrollment. The waitlist is established after November 1st of the prior year and is active through Pupil Count Day.

Current School Year Enrollment Post Pupil Count Day: In the event that the class size in the requested grade level has been met, a student will be enrolled only if a student in the desired grade level leaves AAK after Pupil Count Day. Enrollment under this condition is subject to verification