

## Policy – Student

### H.1 – ENROLLMENT POLICY

Community Leadership Academy/Victory Preparatory Academy is a school of choice. Choice may be revoked as allowed by statute. The student’s attendance must be prompt and regular, and the student’s conduct must be in accordance with school policies, procedures, rules, and regulations.

#### **Enrollment CAP**

The grade in which the student is enrolled must not be experiencing staffing shortages that are outside of the schools’ control or overcrowding. CLA/VPA will strive to increase its enrollment by at least 10% each year for the next five years.

#### **High School Graduation Policy**

Students transferring into Victory Preparatory Academy High School must attend three (3) full semesters in order to be eligible for a Victory Preparatory Academy diploma unless a valid legal exception applies.

#### **METHOD OF ENROLLMENT**

Community Leadership Academy/Victory Preparatory Academy requires that all students wanting to attend CLA/VPA submit an “Intent to Enroll” form prior to or during the open enrollment period. Submitting an “Intent to Enroll” form **does not** guarantee that your child will have the opportunity to enroll. All “Intent to Enroll” forms received prior to or during the open enrollment period will follow the first-come-first-serve waitlist procedure.

#### **First-Come-First-Served Waitlist Procedure**

When an Intent to Enroll form is received and the grade level has reached capacity, CLA/VPA will record the student’s grade level and a sequential number indicating the order their Intent to Enroll form was received and place it on the corresponding grade level waitlist.

- For example, Student A is the 56<sup>th</sup> person who submitted an Intent to Enroll form for the first grade. Student A will be placed on the first-grade waitlist as number 56.

The numbering will be sequential and follow Community Leadership Academy/Victory Preparatory Academy’s Discrimination Policy. The first-come-first-served waitlist’s sequential numbering is not impacted on account of race, national origin, sex, ethnic group, religion, disability, sexual orientation, or other legally protected class of any student who seeks admission.

Families that applied in a prior year but were not extended an invitation to enroll will be assigned a new waitlist number. This number will correspond with their current place on the previous years’ waitlist.

- For example, Student F was assigned #43 on the second-grade waitlist for the 2022-2023 school year and was not extended enrollment for the 2022-2023 school year.

Student F is the first student left on the 2022-2023 waitlist. Student F will therefore be assigned #1 for the third-grade waitlist for the 2023-2024 school year.

### **Open Enrollment Period**

- Open enrollment for each school year will end at midnight (MST) on April 15<sup>th</sup>.
- All “Intent to Enroll” forms received prior to that time will be considered for enrollment for the upcoming school year.
- Families that applied in a prior year but were not extended an enrollment invitation do not need to re-submit an “Intent to Enroll” form. The existing waitlist families will be assigned a new waitlist number following the first-come-first-served waitlist procedure.
- The Open Enrollment Period shall be advertised and made public within the school community at least fourteen (14) days prior to completion of the open enrollment period so as to provide equal opportunity to all interested students.
- Students may continue to be added to the waitlist following the first-come-first-served waitlist procedure after April 15<sup>th</sup>.

### **PRIORITY FOR ENROLLMENT:**

Priority for enrollment is given to the following classes of students; these classes are listed in order of priority:

1. Children of Founders of Community Leadership Academy (as defined below);
2. Children of employees of CLA/VPA (as defined below);

If the total of these priority classes reaches 20% of total student enrollment, no preference will be given to additional students within the priority classes.

### **AVAILABILITY TO ENROLL:**

If the number of “Intent to Enroll” forms received is less than or equal to the number of spaces available for any grade, the school will extend an opportunity to enroll to any child for whom a completed “Intent to Enroll” form was received before the conclusion of the enrollment period. “Spaces available” will take into account staffing needs and overcrowding. CLA/VPA will strive to increase its enrollment by at least 10% each year for the next five (5) years.

If the number of “Intent to Enroll” forms received is greater than the number of student spaces available for any grade, depending on campus policy and the criteria listed above, the school will enroll students according to the ***first-come-first-served waitlist procedure***. An opportunity to enroll will be extended on or before May 1st of each academic year for enrollment during the following academic year.

Any “Intent to Enroll” forms received by the school and for whom an opportunity to enroll was not extended will also follow the first-come, first-served waitlist procedure.

### **Enrollment Acceptance**

Upon receiving notification of the opportunity to enroll via telephone, the parent(s) or legal

guardian(s) of the child(ren) shall provide acceptance to the school's secretary no later than forty-eight (48) hours after the notification of availability was given (excluding holidays and weekends). Enrollment forms must be completed within one week of providing verbal acceptance. If no verbal acceptance is received within forty-eight (48) hours after notification of availability, or enrollment forms were not completed within the time allowed, the school will deem that 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 notify availability to another child.

**Founder Definition**

An individual involved in the founding of CLA who contributed 200 or more hours toward the creation of the organization and approved by the School's Board of Directors.

**Employee Definition**

An individual currently employed by CLA/VPA who works more than 20 hours per week for the organization. "Employee" does not include contractors or vendors of any kind.

**Returning Students**

Returning students must complete an "Intent to Return" form and complete the registration documents before April 1<sup>st</sup> annually. Returning students who submit the Intent to Return form by April 1<sup>st</sup> of each year shall be given first priority in enrollment.

**SPECIAL EDUCATION**

The school serves a diverse body of students. The "Intent to Enroll" form shall not solicit information about the student's status or need for special education services.

**NON-DISCRIMINATION POLICY**

Community Leadership Academy/Victory Preparatory Academy does not make any distinction on race, national origin, sex, ethnic group, religion, disability, sexual orientation, or other legally protected class of any student who may be in attendance or who seeks to attend admission.

**FALSE INFORMATION/FAILURE TO DISCLOSE**

Any forms submitted to the school for enrollment containing false information or any documents with requested information withheld or not disclosed will cause the enrollment/request to be considered invalid. The child(ren) will be immediately removed from the waiting list. If enrollment has already occurred before discovering false information or withheld information, the enrollment will be immediately revoked.

All forms must be completed for a child to be enrolled. Incomplete documents will render the enrollment invalid.

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