



# RENAISSANCE SECONDARY SCHOOL

## Policy # 501 - Enrollment Policy

### Non-Discrimination Policy

Renaissance Secondary School does not discriminate on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, academic ability, or need for special education services.

### Community Notice

Renaissance Secondary School will use the following mechanisms to notify the community about the school, enrollment procedures and deadlines and to attract a diverse student body:

- Renaissance Secondary's Website: [www.renaissancessecondary.org](http://www.renaissancessecondary.org)
- Community Information Meetings
- Renaissance Secondary's official social media page(s)

The enrollment information and application will be made available in Spanish.

### Application and Lottery Process

A lottery will be used in the instances where the number of Enrollment Applications received exceeds the number of vacancies in a specific grade. The enrollment process and lottery will follow the Douglas County School District timeline.

After the first enrollment period, enrollment may continue through the start of school in waitlist order with a continuing consideration for priority status.

Families must complete an Enrollment Application each year they desire to participate in the Renaissance Secondary School lottery. Waitlist names from previous years' lotteries are not carried over. Siblings of current students must complete an Enrollment Application.

Families without internet access may request a paper copy of the application for enrollment purposes. Applications may also be made at the school using computer equipment on site.

### Enrollment

All families who have completed an Enrollment Application will be notified of their admission status via e-mail and phone after the lottery has occurred. Those who applied using a paper copy of the application will be notified by phone and by US Mail. Upon receiving an Invitation to Enroll, the parent(s) or legal guardian(s) of the child(ren) shall have the time period designated by DCSD to decline or accept enrollment.

Families who are unable to meet these deadlines should contact Renaissance Secondary prior to the deadline to discuss available options for completing the enrollment process in a timely manner.

### Priority Enrollment

Priority enrollment is granted to the following groups of students prior to the lottery:

- 1) Founding Families
- 2) Children of Renaissance Secondary Employees
- 3) Siblings of Currently Enrolled or Admitted Students
- 4) Douglas County residents

*Note:* The sum of Priorities #1 and #2 will comprise no more than 20% of total student enrollment with children of Founding Families having priority over children of Renaissance Secondary employees.

### **Current Student Continuation of Enrollment**

Students currently enrolled at Renaissance Secondary School are automatically enrolled for the following year, and are not required to participate in the annual lottery.

### **Founding Families**

Children in the household of or under the legal guardianship of Founding Families (as determined by the date of each lottery). A Founding Family includes children in the household of any family or person that provided at least 80 hours of approved volunteer service toward the establishment of Renaissance Secondary School by August 1, 2017. Parents or grandparents living outside the household can provide volunteer hours on behalf of their children/grandchildren. Founding Family priority is based on the completion date of the 80 approved volunteer hours.

### **Enrollment of Children of Renaissance Secondary Employees**

Children of Renaissance Secondary employees who are employed a minimum of 20 hours a week at Renaissance Secondary School shall receive priority enrollment.

(The sum of #1 and #2 will comprise no more than 20% of total student enrollment with children of Founding Families having priority over children of Renaissance Secondary employees .) All employees of Renaissance Secondary School who work a minimum of 20 hours per week will have priority enrollment for children of which they have legal guardianship. If necessary, the enrollment of children of Renaissance Secondary employees will be prioritized based on:

- 1) Hire Date
- 2) Number of Paid Hours Weekly (with full-time employees receiving highest priority and 20 hour per week employees receiving lowest priority)

### **Sibling Enrollment**

All incoming siblings of current students must submit an Enrollment Application to receive priority status. Once a student is admitted or enrolled his/her siblings will receive priority status for their respective grades.. Multiple birth children will be enrolled together if one student is selected in the lottery, regardless of class size.

### **Douglas County Residence**

In alignment with the School's agreement with DCSD, Douglas County residents will receive priority status in enrollment above non-residents.

### ***Adoption and Revisions:***

*Adopted: June 20, 2016*

*Amended: September 7, 2016 (changed the dates of the lottery)*

*Amended: October 20, 2016 (removing specific dates in the policy)*

*Amended: August 30, 2017 (stating fees are nonrefundable if enrolled midnight prior to school start)*

*Amended: December 5, 2018 (allows for second lottery)*

*Amended: September 27, 2021 (operational changes, clarifying language)*

*Amended: March 12, 2025 (clarifying language, addition of Douglas County residence priority, removal of fee deposit)*