



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. Diagnostic and placement tests may be administered after a student is officially enrolled, but they have no bearing on the Renaissance Secondary School lottery nor the extension of enrollment invitations.

Community Notice

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

- Renaissance Secondary's Website: www.renaissancesecondary.org
- Articles printed in local news outlets
- Community Information Meetings
- Flyers
- Renaissance Secondary's official Facebook page
- Paid advertising

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

Date of Annual Lottery

The first lottery and enrollment period shall take place between October and December, annually. The second lottery and enrollment period shall take place from the end of the first enrollment period through February. The dates of the enrollment periods will be determined by the staff annually and communicated to the public by October 1. The needs of the school, as well as the application timelines followed by other charter and neighborhood schools within the Douglas County School District should be taken into consideration when creating the enrollment calendar each year.

The 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. If necessary, the following process will be used.

As Renaissance Secondary School was given charter approval by the Douglas County School District RE-1, admission will be offered to students who are residents of Douglas County, Colorado before students from neighboring counties are enrolled.

All applications received by the stated deadline will be assigned a family ID number. This number is assigned for the upcoming academic year only. Enrollment vacancies are filled by random selection of assigned numbers, beginning with the lowest grade for which there are vacancies and continuing in ascending order until all grades are filled. There is a separate lottery for each grade.

All Enrollment Applications submitted after the stated deadline will be automatically entered into the second lottery. After the second enrollment period, enrollment may continue through the start of school on a first-come, first served basis, 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 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 1 week to decline or accept enrollment.

A \$200 deposit toward the annual student fees is due at this time. An explanation of the School Fees is available on the RSS website and will be updated annually prior to the enrollment period.

Families who are unable to meet these deadlines, or who are experiencing financial hardship, should contact RSS staff prior to the deadline to discuss available options for completing the enrollment process in a timely manner. Financial aid is available for the enrollment deposit and school fees for those who meet the federal guidelines for the Free and Reduced Meal program.

The enrollment procedures, deadlines and dates specific to the current year will be included in the application materials and in the confirmation sent when an application is received.

Priority Enrollment

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

- 1) Children in the household of or under the legal guardianship of Founding Families (as determined by the date of each lottery)
- 2) Children of Administrators, Teachers, and Staff employed a minimum of 20 hours a week at Renaissance Secondary School
(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 Administrators, Teachers, and Staff.)
- 3) Siblings of Currently Enrolled or Admitted Students

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 Family

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. For those participating in the November 2016 lottery, this will also include families who have volunteered 40 hours by November 1, 2016 and have provided to the Board of Directors a written commitment to volunteer the remaining hours to achieve a total of 80 hours by August 1, 2017. If 80 hours is not achieved by August 1, 2017, Founding Family status will be revoked. Up to 20% of projected enrollment is guaranteed to Founding Families. Founding Family priority is based on the completion date of the 80 approved volunteer hours.

Administrator, Teacher, and Staff Children Enrollment

All administrators, teachers, and staff employed by Renaissance Secondary School for a minimum of 20 hours per week will have priority enrollment for children of which they have legal guardianship. If necessary, Administrator, Teacher, and Staff Children enrollment 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 younger siblings will be automatically admitted to their respective grades, assuming an Enrollment Application is submitted for the sibling by the lottery deadline and assuming there are available openings in their grade. Multiple birth children will be enrolled together if one student is selected in the lottery, regardless of class size.

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)