



STUDENT ENROLLMENT POLICY

This policy was approved by the Governing Council on November 15, 2017.

Purpose

The purpose of this policy is to outline the enrollment process for grades Pre-Kindergarten through eighth grade at Mountain Phoenix.

Method of Enrollment

Parents request enrollment of their child(ren) to the school by submitting a Mountain Phoenix Application and Jeffco Choice Application during the first round choice enrollment period in January. Parents attend a required Introduction to Waldorf Education and MPCS talk held by the Director of Education-or designee and attach required verification of their attendance to the MPCS application. Attending the Introduction to Waldorf Education talk is required before any child will be invited to enroll. Submitting an application in no way guarantees that the child(ren) will be invited to enroll.

Non-Discrimination Policy

Mountain Phoenix does not discriminate against any student on the basis of ability (academic, language, physical or otherwise), gender, race, or socioeconomic status.

Open Enrollment Period

First and second round choice enrollment for each school year will follow the Jeffco open enrollment dates which may vary from year to year but generally begin in January. Visit the Jeffco website for exact dates. Students will be placed in their correct grade placement in the lottery, based on the birthdate guidelines and priority group detailed in this policy. Second round choice enrollment will begin in February and will end the last school day of August. All second round applications will be added to the bottom of the current wait list, in order of when they are received, and the only priority given is for siblings.

Birthdate Guidelines

The MPCS Public Waldorf Education curriculum is based on the development of the child. The school has adopted a minimum age of enrollment as a component of determination of developmental readiness for each grade level (homeschool as well as full-time) that exceeds the minimum age requirements under the law. Below are the current grade/age guidelines given in the MPCS enrollment policy for student applicants. Determination of whether to place age-eligible students in Kindergarten for one additional year or in First Grade will be based on each child's developmental readiness. A student's developmental readiness for First Grade will be evaluated prior to the student starting the next school year, and by parent-teacher or parent-teacher-director conference.

Students will be enrolled or considered for the lottery in each class according to the below chart, effective for new students enrolling after July 29, 2015. Parental concerns about grade placement must be submitted in writing with the student's application. Exceptions to the age policy may be made by consent of the class teacher and the Director of Education, and will be on a trial basis.

Early Childhood Education (younger 3's) birthdays from April 1 - October 1. *(These children are more likely to have 4 years in the ECE program (2 years in Pre-K and 2 years in K), especially if they have a June - September birthday.)*

Early Childhood Education (older 3's) birthdays from October 2 - April 1. *(These children are more likely to have 3 years in the ECE program (2 years in the Pre-K program and 1 year in K)).*

Early Childhood Education (younger 4's) birthdays from April 2 - October 1. *(These children are more likely to have 3 years in the ECE program (1 year in Pre-K and 2 years in K), especially if they have a June-September birthday.)*

Early Childhood Education (older 4's) birthdays from October 2 - April 1 *(These children are more likely to have 2 years in the ECE program (1 year in the Pre-K program and 1 year in K)).*

Kindergarten (younger 5 year-olds) birthdays from April 2 - October 2. *(These children are more likely to have 2 years in the ECE program (2 years in K), especially if they have a June - September birthday.)*

Kindergarten (older 5's) birthdays from October 2 - April 1. *(These children are more likely to have 1 year of Kindergarten before going to 1st grade.)*

First Grade 6 years old by May 31

Second Grade 7 years old by May 31

Third Grade 8 years old by May 31

Fourth Grade 9 years old by May 31

Fifth Grade 10 years old by May 31

Sixth Grade 11 years old by May 31

Seventh Grade 12 years old by May 31

Eighth Grade 13 years old by May 31

Class Size

(This section is approved but is in the process of implementation by 2020). Class size shall not exceed 20 students per class for Early Childhood classes and 26 students per class for first through eighth grades. If a class exceeds 24 students, an assistant will be added in grades 1-3. If the Director of Education and class teacher of the class determine exceeding the above class sizes can be accomplished without compromising the vision and mission of Mountain Phoenix, then the DE may seek and the Governing Council may grant approval to do so. Council approval under this policy does not change the maximum class size and subsequent approvals shall be required to exceed the maximum number of students in the future. However, once a student has been admitted under this policy, that student shall be admitted each year without the need for further Council approval. Classes who currently exceed the class size limits will not remove students to meet the class size limits, but as students leave over time, the above protocol will be followed for any new additions to the class.

Priority for Enrollment Pre-K through 8

Priority for enrollment is given to the following classes of students, prior to the lottery; these classes are listed in order of priority.

1. Currently enrolled students in grades pre K-8 who intend to return the next consecutive school year (not including homeschool).
2. Children, legal dependents or grandchildren of Founders of Mountain Phoenix (as defined in the Founder Definition section of this document).
3. Children and legal dependents or grandchildren of current Governing Council representatives of Mountain Phoenix who have served on the Governing Council for at least one year.
4. Children, legal dependents and grandchildren of current employees of Mountain Phoenix.
5. Siblings of currently enrolled pre K-8 students at Mountain Phoenix.
6. Children who left the school and are returning with an accepted priority petition, that has been approved by the Governing Council as described below.
7. Students and siblings currently enrolled in Mountain Phoenix Homeschool program.*see Homeschool Student section
8. Students included in the lottery who reside within the Jefferson County School District.
9. Students included in the lottery who reside outside the Jefferson County School District.

Kindergarten Lottery Process

After currently enrolled Pre-K students and returning Kindergartners fill or roll up into Kindergarten spots, the remaining Kindergarten spots are designated as "open", meaning slots that are available to children who are not currently students at MPCS. Of these open spots, 50% will be reserved for the general Jeffco community (Priority #8), with Educationally Disadvantaged applicants being given additional weight in the lottery process. For example, if there are 8 open Kindergarten spots, 4 spots are reserved for general Jeffco community with Disadvantaged weighting, and 4 spots are available for newly enrolling siblings of MPCS students. If a spot opens later in the year, the order of priority will come back to the sibling list and continue along the lines of the regular order of priority. Newly enrolled siblings and 2nd year homeschool kindergartners will be included in the lottery in their priority list as well as on the general community list (priority #8), so that if they do not get in as a sibling or homeschooler, they still have an opportunity a general community member. This Kindergarten lottery process is designed to create greater equity and access to a free Public Waldorf Education for the surrounding community.

Petition Process

In the event that a student has previously attended MPCS and left the school due to exigent circumstances such as a parent job transfer, divorce, travel abroad, illness or other special circumstances, parents can petition the Governing Council in writing within 12 months of such a student's disenrollment to be given priority enrollment via #6 above in the next school year. The Governing Council, Director of Education, and

faculty, if applicable, will review petitions and make determinations on a case by case basis, with the sole determination based upon the totality of the circumstances and space availability.

Homeschool Students

Families from the homeschool program that want to enroll in the MPCS full-time school program for the following year will be given homeschool priority only if they were enrolled in the homeschool program prior to, and including the official count day in October. Families who have enrolled in the MPCS homeschool program after the count day in October, but during the fall semester, will initially be placed in the In District/Out of District lottery, and then moved to the bottom on the homeschool priority waitlist as soon as Second Round enrollment begins. Families who have enrolled in the spring semester will initially be placed in the In District/Out of District lottery, and then moved to the bottom of the homeschool priority waitlist after the last day of the school year. New students with a sibling in the MPCS homeschool program will be placed on the homeschool priority waitlist according to the sibling guidelines. Homeschool families are subject to the birthdate guidelines stated in this policy and can not be enrolled in any other state program.

Lottery Process (Grades Pre-K through Eight)

The lottery process shall commence on the first Saturday after Jeffco First Round Choice Enrollment in January. All students for whom an application was received prior to the end of the first round choice enrollment period and are eligible for enrollment will be assigned a unique number and placed on a list, based on the birthdate guidelines. The list is sorted using computer-generated, randomized numbers. The Lottery will be utilized for the upcoming academic year only. Enrollment vacancies will be filled by grade, beginning with the highest grade for which there is one or more vacancies, and will continue in descending order (grade eight, grade seven, grade six, and so forth) until all vacancies are filled for all grades; enrollment invitations will be extended to students in order of their assigned Lottery placement (lowest to highest). To ensure authenticity and integrity of the lottery process, the randomization of computer-generated Lottery assignments will be overseen by no less than two Governing Council Representatives; the final sort will be printed and signed by all witnesses.

Educational Disadvantaged (Equal Access for Pre-K)

Educationally disadvantaged children will be given additional weight in our lottery process. Their name will be added an additional time to the lottery for each criteria they qualify for. Criteria for Educationally Disadvantaged at MPCS are;

- Qualify for Free and Reduced lunch
- Live within a 2 mile radius of the school (allowing for local neighborhood access)

Enrollment Disclaimer

Openings in Early Childhood Education will be included in the School's lottery and will be filled in accordance with this Enrollment Policy. If student is selected for an opening, there is no guarantee that the school will offer enrollment to the student's siblings. When a family has signed a confirmation for one child, the remaining siblings will be moved to the bottom on the sibling waitlist.

Enrollment Acceptance

Upon receiving a verbal invitation, the parent(s) or legal guardian(s) of the child(ren) must provide a signed Choice Enrollment Confirmation Form within three (3) business days, along with the enrollment fee. A student who accepts enrollment will be deemed an enrolled student. If no written Choice Enrollment Confirmation Form is received by the school within 3 days from the time any child was extended an Invitation to Enroll, or an Choice Enrollment Confirmation Form was not submitted to the school within the time allowed, the school will assume 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 extend an Invitation to Enroll to another child.

Vacancies

When a vacancy is created after October 1st, the vacancy may or may not be filled, at the discretion of the school's Education Director and after a discussion with the class teacher. Additions after October 1st will be encouraged to apply for the following year, except in unusual circumstances. An Invitation to Enroll will be extended to a child in the manner described in the Invitation to Enroll section of this document. A student who fills a vacancy shall be deemed a currently enrolled student, and that student's enrollment shall continue beyond the current academic year, in accordance with the school's policies and procedures.

After the invitation to enroll is extended, the child and the parents may meet with the class teacher. An assessment may be completed and discussed with the parents in order to determine academic levels of child and discuss the Waldorf approach to education. Request may be made for prior school records and/or a questionnaire to the former school/teacher will be completed and received by the class teacher.

Enrollment Termination

Enrollment will continue beyond the current academic year, in accordance with the school's policies and procedures. Should a Mountain Phoenix family choose to leave the school for any reason, the following process (explained in Parent Communication Policy) must be followed in order for the school to strive for continual improvement and to learn from that family's experience:

1. The family of the student dis-enrolling must submit notification to the front office as soon as the decision has been made so that the vacancy may be filled.
2. Upon notification of disenrollment, the front office will send the departing family an exit survey link and withdrawal form. The Governing Council may set up an exit interview if needed.

3. The Directors and a two Governing Council members will review, and file an exit interview form. All departing family survey's will be shared with the Governing Council for review.

Upon terminating enrollment, the student will be withdrawn from school activities including main lesson curriculum, subject classes, and school sponsored events.

JCSD Open Enrollment Policy

By providing written Enrollment Acceptance to the school, the child(ren) will forfeit enrollment in their neighborhood school, as defined by JCSD open enrollment policies. Please see the JCSD website for details regarding their open enrollment policies.

Founder Definition

A "Founder" of Mountain Phoenix at Wheatridge is defined as either:

1) A Founding Board member. The Founding Board members are identified to be (listed in alphabetical order of last name):

Maggie Payne, Valerie Wedel, Barry Solway, Kimara Evans

or,

2) The families (listed in alphabetical order of last name) whom a substantial contributions to the successful establishment of Mountain Phoenix, "substantial contributions" being defined as the completion of 60 Board-approved individual or family volunteer hours contributed to the school between date July 2006 and June 2007, as well as, July 2011 and June 2012

Sarah Hower, Stephanie Polucci, Betsy Tinker, Melissa Rumel, Mark Bonfiglio, Craig Eicher

POLICY HISTORY

Original: proposed by the GC on April 1, 2015.

Approved by the GC on July 29, 2015.

Revision 1: Addition of the Homeschool Student section after priority enrollment on February 24, 2016:

Revision 2: Updates to the Enrollment Termination Section. The school will send a Departing Family Survey to all families who leave the school and the Governing Council will only do formal exit interviews as needed. Survey's will be reviewed with Directors, signed, and filed. Upon terminating enrollment, the student will be withdrawn from all school activities including main lesson curriculum, subject classes, and school sponsored events. March 30, 2016.

Revision 3: On January 25, 2017 the GC revised the age guidelines to include ECE (3 years by Oct 1 and 4 years by Oct 1), and revised Kindergarten to say Year 1 (5 by Oct 1), Year 2 (5 by May 31). Added language that homeschool can not be enrolled in another state program and are subject to the birthdate guidelines.

Revision 4: On Wednesday, November 15, 2017 the GC made the following revisions: 1) under the Birthdate Guideline section, the ECE categories were expanded, 2) added a new section titled Kindergarten Lottery Process which is designed to improve accessibility, 3) added a new section titled Educational Disadvantaged, and minor revisions around the Enrollment Acceptance section with updated form titles.