

# **GOAL ACADEMY POLICY**

## **GOAL Enrollment Policy and Process**

**Section:** J : Students

**Policy Number:** J-1

**Policy Name:** GOAL Enrollment Policy and Process

**Approval Authority:** Board of Directors

**Responsible Executive:** Chief Business Operations Officer

**Responsible Office:** Compliance

**Originally Issued:** 9/2010

**Revisions:** 6/21/2016, 2/27/2018

### **1. Policy Statement**

GOAL Academy's Board of Directors determines that appropriate enrollment policies and processes will be set to ensure fair access to all potential students.

### **2. Reason for Policy**

GOAL Academy's primary purpose is to offer hope, opportunity, and educational equity to students whose needs are not being met in a traditional school environment, specifically serving students who are at-risk for graduation. GOAL Academy is an open-enrollment, tuition-free charter public school for students throughout Colorado, and is designated as an Alternative Educational Campus (AEC). In order to maintain AEC status, GOAL Academy must ensure that a minimum of 90% of the student population have at least one at-risk indicator, as specified in state statute. Enrollment priority will be given to students who meet the at-risk criteria, as specified in CRS 22-7-604, including amendments made in HB 16-1429.

### **3. Who Should Read This Policy**

All GOAL Academy Staff

### **4. Related Documents**

GOAL Academy Student Handbook

### **5. Contacts**

Chief Business Operations Officer  
Sr. Director of Compliance

### **6. The Policy**

## **Nondiscrimination**

GOAL Academy is subject to all federal and state laws and constitutional provisions prohibiting discrimination. GOAL Academy will not make enrollment decisions that discriminate based on disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services.

## **Enrollment**

Students will only be admitted to GOAL Academy during Regular Enrollment or during the two-additional end-of-term enrollment periods.

### **Students with no AEC indicator**

Regional Principals will have the discretion to accept students who do not have at least one AEC indicator, based upon available slots, ensuring that the percentage of students with no AEC indicators does not exceed 8% of the region's total enrollment. Students with no AEC indicator will follow the regular enrollment process, with the addition of a conference with the principal prior to final acceptance. Students with no AEC indicator will be approved and accepted by the regional principal on a first-come-first-served basis. The list of AEC indicators is located at the end of this policy.

## **Regular Enrollment**

The deadline for Regular Enrollment in GOAL Academy is the close of business on the third Friday of September at the beginning of each school year. The regular enrollment period may be extended an additional 1 week to ensure enrollment numbers meet the annual budget needs. All students who meet all the following requirements and who are approved by the deadline will be enrolled in GOAL Academy:

- a. Submit a completed enrollment form in-person or online;
- b. Provide all requested documentation, including:
  - i. Complete high school transcripts;
  - ii. Immunization records (or signed waiver);
  - iii. A birth certificate (or other approved documents);
  - iv. Economic survey data form;
  - v. Colorado Residency form; and
  - vi. Any other requested documentation or forms;
- c. Complete the required log-in.

If a student has submitted an enrollment form, but has not completed the other pre-enrollment requirements, attempts may be made to make the student aware of his or her status.

If a completed enrollment form is submitted by the deadline, but the other requirements are not completed, the student will be placed on a waitlist and will not be enrolled in GOAL Academy.

## **Waitlist**

Students can submit an enrollment form, in-person or online, at any time during the year. If the enrollment form is submitted after the Regular Enrollment deadline then the student will be added to the waitlist for the region of his or her preference, and the enrollment will be considered at the next end-of-term enrollment period. If the enrollment form is submitted after the final end-of-term deadline it will be considered a Regular Enrollment submission for the next school year.

Students on the waitlist will be enrolled in GOAL Academy when a seat becomes available in his or her region based on number assignment through a random lottery, if the waitlist exceeds the number of slots available. Students who did not enroll during Regular Enrollment will not be enrolled in GOAL Academy, nor will seats be made available to students on a waitlist, until the end-of-term enrollment period unless a student is granted a hardship exception.

## **Hardship Exceptions**

A student may be enrolled into GOAL Academy at any time if he or she receives a hardship exception. To receive a hardship exception a student must include with his or her enrollment form a hardship exception request that consists of a written explanation, not to exceed five hundred words, as to why making the student wait until the next enrollment period would be an uncommon and substantial hardship on the student's educational progress.

Each hardship exception request will be reviewed by the Sr. Director of Compliance to determine if an uncommon and substantial hardship on the student's educational progress would result from making the student wait until the next enrollment period. Within 5 business days of receiving the hardship exception request the Sr. Director of Compliance will recommend to approve or deny the request to the Executive Director. The Executive Director will review the request and the recommendation of the Director of Compliance and make a final decision to approve or deny the request within 5 business days of receiving the request from the Sr. Director of Compliance. If the request is approved the student will be informed and must comply with the same deadlines established for students being admitted through the lottery. If the request is denied the student must wait until the next enrollment period.

## **End-of-Term Enrollment**

Students on a waitlist for the current school year will be offered the opportunity to enroll in GOAL mid-year (December) and mid-spring (March), based on the procedures described in this policy.

Seat availability will be determined through the following process:

In November and February of each year, the Sr. Director of Compliance and the Regional Principals will determine the number of available seats, the potential number of graduates, and

the staffing levels within each site/region. A final determination on the number of available seats will be established by the first week of December and the last week of February.

The Sr. Director of Compliance, or designee, will conduct the selection process for all regions, and communicate the students selected to the Regional Principal. Student selection will be by number assignment through a random lottery from students on the waitlists.

The random lottery will be publicly held, and based upon the available seats for each region on the first Monday in December and the first Monday in March of each school year. Students selected through the lottery will be contacted by the Admissions Department to inform them they have the option to enroll in GOAL Academy for the upcoming term. Offers to enroll must be accepted within 48 hours. If the student declines or does not confirm acceptance, the next student on the random lottery number assignment list will be offered the available seat.

If the student accepts, all enrollment paperwork, as outlined in this policy under Regular Enrollment, must be submitted within five business days of the date the offered seat is accepted.

Students will be added to the Star 360 Enrollment list. All students will take Star 360 and Pairin assessments and complete a new student orientation.

Only the State Support Admissions staff will change a student to ACTIVE to allow for proper student tracking.

If a student accepts a Mid-year Enrollment offer and then fails to fulfill all of the requirements by the applicable deadline, the Sr. Director of Compliance may offer the available seat to the next student on the random lottery number assignment list with a shortened deadline to complete enrollment requirements.

Students who submit an enrollment application after the final end-of-term deadline will be considered a Regular Enrollment submission for the next school year.

## **Non-funded Students**

Up to 100 seats per year may be made available to individuals who are not eligible for public education funding, due to being over-age or some other reason. Individuals interested in enrolling in GOAL Academy as students for one of these seats must follow the requirements and meet the deadlines for Regular Enrollment. These seats will be filled on a first come, first-served basis, determined as when an individual completes all of the enrollment requirements. These individuals will not be included on any waitlists or in the end-of-term enrollment process.

## **Enrollment for students with an IEP or 504**

Students with an active IEP or 504 are given the same opportunity to enroll in GOAL Academy. Upon notice that a student has been conditionally admitted to GOAL Academy, parents should provide a copy of the current IEP or 504, to ensure that services to the student are uninterrupted and that the school can determine the level of support needed to provide a free and appropriate public education.

## **List of AEC Indicators**

- (a) Has been committed to the department of human services following adjudication as a juvenile delinquent or is in detention awaiting disposition of charges that may result in commitment to the department of human services;
- (b) Has dropped out of school or has four excused or unexcused absences from public school in any one month or ten excused or unexcused absences from public school during any school year. Absences due to suspension or expulsion of a student are considered absences for purposes of this indicator.
- (c) Has been expelled from school or engaged in behavior that would justify expulsion;
- (d) Has a documented history of personal drug or alcohol use or has a parent or guardian with a documented dependence on drugs or alcohol;
- (e) Has a documented history of personal street gang involvement or has an immediate family member with a documented history of street gang involvement;
- (f) Has a documented history of child abuse or neglect; has been adjudicated a ward of the court, or has been involved in the foster care system
- (g) Has a parent or guardian in prison or on parole or probation; or has experienced the loss of a parent or sibling
- (h) Has a documented history of domestic violence in the immediate family;
- (i) Has a documented history of repeated school suspensions (3)
- (j) Is a parent or pregnant woman under the age of twenty years;
- (k) Is a migrant child, as defined in section 22-23-103 (2);
- (l) Is a homeless child, as defined in section 22-1-102.5 (2) (a);
- (m) Has a documented history of a mental or behavioral health issue or has experienced significant trauma

(n) A student who has an individualized education program pursuant to section 22-20-108

(o) Is over traditional school age for his or her grade level and lacks adequate credit hours for his or her grade level. (Must be a full grade level behind in credits)