Admission and Withdrawal Policy

1. Overview

Parents request enrollment of their child(ren) to the school by submitting an Online Application to Enroll form prior to or during the school's open enrollment period. For grade levels that are under filled, applicants who submit applications prior to or during our enrollment period, shall be admitted on a first-come, first-served basis. Furthermore, the applications and students on the applications will be accepted until grade levels are filled, after which point a random selection waitlist will begin.

2. Purpose

The purpose of this policy is to outline the enrollment process for grades Kindergarten to 12th grade. Enrollment policies should enable the registration office to meet the enrollment expectations for Pinnacle Charter School.

3. Scope

This policy applies to all Pinnacle Charter School staff, users, and contractors that are involved in the Pinnacle Charter School data governance and transparency efforts. This policy applies to all current and perspective students.

4. Policy

A. GENERAL

Non-Discrimination Policy

Enrollment decisions shall be made in a nondiscriminatory manner specified in the charter school application and pursuant to C.R.S. 22-30.5-507(3), prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or any other protected class. Pinnacle Charter School enrollment is open to all students residing in the state.

Enrollment Period

- Enrollment for each school year will end on the last school day prior to October Pupil Count Day of the current school year. Students may be enrolled after the October Pupil Count Day if seats are available.
- If a student is not offered a spot for the current school year, a new application for the next year will need to be submitted. These families will be notified via the contact information on their Application to Enroll, prior to the re-opening of our enrollment period for the next year.
- Parent(s) or legal guardian(s) of the child(ren) who were extended an invitation to enroll and declined the invitation, will have the child(ren) removed from the waitlist for future years as the school will assume the parent(s) or legal guardian(s) of the child(ren) are no longer interested in enrolling that particular child in the school. The child(ren) who are removed from the waitlist but wish to enroll must reapply for enrollment, via the "Enrollment Process" section of this policy; failure to reapply for enrollment will result in their child(ren) being excluded from enrollment. If the parent(s) or guardian(s) have more than one child, and the parent(s) or guardian(s) decline only one offer and

accept the invitation for another, only the one student whose offer was declined will be removed from the waitlist, while the other accepted offer will move forward with enrollment.

Priority Enrollment

Priority for enrollment is given to the following groups but does not guarantee a seat. Pinnacle will go through the top priority group before moving into the next group. If there are multiple applicants in each group the selection for the available opening will be based on a random selection process.

1. Matriculating students
2. Children of current Pinnacle full time or part time employees
3. Siblings of already admitted students
    a. i.e. siblings include children whose primary guardian(s) are also the primary guardian(s) of other children already enrolled in the program (in the case of joint custody, or temporary guardianship, the primary guardian(s) must have custody at least 50% of the time for the additional student to be deemed a sibling).

Admission Requirements

- Pinnacle Charter School requires that all students wishing to attend complete an application located on-line at www.pinnaclecharterschool.org.
- The application will ask for basic household information including, guardians, guardian contact information, student demographic information such as name, birth date, what grade they are enrolling for, and priority enrollment identifying questions such as do you have a sibling enrolled at Pinnacle and do you have a family member who works at Pinnacle.

Enrollment Process

Parents request enrollment of their child(ren) to the school by submitting an Online Application to Enroll form. For grade levels that are under filled, applicants who submit applications prior to or during our enrollment period, shall be admitted on a first come first serve basis. Furthermore, the applications and students on the applications will be accepted until grade levels are filled, after which point a random selection waitlist will begin. Matriculating students, children of current Pinnacle employees, and siblings of currently enrolled students will be given priority prior to the waitlist. Submitting an Application to Enroll form in no way guarantees that the child(ren) will be extended an Invitation to Enroll.

Random Selection Waitlist Process

If there are any Priority Enrollments in a particular grade, they will be identified and provided an Invitation to Enroll prior to other applicants. If there is still further openings for a grade, Students will be selected from the random selection wait-list as seats become available, and will be notified if selected. The random selection process will take all current applications in our Student Information System and split the students by grade. Each student will have numbers associated with them via Excel or Google Sheets random number generator formula, these numbers refresh and change with every change to the list. When there is an available seat in a grade, a new number assignment is generated and the student with the number closest to zero will then receive the Invitation to Enroll.

Invitation to Enroll

Upon receiving an Invitation to Enroll via telephone, text, and/or email, the parent(s) or legal guardian(s) of the child(ren) shall accept the offer by completing the final enrolment packet or providing written or verbal Enrollment Acceptance to the appropriate school contact in a reasonable timeframe. If the enrollment packet is not complete and/or no verbal or written Enrollment Acceptance is received by the school, 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. If the spot is declined, the child is removed from the waitlist and the parent(s)/guardian(s) of the next student chosen in the random selection will be contacted. As a spot becomes available, the school will re-run the random selection and contact the parent(s)/guardian(s) of the chosen student to offer them the open spot for their child. A student who accepts enrollment and there is no reason for denial, will be deemed a currently enrolled student, and that student's enrollment will continue beyond the current academic year. Pinnacle will request records from the child(ren)'s previous school. Students may be enrolled prior to receipt of those records, but the enrollment is contingent upon verification of the student's discipline history. Pursuant to CRS 22-33-106, Pinnacle reserves the right to deny or overturn enrollment to a student if the student has been expelled from another school in the preceding 12 months or exhibited behavior on or off school property that is detrimental to the welfare or safety of other pupils or staff and such actions were not a manifestation of a disability.

Enrollment Packet

Failure to accept the enrollment offer in a timely manner constitutes rejection of the offer of enrollment or withdrawal of such acceptance, and the spot will be made available to another student. The documents listed below will be part of the final enrollment packet. We will encourage all families to complete these packets in full, so the school can provide the best support possible. The final enrollment packet should be completed within 10 business days of the invitation to enroll.

- Demographics
- Emergency Contacts
- Home Language Survey
- Student Behavioral Questionnaire
- McKinney Vento Identifying Questions
- Migrant Identifying Questions
- IEP, GT, or 504 Status
- Health Conditions and Medication Questions
- Proof of Immunizations or Exemption
- Custody or Orders of Protection legal paperwork (if applicable): Verifies guardianship. Examples: Court Order, Power of Attorney, Adoption Paperwork, etc.
- Proof of Age and Identity, i.e. birth certificate, baptismal certificates, immunizations, etc.
    - Disclaimer: students qualifying under the McKinney-Vento Act or who have other legitimate reasons for not having the required documentation (e.g., if the student does not have a birth certificate due to migrant status, homeless status, etc.) should contact the registrar. Exceptions will be made for these students.
- Students eligible for Kindergarten must attain the age of five years old on or before October 1 of the year they are applying for admission OR be four years

old as of October 1 of the year they are applying for admission AND be identified by an administrative unit as a highly advanced gifted child for whom early access to Kindergarten is appropriate in accordance of CRS 22-20-204.5, refer to our Early Access Policy for additional information.

Disabilities

Enrollment of students with disabilities will be conducted in accordance with the CSI Enrollment of Students with Disabilities Policy.

Denying Admission or Overturning an Enrollment Decision

Please refer to CRS 22-33-106.

- The student has already graduated from high school (or its equivalent);
- Failure to meet age requirements;
- Having been expelled from any school in the preceding 12 months;
- Failure to adhere to immunization requirements; and
- Behavior in another school in the preceding 12 months that is detrimental to the welfare of safety of other pupils or of school personnel.

Failure to receive a student's records is not grounds for denial of admission. A student may be permitted to start taking classes, but s/he is not fully "admitted" within the meaning of the school attendance law until the full two-step process is complete. After the start of the school year and the behavior records show grounds for denial of admission, we will call it a "denial of admission" as opposed to an expulsion.

- Disclaimer: A denial of admission is subject to the same procedure as an expulsion pursuant to CRS 22-33-105(2)(c). Pinnacle board or the board's designee is the ultimate decision-maker, and this decision can be appealed.

Withdrawal Policy

Parent(s)/guardian(s) of students withdrawing/transferring to another school must contact the Registrar to fill out a Withdrawal Form, Request for Records, and provide a copy of a parent's or guardian's photo identification. Records requests and Transcript requests may take up to five business days to process after being received by the Registrar. Parent(s)/guardian(s) are required to communicate with student fees, cafeteria, library, and teachers prior to withdrawal, confirming that there are no unpaid balances or unreturned items. Once a family withdraws or inform the school that they will not be retuning for a future school year, the family must reapply for enrollment, via the "Enrollment Process" section of this policy if they have future interest in attending Pinnacle. Failure to reapply for enrollment will result in their child(ren) being excluded from enrollment.

LEGAL REFERENCES:
C.R.S 22-20-204.5 (Early Access)
C.R.S 22-33-105(2)(c) (Expulsion and Expulsion Hearing)
C.R.S. 22-33-106 (Denial of Admission)
C.C.R. 301-88-2.02 (Nondiscrimination)

B. MANAGEMENT OVERSIGHT

The Chief Executive Officer or their designee provides the central point of accountability, leadership, vision, and coordination for Pinnacle Charter School governance.

- **Data Governance Design** – Designing and implementing processes necessary to govern, plan, manage, oversee, evaluate and implement policies.

- **Governance** – Assisting in governance activities and decision making in a tiered governance hierarchy. They shall be part of the final decision making authority for new element definition/acceptance and are ultimately responsible for providing Pinnacle Charter School guidance, coordination, planning, and management.

- **Communications** – Developing and implementing a tiered management, decision, communications, and support infrastructure.

- **Policy** - Creating policies, rules, legislation, standards and practices necessary to carry out the governance and transparency initiatives across the Pinnacle Charter customer base.

C. TRANSPARENCY

5. Enforcement

Staff members found in policy violation may be subject to disciplinary action, up to and including termination.

6. Distribution

This policy is to be distributed to all Pinnacle Charter School staff and posted.

7. Policy Version History

Version	Date	Description	Approved By
1.0	12/2015	Policy on Record	BOD 12/7/2015
2.0	10/15/2018	Policy Revised to include new guidelines and regulations	?
3.0	11/22/2019	Policy Revised to include new guidelines and regulations	?
4.0	04/17/2023	Policy Revised to include new guidelines and regulations	Board 4/17/2023