



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	JG-TCA
Policy Number:	Enrollment and Placement
Original Date:	11/20/2003
Last Reviewed:	1/11/2022
Category:	Students
Author:	Registrar
Approval:	Director of Academic Services

## INTRODUCTION

TCA is a wait-list school and offers enrollment to students based on wait-list order and applicable priorities. The TCA traditional program offers available seats to students in the kindergarten through 10<sup>th</sup> grade. The Cottage School program (CSP) offers available seats to students in kindergarten through 6<sup>th</sup> grades and TCA College Pathways (CP) offers available seats to 7<sup>th</sup> through 12<sup>th</sup> grades. Students who transfer into TCA at the secondary level will be subject to policy *IKAA-TCA-2: Transfer Credits*.

## ENROLLMENT RESTRICTIONS

### Traditional School Program 11<sup>th</sup> and 12<sup>th</sup> Grade

The TCA Traditional program does not enroll or re-enroll students at the 11<sup>th</sup> or 12<sup>th</sup> grade levels. This includes students who have never attended TCA, who have withdrawn from any TCA program, and staff children.

### College Pathways Program 12<sup>th</sup> Grade

TCA College Pathways does not enroll or re-enroll students at the 12<sup>th</sup> grade level. This includes students who have never attended TCA or who have withdrawn from any TCA program. Current students at TCA Traditional may still waitlist and transfer to College Pathways at 12<sup>th</sup> grade if they receive an offer from CP. In addition, this restriction does not extend to staff children; staff children may waitlist and receive offers for CP at 12<sup>th</sup> grade.

### Kindergarten and 1<sup>st</sup> Grade Age Cut-Off

Students must turn 5 years of age on or before June 1<sup>st</sup> of the intended enrollment year in order to start kindergarten. For example, if a student's birthday is June 12, that child will start kindergarten in the enrollment year that child turns 6. All cut-off dates will be upheld with no exceptions. In addition, students must also meet the age cut-off requirement for 1st grade. Accordingly, students must be 6 years of age on or before the June 1<sup>st</sup> deadline that precedes the academic year in which the student wishes to enroll in 1st grade. These deadlines and age requirements are applicable to both the Traditional and the Cottage School Programs.

## ENROLLMENT AND PLACEMENT PROCEDURE

Available seats are offered to wait-listed students in wait-list order (*See JFB-TCA: Waitlist*). Parents must accept the offer and complete the online admission form to begin the process of enrollment. Once a firm offer has been accepted, parents will be provided instructions to complete the required D20 registration or transfer process if necessary (*please see ASD20 policy JFAA-R: Admission of Students Procedure*).

If an enrollment offer is declined, the child will be removed from the waitlist. In addition, if the parent cannot be reached via the provided contact information on file and a response is not received by the deadline, the offer will be rescinded. In both cases, a new wait-list application must be submitted for the child to be considered for a future offer.

Campus placement and preferences are generally assigned by wait-list order and are subject to availability and administrative capabilities. During this process, families will be able to express any applicable preferences such as campus (Central-East-North), time, or day of the week. Additionally, they will be asked to rate these preferences in the event the first choice cannot be accommodated. If the family's first choice was not received and then becomes available at a later date, the Registrar will contact families in wait-list order to fill the vacancy. This process will continue until all seats are filled according to availability and preferences.

Approximately one month prior to the first day of school, the campus and time rosters will be considered finalized. Any vacancies occurring after the rosters are finalized will be filled by the next available student on the waitlist. The offer will be specific to the campus and time that was vacated. This process will continue until September 30 or until all seats are filled, whichever occurs first. Once school starts, roster changes will not be made except in case of emergencies with administrative approval.

### **Military Children**

The TCA school or program in which the child of an inbound active duty military member is enrolled will grant guaranteed automatic matriculation while the child remains at TCA, including guaranteed automatic matriculation to the next grade in the same manner guaranteed automatic matriculation is provided to all enrolled TCA students.

### **RETAINED STUDENTS' PLACEMENT**

If a child retains in a grade level in any TCA program, the student will be placed according to the recommendation of the multi-disciplinary team and principal with parent approval. The student's campus and time placement may change from the previous year. *Please see IKD-TCA: Retention of Students for additional details.*

### **GROUNDS FOR DENYING ENROLLMENT (C.R.S. 22-36-101)**

Final enrollment to TCA may be denied when:

- a. There is a lack of space or teaching staff in a particular program or school requested, in which case priority will be given to resident students applying for admission to the program or school.
- b. The school requested does not offer appropriate programs or is not structured or equipped with the necessary facilities to meet special needs of the student or does not offer the particular program requested.
- c. The student does not meet the established eligibility criteria for participating in a particular program including age requirements, course prerequisites and required levels of performance.
- d. A desegregation plan is in effect for the school district, and denial is necessary in order to enable compliance with the desegregation plan.
- e. The student has been expelled from any school district in the preceding 12 months or is in the process of being expelled.
- f. The student has demonstrated behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other students or of school personnel.

**Legal References**

C.R.S. § 22-1-102  
 C.R.S. § 22-1-102.5  
 C.R.S. § 22-32-116  
 C.R.S. § 22-33-106  
 C.R.S. §§ 22-36-101 et seq.  
 C.R.S. 22-36-107 (inbound active duty military families)

**Cross References**

IKD-TCA: Retention of Students  
 JFB-TCA: Waitlist  
 IKAA-TCA-2: Transfer Credits  
 ASD20 Policy JFAA-R: Admission of Students Procedure

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
3/18/2013	Reformatted policy into new template. Completed annual review.	Registrar
11/12/2014	Changed title and added age cut-off guidelines. Completed annual review.	Registrar
3/8/2016	Completed annual review. Revised Kindergarten wait list table.	Registrar
12/16/2016	Completed annual review. Revised age cut-off dates for 2 <sup>nd</sup> and 3 <sup>rd</sup> grade and Kindergarten wait list table.	Registrar/Director of Academic Services
4/01/2019	Incorporated JGB-TCA into this policy. Added enrollment restrictions for CP and added previously established traditional restrictions. Updated to reflect current enrollment procedure for all programs. Removed Kindergarten waitlist table (reference only).	Registrar
5/01/2019	Add language from C.R.S. 22-36-101 regarding grounds for denying enrollment.	Registrar
5/18/2021	Remove 7-8 <sup>th</sup> grade CSP references. Minor wording updates and department approvals.	Registrar
1/11/2022	Add C.R.S. 22-36-107 language for children of inbound active duty military families.	Registrar