

## **Paradise Schools ENROLLMENT POLICY**

Paradise Schools has an open-enrollment policy in accordance with A.R.S. § 15-184.

Paradise Schools does not discriminate in its admissions or enrollment practices on the basis of race, ethnicity, national origin, age, religion, gender, income level, disability, English proficiency or athletic ability.

This Enrollment Policy supersedes previously established enrollment policy.

### **General**

Students continuing from one year to the next will be required to complete a Paradise Schools' reenrollment form by the established deadline in order to receive priority enrollment.

A timely application shall be one that is submitted on or before the established deadline for an upcoming school year.<sup>1</sup> An enrollment packet shall not be considered complete until all paperwork is completed in accordance with current state law (See A.R.S. §15-828 and A.R.S. §15-872).

Failure to disclose accurate, complete, and truthful information on the enrollment application may result in revocation of acceptance of open enrollment or removal from enrollment.

### **Admission Criteria**

The Executive Director or designee of Paradise Schools shall determine if students will be admitted, in accordance with the following criteria:

The school has the capacity to serve the student without adversely impacting the educational opportunities for students currently enrolled. Factors to be considered in making this determination include, but are not limited to the following:

- Physical capacity of the school building and classrooms
- Availability of staff members (i.e., administrators, teachers, other certificated employees, classified employees, related service providers employed by the school, and related service providers contracted by Paradise Schools)
- Capacity in relevant classes
- Capacity in relevant classrooms

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<sup>1</sup> Note: Paradise Schools accepts applications on an ongoing basis throughout the school year, beginning the first day of school, prior to the upcoming school year.

- Capacity in relevant special programs
- Availability of other resources
- The student’s admission does not violate the provisions of a court order

Pursuant to A.R.S 15-184(F), Paradise Schools may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

**Enrollment /Admission Priorities**

Admission priorities to Paradise Schools will be as follows:

1. Students returning to Paradise Schools for a subsequent school year.
2. Students whose siblings already attend Paradise Schools (proof of sibling status is required, i.e. birth certificate, marriage certificate).
3. Students whose parents/guardians/grandparents are employees of Paradise Schools and/or members of the Paradise Schools Governing Body and/or Corporate Board.
4. All other eligible students who submit a timely and complete application, unless the number of applications exceeds established capacity.
5. If remaining capacity is insufficient to enroll all students who submit timely applications, Paradise Schools will select students through an equitable selection process such as a lottery, except that preference shall be given to siblings of a student selected through such process.
6. Students who submitted a timely application but who were not admitted due to lack of capacity may request to be placed on a waiting list, to be contacted should capacity exist at a later date.
7. Students whose applications are submitted after the lottery deadline shall be admitted if capacity exists at the time their application is submitted.

**Capacity**

Set forth below is the capacity calculation for 2015-2016:

Kindergarten-12 <sup>th</sup> grade	1 : 28 Staff to Student Ratio
Learning Lab/Cross Categorical Program (K-3 <sup>rd</sup> grade)	1 : 8 Staff to Student Ratio
Learning Lab/Cross Categorical Program (4 <sup>th</sup> -8 <sup>th</sup> grade)	1 : 10 Staff to Student Ratio
Self-Contained/Cross Categorical Program (K-12 <sup>th</sup> )	1 : 2 Staff to Student Ratio
Inclusion Program [per grade level] (K-5 <sup>th</sup> )	1 : 6 Staff to Student Ratio
Inclusion Program [per grade level] (6 <sup>th</sup> -12 <sup>th</sup> )	1 : 10 Staff to Student Ratio

For Learning Lab/Cross Categorical, Self-Contained and Inclusion Programs, the ‘Staff to Student Ratio’ will be applied so that the teacher will not be providing services to more than

established number of students in any given hour of the school day. For enrollment purposes, no new applications will be considered for Learning Lab/Cross Categorical, Self-Contained and Inclusion Programs once those programs contain one less student per the established staff to student ratio. Capacity will be set at these levels to ensure that adequate programming capacity is reserved for current Paradise Schools' students who may be located, identified, and made eligible for these programs.