



Enrollment Policy of  
John Adams High School

**A. Mission & Vision**

The mission of John Adams High School is to prepare high school students for collegiate success. We will provide a safe, structured and rigorous college preparatory environment that promotes academic excellence and ensures that each student is accepted to at least one four-year college or university. Our students will partner with highly qualified teachers and college counselors to develop, implement, and track their individual path to college with a program that involves advanced placement courses. Finally, we value our students as unique individuals and will provide a character program that prepares our students to be a responsible and dynamic citizen like our founding father, John Adams.

**B. Initial Enrollment**

John Adams High School plans to launch ninth and tenth grades in Fall 2017 by filling at least 600 seats through the priority and lottery process described in this Policy. The first year budget is based on this 600-student enrollment, but more students may be enrolled, depending on interest in the community. The size of the ninth grade class in each subsequent year will increase until full capacity is reached (approximately 375 students per grade).

John Adams High School has notified the community of its opening through its website ([www.JohnAdamsHS.org](http://www.JohnAdamsHS.org)), hosting interested parent meetings at area elementary and middle school charter schools, meeting with Boards of Directors of area elementary and middle school charter schools, presenting at open community meetings, and by participating in community fairs. Enrollment for the first class of students, ninth and tenth grades in the 2017-2018 school year, will follow the open enrollment and lottery process described in this Policy.

**C. Method of Enrollment**

Parents request enrollment for their student by submitting an online Intent to Enroll form prior to or during the school's open enrollment period. This open enrollment form shall be available at John Adams High School website ([www.JohnAdamsHS.org](http://www.JohnAdamsHS.org)). The Intent to Enroll form for the 2017-2018 school year is currently available on the website. Submitting an Intent to Enroll form in no way guarantees that the student will be extended an Invitation to Enroll.



#### **D. Non-Discrimination**

John Adams High School will not discriminate against any student and will not enroll students on the basis of ability (academic, language, physical or otherwise), gender, race, socioeconomic status or any other basis other than the priority enrollment set forth in this Enrollment Policy.

#### **E. Open Enrollment Period**

The open enrollment period and lottery for each school year will be posted on John Adams High School's website no later than November 1 of each year. For the 2017-2018 school year, the open enrollment period will end Friday, Nov. 25, 2016. The open enrollment period for subsequent school years will end no later than midnight (MST) January 5. All Intent to Enroll forms received prior to the end of the open enrollment period will be included in the lottery process. This includes all Intent to Enroll forms received in prior years. Families that applied in a prior year but were not extended an invitation to enroll do not need to reapply.

#### **F. Priority Enrollment**

Priority for enrollment will be given to the following groups of students, prior to the annual lottery:

1. Currently enrolled students;
2. Siblings of currently enrolled students. Siblings that share the same birth date (i.e., twins or triplets) shall receive automatic enrollment;
3. Children of Founding Families; and
4. Children of full-time faculty and staff.

Founding Families are parents or legal guardians that have performed 50 hours of approved services toward the formation of John Adams High School prior to the start of the school. Full-time staff are staff that work on average more than 30 hours per week. No more than twenty percent (20%) of total student enrollment will be given priority through status as children in the household of Founding Families or as children of full-time faculty and staff.

#### **G. Weighting**

The approaches John Adams High School (JAHS) will use to prepare students for collegiate success (for example, early and continuous college counseling) have proven particularly effective with educationally disadvantaged students. John Adams High School intends its student population to mirror the Douglas County School District (DCSD) educationally disadvantaged demographics, which in Fall 2015 included: 12% of the total district student



population received free and reduced lunch, 10% special education services, 5% English Language Learner services, 1% were homeless, and <1% were migrant. John Adams High School will utilize a weighted lottery when the Intent to Enroll population has a lower proportion of educationally disadvantaged students than the DCSD proportion.

1. Identification: An applicant self-identifies on the Intent to Enroll form as having education services and/or free or reduced lunch.
2. Verification: JAHS will verify with DCSD whether the self-identified applicant qualifies as educationally disadvantaged. If verified, the applicant will be counted as educationally disadvantaged in the annual review of weighting.
3. Annual Review of Weighting: Upon closure of the open enrollment period JAHS will compare its proportion of educationally disadvantaged students to the DCSD demographics. JAHS will notify self-identified applicants whether there will be a weighted lottery, and whether the student will be granted additional weight.
  - a. Establish DSCD Proportion: JAHS will determine the DCSD demographics by summing the most recent publically available statistics for DSCD free and reduced lunch, special education services, English Language Learner services, homeless, and migrant. This will be shown as a percentage of the total district population.
  - b. Establish JAHS Proportion: JAHS will determine the JAHS demographics by summing the current year Intent to Enroll counts for applicants verified as free and reduced lunch, special education services, English Language Learner services, homeless, and migrant. This will be shown as a percentage of the total current year Intent to Enroll applications.
  - c. Weight Calculation:
    - i. The following calculation will be used to assess the weighting:  
$$(x+ax) / (y+ax) = b$$

x = # of Intent to Enroll verified educationally disadvantaged applicants  
y = # of total Intent to Enroll applicants  
a = # of additional chances in the lottery for verified educationally disadvantaged applicants  
b = revised % chance in lottery for verified educationally disadvantaged applicants
    - ii. JAHS will calculate the % chance in the lottery under two scenarios: 1) where additional weight/chance is given, and 2) where additional weight/chance is not given.



- iii. JAHS will apply a weight only when the calculation for revised % chance in lottery for verified educationally disadvantaged applicants is closer to the DCSD proportion than if no weight is given.

## **H. Lottery**

The lottery process shall commence within one week after the end of the open enrollment period. All students for whom an Intent to Enroll was received prior to the end of the open enrollment period and are eligible for enrollment will be assigned a unique number and placed on the list by number. Applicants who are accorded a weight consistent with Section G of this policy will be listed the number of chances determined by the weight calculation, assigned the number of chances specified by the weight calculation unique numbers, and placed on the list by number. The list will be sorted using computer-generated, randomized numbers. Each entry is assigned a Lottery ID from 1 to N depending on where they landed in the sort. The Lottery ID 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 until all vacancies are filled for all grades. Following priority enrollment as noted above, enrollment invitations will be extended to students in order of their assigned Lottery ID (lowest to highest). To ensure authenticity and integrity of the lottery process, no less than two Directors of the Board (and in future years when one is hired, the principal or academic director) will oversee the randomization of computer-generated Lottery ID assignments; the final sort will be printed and signed by all witnesses. For the first year, in the absence of a principal, two board members and a committee member will oversee and witness the lottery process.

If enrollment vacancies remain after extending enrollment invitations to all students included in the first lottery, student applicants who submit an Intent to Enroll form after the first open enrollment period will be added to the prioritized round one list on a first-come, first-served basis and offered invitations to enroll as vacancies remain.

## **I. Enrollment Acceptance**

Upon receiving an Invitation to Enroll via email, the parent(s) or legal guardian(s) of the applicant shall provide Enrollment Acceptance via email to the appropriate school contact no later than forty-eight hours after the enrollment invitation was extended. In addition, parent(s) or legal guardian(s) of the student enrolling are required to submit an online Enrollment Acceptance form no later than one week after the enrollment invitation was extended. The online form will



be linked from the school website, and a link and instructions will also be provided in the enrollment offer email.

A student who accepts enrollment will be deemed a currently enrolled student, and that student's enrollment will continue beyond the current academic year, in accordance with the school's policies and procedures. If no Enrollment Acceptance is received by the school via email within forty-eight hours from the time any applicant was extended an Invitation to Enroll, or an Enrollment Acceptance form was not submitted to the school within the time allowed, the school will assume the parent(s) or legal guardian(s) of the student declined to enroll the applicant in the school, and the school may then extend an Invitation to Enroll to another applicant.

#### **J. Vacancies**

When a vacancy is created prior to, during, or after the school year, the vacancy may or may not be filled, at the discretion of the Principal, in the event it is considered to be fiscally, logistically or otherwise in conflict with the school's ability to meet its mission and goals. If the school chooses to fill the vacancy, priority will be given as specified in the Priority Enrollment section of this document. An Invitation to Enroll will be extended to an applicant as described in Section I. 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.

#### **K. Wait Lists**

Wait lists shall be prioritized according to Board of Education Policy JCA/JFB-R. These lists will be created if applicants exceed space available at John Adams High School.

#### **L. DCSD Open Enrollment Policy**

By providing written Enrollment Acceptance to the school via email, the student will forfeit enrollment in their neighborhood school, as defined by DCSD open enrollment policies. Please see the DCSD website for details regarding their open enrollment policies.

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