



Southwest Open School

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Enrollment Policy and Procedures

Adopted: 4/11/2022

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Non -Discriminatory Student Recruitment and Enrollment

Southwest Open School (SWOS) encourages all students of age for grade levels that are open to enrollment to apply. All students who enroll will have an equal chance of gaining a seat in our lottery based on the preferences and procedures outlined below. Student recruitment and enrollment decisions shall be made in a nondiscriminatory manner. In all cases, student recruitment and enrollment decisions shall be without regard to race, color, creed, national origin, sex, religion, ancestry, sexual orientation, disability or need for special education services.

Enrollment Preferences. Enrollment preferences will be given to the following students and not exceed 20% of the total student population:

1. Children of staff members who place their children in the annual lottery. Staff members are defined as any individual that is employed full-time or part-time at SWOS at the time of the lottery. Staff members' children are eligible for enrollment preference based on availability, and if slots remain, and then;
2. Siblings of students currently enrolled, or offered an available slot in the lottery, will be given preference according to space availability after registering in the annual lottery.

Enrollment Outreach.

Students and families will be notified of the lottery and enrollment process through a variety of targeted advertising. Enrollment and lottery dates, forms and processes will be announced at least one prospective parent information night at the school or via Zoom. In addition, enrollment information will be present on the school's website, on flyers sent to Montezuma-Cortez School District and other regional education providers, on web and print advertising in *The Journal* (regional newspaper, on the

school's social media platforms (Facebook and Instagram), and in radio ads broadcasted and placed on the websites of local radio stations. Posters will also be created and placed in public locations, such as libraries and recreation centers.

Selection Method. When the number of applicants exceeds the number of spaces available, students will be selected by a random lottery, taking into consideration the enrollment preferences described above. At least two of the SWOS Board of Directors and Director (if available) will hold an open community meeting at the School. The location will be advertised at least two weeks in advance. Parents will be notified of a number by which their child is associated prior to the lottery event. The lottery process will start by placing numbers which are associated with the names of prospective students on 3"x 5" index cards into a container and drawn randomly by a designated Board member and recorded by another Board member or designee until the number of slots available are reached. The numbers associated with student names will continue to be drawn from the container after the number of slots (140 total students) are reached and this list will determine the waiting list, recorded in the order in which the student's name was drawn from the container. If additional spaces become available after the initial selection, students will be offered enrollment based on their order on the waiting list. Parents or guardians of students selected will have four days from when a school representative contacts them to confirm their enrollment. A student is considered "confirmed" by stating a verbal confirmation and returning proper enrollment forms. The verbal commitment is needed after four days and the returned enrollment forms are needed 10 days after the original confirmation is offered. If a selected student's parents or guardians do not verbally confirm their student's enrollment after four days, then the slot will be offered to the next student on the waitlist. If the parent or guardian does not return enrollment forms after 10 days, the next student on the waitlist will be offered the slot. Any spaces available after all students on the waiting list have been offered enrollment will be filled on a first-come, first-served basis. Waiting lists are not carried over from year to year. Students on the waiting list who are not offered enrollment and wish to be considered for enrollment the following year must re-apply the next year.

Enrollment Timeline and Procedures. SWOS enrollment timeline and procedures are subject to the following conditions:

- A. Prior to submitting an application for enrollment, parents and students will be encouraged to attend an informational session to fully understand the school values, methodology, curriculum and expectations.
- B. Southwest Open School will begin publicizing the application dates at least two months prior to the date of the lottery.
- C. Parents/guardians can complete application forms that will be offered either as paper forms available at the school or by completing the online form off the SWOS website.
- D. Application forms can be delivered in person to the school office, mailed to the school, or emailed to the school's email address.
- E. The Lottery will be held on the second Wednesday of July.

- F. Based on space availability, SWOS will continue to accept students from the waiting list and, once the waitlist is exhausted, on a first-come-first-served basis up until fully enrolled. The School may accept students after October 1 upon available space.

Enrollment Procedures for Students with Disabilities

For all students, SWOS reserves the right to review each student's educational records and ensure the student is eligible for enrollment pursuant to state and federal law. Enrollment in SWOS shall be open to any child who resides within the state; except that SWOS shall not be required to make alterations in the structure of the facility or to make alterations to the arrangement or function of rooms within the facility, except as may be required by state or federal law. C.R.S. 22-30.5-507(3).

To ensure that the needs of students with disabilities are met, the following procedures must be followed:

1. Enrollment materials will ensure that families know that SWOS serves students with disabilities. Any pre-enrollment materials shall not ask whether a student has a disability.
2. During the interview and registration process, SWOS shall require that the student provide the most recent IEP (including eligibility IEP) or Section 504 Plan, if available.
3. A review team will review the IEP or 504 plan in accordance with the charter contract. If SWOS is an appropriate placement, the student will be provided services as specified. If SWOS is not an appropriate placement, the applicable LEA will be notified and the student will not continue to be enrolled.