



Enrollment Policy and Procedures Kwiyagat Community Academy (revised 11.7.22)

Non -Discriminatory Student Recruitment and Enrollment

Kwiyagat Community Academy (KCA) 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 school founders, and if slots remain;
2. 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 Kwiyagat Community Academy at the time of the lottery. Staff members' children are eligible for enrollment preference based on availability, and if slots remain, and then;
3. 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 Ute Mountain Ute Head Start and other departments and other regional Head Start and childcare centers, on web and print advertising in *The Journal* (regional newspaper) and the Ute Mountain Ute Cable Channel 99 as well as on other Cortez and Montezuma County cable stations, 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 KCA Board of Directors and Head of School (if available) will hold an open community meeting at the Towaoc Community Center or at the School to announce the names of the students selected for enrollment. 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 by student names will continue to be drawn from the container after the number of slots (15 per grade level) are reached and this list will determine the waiting list, recorded in the order of 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 is needed 10 days after the original confirmation is offered. If a selected student's parents or guardians does 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 enroll the next year.

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

1. 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. Kwiayat Community Academy will begin publicizing the application dates at least two months prior to the date of the lottery, typically in the middle of February.
- C. Parent/guardians can complete application forms that will be offered either as paper forms available at the school or by downloading the form off the KCA 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 April. (In years when Spring Break falls during said Lottery, that date will be moved exactly one week later.)
- F. Based on space availability, the KCA 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, the KCA 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 KCA shall be open to any child who resides within the state; except that KCA 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 the KCA serves students with disabilities. Any pre-enrollment materials shall not ask whether a student has a disability.
2. Following admission, KCA shall require that the student provide the most recent IEP (including eligibility IEP) or Section 504 Plan, if available.
3. A review team consisting of the KCA Principal or designee, the School Special Education teacher or coordinator, and the Institute Special Education Director or designee shall review the IEP or 504 plan and determine whether KCA will be the least restrictive environment appropriate for the student.
 - a. If the team finds that the IEP (or LRE setting) or 504 plan requires a significant change of placement* or raises other concerns about the student's ability to access a Free and Appropriate Public Education (FAPE), the School shall convene a complete IEP team to determine the appropriate placement. The IEP team meeting shall include the Institute Director of Special Education or designee. In addition, the IEP team must include the following people: not less than one regular education teacher; not less than one special education teacher, or where appropriate, not less than one special education provider; and, an individual who can interpret the instructional implications of evaluation results, and a language interpreter, when necessary. The student's parents and legal guardian must be afforded the opportunity to participate, as must the student when appropriate.
 - b. If the team determines that KCA is the appropriate placement for the student, the student shall be placed directly in a program that meets the requirements of the student's existing IEP or Section 504 Plan, unless and until KCA convenes an IEP meeting or 504 meeting is held and the IEP or Section 504 Plan is changed.
4. If the IEP team determines the IEP or 504 Plan requires a significant change of placement*, then the IEP team will refer the student to the Institute Director of Special Education or designee. If a significant change of placement is required, the Director of Special Education of the student's administrative unit of residence (school district or BOCES) must be invited to the IEP meeting. It is also recommended that KCA invite representatives from the student's prior school to participate in the IEP Team meeting at the charter school. The Institute Director of Special Education or designee will confer with the student and family regarding placement opportunities available in accordance

with the placement determination made by the IEP team and assist the family in making proper application(s) for the placement setting.

*Significant Change of Placement:

A significant change of placement occurs where:

- ! The administrative unit places or refers a student to a private school or approved facility school;
- ! The addition or termination of an instructional or related service or any change which would result in:
 - The child having different opportunities to participate in nonacademic and extracurricular services;
 - The new placement option is a change in the educational environment categories required for reporting data to the Secretary of the U.S. Department of Education pursuant to Section 618 of the IDEA; or
 - The child transfers from a brick and mortar school to an online program or vice versa.

If a significant change of placement is required, the IEP team must first consider the need for a reevaluation by reviewing the listed information and determining whether additional information is necessary to determine the student's eligibility for special education, the student's educational needs, and any necessary additions or modifications to the special education and related services. If the team (including a request by the parent), determines that additional evaluative information is necessary, the Institute shall reevaluate the student in accordance with the IDEA and ECEA rules.