



### **Enrollment Policy for The Juniper School**

The below policies stand as board of directors supported best practice for an equitable enrollment process. Any changes to the practices below and all final decisions regarding placement, acceptance, notification procedures and other enrollment practices may be made by the Head of School if necessary. Any and all changes to specific policy must be adopted by the board of directors.

The Juniper School does not discriminate on the basis of race, color, sex, ethnicity, national origin, familial status, religion, age, mental or physical disability, veteran status or any other prohibited basis C.R.S. § 22-30.5-507(3).

#### **Priority Seating:**

Currently enrolled students will have a seat for the next school year. Priority seating will be given to the following groups, with each group not exceeding 20% of the seats available for that grade level. These groups will not be placed in the lottery. Each applicant in priority seating will be given a seat in the school, in their relative grade level, and then the lottery applicants will be filled in after the priority applicants.

1. Students of Inaugural board of directors, Inaugural Parent Steering Committee and the Inaugural Founding committee (outlined as such in TJS BOD by-laws)
2. Students of staff members (any and all employed staff of the school working at least part-time) of The Juniper School.
3. Siblings of currently enrolled students
4. Students of board members (currently seated) of The Juniper School.

#### **Weighted Lottery:**

**Subsets of students:** The following categories of students will be allowed to participate in a weighted lottery (per section 1115(b)(2) of the ESEA):

1. **Economically disadvantaged students (e.g. free or reduced priced lunch eligible students)**
  2. **English Language Learners**
  3. **Homeless students**
- A. **Amount of weights:** Each of the three groups will be entered into the lottery three times.
- B. **Rationale for amount of weight:** State demographics demonstrate those categories 1 and 4 show lower rates of these students attending charter schools. Therefore there is a need to recruit and enroll students from these categories. Durango schools of choice is committed to our vision statement: *The Juniper School is committed to building an authentic, diverse and active learning environment for the children of our community, through the establishment of a free, public, charter elementary school.* Our student population must represent our community population. In order to provide a representative cross-section of our community, we must

weight the three mentioned subsets of students in order to achieve a diverse and authentic student population.

- C. **Process:** Applicants will indicate if they qualify under any of the four subsets during the application/enrollment process. School staff may need to contact applicants and/or authorizer for further and specific information regarding the criteria for the four subsets of students. Once applicants are identified and confirmed to qualify under any of the subsets, by school staff, those applications will be photocopied two times (to make a total of three applications for each student). All three applications will be given three different lottery numbers when received (for lottery organizational purposes only). All three applications and three application numbers will be placed into the lottery process (as described below). Applicants in the four subsets will have two more chances than other applicants to be drawn from the lottery.
- D. **Sign-Off:** The below initials serve as signature by the school board and the authorizer as to the certification of the weighted lottery process, the adequateness of the above description that will be used to carry out the weighted lottery process.

**Applicants with severe or intensive learning needs (as outlined in legal IEP, 504, ALP, READ Plan):**

Any and all students are welcome to apply to TJS and enter into the enrollment lottery process as outlined in this policy. Once students accept a seat in TJS, our team would like to meet with families and students with legal IEP's, 504 plans, ALP's and/or READ plans, in order to ensure the best educational fit for each and every student and their individual needs. Also, if your child does not have one of the above mentioned plans officially but they are currently working towards one of these plans we would like to meet with you. As a team of educational professionals (may include but is not limited to: Head of School, Special Education Advisor, Gifted and Talented Advisor, Electives Advisor, Counselor, Master Teacher(s), previous educators, district representatives, private physical and mental health providers, etc...) in collaboration with parents and students, we will make a determination to the level of support The Juniper School can/will offer individual students with intensive needs and how our school can aim to be the best fit for each individual student entering with a legal and/or pending IEP, 504, ALP, READ Plan.

**Cost:**

The Juniper School is a free, public school. There is NO fee(s) for enrolling.

**Initial Lottery**

February 4, 2018-March 1, 2019

Lottery pulled on March 11, 2019.

**Applications:**

Families will receive an application for enrollment via our website. Applications will also be available in hard copy at local organizations, businesses and/or schools in the community. All families who filed intent to enroll applications will be notified via email regarding the enrollment policy and be given

enrollment applications to submit. Once applications are received (via email to juniper.durangoschools.org, juniperfrontoffice@gmail.com or via postal mail to PO Box 655/Durango, CO 81302), one appointed enrollment committee member will stamp the received application with a number (for lottery organizational purposes only). An email and/or phone confirmation will be given to families to verify receiving application. No initial lottery applications will be received after midnight on March 1, 2019. No incomplete applications will be accepted.

### **Lottery Process:**

In efforts of transparency, the lottery process will be video recorded, community members (including applying families) will be invited to witness. A non-board member from the community will pull the lottery numbers. They will pull a random number. This number corresponds to an application number and student name. A different non-board member will match the pulled lottery number to the student name as listed on a master enrollment lottery list. This non-board member states the student name and grade level. Board member(s) will record the student name on a master grade level class list. If the drawn student has a sibling, then the sibling will also be drawn at that time and placed on a grade list or waitlist. Once the master grade level class seat list is full, the board member with that list will begin placing lottery students on the waitlist for each grade level. Enrollment committee members will contact families (by phone and/or email) that receive a seat via the lottery within 48 hours of lottery. Once families are contacted, they will have seven days to confirm their acceptance and sign their commitment letter. Families will physically come to The Juniper School to fill out and sign the commitment letter. At this point, families will receive the parent-student handbook. If, by the end of seven days, families do not respond with their commitment, then the school will remove that families name from the class list and seat families from the waitlist in the order they were drawn from the lottery. The board secretary will record the lottery process, including but not limited to, numbers pulled, class lists, wait lists, etc....

As names are pulled, students will be placed into their grade level class lists. Once the class list is full for each grade level (per the enrollment maximums), then additional student names pulled for that grade level will be placed on a waitlist in the order that they are pulled from the lottery. Waitlist families will also be contacted, by board member(s) regarding their waitlist status.

### **Applicants placed on Waitlists:**

As names are pulled, students will be placed into their grade level class lists. Once the class list is full for each grade level (per the enrollment maximums), then additional student names pulled for that grade level will be placed on a waitlist in the order that they are pulled from the lottery. Waitlist families will also be contacted, by board member(s) regarding their waitlist status. Families will be encouraged to contact the school if they no longer want their names on the waitlist and/or class list. If a grade level seat opens up for waitlist families, the same process will be followed for confirmation as above. Enrollment committee members will contact families (by phone and email) that receive a seat via the lottery within 48 hours of lottery. Once families are contacted, they will have seven days to confirm their acceptance and sign their commitment letter. Families will physically come to The Juniper School to fill out and sign the commitment letter. At this point, families will receive the parent-student

handbook. If, by the end of seven days, families do not respond with their commitment, then the school will remove that families name from the wait list and move to the next family from the waitlist in the order they were drawn from the lottery.

### **TJS Enrollment Events and Outreach 2019**

#### **February 4-March 1, 2019: Enrollment Application Window!**

**February 4 5:00pm-7:00pm** Enrollment Kick off and Community Facility Meeting

**Week of February 4, 2019: Daytime** Intermediate Juniper Parade Downtown!

**February 11, 2019 2:00pm-3:00pm** TJS Open House

**February 11, 2019:** Stakeholders Facility Survey Released

**February 14, 2019 Daytime** Spread the TJS Love (About TJS) Parade downtown

**February 19, 2019 5:30pm-6:30pm** TJS Staff Q & A Panel with Student Quick-Connect

**February 20, 2019 8:30am-3:00pm** Fish Bowl Tours

**Week of February 25, 2019 Daytime** Student Parade Downtown!

**March 11, 2019 at 2pm Lottery!**

**March 13, 2019:** Lottery Results communicated to applicants

**March 20, 2019:** Letters of Commitment due to Reserve Spots

**April 20, 2019:** Registration and Census Due

#### **Meet the teachers in August:**

Friday before school starts, from 8-9am to meet your teacher, drop off school supplies and meet new friends!

#### **Confirming enrollment for the next school year:**

In January, re-enrollment materials will be given to currently, enrolled families.

Existing, enrolled families must submit letters of confirmation, to The Juniper School office, by the first business day of February in order to confirm their intentions to remain in the charter school for the next school year.

If currently enrolled families have siblings entering into elementary school, they must submit an application for each sibling along with a letter of commitment by the first business day of February.

**All new applicants are:**

- Invited to do a school tour and meet with the Head of School (Parents and Students)
- Invited to spend a half of a day with us in the classroom (Students)
- Invited to attend an informational enrollment meeting in January.

Adopted by DSoC and TJS board of directors on January 22, 2015