



Policy #:	<b>STU.100.5</b>
Policy Title:	Enrollment Eligibility and Enrollment & Onboarding Procedure
Approval Date:	2/23/23
Review Date:	N/A
Related Documents:	C.R.S. 22-30.5-104(3)

### **Enrollment Eligibility**

MVCS is a public charter school, serving students with disabilities and English Learners and provides services to students as required by state and federal law. Charter schools are subject to all federal and state laws and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, need for special education services, and certain other grounds. Laws applicable to students with disabilities include the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA).

MVCS enrollment is open to all students eligible to enroll in a public school in Mesa County, Colorado. MVCS's enrollment policy is designed to:

1. Meet the requirements of Colorado Revised Statute 22-30.5-104 (3).
2. Ensure equal access to the school.
3. Serve at-risk students (defined as economically-disadvantaged).

### **Age**

MVCS follows District #51 policy JEB to determine the age of students enrolling in MVCS. Students must be 5-21 years old and without a diploma or equivalent.

Students over age 18 must have a detailed step-by-step plan for meeting diploma requirements and must continue to stay on this track. MVCS accepts students who turn 21 after October 1 of that school year, but will not accept students who turn 21 before October 1 unless they have an active Special Education status. In that case, MVCS will enroll the student for that school year only. MVCS does not accept students who are 22 years old or older regardless of their Special Education status.

### **Part- and Full-Time Enrollment**

Part-time students must be homeschooled students in Mesa County, registered with D51 or their home school district, and parents of these students will be expected and encouraged to abide by the homeschool statute (C.R.S. § 22-33-104.5).

All students in grades K-5 are part-time students and are enrolled in the Mesa Valley Enrichment Program (MVEP). There is no full-time option for students in these grades. Students in grades 6-12 may enroll on either a part- or full-time basis. 6<sup>th</sup> grade students may either enroll in MVEP or in the 6-12<sup>th</sup> grade program of MVCS.



MVCS enrolls part-time students in grades 6-12 within the following parameters:

1. Students are accepted as space allows; full-time MVCS students have priority. MVCS may designate specific classes as open to and/or required for part-time students; some class types may not be open to part-time students, regardless of space in the class. Space in classes on other campuses (crossover or concurrent) is determined by the receiving school, not MVCS.
2. Students enroll in one of the following course combinations per semester; students must meet eligibility requirements for concurrent classes:
  - a. 2 MVCS courses
  - b. 1 MVCS course and 1 D51 crossover course (including Career Center)
  - c. 1 WCCC module
  - d. 1 MVCS course and 1 CMU course
  - e. 3-11 credits at CMU

### **Simultaneous Enrollment**

The below guidelines outline the MVCS policy regarding simultaneous enrollment. The most common scenarios are listed below, but this list is not comprehensive.

1. Part-time students may not simultaneously enroll part-time in two public schools.
2. Part-time students may simultaneously enroll in MVCS and a private school; homeschool “umbrella” schools are counted as private schools. Such enrollment is at the discretion of the private school.
3. Part-time students may be simultaneously enrolled in community educational co-ops and enrichment schools.
4. Full-time students may be simultaneously enrolled in up to two classes a semester at a D51 school (on a space-available basis).
5. Qualifying part- or full-time students may be concurrently enrolled in an Institute for Higher Education (IHE).

### **Expelled Students**

Students who have been expelled by another school in the District are barred from enrolling in MVCS during the term of their expulsion.

### **Enrollment & Onboarding Procedure**

When bringing new students into the school, two processes overlap each other. It is crucial to be aware of where an individual student is in the enrollment process so that no discrimination takes place. Conversations about the specifics of a student’s situation (parent support, exceptional needs status, etc.—topics that get discussed during onboarding) ONLY take place after a student has been ENROLLED.



## Creating the Roster and Waitlist

1. **Application**—Parents of prospective new students are directed to fill out an online form to be placed on a date-stamped wait list. The form is made available and the wait list begins to form annually on the first school day in January. Parents of current students are also directed to fill out this form to confirm continued enrollment and add siblings for the following school year. (Siblings of current enrollees are given priority in enrollment.) This forms the roster of the next school year. The deadline for returning students to confirm enrollment is February 28 (or 29, in a leap year). By that date, the Director determines the maximum number of students who will be accepted in each grade, based on staff and space constraints. The capacity number for each grade governs movement from the application list and the wait lists to the roster. MVCS may enroll up to 500 students annually per its contract with School District #51
2. **Overview**—Prospective parents are strongly encouraged to attend an overview prior to enrollment to make sure they understand the unique model of MVCS and to receive a detailed explanation of school expectations and requirements. These presentations explain the basics of how MVCS works. General questions (not specific to student needs such as IEPs) are encouraged at this time. When necessary, parents may watch a recording of an overview rather than attending in person.
3. **Enrollment**—On March 1, several lists are formed from the application list as outlined below. The capacity number for each grade governs movement from the application list and the waitlists to the roster. Any time students are moved from a waitlist to the roster, they are contacted by MVCS to inform them that they have been enrolled. The complexity of this system is designed to first prioritize full-time students over those who are part-time, to then prioritize students who are returning (or are a sibling of a returning student) over a new student, and—finally—to prioritize students who apply earlier in the year over those who apply later. At no time is there any consideration of other factors that could lead to discrimination.
  - a. **MVEP (part-time students, grades K-6)**
    - i. There are two lists for MVEP:
      1. **MVEP Roster**—All returning students and their siblings are placed on the roster for the next school year.
      2. **MVEP Waitlist**—All new students are placed on the waitlist, prioritized by application timestamp.
    - ii. **Moving from the Waitlist to the Roster**—If the capacity for the grade has not been reached on the roster, students are moved from the waitlist to the roster until the capacity has been reached or until the last date to enroll in mid-September (specific date determined annually). If students withdraw, they are removed from the roster or waitlist.
  - b. **MVCS (both full- and part-time students, grades 6-12)**
    - i. There are three lists for MVCS:



1. **MVCS Roster**—All returning students and their siblings who are enrolling full-time are placed on the roster for the next school year.
  2. **Full-Time MVCS Waitlist**—All new students who are enrolling full-time are placed on the full-time waitlist, prioritized by application timestamp. This also includes students who switch from part- to full-time after March 1.
  3. **Part-Time MVCS Waitlist**—All students who are enrolling as part-time students are placed on a part-time waitlist for the next school year, prioritized as follows:
    - a. Returning students who have been part-time or are switching to be part-time are placed at the top of the list, based on the timestamp of their initial application.
    - b. Siblings of current enrollees who are enrolling as part-time are placed next on the list, based on the timestamp of their application.
    - c. New students who are enrolling as part-time are placed last on the list, based on the timestamp of their application.
- ii. **Moving between the Waitlists and the Roster**—If the capacity for the grade has not been reached on the roster, students are moved from the waitlists to the roster until the capacity has been reached or until the last date to enroll in mid-September (specific date determined annually). If students withdraw, they are removed from the roster or waitlist. Movement from the waitlists occurs on the following timeline:
1. **Between March 1 and April 30**—Full-time students continue to be added to the roster from the waitlist as space becomes available. Full-time students who switch from full-time to part-time are removed from the roster and are placed on the part-time waitlist based on their application timestamp.
  2. **Beginning May 1**—Part-time students are scheduled based on availability in specific classes and will be moved from the waitlist to the roster. If full-time seats open up on the roster, full-time students still get priority over part-time students, regardless of their application timestamps. Additionally, any student who wants to switch from full-time to part-time status after May 1 is unenrolled; these students must re-apply and the date of their new application timestamp is used to place them on the waitlist.
- 4. Registration**—All enrolled students (both new and returning) must complete online registration with D51 each year. This process gathers/confirms demographic/contact information and parent permissions. Registration opens in mid-July. All enrolled families (new and returning) are emailed instructions to complete registration. Registration continues for students added from the waitlist until enrollment is closed in mid-September.



## Onboarding Enrolled Parents & Students

1. **Scheduling**—Once a student has been enrolled, scheduling occurs. Full-time students are scheduled for classes individually through a collaborative process that involves the parent and MVCS staff member who determine the best schedule for each student. This meeting also allows for discussion of individual student needs and the ability of the parent to support the student at home with the unique blended learning approach of MVCS. Families will have an opportunity to explore concerns they may have about the appropriateness of enrollment in MVCS. Part-time students are sent a link to indicate preference for classes; students' finalized schedule is confirmed after full-time students are scheduled. Part-time students are prioritized in class scheduling based on the same prioritization criteria used for enrollment.
2. **Records Review & Evaluation**—Once a new student is enrolled (step 3 above), MVCS/MVEP will review educational records. Records may be sourced from D51, previous school(s) outside D51, and the parents. High school students' incoming credit will be evaluated and transferred in based on appropriate documentation; testing may be required to authenticate homeschool classes and determine appropriate grade level.

During this stage, MVCS/MVEP will also identify students with disabilities. MVCS/MVEP will conduct an individual inquiry into each such student to determine whether reasonable modifications or necessary aids and services would provide the student with an equal opportunity to participate in school activities, including extracurricular ones. MVCS/MVEP will also determine if the extra-curricular or activity needs reasonable modification to allow the student to participate in all aspects of the activity. Such determinations shall be made on a case-by-case basis based on student-specific facts. MVCS/MVEP is committed to complying with 34 C.F.R. § 104.37's requirement that schools provide students with disabilities an equal opportunity to participate in and benefit from the school's non-academic services, including extracurricular activities and enrichment programs.