

Enrollment and Lottery Policy and Procedures

Purpose: *Raíces adheres to the state prescribed lottery process to ensure that all children have an equal opportunity to enroll in our school regardless of race, ethnic group, income level, gender orientation or disabilities.*

Policy: Raices del Saber Xinachtli abides by all New Mexico and federal school enrollment laws and regulations. Raices encourages diversity and does not discriminate based on gender, race, national or ethnic origin, sexual orientation, economic standing, religion, language, or disability of the child in its enrollment policies or educational programs. Eligibility criteria for attending Raices includes New Mexico residency and the student's grade levels alignment to those served by Raices in a given school year. In accordance with state law, children must be 5-years of age as of September 1st of their Kindergarten year to enroll in a New Mexico public school. Prospective students who do not meet the age criteria will be ineligible for enrollment. Admissions to Raices del Saber Xinachtli Community School will occur through a lottery selection process, with preference given to siblings of students who are already admitted or in attendance at Raices. Students admitted to Raices are required to complete all registration paperwork in order to complete the enrollment process.

Lottery Overview

Raices del Saber will collect lottery applications from prospective students' families who are interested in and eligible for enrollment. The school will conduct a lottery if it receives more applications for enrollment than there are available spaces. If the school receives fewer applicants than spaces, and a lottery is unnecessary, all lottery applicants will automatically be admitted. Dates for the lottery drawing are conducted based on the discretion of the Raices del Saber Team and publicly announced on the school's website. Parents have the option of applying to Raices del Saber by submitting an online application through our website (www.raicesdelsaber.org), a paper application that can be picked up at the school, or scanning a paper application and sending it via email to the school. One application per child per grade will be accepted.

Annually, the school will announce it's enrollment period, the number of seats available at the school along with all relevant dates and deadlines. The information will be made public through the school's website as well as print materials such as fliers and brochures.

The lottery is a random selection process by which applicants are admitted to a charter school to ensure that all applicants have an equal chance of being admitted. Upon completion of the lottery drawing, waitlists are established for each grade. All parents of students who will be offered enrollment are called first, then emailed a notification of contingent enrollment. Parents will have 14 days to confirm or decline enrollment in writing. If parents do not respond within 14 days and a lottery was conducted, OR if parents decline enrollment, the seat will be forfeited. The next student on the waitlist will be offered enrollment. Notification of available space is made to the next parent/student on the waitlist as soon as an opening occurs.

After a student is selected in the lottery parents/guardians must pick up and return completed enrollment/registration forms within two weeks (14 days) of being notified. A selected student whose enrollment forms are not received in the school office by this date and time will forfeit his/her spot to the next student on the waiting list. All deadlines will be communicated to parents during the phone call and in the email notification of contingent enrollment.

Parents may, at any time, contact the school to obtain the waitlist status of their child.

The Lottery Procedures

1. Parents interested in enrolling their student at Raices Del Saber must complete an application (online, in person, or via email) by the deadline for the lottery applications.
2. A neutral party will oversee the lottery.
3. Every child that submitted an application will be given a number. Numbers are placed into a hat and randomly drawn. The first 20 students in each grade are eligible to enroll and remaining applicants are added to a waitlist in the order drawn, and by grade level.
4. In the case of siblings (brother/sister), if the first sibling is selected, e.g., for 1st, then the second sibling will automatically be given a seat in his/her respective grade level.
5. Once all the seats are filled, the waitlist will be created.
6. If a seat becomes available a lottery drawing will be conducted with the students on the waiting list. Parents will be notified if they were selected. If parents decline, the spot will be offered to another student.
7. Attendance at the lottery is not required, though parents are welcome to attend. We do not encourage children to attend.

Admissions Rule for Siblings of Current Students

New Mexico statute 22-8B-4.1 describes the enrollment procedures for admitting students to charter schools in their second year and beyond as being able to give preference to:

1. students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades; and
2. siblings of students already admitted to or attending the same charter school.

Our school gives priority to siblings of current students ahead of number one in the lottery in each grade. However, like all prospective students, the application must be received by the same deadline. Verification of the sibling relationship is required. A sibling is defined as a brother or sister

living in the same household who have one or both parents in common, a half or step-sibling, or a foster child or child under legal guardianship of parent(s) of a student who is currently attending Raices del Saber. Birth certificate or documentation of legal guardianship must show the relation between the student and parent/guardian.