

ALMA D'ARTE CHARTER HIGH SCHOOL  
STUDENT MANAGEMENT POLICY

Policy No. SM0004  
Adopted: 09/13/10  
Amended:

**SUBJECT: LOTTERY SELECTION PROCESS**

**PUPRPOSE:** In accordance with New Mexico State statutes (22-8B-4.1 NMSA), Alma d'arte will adhere to a Lottery Selection Process to ensure fairness in the acceptance of students enrolling at Alma d'arte when the total number of student applicants exceeds the spaces available.

**BACKGROUND:** Alma d'arte's charter contract with the New Mexico Public Education Commission contains a clause authorizing an enrollment of 280 students for 9<sup>th</sup> to 12<sup>th</sup> grades. The number of students that can be accommodated in the school is determined by the available physical space of the school building. Prior to the 2015-16 remodel of the campus space has been available to accommodate 190 students, +/- . Given the additional seven classroom spaces, the campus can now accommodate an additional 50 +/- students for a total of 250. A balance of 60 +/- students per grade level is desirable, however, such is not always possible given requested registrations and mobility rates.

**REQUIREMENTS:**

(A) Determining Number of New Students for Upcoming School Year

In the Spring Semester (February-March) of each school year current Alma d'arte students will be canvassed to project those returning to Alma for the next school year. This will assist in determining enrollment slots available for the upcoming year at a given grade level.

(B) Community Awareness

In order to provide equal opportunity for all parents and students in the community to learn about the school and to apply for enrollment in the school, the following measures shall be implemented:

1. Media announcements shall be disseminated (February-April) to the local media to inform the public of the dates of open houses and open enrollment for the upcoming school year.
2. Presentations shall be given (January-February) at the local middle schools by Alma students, educators, and administrative staff.
3. Dates of open houses and enrollment procedures shall be posted on Alma d'arte's website (On-going).

(C) Enrollment Period

1. The enrollment period shall be from February to April of each school year. If at the end of April, the total number of applicants exceeds the number of spaces available, a lottery selection will be conducted. This will not exceed 250 students.

2. If the number of applicants DOES NOT exceed the 250 of spaces available, a lottery selection shall not be necessary and all applicants will be admitted to Alma d'arte.
3. If 250 students are not enrolled by the enrollment period from February to April, an additional enrollment period from April to June can occur, but sufficient time must be allowed for advertising and community awareness of the enrollment period.
4. Students can be enrolled on a first-come first-serve basis after the school year has started if Alma d'arte is not at capacity. However, if Alma d'arte reaches capacity, any subsequent applicants will be subject to an enrollment period (time frame to be determined by the CAO/Principal) followed by a lottery selection process if there are more applicants than spaces available.

(D) Exemptions

State law provides that only the following categories of applicants be exempted from the lottery process:

1. A conversion school shall give enrollment preference to students who are enrolled in the public school at the time it is converted into a charter school and to siblings of students admitted to or attending the charter school.
2. A charter school shall give enrollment preference to:
  - a. students who have been admitted to the charter school through an appropriate admission process and remain in attendance through subsequent grades
  - b. siblings of students already admitted to or attending, the same charter school

(E) Campus Visits

1. On various dates in the spring semester, open campus visits will be scheduled at Alma d'arte while school is in session so incoming 9<sup>th</sup> graders and their families can view the "school in operation."

(F) Waiting List

A Waiting List will be created once the total enrollment of 250 is reached.

*Legal Reference: 22-8B-4.1 NMSA*

END