

ROCKWELL CHARTER SCHOOL

Admissions and Enrollment Policy

Policy

The Board of Directors of Rockwell Charter School has established this policy to provide for admission and enrollment in the school in compliance with Utah Code §53G-6-502. This code provides guidelines, limitations, and requirements regarding admission to charter schools, allowed enrollment preferences, and lottery requirements, as well as a prohibition on discrimination.

The school does not discriminate in its admission and enrollment, participation in its programs, employment, services and activities, or in other areas of its operation on the basis of race, ethnicity, color, national origin, ancestry, gender, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, religion, socioeconomic status, immigration status, language, genetic information, political beliefs, or reprisal or retaliation for prior civil rights activity, or against any other categories where discrimination is prohibited by state or federal law.

Public School Designation

The school is a public charter school, free to attend, open to all students equally, and funded by Utah taxpayers. The school does not charge tuition or fees, except those allowed by law for public schools.

Definitions

The definitions below may be found in Utah Code §53G-6-401 which governs participation in public schools.

- At Capacity: operating above the school's open enrollment threshold.
- Open Enrollment Threshold: for early enrollment, a projected school enrollment level that is the greater of: (1) 90% of the maximum capacity; or, (2) maximum capacity minus 40 students; for late enrollment, the actual school enrollment that is the greater of: (1) 90% of adjusted capacity; or (2) adjusted capacity minus 40 students.
- Project School Enrollment: the current year enrollment of a school as of October 1st, adjusted for projected growth for the next school year.
- School of Residence: the school to which a student is assigned to attend based on the student's place of residence.
- Refugee: a person who is eligible to receive benefits and services from the federal Office of Refugee Resettlement.

Qualifications for Admission

All residents of the State of Utah qualify for admission to a charter school, subject to limitations set forth by law in Utah Code §53G-6-502 and Utah Code §53G-6-503.

Admission Preferences

Rockwell Charter School may consider for admission all children who reside in the State of Utah and submit a timely application. In compliance with Utah Code §53G-6-502, the school first enrolls its existing students for the upcoming school year and secondarily gives enrollment preferences to the following groups:

- Children or grandchildren of board members;
- Children of teachers and staff employed at the school;
- Siblings of students who are enrolled in the school at the time of the sibling's application;
- A foster child residing in the same residence as an individual who is enrolled in the school;
- An eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or the school.

Admission through a Lottery

In compliance with Utah Code §53G-6-502, and after applying the preferences allowed by law, the school shall select students on a random basis if the number of applications exceeds the capacity of a program, class, grade level, or the school.

The school posts lottery dates on its published calendar. Notifications regarding placement are sent via email according to posted dates. Applicants who have been accepted through the lottery must submit all State and school-required enrollment forms in accordance with posted instructions and deadlines in order to maintain their placement status. Students who do not submit required enrollment forms by the indicated deadline will be removed from the application pool.

Admission after October 1st

The school admits students after October 1st of each school year at the discretion of the Executive Director. The school always considers accepting students after October 1st under these circumstances:

- The health and safety of a child;
- A student applying after a family's military transfer;
- A student's refugee status;
- Or other special circumstances related to an individual student's needs as determined by the Executive Director.

Acceptances after October 1st of each school year are subject to the availability of space and resources to accommodate an additional student as determined by the Executive Director.

Applications

Current students wishing to maintain their continued enrollment status at the school must indicate their intent to enroll according to dates provided by the administration

each school year. The school accepts applications up through October 1st of any school year and admits students based on a timeline set forth and published by the administration on the school's website.

During the application window, the school reserves the right to determine whether a section or grade level is "full" based on a consideration of the following:

- The school's enrollment capacity
- The school's projected enrollment;
- The desired class size for each grade level;
- The school's budget and staffing needs and limitations; and,
- The needs of students in each cohort or grade level at the school.

Students who apply after a grade level has reached capacity will be put on a waitlist and admitted to the school as spaces become available. The school will maintain the waitlist only through the following year's enrollment window.

Withdrawal and Transfer

Exclusive Enrollment at the School

In accordance with Utah Code §53G-6-503, a parent of a student who is enrolled at the school or who has accepted an offer of admission may not duplicate enrollment for the student in another charter school or a school district without following the withdrawal procedures outlined below.

Withdrawal Procedures

The parent/guardian of a student enrolled at the school may withdraw the student from the school for enrollment in another charter school or a district school by submitting to the charter school:

- A notice of intent to enroll the student in the student's school of residence for the following year on or before June 30th of a school year;
- A letter of acceptance for enrollment in the student's school district of residence for the following year after June 30th;
- A letter of acceptance for enrollment in the student's school district of residence in the current school year;
- A letter of acceptance for enrollment in a charter school.

Enrollment at District of Residence Upon Withdrawal

Unless provisions have previously been made for enrollment in another school, Rockwell Charter School will immediately notify the school district of residence when the school releases a student from enrollment or the student withdraws during the school year. The school district of residence is required to enroll the student in the school district and take additional steps as may be necessary to ensure compliance with laws governing school attendance (Utah Code §53G-6-503).

Limitations on Acceptance and Rejection

The school does not accept or reject applications for enrollment on the basis of any of the following: previous academic achievement; athletic or other extracurricular ability; whether or not the student requires special education services for which space is available; or proficiency in the English language.

Denial of Admission and Reciprocity

Denial of Admission for Expelled Students

In addition, the school does not admit students who have been expelled from another school district, charter school, or private school during the preceding twelve (12) months (Utah Code §53G-8-205(3)).

Denial of Admission for Students with Chronic Misbehavior

In accordance with Utah Code §53G-6-403, the school may deny admission to students in the following categories:

- Students who have committed serious infractions of the law or school policies;
- Students who have been guilty of chronic misbehavior which would, if it were to continue after the student was admitted, endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on the school staff.

Reciprocity of Disciplinary Action Among Public Schools

In accordance with the reciprocity agreements and understandings with other public schools in the State of Utah, it is the practice of the school to recognize and honor disciplinary action imposed on a student by other charter schools and district schools. Accordingly, the school will deny admission to a student who is currently under suspension or expulsion from another school district or school.

Provisional Enrollment for Students with Prior Behavior Problems

The school may provide for provisional enrollment of students with prior behavior problems and establish conditions under which enrollment of a student would be permitted or continued.

Dual Enrollment

The school follows the guidelines and limitations for dual enrollment as allowed by Utah State Board of Education (USBE) R277-494 and R277-438, and Utah Admin. Code §53G-6-702. Dual Enrollment means simultaneous enrollment at Rockwell Charter School and in a homeschool or a regularly established private school.

Per R277-438-3, a public school that is not the student's resident school, such as a charter school, may allow a private or homeschool student to enroll in the charter school, including in a single course or program, as a dual enrollment student, at the discretion of the public school, and in accordance with Subsection 53G-6-703(2)(d). A charter school is **not** required to allow dual enrollment but may do so at its discretion.

Procedures

At its discretion, the school offers dual enrollment to students under the following conditions:

- The student's parent/guardian must provide a written request to the Executive Director for dual enrollment;
- The written request must provide a rationale for released time away from the school;
- The student's parent/guardian must receive authorization from the Executive Director for dual enrollment;
- If the student has an IEP or Section 504 Plan, the IEP or Section 504 team must meet in advance to determine an appropriate IEP or Section 504 Plan within the structure of dual enrollment.
- If a homeschooled student wishes to participate on a sports team, on another team, or in extracurricular activity at the school, the student must be enrolled in at least two courses at the school and maintain good academic standing in those courses.

Limitations

If the dual enrollment does not allow the student to attend the school for at least half of the weekly instructional time, and the Executive Director has not made adjustments to that requirement, the parent/guardian shall withdraw the student from the school and either enroll that student in a private school or in another local school or district, or complete the procedures for formal homeschool status per Utah Admin. Code §53G-6-702.

Homeschool Provisions

A full-time student wishing to dual enroll in both homeschool and Rockwell Charter School must take the following actions:

- Complete and sign the school's Affidavit for Homeschool Instruction of a School-Age Minor and submit the documents to the school; or,
- Complete and sign the required homeschool forms provided by a student's district of residence;
- This affidavit must be signed and submitted annually to the student's school district of residence stating that the child will attend home school and will receive instruction in the subjects required by the USBE;
- School districts may request additional, reasonable information from a homeschooling parent for purposes of exemption for homeschooling. The requested information should be adequate to verify the identity of the student and may include such information as the following:
 - Parents' names;
 - Phone numbers;
 - Street address;
 - Child's date of birth; and,

- Other reasonable personally identifiable information that allows the school or school district to confirm the student's identity and eligibility for public school attendance.

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