

# **Rockwell Charter High School**

## **Student Membership Procedures**

### **Enrollment Procedure**

The following enrollment procedures are meant to guide a prospective parent through a search of that information. It is important to remember, however, that a confident, informative conversation explaining the schools' atmosphere, sense of purpose and professionalism can go a long way to helping a parent make their decision.

The following steps should be taken whenever a prospective parent is looking to enroll their students at our schools:

- Complete an intent to enroll form
- Observe in the classroom at the grade level being considered for 45 minutes
- Observe in another grade level for 45 minutes
- Review the Student Handbook
- Meet with a counselor/administrator

### **Lottery Procedure**

**ENROLLMENT:** Applications will be accepted between now and noon on Xxxx YY, 20ZZ.

1. All currently enrolled students will be re-enrolled for the next school year. If a family decides that a student will not be returning to Rockwell Charter High School, they will let us know as soon as possible, so that we will know how many spaces will be open in each grade.
2. All current preferential wait-listed potential students will NOT need to reapply for the next school year. If necessary, they will be ordered in a preferential lottery.
3. Students whose new applications are received during the open enrollment period before noon on Xxx YY, 20ZZ will be entered in the regular lottery. The outcome of that lottery will establish their acceptance or wait-listed position for the 20ZZ-20ZA school year.
4. Each student whose new application is received after noon on Xxx YY, 20ZZ will not be entered into the lottery, but will be added to the bottom of the 20ZZ-20ZA wait list for his or her grade AFTER all lotteried students. He or she will maintain that position until the end of the school year, and will be included in future lotteries.
5. The lottery will be conducted in an open, public meeting to be held about B:CC pm on Xxx YY, 20ZZ. See the lottery procedure below.
6. Before school starts, parents of accepted students have one week from the date of notification of acceptance to complete the necessary registration paperwork. Students whose paperwork is not completed within one week of notification will lose their place, and a wait-listed student will be accepted

instead. After school starts, parents have one complete school day from the date of notification of acceptance to complete the necessary registration paperwork before giving up their spot.

7. Rockwell Charter High School cannot create wait lists for classes beyond the 20ZZ-20ZA school year because a lottery system is used to determine which new students will be offered spaces for coming years. All students on wait lists are relettered each year, regardless of the previous year's position. Therefore, adding a very young child in advance to the school's wait list provides no advantage. Acceptance to Rockwell Charter High School is offered to wait-listed students only through the lottery for that specific school year. Note: This may change at a future time if Rockwell Charter High School chooses NOT to accept federal funds.

#### LOTTERY

1. Federal law allows the following exemptions from the lottery process:
  - a. Students continuing from the previous year,
  - b. Waitlisted siblings of students already attending the school,
  - c. Children or grandchildren of founders,
  - d. Children or grandchildren of current governing board members,
  - e. Children of current employees, or
  - f. Students who are transferring from an affiliated school with an articulation agreement. Waitlisted students in classes that are filled before the lottery begins, will be ordered in a preferential lottery.
  - g. Student of low-income families
  - h. Students who are considered at-risk
2. The lottery is performed by the drawing of student names from containers by hand or by using a random number generator or other electronic means.
  - a. 1st, Sibling lottery(for waitlisted siblings)
  - b. 2nd, transferring student
  - c. 3rd, Those who applied before deadline

#### **(R277-419-5) Student Membership Eligibility**

Student membership means that a Rockwell Charter High School student is enrolled and on the current roll of our school as of a given date. It does not mean the student is in attendance on a given date, only that they are on the roll.

Students generate funding by being in membership. In order to be eligible to generate funding, the student must meet the following requirements:

1. They cannot have previously earned a basic high school diploma or certificate of completion.

2. They cannot be enrolled in a Youth in Care (YIC) program with a YIC time code other than ISI- 1 or ISI-2. “ISI-1” is a student who receives 1 to 59 minutes of YIC related services during a typical school day. “ISI-2” is a student who receives 60 to 179 minutes of YIC related services during a typical school day.

3. They cannot have ten consecutive unexcused absences. Membership should stop generating on the 11th day after the consecutive absences and may begin generating as soon as the student returns to school or has an excused absence. This is called the “Ten Day Rule.”

4. They must be a resident of Utah as defined under Sections 53G-6-302 of the Utah State Code.

5. They must be of compulsory school age or a retained senior.

- “Compulsory school age” means the student is at least 5 years old and no more than 18 years old on or before September 1. If the student is in special education, they are at least three years old and no more than 21 years old on or before September 1. If a student is in a YIC program, they are at least five years old and no more than 21 years old on or before September 1.

- A “retained senior” is a student who is beyond the regular compulsory education age but who has been authorized by their Local Education Agency (LEA) to remain enrolled as a high school senior after their class has graduated due to sickness, hospitalization, pending court investigation or action or other extenuating circumstances beyond the control of the student.

6. They must be expected to attend a regular learning facility operated or recognized by the LEA on each regularly scheduled school day. If the above requirement cannot be met the following exceptions apply:

- a. The student must have direct instructional contact with a licensed educator provided by the LEA at an LEA-sponsored center for tutorial assistance or at the student’s place of residence or convalescence for at least 120 minutes each week during an expected period of absence due to injury, illness, surgery, suspension, pregnancy, or pending court investigation or action. The LEA must determine that home instruction is necessary and must keep records of the instruction time.

- b. Students can also participate in an LEA-sponsored or supported virtual education program. The program must be consistent with the student’s SEOP/plan for college and career readiness and be approved by the students’ counselor and includes regular face- to-face instruction or facilitation by a designated employee of the LEA.

### **Student Membership Calculations**

Aggregate membership is calculated by adding up all the days in membership during a school year for the student, program, school, LEA or state. This calculation is done by the LEA (usually in a Student Information System) by using 180-day equivalents.

The calculation is as follows: number of days a student was in membership \* (180/number of days the school was in session).

For example, if a student was in membership for 164 days and the school was in session for 180 days, the LEA would report 164 days for that student.

$$\begin{aligned}\text{Aggregate membership} &= 164 * (180/180) \\ &= 164 * 1 \\ &= 164\end{aligned}$$

Another example is if an LEA receives a waiver from the State Board due to budget cuts and the number of days school is in session is reduced to 175 days. If a student was in membership for all 175 days, the LEA would report 180 days in membership.

$$\begin{aligned}\text{Aggregate membership} &= 175 * (180/175) \\ &= 175 * 1.029 \\ &= 180 \text{ (rounded)}\end{aligned}$$

If a student is enrolled for only part of the day or part of the school year, then their membership should be prorated to reflect the amount of time the student was actually enrolled in relation to what a full- time student normally would have been enrolled.

For example, if a student was enrolled for 4 periods each day in a 7-period school day for all 180 school days, the student's aggregate membership would be 4/7 of 180 days or 103 days.

If a student was enrolled for 7 periods each day in a 7-period day for 103 school days, the student's membership would also be 103 days.

The following constraints apply in calculating aggregate membership:

1. The sum of regular plus self-contained special education and self-contained YIC membership days may not exceed 180 days. Self-contained special education students are public school students with an IEP or YIC, who receives 180 minutes or more of special education or YIC related services during a typical school day.

2. The sum of regular and resource special education membership days may not exceed 360 days. Resource special education students are students who receive 1 to 179 minutes of special education services during a typical school day consistent with the students' IEP provided for under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. Sec. 1400 et seq., amended in 2004.

3. Sum of regular, ISI-1 and ISI-2 YIC membership days may not exceed 360 days.

The following exceptions also apply to calculating students' aggregate membership:

1. LEAs may count a student in membership for the equivalent in hours up to one period each school day if the student: a. has been released from school upon the parent's request during the school day for religious instruction or an individual learning activity consistent with the student's SEOP/plan for college and career readiness or b. is exempted from school attendance under 53G-6-204 for home schooling and they participate in one more extracurricular activity under R277-438.

2. LEAs may count a student in membership for the equivalent in hours for all periods each school day if the student is enrolled in:

a. A concurrent enrollment program that satisfies all the criteria of R277-713

b. A private school without religious affiliation under a contract initiated by an LEA which directs that the instruction be paid by public funds. Contracts should be approved by the LEA board in an open meeting.

c. A foreign exchange student program under 53G-6-707.

d. Electronic high School or UCAT classes for credit which meet curriculum requirements, consistent with the student's SEOP/plan for college and career readiness and following written school counselor approval.

e. A school operated by an LEA under a Utah Schools for the Deaf and the Blind IEP. These students may only be counted in regular (S1 record) membership and should not have an S2 record (for special education).

Average daily membership (ADM) is calculated by dividing the aggregate membership by 180. ADM is converted to WPUs (Weighted Pupil Units) used in funding formulas

### **School Transfers**

In an effort to retain the benefits of neighborhood schools, to maintain strong school and community loyalty, and to promote stability and predictability of student

enrollment numbers, it is strongly preferred that students who transfer out of Rockwell Charter High School, enroll in the district boundaries in which they reside. Unless transferring to another Charter School.. In addition, students who have been enrolled in and attending a school other than their boundary school may return to their boundary school by following the procedures in this section.

1. Students Returning to District Boundary School After Completion of Any Grade Level:

Students who have been or are currently enrolled in and attending a charter school, a private school, a school outside of the district, or a non-boundary school within the district, and who will complete a grade level at that particular school, may enroll in their boundary junior high school, or high school. Enrollment and registration information should be submitted as soon as possible, but no later than the first day of school.

2. Students Returning to District Boundary School During the Current School Year:

Students who are currently enrolled in and attending a charter school, a home school, a private school, a school outside of the district, or a non-boundary district school, and who wish to return and enroll in their boundary school may do so in accordance with the conditions set forth below:

- (a) providing notice to and properly unenrolling the student from the non-boundary school;
- (b) providing the boundary school with the student's educational records from the previous nonboundary school;
- (c) completing the applicable enrollment and registration forms;
- (d) providing any required documentation and information; and
- (e) obtaining authorization and approval from the school confirming that there are no current academic, attendance, or behavioral issues or concerns that need to be specifically addressed prior to enrollment.

3. Unsafe School Choice

Student who attends a persistently dangerous public school or who becomes a victim of a violent criminal offense while in or on the grounds of a public school that the student attends, be allowed to attend a safe public school, including a public charter school.