

GreenWood Charter School

Policy Number: 102

Policy Section: 100 – Administration

POLICY TITLE: Student Enrollment Policy

Revision History

Effective Date	Action Date	Revised
August 12, 2014	New Policy	New Policy
March 18, 2015		Change in Kinder class sizes
April 15, 2015		No dual enrollment
August 19, 2015		Merged policies 100 & 102 with updated verbiage
June 28, 2019		updated verbiage

Student Enrollment Policy

Effective Date: 12 August 2014

Revision Date:

Admission

GreenWood Charter School does not discriminate on the basis of disability, race, creed, color, gender, national origin, religion, sexual orientation, or gender identity. GreenWood Charter School admissions and transfer policies comply with the Utah Code 53A-1a506.5, IDEA 2004, and civil rights laws.

GreenWood serves students Kindergarten through 6th grade, with approximately 25 students per class. In filling the school with students, the mission of GreenWood Charter School is considered at every applicable instance.

GreenWood Charter School fills its student enrollment based on the following priority:

1. Open Enrollment

Once a student has been admitted to the school through an appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to the charter school, however, would be subject to the lottery if, as of the open enrollment closing date, the total number of applicants exceeds the number of spaces available at the school. Applications for enrollment at the School will be made electronically. Open Enrollment dates will be publicly announced and will adhere to Utah State Statute.

Community notifications will be made through both passive and active components such as: website and Facebook notifications, Twitter posts, banners, neighborhood flyers, public meetings, radio announcements, word of mouth, etc. Notifications will direct applicants to the school's official website.

Notice of the opportunity to submit an application and procedures for enrollment at the School will be published on the School's Internet website beginning no later than sixty (60) days before the School's initial open enrollment period. The School's website will also provide the following enrollment information: (1) a description of the procedures for applying for admission to the School; (2) the opening date or the School's calendar; and (3) a description of how a student may transfer from the School to another charter school or district school.

Board Rule (R277-419) states that each school must offer at least 990 instructional hours (Kindergarten 450 hours & 1st Grade 810 hours) over at least 180 days. A school day must be at least 5 1/2 hours long (990 hrs./5.5 hrs. = 180 days). ADM is obtained by adding up all the days on the role of all students who were enrolled for any length of time (up to 180 days) then dividing the total

by 180. Rule also defines membership as a student on the current roll of a public school on a given date until officially removed or 10-days of un-excused absence.

2. Lottery Selection

A lottery is a random selection process by which GreenWood admits applicants.

GreenWood will use a lottery if, during the open enrollment period, more students apply for admission to the charter school (in any grade) than can be admitted. The School may give preference in its random lottery to certain categories of students as permitted by applicable law. This preferential status shall be given in the following order and to the following categories of students:

- First Preference: to children of “Founders” (as defined below);
- Second Preference: to children of “Teachers” (as defined below) of the School;
- Third Preference: to siblings of students presently enrolled in the School; and
- Fourth Preference: to children of “Employees” (as defined below) of the School.

Concerning the “Founder”, notwithstanding, no student shall be given priority notice or guaranteed admission to the School. No more than 5% of the total student population will be enrolled as a result of priority based on Founder or employment status of the student’s parent(s).

Prospective Founders must commit to provide volunteer hours to the development of the School as determined by the Board. Founder status will not be conferred based on donations made to the School. Individuals who fail to meet these requirements can have their Founder Status revoked. Each Founder and each employee is allotted preferential enrollment for one (1) child

The initial lottery of GreenWood will be held during the first week of March, 2015. Subsequent lotteries will be conducted from time to time as needed until the targeted enrollment numbers are met. In subsequent years, the first lottery will be held in March of each year, following which, additional lotteries will be conducted from time to time as needed until the targeted enrollment numbers are met in the given year. The School may, at the discretion of the School’s Director, continue to enroll students from the lottery throughout the school year to fill vacant seats when students withdraw as permitted by applicable law.

No preferential treatment, guaranteed admission, or denial of any student will be permitted other than age requirement for the beginning of the school year (age 5 by September 1) and the preferential statuses discussed above. All

students and their parents who have applied will be invited to the forum, but attendance is not mandatory. This forum will take place at a designated location in year one and then at the GreenWood campus thereafter.

The random drawing will begin with 8th grade, proceeding down through Kindergarten, and each student is assigned a number identifying the order in which they are drawn. Following the lottery preferential enrollment is addressed, ie founders, teachers and siblings. Afterwards classes are filled to capacity using the sequence obtained from the lottery drawing. Students not selected will remain on a waiting list, preserving the order as determined by the lottery, giving preference to founders, teachers and siblings of attending students.

GreenWood will notify applicants in writing of the lottery results within 2 weeks. The offer of admission will include, among other things, a deadline for accepting the offer. Failure to timely accept an offer of admission will permit the School to offer admission to another student identified through the random lottery. Students placed on the waiting list will be given the opportunity to attend the school if openings become available during the school year. Families will be notified and students have 7 days to accept the opening. Students who apply after the enrollment period will be admitted as space allows or will be added to the waiting list through subsequent lotteries.

3. Transfer and Withdrawal Policy

Student transfers between Utah's public charter schools and school districts are governed by Utah State Law.

Transferring to GreenWood

If a student has been offered a position at GreenWood and wishes to accept, the student's parent must complete the Notification of Transfer and Request for Records Form, obtain the required signature from the student's current school, and submit it to GreenWood administration before the deadline provided in the student's acceptance letter.

Withdrawing from GreenWood

If a student has accepted enrollment in GreenWood and the parent wishes to withdraw the student from GreenWood for enrollment in another school, the student's parent must complete the Notification of Intent to Withdraw Form and submit it to GreenWood Administration in order to complete the withdrawal of the student. Student records will be released as soon as all appropriate paperwork is completed.

Definitions

Term: Teacher

Definition: Defined as a licensed employee working in a teaching capacity for more than $\frac{3}{4}$ of the school day

Term: Employee

Definition: Defined as an individual employed by GreenWood who works more than 20 hours per week for the School. “Employee” does not include contractors or subcontractors or vendors of any kind.

Term: Founder

Definition: Defined as an individual who plays a significant role in the development of the school as determined and approved by the School’s board of directors.