CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

Admissions and Enrollment Policy

Policy

The Board of Directors of the Center for Creativity, Innovation, and Discovery (CCID) 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: means operating above the school's open enrollment threshold.
- Non-Resident School District: means a school district other than a student's school district of residence.
- Open Enrollment Threshold: means, 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.
- Projected School Enrollment: means the current year enrollment of a school as of October 1st, adjusted for projected growth for the next school year. ● School District of Residence: means a student's school district of residence ● School of Residence: means the school to which a student is assigned to attend based on the student's place of residence as described in Utah Code §53G-6-302.

- Refugee: means 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
The school may consider for admission all children who reside in the State of Utah and submit a timely application. In compliance with 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 a 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.

Records or Record Review Required for Enrollment

Per Utah Code §53G-6-403, the school may not enroll a student unless the student record from the previous school has been received or the school administrator or designee reviews the data gateway for any safe-school violation, reintegration, or threat assessment related to an enrolling student.

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 withdrawal procedures outlined below.

Withdrawal Procedures

Per Utah Code §53G-6-503, the parent of a student enrolled at the school may withdraw the student from the school for enrollment in another charter school or a school district by submitting to the school:

- On or before June 30, a notice of intent to enroll the student in the student's school of residence for the following year;
- After June 30, a letter of acceptance for enrollment in the student's school district of residence for the following year;
- 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 non-resident school district; or,
- 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, CCID 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).

Notifications and Allowances Related to Withdrawal

- Unless provisions have previously been made for enrollment in another school, a charter school releasing a student from enrollment during a school year will immediately notify the school district of residence, which shall enroll the student in the school district of residence and take additional steps as may be necessary to ensure compliance with laws governing school attendance.
- A parent of a student enrolled in a charter school may withdraw the student from the charter school for enrollment in the student's school of residence in the following school year if an application of admission is submitted to the school district of residence by June 30th.
- If the parent of a student enrolled in a charter school submits an application for admission to the student's school district of residence after June 30thfor the student's enrollment in the school district of residence in the following school year or an application of admission is submitted for enrollment during the current school year, the student may enroll in a school of the school district of residence that has adequate capacity in:
    - The student's grade level, if the student is an elementary school student; or,
    - The core classes that the student needs to take, if the student is a secondary school student.

- When a vacancy occurs because a student has withdrawn from a charter school, the charter school may immediately enroll a new student from its list of applicants, but is not required to do so.
- Both charter schools and school districts are allowed to enroll a student at any time to protect the health and safety of a student.

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

Per Utah Code §53G-6-403, the school may provide for the denial of applications from students who have engaged in any of the following:

- The commission of serious infractions of the law or school policies, including policies of the LEA in which enrollment is sought;
- Chronic misbehavior which would, if it were to continue after the student was admitted:
    - Endanger persons or property;
    - Cause serious disruptions in school; or,
    - Place unreasonable burdens on school staff;
- The commission of safe-school violations or involvement in a school safety incident.

Denial of Admission for Expelled Students

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.

Special Conditions for General Enrollment Related to Toilet Training Toilet Trained: means that a student can communicate the need to use the bathroom to an adult; sit down on a toilet; use the toilet without assistance; undress and dress as necessary; and tend to personal hygienic needs after toileting. If an accident occurs, a "toilet trained" child can independently tend to hygienic needs and change clothes; A student is not "toilet trained" if the student does not meet the criteria above; or has accidents with sufficient frequency to impact the educational experience of the student or the student's peers, as determined by the school.

Requirement for Toilet Training
The following requirements must be met by the school and parents before enrolling a student in any grade in compliance with Utah Code §53G-7-203:

- Students must be toilet trained before being enrolled in public school; ● If a student who has been enrolled in any grade is found to not be toilet trained, the student and the student's parent or guardian will be referred to a school social worker or counselor for additional family support and resources; ● Once a student has become toilet trained, the student will be reintegrated into the school;
- The school must provide exemptions from the requirement for a student who is not able to be toilet trained before enrolling because of a condition that is subject to federal child find requirements or described in an IEP or Section 504 accommodation plan.

Toilet Training Assistance
In compliance with Utah Admin. Code R277-631, the school will address the needs of enrolled students who lack toilet training, which shall include:

- Initial evaluation consistent with the school's child find obligations, if appropriate;
- Referring a student and the student's parents to a school social worker or counselor;
- Providing additional family supports and resources; and,

● Creating an individualized plan to address the student's needs; ● Establishing the circumstances under which a parent or parent's adult designee may aid in toilet training;
● Coordinating with appropriate school personnel and parents to reintegrate a student, as appropriate, once the student has become toilet trained. ● Requiring a background check for a parent's designee entering in public, multi-stall restrooms for the purposes of aiding in toilet training.

Dual Enrollment

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

Per Utah Admin. Code 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;
- The student must have a minimum attendance at the school of half of the weekly instructional time, including instruction in Math and English Language Arts; and, ● 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.

Adjustments to Minimum Attendance and Instructional Requirements

The above-described minimum attendance and instruction requirements may be modified at the discretion of the Executive Director.

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 Code §53G-6-702.

Homeschooling and Parental Responsibility

- In accordance with Utah Code §53G-6-204, when a parent withdraws an enrolled, school-age child from the school for the purpose of homeschooling, or chooses not to enroll a school-age child, the parent must provide a one-time initial notification, that may include a letter of intent, to the local school board of the school-age child's school district of residence.
- CCID will notify the child's school district of residence as a professional courtesy.
- The child's school district of residence, not the charter school of enrollment, is responsible for maintaining a record of the notification and acknowledging the receipt of the notification to the parent within 30 days.
- Upon receipt of notification of a parent's choice to homeschool a child, neither the charter school of enrollment nor the child's school district of residence is liable for the education or services of the school-age child.
- Either the charter school or the school district of residence may voluntarily cooperate, share resources, and provide testing opportunities with a parent or legal guardian of a child attending a home school.

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