

DaVinci Academy of Science and The Arts

Policy Number: 201

Policy Section: 200- Instruction

POLICY TITLE: Enrollment and Lottery

Revision History

Effective Date	Action Date	Revised
19 Jan 2005	11 Aug 2013	11 Aug 2013
	3 February 2016	3 February 2016

Enrollment and Lottery Policy

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1. SCOPE

1.1 DaVinci Academy for Science and the Arts, (DASA) a public charter school, follows Federal, State, and Utah State Board Of Education regulations, guidelines and practices regarding enrollment of all students. By design and State Charter, DASA is limited to 1100 students, grades Kindergarten through twelfth grade (K-12). DASA adheres to a continuous enrollment process and will accept applications throughout the school year; however, lotteries may be required when more applications for enrollment exist than DASA is chartered to enroll.

2. REFERENCES

- 2.1 Utah Annotated Code 53A-1a-506 (admission process)
- 2.2 Utah Administrative Code Rule R277-472 (charter enrollment/capacity information)
- 2.3 Utah Administrative Code Rule R277-705-3C (assigning credits for diploma)
- 2.4 Utah Administrative Code Rule R277-419-5A(1) or (2) (student membership)

3. ENROLLMENT PROCEDURES

- 3.1 Fill out admission paperwork either online or hardcopy (only completed packets will be screened). Things needed to complete before admission packet is reviewed:
 - 3.1.1 Student's original birth certificate or copy
 - 3.1.2 Proof of immunization or exemption from immunization
 - 3.1.3 Complete student transcript from most recent school
 - 3.1.4 Disciplinary record from most recent school
 - 3.1.5 Written application essay (7-12 only)
- 3.2 Submit completed packet to the school in which your student is applying.
- 3.3 Steps after submission
 - 3.3.1 Schedule an interview with school director for the program in which your student is applying (See Appendix D for contact information).
 - Director of K-4 onsite elementary program
 - Director of Distance K-6 elementary
 - Director of Middle School (5th/6th grade)
 - Director of Secondary Programs (7-12)
 - 3.3.2 After the interview, your child's application will be placed in the completed file and reviewed to ensure it is complete before written letters are sent out.
 - 3.3.3 If Davinci is full or beyond capacity, then you will receive a letter indicating the lottery process and timelines according to Utah Code (53A-1a-506).
 - 3.3.4 Sign and return written acceptance letter to program for which your student applied and was accepted. If necessary--complete any additional paperwork after returning signed letter of acceptance, e.g., IEP folder, ELL folder, 504 folder, etc.

4. RE-ENROLLMENT PROCESS

4.1 Students who are current students at DASA shall be automatically re-enrolled in DASA for the following academic year unless they fail to return their intent to enroll to the front office by February 28. Letters of Intent to Enroll will be sent home no later than the first Friday of January. After February 28, students desiring to return will need to reapply by filling out the admission packet and following all steps outlined in the enrollment process. .

4.2 Unless provisions have previously been made to enroll in another school or return the intent to return by February 28, DASA will notify the district of residence of those students, which according to Utah Code 53A-1a-506.5(6) shall allow the school district of residence to enroll those students and ensure compliance with laws governing school attendance.

5. THE LOTTERY REQUIREMENT AND PROCESS

5.1 A lottery process is necessary when filed applications exceed the available admission openings. A waiting list will be generated by the lottery process, which is where completed student registration packets have been randomly drawn and assigned a numeric number based on the random drawing. Random drawings occur on an as needed basis to ensure that all students wishing to enter DaVinci Academy have an opportunity to do so. This waiting list is effective for the current school year only and will be re-generated yearly or on an as need basis.

5.2 Parents shall be notified when their child has been selected from the waiting list to attend DaVinci Academy. The parent shall have three business days to accept the offer of enrollment by returning the signed letter of acceptance. Failure to do so will forfeit their opportunity to enroll and the next student on the waiting list shall be notified.

5.3 The waiting list will stand for the current school year until the student is enrolled or the parents remove the student from the waiting list. If an opening occurs and the family declines enrollment, the student will be automatically removed from the waiting list.

5.4 Any student who withdraws from DASA and wishes to re-enroll at DASA in the future must comply with enrollment procedures outlined above. Previous enrollment at DASA does not give priority placement to a student or his/her sibling(s) in the lottery process.

5.5 The order of priority for lottery admission is listed as follows:

- 5.5.1 Children of current employees at DaVinci Academy
- 5.5.2 Siblings of enrolled students
- 5.5.3 Weber State University Charter Students
- 5.5.4 Candidates in the order they appear on the waiting list

6.1 Enrollment in a charter school is strictly voluntary and any student may withdraw from the school at any time by following the process below:

- 6.1.1 A parent/guardian must give written notification of their intent to remove their student from the school. This notification must contain the signature of the parent/guardian. The parent/guardian will be given a Records Release form to release the records of the student to the new school. Records will be released once existing student fees are cleared and proper documentation is received.
- 6.1.2 If a parent/guardian gives oral notification of their intent to remove their student from DASA, the school shall send a confirmation to the parent/guardian via certified mail with a copy of the enrollment policy, and a Records Release form. This form must be signed and returned before any records will be released.
- 6.1.3 All DASA families have access to the Enrollment Policy. The policy shall be maintained in the administration office and on the school's web site.

7. CONDITIONS FOR DASA ACCEPTANCE AND CONTINUED ENROLLMENT

- 7.1 By signing an acceptance form, students acknowledge that they have read and will comply with all DASA policies and procedures as listed in the student handbook. Students will not be considered for acceptance to DASA until this form is on file.
- 7.2 After receipt of the policies and procedures acceptance form, a background check shall be performed to include academic, disciplinary, and citizenship history.
- 7.3 Admission or continued enrollment may be denied to any student in violation of any article of DASA's Safe School Policy. The Director of Academic Services maintains the right to accept or deny student enrollment or continued enrollment in accordance with the DASA Board of Director's policy (See policy 101).

8. Davinci Academy Distant Learning Enrollment Process

- 8.1 All distant or virtual students will be approved for distant or virtual educational programs offered through Davinci Academy by the counselor or designated LEA employee. An LEA employee and highly qualified teacher will have regular contact either face-to-face or by virtual means with distant or virtual students. These contacts will be recorded and student attendance will be monitored based on individual student progress in relation to the Utah State Core Curriculum Standards, mastery of content, or minimum required seat time. Progress means coverage of at least 3% of the required curriculum each week; which equates to roughly 25% of the required curriculum each quarter. This equates to 247.5 hours of instruction each quarter and 990 hours for the entire 180 day school year. These instructional hours will be recorded by the LEA employee.
- 8.2 Mastery of content means any of the approved methods as outlined in R277-705-3C. Seat time means minimum of 120 minutes of exposure to required curriculum per week

according to R277-419-5A(1) or (2). Distant or virtual students will be required to participate in end-of-year state mandated tests unless a parent has signed an opt out form of which a student is allowed under state law to opt out.

9. DaVinci Academy only enrolls students who met the eligibility requirements as established in R277-419-5A, meaning:
 - 9.1 Not have previously earned a high school diploma;
 - 9.2 Not be enrolled in a YIC Program;
 - 9.3 Not have an unexcused absence of all the prior 10 consecutive school days;
 - 9.4 Be a resident of Utah
 - 9.5 Be expected to attend a regular school learning facility operated or recognized by the LEA each school day or
 - 9.5.1 Participate in a LEA sponsored virtual education program which has been approved by the student's counselor
 - 9.5.2 Includes regular face-to-face instruction or facilitation by a designated employee of the LEA
 - 9.5.3 See DaVinci Distant Education Program at bottom of policy
10. Student membership calculation according to R277-419-5C/E
 - 10.1 Part-time students who enroll for only part of the school day or only part of the school year will have their student membership prorated according to the number of hours, periods or credits for which the students were actually enrolled in relation to the number of hours, periods or credits for which a full-time student normally would have been enrolled.
 - 10.2 Students may be counted in membership for the equivalent of one period if
 - 10.2.1 Parent signed a release for religious instruction
 - 10.2.2 Participates in individual learning activity consistent with SEOP
 - 10.2.3 Exempted from school attendance under 53A-11-102 for home schooling and participates in one or more extracurricular activities under R277-438

DaVinci Academy Distance Education program (as recommended by curriculum committee and approved by DaVinci Academy Board:

We will be administering and monitoring our distance education program, meaning we will not be using a third party vendor. We may partner with curriculum providers to assist DaVinci Academy in meeting the needs of students regarding curriculum, but these curriculum providers will not be administering or monitoring our distance education program.

Purpose: Meet our mission to develop new methods and materials in curriculum innovation/reform in order to individualize the learning process for our unique student population.

Our students: At this time, all of our students served in our distance education program our elementary school students. In order for our distance program to expand into secondary grades, the DaVinci curriculum committee would have to recommend a program that would met all applicable state and federal rules and laws.

Curriculum: All curriculum whether used onsite, virtually, or for our distant program must be reviewed according DaVinci curriculum policy. The curricula reviewed will be then recommended

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to the DaVinci Board for final approval. A list of all approved curricula will be listed on DaVinci webpage.

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Process: Every student wishing to enroll in DaVinci Distance Education will be interviewed by a LEA employee and assigned a LEA certified teacher. The teacher in collaboration with the parent and the student will develop a student education plan (SEP) that will be reviewed by a certified counselor. This plan will be referenced and updated on a monthly basis. The teacher and family also meet and choose curriculum that has been approved/adopted by the LEA and meets all state core requirements. This curriculum is broken down into weekly lessons in which students will receive instruction and work through assignments. Each lesson is tied to Utah Common Core standards.

Instruction: After collaborating with teachers, parents follow weekly lessons as outlined or approved by the teacher. Parents play a primarily role in educating their child under close collaboration with the certified teacher. The teacher meets once a week with parents and students to discuss teaching strategies, and content, and to review student progress. During this meeting, the teacher will collect/review the prior week assignments, course work, or projects. The teacher will give feedback on previously collected student material. The teacher will also review and discuss student progress towards standards and for attendance purposes.

Attendance: Students are required to log at least 990 instructional hours and attend to studies at least 180 days. Students will be expected to meet progress standards each week. Progress standards may include: 3% progress in subject material if online, weekly assignments, and keeping a log of time spent on each subject. Students are also required to meet weekly with teachers and have monthly parent meetings to discuss student progress towards SEP goals.

Assessments: Assessments are important to measure student retention of covered content. Students in grades 3 through 6 are expected to take at least three benchmarks in math, science, and English each year. Students in grades 1 through 3 are required to take the state reading assessment at the beginning, mid-year, and in the spring. The teacher will use the results of these assessments to provide additional resources and training to parents and students. DaVinci requires that all students participate in state-mandated tests in order to ensure that students are retaining and mastering covered material.

Electives: Elective classes for elementary students are offered at DaVinci Academy by elective specialists. These elective specialists teach under the supervision of the certified teacher. If there are distance students that do not live close to DaVinci Academy, then these elective classes will be taught in a location sponsored by DaVinci Academy near the students each week. It is during this time that the teacher is able to meet with both the parents and the students and review student progress.

Evaluations of teachers: Teachers are evaluated on their instruction three times a year. These evaluations are performed by DaVinci Academy administration. As required by law, all teachers will undergo fingerprint and criminal background checks. All non-licensed staff will also undergo required criminal background checks.

Supplies: Students and parents are allowed to check out any supplies, books, manipulatives, and IT hardware (computers) to help facilitate learning. All items checked out are recorded by our library specialists or LEA employee. Upon completion of these items, students and parents will return these to the library specialist or LEA employee. Any items lost or damaged will be charged to the parent or student.

Distance education students in secondary

Secondary students who participate in DaVinci Academy's distance education program will be held to the same requirements above with a few additional ones.

Courses for credit must be reviewed by the credit evaluation committee. Credit for courses will be awarded if it meets the criteria outlined in the demonstrated competency policy.

Certified teachers will teach all distance education course if credit is to be awarded. Independent study is allowed as long as the student meets regularly with the course instructor and turns in all required assignments.

Attendance is granted if the progress standards mentioned above have been fulfilled.