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**SECTION:** C – General School Administration  
**POLICY TITLE:** Student Enrollment, Applications, Lottery, Expectations,  
Alternative Placement  
**FILE NO.:** CF  
**DATED:** March 15, 2022

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### 1. PURPOSE AND PHILOSOPHY

It is the policy of the Utah County Academy of Sciences (UCAS) Board of Trustees to accept school applications from all interested students who are age and grade appropriate. If the number of applications received is greater than the number of openings, then a lottery is held. This policy outlines the lottery rules and exemptions. It sets enrollment and application standards for all students enrolled in the UCAS. It defines the expectations for students who desire to take advantage of the opportunities afforded by UCAS and the alternative placement option available at UCAS.

### 2. APPLICATION AND ENROLLMENT

UCAS follows all state and federal policies regarding charter school applications and enrollment of students. As a public charter school, UCAS will accept applications from any as follows:

- 2.1. A student must be of the appropriate age and education level at the time of enrollment (Birthday between September 1<sup>st</sup> and August 31<sup>st</sup> each year). Acceleration at another school program of up to one year may be considered. Student acceleration of more than one year is not considered age appropriate.
- 2.2. A student must have completed the 8th grade core, or
- 2.3. A student who has not completed 8th grade, but can demonstrate proficiency in all 8th grade curricular standards as determined by the UCAS administration and in accordance with the Parental Rights Policy and Law.
- 2.4. A student must be under 18 years of age.
- 2.5. A student must meet any and all legal requirements as defined by Utah Valley University (UVU) and UCAS policy or the UCAS charter.

### 3. LOTTERY

- 3.1. When the number of applications exceeds the published number of accepted students in any grade, a public lottery will be held.

- 3.2. The lottery may be a physical drawing of students or a computerized random selection of the accepted students.
- 3.3. A “wait list” will also be selected that will determine the order in which students will be called up in the event of an opening.
- 3.4. Any applications received after the close of the enrollment period must be reserved until a second lottery is required and all other applicants have accepted the offer to attend UCAS, declined the offer to attend UCAS, or have not responded in the time provided in the offer to attend.
- 3.5. UCAS will not accept any new 12<sup>th</sup> grade students into the school.

### 3.6. Waiting Lists

A waiting list will be created by random drawing at the time of the regular lottery. When an opening occurs, the first student on the waiting list will be contacted and offered the option to attend UCAS. If all students on the randomly generated waiting list have been given the opportunity to attend UCAS then a new random list must be created by lottery from any applications received since the close of the regular application time. This process will be repeated if necessary.

### 3.7. Out of State Application

Potential applicants outside of Utah who desire to be considered for enrollment at UCAS must arrange to physically attend all required registration meetings, take all required Mountainland Technology College (MTECH) and/or Utah Valley University (UVU) exams, and reside at their verified Utah address before school starts in August. Accepted students will be expected to attend live, on-campus classes during the subsequent school year. Commute times and routes should be taken into consideration before accepting an offer to come to UCAS.

### 3.8. Determining the Number of Openings

The UCAS administration will determine the number of applications to be accepted based on the curriculum and space available. When circumstances or needs change, the number of students at UCAS will be adjusted.

## 4. LOTTERY EXEMPTIONS

### 4.1. Founding Members Exemption

4.1.1. Children and grandchildren of founding members are exempted from the lottery.

4.1.2. The UCAS founding members of the Orem campus are Clark Baron, Carl Nielson, Anna Trevino, and Sandra Fitzgerald. The UCAS founding members of the Provo campus are Jared Ferguson and Tara Merryweather.

### 4.2. Employee Exemptions

Children and grandchildren of current UCAS employees are exempt from the lottery. The number of exemptions under this exemption rule cannot exceed 20% of the total.

### 4.3. Sibling Exemption

4.3.1. “Siblings” are defined in section 4.5.

4.3.2. The purpose of the sibling exemption is to allow siblings who attend high school to attend together. This exemption allows a sibling of an accepted or attending UCAS student to bypass the lottery so that he or she can also attend UCAS.

- 4.3.3. UCAS will accept an application from all interested siblings during the regular enrollment time.
  - 4.3.4. If two sibling students apply to UCAS and one is selected during the lottery process, the non-selected sibling will also be ensured a spot.
  - 4.3.5. Siblings of the current graduating class do not qualify for the sibling exemption,
- 4.4. Legacy Sibling Exemption
- 4.4.1. “Legacy Siblings” are siblings of UCAS graduates who meet the sibling definition in Section 4.5.
  - 4.4.2. The number of exemptions under this rule cannot exceed 20% of the total for that grade level.
  - 4.4.3. If the number of legacy sibling applications exceeds 20% a separate random lottery will be held for these applicants. The results of this separate lottery will be announced during the lottery for all applicants. Those who are not picked to receive the exemption will automatically be entered into the lottery for all applicants.
- 4.5. Sibling Definition
- 4.5.1. Siblings are brothers and sisters in a single family unit residing at the same address, related biologically, by marriage, or adoption to one or both parents. Parents must provide documentation showing the biological or legal status if the students have different last names.
  - 4.5.2. All children in “long-term” placement within a state approved foster-care situation or court appointed guardianship are siblings with other students in the family unit. Parents must provide the documentation from their case manager, judge, or court showing current legal status.
- 4.6. John Hancock Charter School Exemption
- 4.6.1. Beginning on December 8, 2020, lottery priority will be given to John Hancock Charter School students as outlined in an approved articulation agreement.
  - 4.6.2. Students benefitting from this priority will not exceed 25.
  - 4.6.3. If the number of applicants claiming this exemption exceeds 25, a separate random lottery for these applicants will be held. The results of the lottery will be announced during the lottery for all applicants. Those who are not picked to receive this exemption will automatically be entered into the lottery for all applicants.
- 4.7. Exemptions Note
- UCAS allows exemptions only during the regular enrollment window beginning in October each year. The exempted students will be listed as the first students selected at the time of the lottery. Those who apply during other times must follow the regular process with all students.

## 5. EARLY COLLEGE INDICATORS

- 5.1. UCAS will not collect GPA or other academic indicators from any students prior to the close of the application period for the year and cannot give preference based on any academic indicators.
- 5.2. UCAS will collect academic indicators after the enrollment period including GPA, test results, IEP documents, and college entrance exams for the purpose of class placement and to meet the prerequisite requirements of UVU classes.

- 5.3. It should be noted that UCAS is not the best high school choice for all students. UCAS is an Early College High School with very limited extracurricular options. UCAS is not a comprehensive high school with full programs in all disciplines. UCAS has no sports teams, drama department, or instrumental music classes.
- 5.4. To access the UVU college level classes available at UCAS new students should be highly motivated, be on-track for high school graduation, have at least a 3.0 cumulative GPA and be emotionally stable to handle the high stress of taking high school and college classes at the same time.
- 5.5. UCAS will notify students and parents of the advantages and disadvantages of attending UCAS as well as the university requirements and school policies which may limit the student's access to college classes. UCAS will inform the prospective students and parents regarding the UCAS program and how that program compares with other school options in the local area.

## **6. EXPECTATIONS OF UCAS STUDENTS**

- 6.1. UCAS has developed a program that is very successful in helping students earn a high school diploma, college credits, and an associate's degree. Students who choose to attend UCAS agree to follow the prescribed program including school start and stop times, required class selections including class level and sequence, etc.
- 6.2. The UCAS Review Committee will hear written appeals from students who wish to deviate from the individual program developed by the UCAS counselor for the student.
- 6.3. The focus of UCAS will be to help students earn their high school diploma first, earn college credits second, and earn a two year associate's degree from UVU or Pathway Certification third.
- 6.4. Students must enroll as full time UCAS students each semester as defined by school procedures. Students may not attend part time at UCAS and part time in another public school.
- 6.5. Students who wish to access the State On-line options will exchange a UCAS course for each online course taken. The administration and counselors will select which class is substituted based on the student's educational plan and the cost of the options.
- 6.6. Because of the rigor of the UCAS program, we strongly suggest that students limit their outside commitments such as work, music, sports, and other activities until they have established their own limits over the course of the year.

## **7. ALTERNATIVE PLACEMENT**

- 7.1. Students may be placed in the alternative placement program if, in the best judgment of the administration, the regular program is not in the best interests of the student or school. The UCAS Review Committee will review all written requests for exceptions to this policy. Traditional school districts use special schools to provide educational options for students who cannot or should not attend the regular school program. The alternative placement program for UCAS shall be an online program which can meet the student's educational needs for their high school diploma. The specific classes and choice of program provider will be determined by the counselor, parent, and student after exploring several options. It is understood that the student will be working toward a high school diploma. UCAS will attempt to make this option as productive as possible in moving the student quickly to the diploma so that they may move forward with their education after graduation.
- 7.2. Students may be placed in an alternative placement because of behavior, attendance, academics, or other circumstances. The alternative placement may also be selected when, in the best judgment of the review committee, the regular program is not in the best interests of the student.
- 7.3. Students who are attending the UCAS alternative placement program who wish to return to the regular program must have their written request to return approved by the UCAS Review

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Committee. The committee will consider the grades, attendance, behavior, completed classes, and the situation which necessitated the alternative placement in making their decision.

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### **EXHIBITS**

None

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### **REFERENCES**

UTAH CODE ANN. § 53G-6-501, et seq.  
UTAH CODE ANN. § 53G-6-803  
UTAH ADMIN. CODE R277-472  
UTAH ADMIN. CODE R277-494

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### **FORMS**

Policy ED Form A – Appeal Process for Early Enrollment  
Policy ED Form B – Application for Early Enrollment  
Policy ED Form C – Provisional Enrollment Agreement

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### **HISTORY**

**Revised – March 15, 2022.** Employee and Legacy Sibling exemptions increased from 5% to 20%. Wording clarified and corrected throughout.

**Revised – April 20, 2021.** Added John C. Hancock lottery exception. Updated section titles and numbering. Early Enrollment Forms added. Moved lottery section from 4 to 3. Combined with Policy JL – Lottery Exemptions, both renumbered both to CF.

**Approved – January 16, 2017.**

**Approved – September 2014.**

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