

400: SGA Enrollment Policy

1. Purpose

St. George Academy follows federal and State Office of Education regulations, guidelines, and practices regarding enrollment of all students.

2. Policy

2.1. St. George Academy's Open Enrollment period shall:

1. Be conducted annually.
2. Be advertised at least 14 days prior to the start day.
3. Use a paper-based and an online data collection system accessible via the school's website to accept enrollments.

2.2. Advertising for Open Enrollment and for ongoing student recruitment will include print distributions, electronic media, and live meetings.

2.3. The school shall not discriminate in its admissions or enrollment policies based on race, color, religion, sex, national or ethnic origin, special needs as defined in IDEA.

1. No family shall be offered incentive or reimbursement to enroll.

2.4. If there are more applicants than available seats during the Open Enrollment period, a lottery will be held.

2.5. Enrollment Preference will be given as follows:

1. Currently enrolled students of St. George Academy
2. Siblings of enrolled pupils and foster children of that pupil's parent/guardian(s);
3. Children of the school's staff
4. Children of parents of current and/or founding Board of Directors
5. Students enrolled at schools which hold an articulation agreement with St. George Academy
6. Candidates in the order they appear on the waiting list

2.6. Conditions for Enrollment:

1. Parent/guardian(s) of students enrolled in the school must indicate their intent to retain their seat for the following year annually by completing the Returning Student Enrollment Packet.
 - a. Unclaimed seats may be considered open and offered to students at that time.

2.7. When a vacancy occurs because of a student withdrawal, the school may fill the seat immediately.

2.8. Students may apply to transfer to St. George Academy as long as they have residence in Washington County.

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2.9. Initial enrollment or continued enrollment may be denied in cases where the student has committed a serious infraction of the law or the school's established rules.

1. The decision to deny enrollment lies with Administration team and will be compliant with state law and the school's Behavior Framework, policy 402.

3. Procedure:

3.1. General Student Enrollment:

3.1.1. Definitions

3.1.1.1. Resident Student: A minor child is considered a resident of the Washington County when: the parent or legal guardian is living within the boundaries of the county; or

3.1.1.1.2. the child resides in Washington County while in the custody or under the supervision of a Utah state agency, or other public or private agency authorized by the State of Utah as legal custodian; or

3.1.1.1.3. while living with a responsible adult resident of Washington County; or

3.1.1.1.4. if the child is an emancipated minor living within Washington County.

3.1.1.2. Responsible Adult: An adult resident of Washington County designated by parent(s) or a guardian who is not a resident of the county, but is a resident of the State of Utah, to act on behalf of the parent. Such designation is required before non-resident students are permitted to enroll.

3.1.1.3. Legal guardianship: If guardianship of a minor child is awarded to a resident of the county by action of a court, the child becomes a resident of the county.

3.1.2. Registration Procedures:

3.1.2.1. St George Academy requires the following documents and information be provided to the school during registration:

a) Students shall provide an accurate and complete immunization record or immunization exemption. Some latitude is provided if shot sequence is begun (Utah Code 53A-11-301 to 306). Students not in compliance shall be provided written five-day notice of intent to exclude. Exclusion shall occur if student is not in compliance. (53A-11-306)

b) Birth Certificate: A birth certificate, or other reliable proof of the student's identity and age together with an affidavit (a statement made under oath and notarized) explaining why the birth certificate cannot be provided must be provided. Parents have until thirty days after enrollment to produce the certificate. A copy of the birth certificate will be placed in the student's file.

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c) Transcript Authorization Request: Provide a signed authorization to request official transcripts and other records from a previous school. Provide a class schedule and/or achievement record (report card) from previous school.

3.1.2.2. Unless required as part of an IEP, twelfth grade students who do not graduate with their class shall not be allowed to enroll again the following year in a regular high school. These students must consider other alternatives to complete their high school education such as: adult education diploma, GED testing, college credit, independent study, and so forth.

3.1.2.3. Youth-in-custody or similarly designated students: Prior to registration, the responsible agency shall provide current assessment information, social history, academic records, medical history, indicators or danger to self or others, gang or other criminal involvement, etc. Such students and an official representative of the custodial agency, if one is involved, shall make an appointment and meet personally with local school administration prior to the registration process to determine his/her best educational placement. The request for admission shall be approved providing the student has not been expelled from their previous school.

3.1.3. Enrollment of non-resident students whose parent(s) are not residents of the State of Utah:

3.1.3.1. A student seeking enrollment in St George Academy while living with an adult (not their parent or legal guardian) whose parents are not residents of the State of Utah must be assigned a legal guardian by a court with appropriate jurisdiction prior to enrollment. The proposed legal guardian must be a resident of Washington County.

3.1.4. Enrollment of non-resident students whose parent(s) are residents of the State of Utah:

3.1.4.1. A student seeking enrollment in SGA while living with an adult (not their parent or legal guardian) whose parents, either of which, are residents of the State of Utah must obtain a Certificate of Designation of Responsible Adult prior to enrollment. The proposed designated responsible adult must be a resident of Washington County.

3.3. Homeless Students

3.3.1. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement; or
- Unaccompanied youth.

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3.3.2. Children and youth who have a primary night-time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

3.3.3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, sub-standard housing, bus or train stations, or similar settings; and

3.3.4. Migratory children who qualify as homeless because they are living in circumstances described above.

3.3.5. St. George Academy will immediately enroll the homeless child or youth, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, medical records, proof of residency, birth certificates, or other documentation). The school must immediately contact the school last attended by the child or youth to obtain relevant academic or other records.

3.3.6. If a state receives funds under the McKinney-Vento program, every district in that state—whether or not it receives a McKinney-Vento subgrant from its SEA—is prohibited from segregating homeless students in separate schools or in separate programs within schools, based on the child's or youth's status as homeless.

3.3.7. Students who meet the requirement of homeless under the McKinney-Vento Homeless Act will have 30 days to meet the immunization requirements.

3.3.8. If a child or youth needs to obtain immunizations, or medical or immunization records, the enrolling school must immediately refer the parent or guardian to the LEA homeless liaison, who must assist in obtaining the immunizations or records. The records must be maintained so that they are available in a timely fashion when the child enters a new school or school district. To facilitate immediate enrollment, timely transfer of records from school-to-school should also take into account procedures for state-to-state record transfers.

3.3.9. If a dispute regarding a homeless child's education rights occurs, every effort will be made to resolve the complaint or dispute at the local level before it is brought to the Utah State Office of Education. It is the responsibility of the personnel in the school to inform the complainant of Complaint Resolution Procedures.

3.3.9.1. If a question concerning the education of homeless child/youth arises, the first person to be contacted in the Child Services Coordinator (Homeless Liaison) to be determined by SGA Administration.

3.3.9.2. The Child Services Coordinator (Homeless Liaison) will inform the family that they may seek legal or advocacy service if they deem it necessary. The parent/guardian may bring an advocate to the meeting.

3.3.9.3. The complaint will be discussed with the Child Services Coordinator (Homeless Liaison). If the Child Services Coordinator believes the complaint is justified, the complainant shall

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present it in writing and discuss it again with the Child Services Coordinator (Homeless Liaison). Included in the complaint should be:

- (a) a description of the complaint
- (b) the name(s) and age(s) of the children involved
- (c) the name(s) of involved Academy personnel and the district they represent
- (d) a description of attempts that were made to solve the issue at the local level

3.3.9.4. The Child Services Coordinator (Homeless Liaison) will present the proposed resolution or plan of action to the complainant and the Executive Director within five working days from the date of the written complaint.

3.3.9.5. If the complaint is not resolved at this level within five working days, it may again be presented to the Director. Within ten days the Director shall provide the complainant with a written decision.

3.3.9.6. If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be brought to the State Office of Education. Complaints made under this process must be made in writing and signed by the complainant. The local Child Services Coordinator (Homeless Liaison) shall assist the complainant in compiling necessary documentation. Include all written correspondence and address the complain to:

State Homeless Coordinator
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200

3.3.9.7. The State Homeless Coordinator will inform the school of the complaint. The coordinator will gather needed information from statements of the parties involved and may conduct an independent investigation through an on-site visit if necessary.

3.3.9.8. Within 30 days after receiving a complaint, the coordinator with the Director of Education Equity and Director of the Section for School Law will resolve the complaint and inform interest parties, in writing, of the decision. All efforts will be made to resolve the complaint in the shortest time possible.

3.3.9.9. If the complainant disagrees with the decision, the complainant shall be advised of their option to file a complaint with the Office for Civil Rights.

3.3.10. Homeless Student Appeal process: Students who feel that there are extenuating circumstances which should be considered are invited to request, in writing, a review of those extenuating circumstances. Requests explaining the circumstances should be signed by the student, the parent or guardian, and delivered to SGA Administration. All written appeals will be considered by the school and this decision will be final.

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3.4 Transfer of students from persistently dangerous schools.

3.4.1 In accordance with Utah State Law, if SGA is designated as a persistently dangerous school, parents of all students attending the school shall be notified by the Administration of available transfer schools in a reasonable manner by no later than August 15 of the school year of designation.

3.4.2 St. George Academy will make every reasonable effort to accommodate students from any school in the Washington County School District designated as persistently dangerous.