



# OGDEN PREPARATORY ACADEMY

## Official Policy

### 7. Students

#### 7.14.POL Enrollment and Lottery Policy

Effective/Revision Date: 1/26/2024

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### PURPOSE

To provide guidelines on appropriate procedures ~~for~~ the enrollment and lottery process.

### POLICY

In regards to applications, enrollment, and lottery procedures, Ogden Preparatory Academy (OPA) will follow all state and federal laws.

The lottery shall be administered using preferences as set forth in the Ogden Preparatory Academy Exhibit A and Bylaws.

### KINDERGARTEN

- OPA provides full-day Kindergarten for students who are at least age 5 by September 1 of the enrolling school year.
  - Parents and/or guardians of kindergarten students who enroll shall have the option of a half-day schedule.
  - In accordance with Utah Law, OPA will offer a half-day Kindergarten class given an adequate number of half-day selections.
- Toilet Training
  - “Toilet trained” means that a student can
    - communicate the need to use the bathroom to an adult;
    - sit down on a toilet independently;
    - 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 has accidents in excess of 2 times/week.
  - Parents shall submit assurances during enrollment that the student is or will be toilet trained prior to starting school.

- Enrolling students who are not Toilet Trained.
  - Documented Disability:
    - A student who is not toilet trained may enroll if the student’s developmental delay results from a condition addressed by an IEP or Section 504 plan.
      - Prior to the start of the school year, the IEP or 504 team shall meet and ensure appropriate supports are in place, and amend the plan as necessary.
  - No Documented Disability or Suspected Disability
    - Until the child is toilet trained, or there is supporting documentation for an IEP or 504 plan, the parent or parent designee shall keep the student at home.
    - OPA will provide parents and guardians with support through the school counselors and social workers.
    - OPA will provide Special Education evaluation if deemed necessary.
  - Once a student is toilet trained, the student may return to class per normal.
  - Retention shall be explored for students who miss in excess of 90 school days.

## SAFE SCHOOL DISCLOSURES AND CONSIDERATIONS FOR ENROLLMENT

When a child is chosen through the lottery process, parents are responsible for giving OPA any and all safe school records in order for the child to attend OPA. **This includes information about any leveraged or pending disciplinary considerations for the incoming student.**

Any misrepresentation or lack of information on the **Safe School Disclosure Form** ~~discipline records form~~ included in the registration **packet** will result in loss of school membership until such time the child re-enters the lottery process with full disclosure.

**If a student is accepted through the lottery who has engaged in a safe school violation and is facing a disciplinary proceeding that could potentially result in expulsion, enrollment will be delayed until the student completes the disciplinary proceeding at the previous school.**

**If the student unenrolls in the previous school before the disciplinary proceeding is complete, they must reenroll with the previous school and complete the proceedings before acceptance will be considered.**

## DENIAL OF ADMISSION BASED ON PRIOR EXPULSION U.C.A. §53A-11-904(3)

**As articulated in OPA’s Safe School Policy, a student may be denied admission to the School if he or she was expelled from that or any other school, during the preceding 12 months.**

## LOTTERY AND ENROLLMENT TIMELINES

Once the initial lottery and registration process has occurred for a school year, the lottery will continue to be run as needed to fill available seats.

During the second semester of each academic year, enrollment for new 9th grade students will be limited. Only ~~siblings of current students~~ **belonging to other** groups with prioritized enrollment as set forth in the Ogden Preparatory Academy Exhibit A and Bylaws will be accepted as 9th graders during the second semester.

**Students enrolling after September 1 of each year shall provide attendance and discipline records prior to starting school.**

### Document History

Approved: 02/18/2009

Revised: *Added preferences language.*

Revised: *Added language specific to Exhibit A.*

Revised: 1/26/2024 *Updated 9th grade mid-year enrollment deadlines*

Revised: 5/15/2024 *Added safe school violation stipulations and Kindergarten section,*

### Legal References

U.C.A. §53A-11-904(3)

R277-631

HB331

HB517

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