

### POLICY: LOTTERY POLICY

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Policy # AD101

Monitoring: Annual

Date Approved: 02/26/2025

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#### I. PURPOSE AND SCOPE:

To define Spectrum Academy's admission lottery process.

#### II. POLICY:

## POLICY

#### 1. LOTTERY POLICY

General Rules: Each year, Spectrum Academy fills available seats through a random selection process (lottery).

- 1.1. **Guaranteed Placement:** Currently enrolled students in good standing who request to continue enrollment by the designated deadline will be guaranteed placement for the following school year.
- 1.2. **Application Process:** Spectrum Academy accepts all applications for the lottery. Applicants who are not selected but wish to be considered in future years must reapply each year. The open application period's start and end dates will be posted on the School's website.
- 1.3. **Lottery Schedule:** The dates and times of the lottery will be determined by the Spectrum Academy Board of Directors or an administrative designee. This information will be available on the School's website.
- 1.4. **Lottery Results:** All lottery results will be available for review.

#### 2. Lottery Preferences

While the lottery is random, certain applicants receive priority based on the following order:

- 2.1. **Founding Families Pool** – Children of families who played a significant role in developing Spectrum Academy's charter application, as defined by Utah regulation R277-481.
- 2.2. **Existing Students Pool** – Students currently attending Spectrum Academy who have not declared their intent to withdraw.
- 2.3. **Sibling Priority Waitlist** – Siblings of students in the Existing Students Pool who are not yet enrolled at Spectrum Academy. This is a **sequenced list** (meaning siblings are placed in order based on application date).

- 2.4. **Children of Employees** – Children of Spectrum Academy employees and Board Members who wish to attend must be the legal dependents of the employee or employee’s spouse, either by birth or through legal adoption.
3. **Random Selection Session Procedures**

During a lottery session, applicants are considered in the following order:

  - 3.1. **Open Enrollment Applicant Pool** – Applicants who submitted their applications during the open application period.
  - 3.2. **Post-Open Enrollment Applicant Pool** – Applicants who applied after the open enrollment period.
  - 3.3. All applicants are assigned one of the following statuses:
    - 3.3.1. **Selected** – Guaranteed a seat at Spectrum Academy, pending Confirmation of Placement
    - 3.3.2. **Not Selected** – No seat was available at the time of the lottery.
4. **Notification Process**

Once an applicant’s status changes to **Selected**, Spectrum Academy will notify the applicant’s household.

  - 4.1. **Notification Methods:** The method of notification (email, phone, or letter) will be determined by Spectrum Academy Directors.
  - 4.2. **Parent Responsibility:** Parents are responsible for checking the online enrollment system for updates and must take appropriate action. For any questions, parents should contact the school where their student is being considered.
5. **Failure of Notification**

Spectrum Academy will make reasonable efforts to notify families, but the School is not responsible for missed notifications due to:

  - 5.1. Invalid or bouncing email addresses.
  - 5.2. Disconnected or out-of-service phone numbers.
  - 5.3. Unanswered phone calls.
  - 5.4. Returned or undelivered mail.
6. **Confirmation of Placement**

Applicants **who are not in the Existing Students Pool** must confirm their placement within **three (3) business days** of notification.

  - 6.1. **Procedures for Confirmation:** The specific steps for confirming placement will be included in the notification.
  - 6.2. **Failure to Confirm:** If an applicant does not confirm placement within the given timeframe, the School reserves the right to change their status.
7. **Refusal of Placement**

If a selected applicant chooses to decline enrollment:

  - 7.1. The parent must email the school’s administration and include the student’s **full name, grade, and campus** in the request.
  - 7.2. Once declined, the applicant’s status changes to **Declined Enrollment** and they will not be considered for future selection sessions unless they **reapply**.
  - 7.3. **Declined Enrollment Status** – Applicants who decline their placement **must** submit a new application to be considered in future lotteries.

8. **Definition of Founding Families**

- 8.1. A **Founding Family** is a family that played a significant role in developing Spectrum Academy's charter school application, as defined by Utah regulation **R277-481**.
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## PROCEDURES

## GUIDELINES, RULES AND REGULATIONS

### Changes made from previous policy:

#### Public Meeting Requirement:

- The original policy stated: "All random selection sessions shall be held as open, public meetings at the School."
- This sentence was deleted, and the following was added to number 4 instead: "Consult the School's website for the dates and times."

#### Parent Attendance Requirement:

- The original policy included: "Parents of applicants are not required to attend the random selection sessions for those applicants to be considered."
- This sentence was removed from the updated policy.

#### Random Selection Sessions Held Only if Seats Are Available:

- The original policy stated: "Random Selection Sessions (lotteries) are held at the school only if an open seat is available."
- This sentence was deleted from the revised version.

#### Parent Responsibility for Checking Enrollment Status:

- The original policy stated: "It is the parent's responsibility to check the online enrollment system to determine any applicant's change of status and to act accordingly."
- This was changed to "Parents need to call the school."

#### Clarification on Confirmation of Placement Timing:

- The original policy required confirmation "within 3 days of notification."
- This was changed to "within 3 business days of notification" for clarity.

#### Rewording of Declined Enrollment Consequences:

- The original policy stated: "Applicants assigned this status are not considered in subsequent random selection sessions unless or until the parent re-registers for subsequent lotteries."
- This was reworded for better clarity.

#### Removal of Specific Contact Email:

- The original policy included Heather Dereta's specific email (hdereta@spectrumcharter.org).
- This was removed and replaced with a general instruction to "contact the office manager."

#### Rewording of Declined Enrollment Status:

- The original policy stated: "At the time an applicant's placement is declined, the applicant is assigned the status Declined Enrollment and is not considered in subsequent selection sessions or until the parent re-registers for subsequent lotteries."
- This was revised to: "The rules for such applicants as listed in the Confirmation of Placement section shall apply."