Policy 4002: Admission and Enrollment

The Governing Authority establishes the following admission and enrollment policies and procedures:

I. Admission

A. Except as otherwise provided, admission to the School is open to any individual age five to twenty-two, entitled to attend School pursuant to Sections 3313.64 or 3313.65 of the Revised Code in a School district in the state. Admission to the School is not restricted by an individual's district of residence and is open to residents of any district in Ohio.

B. Admission is also open to any individual age five to twenty-two who is not a resident of Ohio on a tuition basis. In such cases, the Management Company shall determine the amount of tuition as allowed by law.

C. The School shall admit to Kindergarten any student who is five or, for a student who has not completed first grade, six years of age by the first day of instruction of the school year of admittance. The School shall admit any student to the first grade if the student is six years of age by the 30th day of September of the year of admittance, or by the first day of a term or semester other than one beginning in August or September if the School grants admittance at the beginning of such term or semester. The School does not have an early admission or acceleration policy. However, the School shall not deny admission to a transferring student based on age if the student has been admitted to kindergarten by another School.

D. Admission to the School may be limited to students who have attained a specific grade level or are within a specific age group; to students that meet the definition of "at-risk", if and as defined in the Community School Contract; or, to separate groups of autistic students and nondisabled students, as provided below. "At-risk" students may include those students identified as "gifted" students under Section 3324.03 of the Revised Code.

E. There shall be no discrimination in the admission of students to the School on the basis of race, creed, color, disability, or sex and admission shall not be limited on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability.

F. The Governing Authority may establish target ratios for the numbers of autistic students to nondisabled students if provided for in the contract with the Sponsor. If applicable, a target ratio of the number of autistic students to nondisabled students that may be enrolled in the School, and the total number of nondisabled students that may be enrolled in the School shall be specified in the contract with the Sponsor. If the number of applicants among the group of autistic students or the group of nondisabled students exceeds the capacity restriction for that group, students shall be admitted by lot from all those of the same group submitting applications according to the procedures set out below. However, unless the total capacity established for the School has been filled, no student with any disability shall be denied admission on the basis of a disability.

G. Upon admission of any student with a disability, the School shall comply with all federal and state laws regarding the education of students with disabilities.

H. The School will admit the number of students that does not exceed the capacity of the School's programs, classes, grade levels, or facilities.

I. The School's application and admission process shall be as follows:

1. Initial Application Period. Applications for admission for the following school year may be submitted to the School between February 1st and May 31st. During the initial application period, subject to capacity restrictions, applications will be approved based on the following preferences (listed in order of preference):
   a. To students attending the School the previous year.
   b. To siblings of students attending the School the previous year.
   c. To students on the current waiting list.
   d. To students who reside in the district where the School is located.
   e. To children of full-time School or Management Company staff assigned to work at the School, provided that the total number of students receiving this preference is less than five percent of the School's total enrollment.

2. If the School's capacity restrictions have not been met after the initial application period, applications shall be approved by lot from the remaining applications.
   a. If required, a lottery will be conducted after the initial application period as soon as practical in the following manner:
      1. Each applicant will be assigned a number.
      2. All numbers will then be drawn at random by a disinterested third party and placed on a list in the order drawn.
   b. From the list, applications will be approved, subject to capacity restrictions, according to the order on the list. For example, the first application on the list is for admission to the fifth grade. If there is a spot in the fifth grade, that application will be approved. If there are only third grade openings, the first application going down the list for third grade will be accepted.
   c. After the lottery process is complete and available openings are filled, the remaining names on the list become the waiting list for admission for the following year. New applications for admission received after this date will be placed at the bottom of the waiting list in the order received. The School shall fill openings occurring after this date and throughout the year according to list.

J. Notwithstanding any other provision in these policies and procedures, in the event the racial composition of the enrollment of the School is in violation of a federal desegregation order, the School shall take any and all corrective measures to comply with the desegregation order.

K. Students that have been suspended or expelled from any public School may temporarily be denied admission to the School if the period of suspension or expulsion has not expired. A student in this situation shall be offered a hearing prior to the decision to temporarily deny admission. If a hearing is requested, the School's Superintendent or designee shall conduct the hearing and render a decision on whether to temporarily deny admission. The decision of the Superintendent or designee shall be final. If temporarily denied admission, a student shall be admitted when the period of suspension or expulsion has expired.

L. If a student requesting admission to the School has been discharged from the custody of the Department of Youth Services just prior to requesting admission, the School shall not admit that student until the following

records have been received from the Department of Youth Services by the School's Superintendent:

1. An updated copy of the student's transcript;
2. A report outlining the student's behaviors while in custody of the department;
3. A current IEP, if any; and
4. A summary of the student's institutional behavior.

M. The School shall not require or applicant for academic admission to affirmatively ascribe to, or opine about, specific beliefs, affiliations, ideals, or principles concerning political movements, or ideology or require a student to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movements, or ideology.

II. Enrollment

A. "Initial Entry" is defined as a student's first day of attendance at the School participating in the School's course of instruction.

B. At or prior to the time of initial entry, a student is required to present the following documentation to the School, as applicable:

1. Records given to the student by the School the student most recently attended;
2. A certified copy of an order, decree, or modification of an order or decree allocating parental rights and responsibilities for the care of a child and designating a parent as the residential parent of the child and/or legal custodian;
3. A copy of an executed power of attorney or grandparent caretaker authorization affidavit issued pursuant to Sections 3109.51 to 3109.80 of the Revised Code; and
4. A certification of birth issued pursuant to Chapter 3705. of the Revised Code or, a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation or a document in lieu of a certificate or certification from the list as follows:

    a. A passport or attested transcript of a passport filed with a registrar of passports at a point of entry of the United States showing the date and place of birth of the child;
    b. An attested transcript of the certificate of birth;

c. An attested transcript of the certificate of baptism or other religious record showing the date and place of birth of a child;
d. An attested transcript of a hospital record showing the date and place of birth of the child; or a birth affidavit.

5. Proof of Residency. One document from any one of the following categories shall establish evidence of the location of a student's primary residence:

a. A deed, mortgage, lease, current homeowner's or renter's insurance declaration page, or a current real property tax bill;
b. A utility bill or receipt of utility installation issued within ninety days of enrollment;
c. A paycheck or paystub issued to parent or student within ninety days of enrollment that includes the address of the parent's or student's primary residence;
d. The most current available bank statement issued to the parent or student that includes the address of parent's or student's primary residence;
e. Documented affirmation of address of student's parent(s)from district of residence where parent(s) currently reside;
f. Notarized affirmation from parent(s) or student(s) if over 18 years of age of current residence address;
g. USPS return receipt from certified letter sent to parent(s) by district of residence;
h. Written confirmation from the Department of Job and Family Services of current address of the parent(s); or,
i. Written confirmation from a local law enforcement agency of the current address of the parents(s).

C. Except as otherwise provided in these enrollment procedures:

a. Within twenty-four hours of a student's initial entry, a School official shall request the student's official records from the public or nonpublic School most recently attended.
b. If the School replies that it has no records for the student or if records are not received within fourteen days of the request, the School Director shall notify the law enforcement agency having jurisdiction over the student's place of residence that the student may be a missing child, as defined in Section 2901.30 of the Revised Code.

III. Other Situations

A. Definitions.

1. "Protected Child" is defined as a child placed in a foster home, as the term is identified in Section 5103.02 of the Revised Code, or in a residential facility.
2. "Residential Facility" is defined as a group home for children, children's crisis care facility, children's residential center, residential parenting facility that provides twenty-four-hour care, county children's home, or district children's home.

B. The School shall not deny admission to a protected child solely because the child does not present a valid birth certificate or acceptable document in lieu of a birth certificate. However, such certificate or an acceptable document in lieu of a birth certificate is required to be provided to the School within ninety days of initial entry.

C. Where an order or decree allocating parental rights concerning a student has been issued, the parent designated as the residential parent for School purposes shall provide the School with a certified copy of the order or decree and certified copies of any subsequent modifications.

D. If a student is under the care of a shelter for victims of domestic violence, the student or their parent shall notify the School of that fact. Upon notification, the School shall inform the School from which it requests records of that fact.

E. Whenever the School is notified by a law enforcement agency pursuant to Section 2901.30(D) of the Revised Code that a missing child report has been filed regarding a student who is currently or was previously enrolled in the School, the person in charge of admission at the School shall mark that student's records in such a manner that whenever a copy of or information regarding the records is requested, any School official responding to the request is alerted to the fact that the records are those of a missing child. Upon any request for a copy or for information regarding a student's records that have been so marked, the person in charge of admission shall immediately report the request to the law enforcement agency that notified the School that the student is a missing child. When forwarding a copy of or information regarding a student's

records in response to a request, the person in charge of admission shall do so in such a way that the receiving district or School would be unable to discern that the student's records were marked pursuant to this division. The School shall retain the mark in the student's records until notified that the student is no longer a missing child. Upon notification by a law enforcement agency that a student is no longer a missing child, the person in charge of admissions shall remove the mark from the student's records in such a way that if the records were forwarded to another district or School, the receiving district or School would be unable to discern that the records were ever marked.

IV. Verification of Residence and Address

Upon enrollment and annually, the School shall verify each student's residence and address by collecting one proof of residency, pursuant to section II(B)(5) above, at or prior to the date of initial entry for new students and within 90 days of the first day of School for returning students in order to satisfy initial enrollment and annual verification reporting requirements. In addition, the School shall verify initial and annual residency verifications to the Department of Education regarding the School district in which the student is entitled to attend School under Section 3313.64 or 3313.65 of the Revised Code.

A. For the purposes of making these determinations, the traditional School district in which the parent (or custodial parent) resides is the location the parent has established as the primary residence where substantial activity takes place.

B. If the district identified as a student's district of residence district disputes residency, the School shall provide the district with documentation of the student's residency and make a good faith effort to accurately identify the correct residence of the student and resolve the dispute with the district. In the event that resolution is unsuccessful, within 60 days after the deadline established by the Department of Education for reporting community School enrollment, the School may present the matter to the State Superintendent of Public Instruction for determination of the correct district of residence. The student shall remain enrolled in the School with the disputing district listed as the student's district of residence during resolution of the dispute, including a decision by the State Superintendent, if the matter was submitted to the State Superintendent for determination.

V. Enrollment and Attendance

A student's parent is required to notify the School when there is a change in the location of the parent's or student's primary residence.

VI. Distributing Statement

The following notice shall be distributed to parents of each student in writing upon the student's enrollment in the School via inclusion in an enrollment packet, placement in the student/guardian handbook, or via another method as determined by the Management Company:

The School is a community school established under Chapter 3314. of the Revised Code. The School is a public school and students enrolled in and attending the School are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students who are exempt from the compulsory attendance law for the purpose of home education pursuant to section 3321.042 of the Revised Code shall no longer be exempt for that purpose upon their enrollment in a community school. For more information about this matter contact the School administration or the Ohio Department of Education and Workforce.