



## *ENROLLMENT/ADMISSIONS POLICIES*

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– ORC 109.65, 3313.64, 3313.65, 3314.06 (F), 3321.01, 3314.06 (E),

Admission is open to any individual between the ages of five (5) and twenty-two (22) who, pursuant to state law, is entitled to attend school. In making admission decisions, the Academy for Urban Scholars High School (the school) shall not discriminate on the basis of race, color, creed, sex, or disabling condition. Upon admission of any student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

The Academy for Urban Scholars High School shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. The School shall not offer attempt to give any monetary payment or in-kind gift to any student or student's family as an incentive for the student to enroll in the School.

### **Working with the Admissions Department**

Students/parents/legal guardians will meet with the admissions department when seeking admission to the school. The admissions department is responsible for collecting and ensuring the proper documentation is processed in a timely manner. If you have any questions regarding your enrollment paperwork, call 614.545.9890 or email records@ohio.com.

At the time of application the following documentations are required:

- A. Application
- B. Identification Information (Driver License or State ID)
- C. Birth Certificate Copy
- D. Proof of Residency (lease, utility bill or recent employment check with name and address)
- E. Withdrawal papers from previous school
- F. Proof of High School credits
- G. Proof of custody/guardianship (if applicable)
- H. Individual Education Plan (IEP) if applicable and Evaluation Team Report (ETR) if applicable
- I. Court &/or Mandated Documentation (if applicable)

If students are unable to provide high school credits from the previous school district, the admissions department will attempt to collect this information. If AUS is unable to obtain high school credits student will have to enroll as a ninth grader.

The Parent or Guardian of the Student or Student (age 18 or over), shall notify the School when there is a change in the Parent/Guardian or Student's primary residence. The School shall restrict admission to all of Ohio.



If the number of applicants exceeds the capacity restrictions of the School, students will be admitted based on a lottery system, with the following students given preference:

- students who attended the School the previous year;
- siblings of students attending the School the previous year;
- students who are the children of full-time staff members employed by the School, provided the total number of students receiving this preference is less than 5% of the School's total enrollment; and
- students who reside in the district in which the School is located.

The lottery system adopted by the School functions as described below.

- Each applicant exceeding the capacity of the School shall be assigned a number.
- A neutral third party will randomly select numbers, and as each number is selected, the respective student is placed on the permanent waiting list. Once placed on the permanent waiting list, the student retains the position from year-to-year unless the student is no longer an eligible student, is no longer interested in admission, or is selected for admission and thereby removed from the permanent waiting list.
- The School may, in its sole discretion, decide to institute one lottery system and permanent waiting list, or may decide to institute separate lottery systems and permanent waiting lists for each age or grade.

Acceptable documents for Proof of Residency (POR): Parents/guardians may present any of the following as proof of address:

1. a deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
2. a utility bill or receipt of utility installation issued within ninety days of enrollment;
3. a paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
4. the most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence; or
5. Previous School Records
6. any other official document issued to the parent or student that includes the address of the parent's or student's primary residence such as the below:
  - a) Verification of address from Departments of Human Services, Social Security, or personnel office of the student's or parent's employer; or statement from landlord, on letterhead, indicating knowledge of parent living with person on the lease.
  - b) Documentation from law enforcement agency or Mahoning County Court
  - c) Homeless documentation



d) Notarized affirmation

### **Attendance Policy**

Regular attendance is required of all students. Student must complete a minimum of 920 hours of instruction annually. Because Ohio law requires that home and school make contact each day a student is absent, SCHOOL MUST BE NOTIFIED 30 MINUTES PRIOR TO SCHOOL STARTING ON THE DAY OF THE ABSENCE.

A student is considered absent if they fail to attend in person on their designated days or fail to login onto the online platforms.

#### **When a student is absent one day:**

1. A phone call from a school representative will be conducted reminding the student/parent/legal guardian about school attendance

#### **When a student is absent two days:**

1. A phone call from a school representative and a warning will be sent home regarding the student's attendance.
2. A school representative will conduct a home visit in an attempt to contact student/parent/legal guardian.
3. If the student/parent/legal guardian is not unavailable during home visit, a letter will be left at the student's residence regarding the attempt to contact student/parent/legal guardian.

#### **When a student is absent three days:**

1. A phone call from a school representative and a warning will be sent home regarding the student's attendance.
2. A school representative will attempt to contact the student's emergency contact
3. A school representative will attempt to contact student/parent/legal guardian via social media
4. A school representative will schedule an attendance meeting to assist students with barriers that are preventing them from attending school.

#### **When a student is absent four days:**

1. A phone call from a school representative and a warning will be sent home regarding the student's attendance.
2. A school representative will conduct a home visit in an attempt to contact student/parent/legal guardian.
3. If the student/parent/legal guardian is not unavailable during home visit, a WITHDRAW NOTICE will be left at the student's residence
4. Minor students will be placed on an attendance intervention plan



5. Parent/legal guardian must participate in a parent meeting (including zoom meeting)

**When a student is absent seven days:**

1. Student will be placed on the pending withdrawal list
2. A final home visit will be conducted
3. Truancy charges must be started on minor students
4. A school representative will attempt to contact the student's emergency contact
5. A school representative will attempt to contact student/parent/legal guardian via social media
6. A school representative will schedule an attendance meeting to assist students with barriers that are preventing them from attending school.

**After 13 consecutive days of being absent from school and no contact student will be withdrawn from school.**

Withdrawal

A student who fails to participate in seventy two (72) consecutive hours of learning opportunities offered, unless the student's absence is excused will be automatically withdrawn . Otherwise, a Student/Parent/Legal Guardian may withdraw a student voluntarily by signing a Voluntary Withdrawal form. Student's withdrawal status will be reported to all legal entities as applicable.

Excused absences

Students are required to report absences when they are unable to attend school. Absences should be reported by contacting the attendance office. School must be notified 30 minutes prior to school start on the day of the absence. Copies of doctor's excuses or other reasonable excuses can be mailed, or sent via fax to school office. Absences will then be judged as excused or unexcused by administration. A written statement of the cause for absence from the student/parent/legal guardian must be submitted to the school within five school days or the absence will be considered unexcused.

Absences due to the following will be excused:

- Personal physical illness
- Personal mental illness
- Caregiver for family member
- Illness of child
- Serious illness or Death in the family
- Illness in the family necessitating the student's presence
- Observance of religious holidays
- Quarantine of the home
- Court subpoena
- Recertification with Ohio Department of Job and Family Service
- College Visitation



- Transportation due to inclement weather
- Temporary Incarceration
- Medical or Dental appointment
- Internship/work
- An emergency or circumstances that in judgment of the school constitute a good and sufficient cause of absence.

Administrator reserves the right to verify such statements and to investigate the cause of each single absence.

#### Make-up work for excused absences

Make up work includes computer and in class assignment. Teachers will assist a student with makeup work for excused absences; however, it is the student's responsibility to initiate make up work with each teacher. Students have the number of days absent to make up their missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes. A written plan is required with more than five days of absence.

#### Unexcused absences

Unexcused absences are when student/parent/legal guardian fails to submit a written statement of the cause for absence within five school days of the absence.

#### Make-up work for unexcused absences

Assignments for which a grade was taken for that class or day of unexcused absence may be counted as a zero at the discretion of the teacher. Out-of-school suspension is also an unexcused absence caused by student conduct. However, school may permit students to make up missed work due to out-of-school suspensions per school policy.

#### COVID:

1. All staff and students must wear facial coverings (masks) in any indoor location, outdoors on school property when at least six feet distance between individuals cannot be maintained, and while riding in a school bus or van.
2. If you are experiencing any COVID signs you are required to stay home
3. You must complete a COVID test within 24 hours of symptoms
4. Within 24 hours after receiving notification that a student, teacher, staff member, or coach has tested positive or been diagnosed with COVID-19, the School will notify parents/guardians of the existence of that case in writing, providing as much information as possible without releasing protected health information.
5. Written notification of a positive test or case shall be sent to parents/guardians of all students



who share a classroom space or have participated in a school activity during the COVID-19 infections period of the student, teacher, staff member, or coach

### **Truancy Policy**

The AUS school endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

A positive school climate requires students to: follow school rules; accept guidance from school staff; respect themselves and others; and be active citizens. The Governing Authority has zero tolerance of violent, disruptive or inappropriate behavior by its students. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This policy will be reviewed periodically.

It is the responsibility of students, teachers and administrators to maintain a school environment that:

- Encourages all students to be actively engaged in their learning;
- Has consequences that are fair and developmentally appropriate;
- Relies on preventive and supportive interventions to support positive behavior and academic outcomes; and
- Fairly enforces the Student Code of Conduct/Student Discipline Code.

All students and families are provided a copy of the Student Code of Conduct/Student Discipline Policy, which contains the rules and regulations that each student is expected to adhere to while in school or participating in any school-related activity, regardless of its location. The school has developmentally and age-appropriate discipline strategies ranging from preventative approaches to supportive interventions to address student misbehavior, including excessive absences. Students who do not follow school rules on school property and/or at school-related events will be disciplined according to the terms set forth in the Governing Authority approved Student Code of Conduct/Student Discipline Policy. The Student Code of Conduct/Student Discipline Policy provides students and families with examples of the types of behaviors that would subject a student to disciplinary action ranging from suspension or expulsion to other less severe forms. Suspension and expulsion will only be used once other options have been exhausted, unless the student's behavior poses a threat to the safety of him/herself or others

A student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse or other harmful or disruptive behavior toward school personnel or school personnel's property during non-school hours.

If a student's suspension is longer than the school year, the student will not be required to complete the suspension at the beginning of the next school year. However, the student may be required



to complete community service or an alternative strategy for engagement, per the School Director, to be completed during the summer.

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Policy even if that conduct occurs on property not owned or controlled by the Governing Authority but that is connected to activities or incidents that have occurred on property owned or controlled by the Governing Authority, or conduct that, regardless of where it occurs, is directed at a Governing Authority official or employee or the property of such official or employee.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the school will partner with students and their families to identify and reduce barriers to regular school attendance. The school will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

#### DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

- a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
- a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year, the following will occur. AUS enrollment team will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement. If a student's absences surpass the threshold for a habitual truant, the School Director will assign the student to a absence intervention team, which will develop an intervention plan for that student. Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team. Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian. At no time, however, will students be expelled or suspended out of school due to excessive absences or truancy.



Legal refs: ORC 3313.20 (Rules - locker search policy - professional meetings) ORC 3313.534 (Policy of zero tolerance for violent, disruptive or inappropriate behavior) ORC 3313.66 (Suspension, expulsion or permanent exclusion-removal from curricular or extracurricular activities) ORC 3313.661 (Policy regarding suspension, expulsion, removal, and permanent exclusion) ORC 3313.662 (Adjudication order permanently excluding pupil from public schools) ORC 3321.191 (Adoption of policy regarding student absences; intervention strategies)

*Ohio:* R.C. 3314.06; R.C. 3313.98; R.C. 3314.03(A)(11)(32) and (33).

### **Address Verification**

For purposes of reporting which school districts the enrolled students are entitled to attend, the School shall require each enrolled student to submit one of the following documents to verify their home address:

- a deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
- a utility bill or receipt of utility installation issued within ninety days of enrollment;
- a paycheck or paystub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent's or student's primary residence;
- the most current available bank statement issued to the parent or student that includes the address of the parent's or student's primary residence; or
- any other official document issued to the parent or student that includes the address of the parent's or student's primary residence.

On a monthly basis, the School shall randomly review student residency records of students enrolled in the School. A residence verification card will be mailed to the students address on file. If the mail is not returned the residence/address has been verified. If the mail is returned the student/parent guardian must provide new proof of residency valid within 30 days from the return mail.

A Student's district of residence shall be verified upon initial enrollment, and thereafter on an annual basis.

For purposes of making the determinations required under this Policy, the district in which a parent or student resides is the location the parent or student has established as the primary residence and where substantial family activity takes place.



If a district's determination differs from the School's determination, then the School shall provide the district with documentation of the student's residency and shall make a good faith effort to accurately identify the correct residence of the student.

This Policy supersedes any contrary or additional requirements imposed by the respective public-school district of residence.

*Ohio:* R.C. 3314.11; 3314.03(A)(11)(32) and (33).

*Cross Reference:* Policy 3515, Required Documents upon Admission.

### **Homeless Students/Automatic Withdrawal**

The Ohio Department of Education and the federal Every Student Succeeds Act both highlight the negative impacts of homelessness on students enrolled in high school. These students are more likely to experience trauma, mobility, and disruptions. ODE and ESSA also emphasize the importance of “contact with reliable individuals who support and encourage the whole student, academically and non-academically”.

AUS maintains within its purpose and mission the express intention of serving students that have experienced disruptions to their high school academic and personal development. To that end, AUS extends extra and targeted outreach and services to students it identifies as homeless. And due to the nature of its mission and the students it typically serves, AUS has extensive resources and partnerships to provide both the academic and non-academic needs of its homeless students.

Through its experience in serving homeless students over the past ten years, AUS recognizes that homeless students are far more likely to receive the services and supports they need when they are enrolled in high school than when they are not. Accordingly, AUS prefers to withdraw a homeless student only after an extended period of time, approximately two months, during which the student has explicitly refused all services and supports from AUS. We are committed to meeting the needs of our homeless students, even when they are not physically attending our school, and we continue to provide non-academic services regardless of their daily attendance patterns. We take great pride in never giving up on any student and our homeless students are no exception.

It is the policy of AUS to withdraw its homeless students after they fail to attend school for two consecutive months. This provides AUS a reasonable opportunity to meet the needs of its homeless students while engaging them to attend school and continue making academic and non-academic progress. AUS will continue its full efforts to provide services and supports for its homeless students throughout this period and will maintain secured documentation of those efforts.

### **Racial balance assessment**



The Governing Authority will review the demographic bi-annual report for the currently enrolled students. The report will be generated from School Report Cards from the Ohio department of Education. Date will be reviewed by the board committee. The school administrator will provide the board with the demographics from the local school.

Below are the local resources we will focus on to reach out to the “underrepresented” population at the school. We will distribute fliers, attend community meetings and host open houses for this target audience.

- Local Newspaper, ie: Latino
- Community Centers
- Neighborhood Grocery Stores
- Annual festivals
- Incentive plans for current students
- Social Media

### **REMOTE LEARNING:**

The School may, due to the COVID-19 pandemic, provide a variety of instruction models, including remote and hybrid models, consistent with its Remote Learning Plan submitted to the Ohio Department of Education.

Attendance at school remains key to student achievement. Students are expected to attend school regularly under remote or hybrid learning models, and parents/ guardians must be an instrumental support in this process. Students who request remote learning are still required to attend school by logging in to daily to the digital platform outlined in their remote plan.

The School will keep track of and report attendance in daily increments, and retain documentation of excused and unexcused absences.

In a remote/hybrid learning model, a medical excuse for personal illness or health care provider appointment will be accepted in the form of doctor/provider’s note within five school days of the absence, or documented parent call-in on the day of the absence due to illness. A student may have up to *ten* medically excused absences without a doctor’s note, but with a phone call from a parent/guardian. A medical excuse will be accepted through this process for students being educated either in-person or remotely while this policy is in effect. This process will be extended beyond 10 days if the student/student’s household is in quarantine due to COVID-19 or if the student is experiencing symptoms of COVID-19.



**POST SECONDARY NOTICE**

To receive a diploma from the Academy for Urban Scholars High School, student must meet the standards adopted by Governing Authority the State of Ohio Department of Education. Student may satisfy this expectation through a variety of methods, including, but not limited to, integrated, applied, career-technical, and traditional coursework.

I understand if I fail to complete required curriculum, one consequence of not completing that curriculum is ineligibility to enroll in most state universities in Ohio without further coursework.