

## **BRIDGES PREPARATORY ACADEMY**

### **OPEN ENROLLMENT, ADMISSIONS AND RESIDENCY POLICY**

#### **OPEN ENROLLMENT**

The School Governing Authority shall permit the enrollment of students from adjacent or from other districts in the State, provided that each enrollment is in accordance with the laws of this State, the provisions of this policy, and the administrative guidelines established to implement this policy.

#### **ADMISSIONS PROCEDURES**

Admission to the School is open to any student in grades kindergarten through 8 who reside in any district in the State of Ohio. The School will not charge tuition. The School will not discriminate in its pupil admission policies or practices on the basis of race, creed, color, religion, national origin, ancestry, sexual orientation, disability, sex, intellectual or athletic ability, measures of achievement or aptitude, or any other basis. All students of the School must be residents of the State of Ohio. Admission is open to students on a statewide basis.

The School will admit the number of students that does not exceed the capacity of the School's programs, classes, grade levels or facilities. The School will not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. Upon the admission of a student with a disability, the School will comply with all federal and state laws regarding the education of students with disabilities.

If the number of applicants exceeds the capacity restrictions set for the School's programs, classes, grade levels or facilities, a lottery drawing will be held, except that preference shall be given to students that reside in the district in which the School is located and returning students. Preference may also be given to siblings of students attending the School the previous year and students who are children of full-time staff members employed by the School. The percentage of students that are preferentially admitted to the School because they are children of full-time staff members shall not exceed five percent of the School's total enrollment. The lottery drawing places children in order for possible enrollment, per grade level, into the School. If other places become available (after the lottery), students are accepted from a prioritized wait list based on the results of the lottery or, if there is no wait list, then on a first come first serve basis. If a lottery is necessary, the School administrator shall determine the procedures to be followed in conducting the lottery, such as, providing notice of the date/time of the lottery, the deadline for applications to be included in the lottery, and how the lottery selections will be drawn.

All parents of children selected in the lottery will be notified of the selection and will have up to seven (7) days from being notified to confirm their intent to enroll their student at the School. If a parent does not respond within seven (7) days, the School will select another child from the prioritized wait list. Additionally, any student selected in the

lottery will be given a deadline by the School to complete and submit all required enrollment documentation. Any student who fails to meet this deadline will have their lottery admission forfeited and the School will select another child from the prioritized wait list. Please note, the lottery-selection of a student only qualifies that student for possible enrollment at the School and does not guarantee the enrollment of their siblings as well.

Notwithstanding the above, in the event the racial composition of the enrollment of the School is violative of a federal desegregation order, the School shall take any and all corrective measures to comply with the desegregation order.

### **PROCESS AND CRITERIA**

In order for a student to be admitted the following must be completed/submitted: the registration form and such other enrollment materials that the School deems necessary; copies of the child's original birth certificate or such alternative set forth below in the Records Upon Enrollment section of this policy, current immunization record as mandated by law, proof of residence and parent/ guardian ID. In addition, all custody or court orders pertaining to or allocating parental rights and responsibilities for the care of the student and designating a residential parent and legal custodian of the child shall be provided. Students may also need to complete an academic assessment before being placed in a particular grade level. Students over the age of six enrolling in the School after a period of home education shall be placed in the appropriate grade level, without discrimination or prejudice, based the School's assessment of the student's academic ability and social, emotional, and physical maturity.

#### ***Records Transfer***

The School will verify eligibility according to residency and will report names and addresses to the local school district of those students who are enrolled in the School. In addition, once a student is enrolled, records are requested via mail on form letters, signed by a parent or guardian, from the appropriate school of last attendance. Follow-up calls are made to buildings that have not forwarded records as requested. This also serves as notice to the student's district of residence as required by law.

#### ***Kindergarten Admission***

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 can also admit to kindergarten any student, whose fifth birthday falls between the School's first day of instruction and December 31st, provided that said student is determined to be kindergarten ready pursuant to the School's Early Admission Policy.

## **RESIDENCY AND ENROLLMENT REQUIREMENTS**

Although the School has a statewide open enrollment policy permitting enrollment from any school or district in the State of Ohio, it is still necessary to establish a student's school district of residence before they can be enrolled in the School. The school district in which a parent or child resides is the location the parent or student has established as the primary residence and where substantial family activity takes place. Residence is a place where important family activity takes place during the significant part of each day; a place where the family eats, sleeps, works, relaxes and plays. It must be a place, in short, which can be called "home". One cannot establish a residence merely by purchasing/leasing a house or an apartment or even by furnishing such a house or apartment so that it is suitable for the owner's use. No single factor is determinative; residency will be established by the totality of the circumstances.

Upon the enrollment of each student and on an annual basis, the Governing Authority or its designee shall verify to the Department of Education and Workforce each student's home school district, where they are entitled to attend school pursuant to Section 3313.64 or 3313.65 of the Revised Code.

Parents, guardians, or independent students age 18 and over must promptly notify the School using the documentation listed below when a change in the location of the parent's or student's primary residence occurs.

Upon initial enrollment the following documents can be used to establish proof of residency for verification of a child's ability to enroll in the School and determination of the school district the student is entitled to attend under section 3313.64 and 3313.65. These items must be current, be in the parent's/guardian's name, and include a street address. The School shall require only one form of proof of residency for enrollment. A post office box address cannot be used to validate residency records:

- Deed or current real property tax bill
- Lease agreement
- Mortgage statement
- Utility statement or receipt of utility installation issued within ninety (90) days of the date of enrollment
- Most current bank statement available issued to the parent or student that includes the address of the parent's or student's primary residence
- Current homeowner's or renter's insurance declaration
- Paycheck or paystub issued to the parent or student within ninety (90) days of the date of enrollment that includes the address of the parent's or student's primary residence
- Any other official document issued to the parent or student that includes the address of the parent's or student's primary residence that does not conflict with the guidelines issued by the Superintendent of Public Instruction.

In the event a student's residency changes subsequent to initial enrollment, updated proof of residency documentation must be provided to the School.

For purposes of annually verifying student residency, the School shall require either one of the items listed above, or a signed statement or written attestation from the parent or guardian indicating that the student's residency has not changed since the last time proof of residency was provided to the School.

If our School and the student's home district (district of residency) disagree about residency, the School will provide that school district with documentation of the student's residency and will make a good faith effort to accurately identify the correct residence of the student. If a disagreement persists, the School may present the matter to the Director of the Department of Education and Workforce pursuant to Section 3314.11(G) of the Revised Code.

If a student loses permanent housing and becomes a homeless child or youth, as defined in 42 U.S.C. 11434a, or if a child who is such a homeless child or youth changes temporary living arrangements, the district in which the student is entitled to attend school shall be determined in accordance with division (F)(13) of section 3313.64 of the Revised Code and the "McKinney-Vento Homeless Assistance Act," 42 U.S.C. 11431 et seq.

### **RECORDS UPON ENROLLMENT**

Upon receipt of completed enrollment forms, a request for records will be made within twenty-four hours from the public or non-public elementary or secondary school the pupil most recently attended.

If the records are not received within 14 days of the date of request, or if the pupil does not present any one of the following: (1) a certification of birth; (2) 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; (3) an attested transcript of the certificate of birth; (4) an attested transcript of the certificate of baptism or other religious record showing the date and place of birth of the child; (5) an attested transcript of a hospital record showing the date and place of birth of the child; or (6) a birth affidavit, the School administrator or their designee will notify the law enforcement agency having jurisdiction in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child.

No student, at the time of initial entry or at the beginning of each school year shall be permitted to remain in school for more than fourteen days if the student has not met the minimum immunization requirements established by the Ohio Department of Health or the student presents written evidence satisfactory to the person in charge of admission and acceptable as an exception to such requirement in law.