



Admission Procedures

– ORC 3313.64, 3313.65, 3321.01, 3313.06, 3313.672, 3314.11, 3324.03-05

Admission is open to any school age child (ages 5-14) who pursuant to state law, is entitled to attend school. In making admission decisions, Legacy Academy for Excellence Mansfield (the school) shall not discriminate based on 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 school shall not limit admission to students based on intellectual ability, measures of achievement or aptitude, or athletic ability. The school shall not 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.

A district in which all children are admitted to kindergarten and the first grade in August or September, a child shall be admitted if the child is five or six years of age, respectively, by September 30 of the year of admittance.

Once a student has been admitted to kindergarten in a school district or chartered nonpublic school, no school to which the student transfers shall deny the student admission based on age.

No school district shall admit to the first grade any child who has not successfully completed kindergarten.

Any student who has successfully completed kindergarten shall be admitted to first grade.

The department of education shall conduct an annual survey of each school district to determine the following:

- Whether the district charges fees or tuition for students enrolled in all-day kindergarten;
- The amount of the fees or tuition charged;
- How many of the students for whom tuition is charged are eligible for free lunches under the "National School Lunch Act," 60 Stat. 230 (1946), 42 U.S.C. 1751, as amended, and the "Child Nutrition Act of 1966," 80 Stat. 885, 42 U.S.C. 1771, as amended, and how many of the students for whom tuition is charged are eligible for reduced price lunches under those acts;
- How many students are enrolled in traditional half-day kindergarten rather than all-day kindergarten.

The department shall issue an annual report on the results of the survey and shall post the report on its web site.



Working with the Admissions Department:

Parents and legal guardians will meet with the admissions department when seeking admission to. At the time of application the following documentations are required:

- Application
- Identification Information (Driver License or State ID)
- Birth Certificate Copy
- Proof of Residency (lease, utility bill or recent employment check with name and address)
- Proof of custody/guardianship (if applicable)
- Individual Education Plan (IEP) if applicable and Evaluation Team Report (ETR) if applicable
- Court &/or Mandated Documentation (if applicable)

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% if 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.



Verification of Residency and Report Changes of Residency Documents

Acceptable documents for Proof of Residency (POR): Parents/guardians shall 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. 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 parents living with a person on the lease.
 - b) Documentation from law enforcement agency or Richland County Court
 - c) Homeless documentation (McKinney-Vento Homeless Assistance Act 42 U.S.C. 11431)
 - d) Notarized affirmation

This policy requires a student's parent/guardian to notify the school when there is a change in the location of the parent's or student's primary residence. Parents/guardians are responsible to report a change in residence immediately.

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 student's 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.

Racial balance assessment

The Governing Authority will work with the Management Company on the management of the demographic for the recruitment. The report will be generated from EMIS and other local school schools. 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 the underrepresented audience.

- Local Newspaper
- Community Centers
- Neighborhood Grocery Stores
- Annual festivals
- Social Media
- Community Balance

Progress Monitoring:

The process that will be used to evaluate the efficacy of the program and ensure that the needs of these students are met is through progress monitoring every 4-6 weeks or more often.

In addition, the Title 1 team evaluates graduation rates, state assessments and other testing results. The team makes recommendations for program improvement based on these results annually.



Gifted Students: ORC 3324.03-3324.05

The State of Ohio passed a law, OAC 3301-51-15, which addresses the issue of identifying children who are gifted. “Gifted” students perform, or show potential for performing, at remarkably high levels of accomplishment when compared to others of their age, experience, or environment.

This law requires that gifted and talented students be identified in grades K-12 in every school district in Ohio in several areas: Superior Cognitive Ability; Superior Academic Ability in math, science, social studies and language arts; Creative Thinking Ability; and Visual and Performing Arts Ability such as art, music, dance, and drama and Athletics. Students must display these abilities at a level superior to that of children of similar age.

A Gifted Identification Policy and Plan includes the following provisions:

- A description of the assessment instruments from the Ohio Department of Education approved list, which our district will use to screen and identify gifted students
- Two opportunities a year (fall and spring) for assessment if requested by teachers, parents, or the student
- Children with disabilities, minority and disadvantaged students, and students for whom English is a second language will be included in screening and assessment procedures
- Any student transferring into the district will be assessed within 90 days of the transfer at the request of a parent
- Parents will be notified about the results of any assessments within 30 days of completion
- Parents may appeal any decision about the results of their child’s assessment
- The district will accept scores on assessment instruments provided by other school districts or trained personnel outside the school district, provided the assessment instruments are on the approved state list

- Gifted services shall occur during the typical instructional day with flexibility allowed for the scheduling. Services specified in the plan may include such options as the following: Differentiated Instruction, Differentiated Curriculum Cluster Groupings, Mentorship/Internships, Advanced/Honors Placement Courses, Self-Contained Classes, Advanced On-Line Classes and Other Options Identified in the rules of the Ohio Department of Education.

- Services for identified gifted students who are being served can be provided by classroom teachers, gifted intervention specialists, gifted coordinator, or other educational professionals. All staff will be provided appropriate training to work with



Gifted and Talented Students and the teacher's individual development learning plans will reflect such goals. The school will comply with all licensure requirements per the state.

- Ohio Content standards may serve as benchmarks for measuring programming effectiveness; criteria for program evaluation; guidelines for program development; and recommendations for minimal requirements for high-quality gifted education programming. Services offered are to be aligned with the needs of an individual student. Student's progress is measured by all assessments.

Attendance:

Regular attendance is required of all students. Students 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.** If the parent, guardian, or other person having care of a student initiates a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within one hundred twenty minutes after the beginning of the school day, the school is under no further obligation with respect to the requirement prescribed below.

Within one hundred twenty minutes after the beginning of each school day, the attendance officer, attendance officer's assistant for each individual school building, or other person the attendance officer designates to take attendance for each school building shall make at least one attempt to contact, (in accordance with the law) the parent, guardian, or other person having care of any student who was absent without legitimate excuse from the school the student is required to attend as of the beginning of that school day.

An attempt to contact a student's parent, guardian, or other person having care of the student shall be made through our 'Onecall' platform. One call is the communications platform for broadcasting emergency alerts, sending routine notifications and communicating with staff.

Automatic 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.



Truancy:

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse, includes ‘excessive absences’:
- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.
- Absent 38 or more hours in one school month without a nonmedical excuse or without legitimate
- Absent 65 or more hours in one school year without a nonmedical excuse or without legitimate

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.

The school’s attendance officer 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 principal or chief administrator of the school or the superintendent of the school district shall assign the student to a district 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. (See attached template)

Some examples of intervention strategies are as follows:

1. Identify barriers that are contributing to the absenteeism
2. Collaborate and connect families to community partners to provide resources
3. RESOURCES PROVIDED TO THE STUDENT AND FAMILY

- | | | |
|---|---|--|
| <input type="checkbox"/> Alarm Clock / Phone Call | <input type="checkbox"/> Extracurricular Activities | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Parent Education Program | <input type="checkbox"/> Other academic resources | <input type="checkbox"/> Mentor |
| <input type="checkbox"/> School Counselor | <input type="checkbox"/> IEP/504 consideration | <input type="checkbox"/> IEP/504 review |
| <input type="checkbox"/> Student Counseling | <input type="checkbox"/> Parent Counseling | <input type="checkbox"/> Family Counseling |
| <input type="checkbox"/> Food Pantry/Meals | <input type="checkbox"/> Community Action | <input type="checkbox"/> Employment |

At no time, however, will students be expelled or suspended out of school due to excessive absences for truancy.

**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 starting on the day of the absence. Copies of doctor's excuses or other reasonable excuses can be mailed or sent via email to LAE@legacy1870.com to the 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
- Serious illness or Death in the family
- 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
- Medical or Dental appointment
- An emergency or circumstances that in judgment of the school constitute a good and sufficient cause of absence.

Make-up work for excused absences:

Makeup work includes computers and in class assignments. 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 a 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 a 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.



Students who are suspended from school will be provided the opportunity to complete any classroom assignments missed because of the suspension. Teachers will notify the student and parent/guardian about all missed assignments and will provide the due date for the completion of the assignment. The teacher will ensure the students receive at least partial credit for a completed assignment.

This policy shall prohibit the receipt of a failing grade on a completed assignment solely on account of the pupil's suspension.