

Appendix 9: Admissions and Enrollment Policies

Admissions Policy:

The Board shall set a timetable for registering and enrolling students. Registration and enrollment procedures shall begin in early January and continue until the determined lottery date in March.

The Board shall require the principal to announce the availability of enrollment by grade, including information about the school's educational program, services, amenities, and application procedures. Such announcements shall be published through a variety of sources such as local newspapers, local radio stations, local public television, open houses at the Academy, the Academy website, direct mail to parents, and community fliers.

During this time applications will be reviewed for completeness and eligibility of students (e.g. appropriate grade levels, non-district applicants, etc.). Parents will be advised of the status of their child's application, student eligibility, and date of final notification.

The Board will set a date in March of each year that names the deadline for receiving enrollment applications for the next school year. Parents will be notified by letter of a child's admission to the Academy, or placement on a waiting list. Parents will be notified they have four weeks to complete formal registration. Any student not fully registered within the four weeks releases their seat to the next student on the waiting list at that grade level.

Should an enrollment lottery be required, thereafter the registration of students continues throughout the spring and summer until all seats are filled. Registrations for grade levels with no available space will be put on a waiting list ordered by date and grade.

Lottery: If applications for a specific grade level exceed capacity, a lottery will be held at the March Board meeting to determine admission to that grade level. Preference will be given to a sibling of a student already enrolled. All completed and accepted applications submitted during the enrollment period are publicly drawn in random order until grade level capacity is reached; the remainder of applicants is placed on the waiting list. Parents will be notified by letter of a child's admission to the school, or placement on a waiting list. If accepted to the Academy, parents of the accepted student will be notified they have four weeks to complete formal registration. Any student not fully registered within the four weeks automatically releases their seat to the next student on the waiting list at that grade level. Registrations for grade levels with no available space will be put on a waiting list ordered by date and grade.

Waiting Lists: As spaces become available, these spaces will be offered to the applicants in the order of placement on the waiting list. The Academy will continue to develop its waiting list, organized by grade level, based on submission dates of the applications throughout the school year. The Academy will maintain a current waiting list in the main office. The Academy will include special needs students in its regular lottery.

The waiting list is only valid for one school year, and the Academy will begin a new "enrollment-lottery-waiting list" process each school year. The Academy's description of its enrollment process will include its policy for accepting transfer students during the school year. The Academy will report the number of spaces available (if any), and the number of applications received by the end of the enrollment period organized by grade level.

Enrollment process: Parents who wish to enroll their children in the Academy shall contact the Academy and submit a completed enrollment application, which shall be time and date stamped. If admitted, parents are to complete and submit all forms and provide all required documents, including but not limited to the student's original birth certificate, student's immunization records,

student's complete physical examination report, proof of residency, and, if applicable, a copy of the student's IEP (if the student qualifies for special education services), or a copy of the student's 504 Plan if the student is eligible, and a copy of the student's most recent report card from their current school. New parents will attend a new parent orientation, and continued enrollment forms must be completed each year. All parents choosing to withdraw their students are encouraged to give advance notice so the Academy can make preparations for the return of loaned books and materials and maintain accurate school enrollment reports.

Admission to the Academy shall be open to all age-appropriate children for grade levels offered in accordance with the Academy's charter contract without charge for tuition and without discrimination on the basis of intellectual or athletic abilities, measures of achievement or aptitude, disability, status as a handicapped person, homeless status, English proficiency, religion, creed, race, sex, color, national origin or any other basis that would be illegal for an existing school district. Admission shall comply with all applicable federal and state laws. Admission shall be limited to those students who are residents of the state, except a foreign exchange student. The Academy will remove barriers to the enrollment and retention in school of children and youth experiencing homelessness by developing and implementing practices and procedures consistent with the McKinney-Vento Homeless Education Assistance Act and applicable state law.

The Academy will ensure that all identified homeless children and unaccompanied youth receive a free and appropriate education and are given meaningful opportunities to succeed in the Academy. It is the policy of the Board that the Academy develop and implement practices and procedures that control the admission and enrollment of students, including public notice, lottery and random selection drawing to be used when the number of applicants exceed the number of available spaces for grades offered. Detailed application, lottery and admission practices and procedures shall be available to parents and the general public at the school office. The Board will annually approve offered seats and maximum class size of the Academy.

Open Enrollment Period And Notice: The "Open Enrollment Period" is from the first day of school of the current school year until 5:00 p.m. on the last day of business in February of the current school year. Notice of the Open Enrollment and application process will be designed to inform the persons most likely to be interested in the school. The school will provide notice of open enrollment by (a) printing a legal notice of the enrollment. In a local newspaper of general circulation; (b) mailing a written notice of the Open Enrollment Period, and an application to all families who inquire about school enrollment; and (c) posting a written notice of the Open Enrollment Period at the school. In addition, notice may also be provided by airing a public service announcement on local television or radio. As part of the enrollment process, the school staff will communicate to meet with families, parents and students prior to the first day of school.

Application procedures: Interested parties may obtain applications at:

- The Academy's website
- The offices of the Academy, 309 Harper Avenue, from 8:00 a.m. to 5:00 p.m.
- Applications will be mailed or faxed to anyone requesting an application by telephone.

Applications for the current school year will be accepted until the end of the current school year and available seats will be filled. Applications for the subsequent school year are received during and after the Open Enrollment Period. If applications received during the Open Enrollment Period exceed offered seats in any grade level ("over-subscribed grades"), a random selection process will take place for all grade levels including under subscribed grade levels. If applications received are fewer than offered seats in each and every grade level ("under-subscribed grades"), all eligible applicants will be accepted and a random selection process will not be conducted.

All applications received after the Open Enrollment Period will not be eligible to participate in the random selection process, and will be added to the end of the accepted list if offered seats are still available after the random selection process, or to the resulting waiting list created at the time of the random selection process. Accepted applicants must confirm that their intent to attend the school

within four weeks of acceptance by returning certain initial forms, including an Admissions Form and an Official Release of Records Form. The Academy will send letters to parents reminding them of this obligation in order to enroll their child. The Academy will send all applicants a postcard to inform parents that if the student does not attend the first day of school or call in to request an excused absence by the date and time indicated, the student will forfeit his/her registered status in the Academy and will not be enrolled. The Academy may attempt to call all applicants who have not responded to inquire whether the applicant is still planning to attend. Once students are enrolled and remain enrolled, they will remain eligible to be re-enrolled at the Academy for successive years without having to reenter the random selection process. However, they will be requested to complete a re-enrollment form by the end of the Open Enrollment Period showing intent to re-enroll for the subsequent school year. All applicants on a waiting list must resubmit an application for the following school year during the next Open Enrollment Period.

Standby Opportunity Plan: The Standby Opportunity Plan (SOP) is a procedure by which the Academy may decide to revise its waiting list on the first day of school. If the Academy follows this procedure, the Academy will send all applicants on the waiting list a registration card prior to the first day of school. To be included in the SOP, the applicant must return the card to the Academy by 1 PM on the first day of school, providing phone numbers where the applicant can be reached the first day of school between the times listed on the card. In the event of an offered seat becoming available, the school will attempt to reach the parent participating in the SOP and offer the seat. If the Academy cannot reach the parent at the phone numbers and during the times provided on the card, the Academy will contact the next person on the waiting list who is participating in the SOP. If a student participates in the SOP and a seat is not available for them, they may receive a higher waiting list priority than those students who did not participate.

Random selection process: The random selection process shall be open to the public, and the Academy will notify all applicants of the time and place. A neutral third party person will be present during the random selection process. This person will not be related to any school, staff member, anyone applying to the Academy, or any Academy employee. Names will be randomly selected until all offered seats have been filled. Any remaining names will be randomly selected to establish waiting list priority used to fill offered seats prior to and during the school year for which the student applied. After all eligible names have been randomly selected; the Academy will add the names of applicants who submitted applications after the Open Enrollment Period in the order in which they were received. The random selection process will be video recorded. In the event of any discrepancy, the video recording will be the official record of placement of students.

Class Size and Offered Seats: Class size and offered seats will be recommended by the Academy and submitted to the Academy's Board for approval. In order to make provision for student attrition (re-enrolling students who indicate that they are coming back but did not return on the first day of school) and erosion (new students who have been accepted for offered seats but are absent without excuse on the first day of school), the school may over-subscribe grades. The number of students to be over-subscribed will be determined based on historical and forecasted attrition and erosion. In addition, the number of classrooms may fluctuate in the event the number of students enrolled warrants the increase or decrease in the number of classrooms. In no event will over-subscription, or fluctuations in the number of classrooms, result in a violation of any provision or limit contained within the Academy's charter or applicable law.

Enrollment preferences: Enrollment preference is first given to currently enrolled students. Next preference is given to the following ordered categories of applicants:

- Siblings of currently enrolled students
- Siblings of students selected in the random selection process
- All remaining applicants

If permitted by law, other enrollment preferences may be granted. If a student is selected for a grade level that still has offered seats available and the student has a sibling applying for a grade

that no longer has offered seats available, the student will be accepted for his/her grade level and the student's sibling will be placed on the waiting list for his/her grade level with sibling preference. Therefore, while sibling preference applies, siblings are not guaranteed a seat.

Appendix 10: School Code of Conduct

BERTHA B. WILLIAMS ACADEMY Code of Student Conduct

STUDENT RIGHTS AND RESPONSIBILITIES:

Individual rights related to individual responsibilities and must be seen in relationship to the safety, health and welfare of all students attending Bertha B. Williams Academy.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT:

Student misconduct is classified into three levels. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

SHORT-TERM SUSPENSION:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

EXPULSION:

An expulsion occurs when the school district's board of education terminates the student's right and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

LEVEL 1 VIOLATIONS:

1. Cheating/Academic Misconduct
2. Defacement of Property
3. Disorderly Conduct
4. Inappropriate Dress and Grooming
5. Insubordination/Unruly Conduct
6. Possession of Inappropriate Personal Property
7. Profanity and/or Obscenity toward students
8. Sexual Harassment
9. Tardiness

LEVEL 11 VIOLATIONS:

1. Alcohol and Drugs
2. Arson
3. Extortion
4. False Fire Alarm or Bomb Report: Tempering with Fire Alarm System