

# The Charles School Enrollment Policy

Amended & Approved by the TCS Board 6/28/21

Admission to The Charles School shall be open to any individual in grades nine through twelve and up to the age of twenty-two entitled to attend school in a school district in the state.

## **I. The Application Process is Initiated by:**

1. Families who attended the Enrollment Open Houses.
2. Parents responded to marketing strategies :
  - Saw The Charles School sign
  - Referred by their current Middle School
  - Referred by current student/families
  - Referred by persons recently completing an interview
  - Word of mouth
  - Through The Graham Family of Schools
3. Marketing/ Recruitment Team
4. PSA's, flyers, visits to local middle schools

## **II. The Application Process:**

1. An application is faxed, mailed or delivered to The Charles School or filled out online through the School's website. Upon receipt, the registrar will place a call to the prospective student's family to schedule an interview. The family will be asked to bring a copy of the most recent report card.
2. In preparation for the interview, the registrar will create an admissions file to contain:
  - An enrollment checklist sheet
  - The completed application
  - An interview questionnaire sheet
  - A release of information sheet which includes a request for grades and IEP if necessary.
  - A medical history questionnaire
  - Any other school paperwork deemed necessary for enrollment

## **III. The Interview Process:**

1. Parent/Guardian completes a release of information form so The Charles School can obtain documentation of grades and/or an IEP from the current middle school.
2. If the Parent/Guardian or Student did not bring the report card, they are advised by the interviewer to obtain and forward it as soon as possible.
3. Parent/Guardian and Student complete the interview questionnaire.
4. Parent/Guardian and Student are given a tour of the campus, if requested.
5. Parent/Guardian and Student are informed that after the interview, they may receive a provisional acceptance letter that is conditioned upon their student's successful completion of the previous grade.

## **IV. The Application Review Process:**

The application is reviewed by the registrar for completeness and/or missing information:

- If items are missing, the parent/guardian is asked to send/bring in the missing information.
- Once the application folder is complete, a provisional acceptance letter will be issued.
- Acceptance at TCS requires that enrollment space in the appropriate grade is available. In the event a space is not available, the student's name will be placed on a wait list.
- Any student entering ninth grade must show documentation of successful completion of the eighth grade. No student that has been socially promoted will be accepted. (This section will not be enforced through October 31, 2021 per Board Resolution 419.0)

#### **V. The Acceptance Letter is Issued:**

1. Forms enclosed with the acceptance letter are:
  - Over the counter or prescription form
  - Emergency medical authorization form
  - Health history (if not completed at the time of the interview)
  - TB free testing permission slip
  - Student/parent IT form
  - Parent/Guardian consent and release for the experiential program
  - Free and reduced lunch meal application
  - Volunteer interest form
  - Photo Release form
  - Parent Accumulative Record
2. Parent/Guardian and Student will make a decision to attend TCS and will complete and return the information required above along with the following:
  - Birth Certificate
  - Immunizations
  - \$35.00 Class fee
  - Proof of Residency\*
  - Other forms or documents that may be deemed necessary

#### **VI. Scheduling of Classes:**

Scheduling of classes at TCS requires the completion and submission of all required forms and documentation of the successful completion of the 8<sup>th</sup> grade.

Parent/Guardian and student will be notified in their acceptance letter about any necessary testing and the Parent/Student Orientation which is scheduled before the start of the academic year.

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 will assure that the number of students admitted does not exceed the capacity of the School's programs, classes, grade levels, or facilities. If the number of applicants exceeds the capacity restrictions of the School, students shall be admitted by lottery from all those submitting applications, except preference shall be given to students attending the School the previous year and to students who reside in the district in which the School is located. Preference may be given to siblings of students attending the School the previous year.

Preference also may be given to 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 five per cent of the School's total enrollment.

There will be no discrimination in the admission of students to the School on the basis of race, creed, color, disability, sex, gender preference, national origin, religion or English Language skills.

The 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 or 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.

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.

#### **\*Proof of Residency Certification**

For purposes of reporting which School districts the enrolled students are residing within, 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 review student residency records of students enrolled in the School. This process shall include a monthly reminder to parents to update addresses and a random selection of students to verify primary resident addresses. The School will use the Residency Verification Affidavit Form to verify the residence and address for students enrolling in or attending the School. If a student's address has changed, the school shall request verification of the address using one of the acceptable documents as identified in ORC 3314.11(E). The School will verify the district of residence and report the appropriate district of residence using the method and timeline specified by the Ohio Department of Education.

A Student's district of residence shall be verified upon initial enrollment, and thereafter on an annual basis. Parents, guardians or independent students age 18 and over shall notify the community school in which they are enrolled when a change in the location of their primary residence occurs.

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. 3314.06; R.C. 3313.98; R.C. 3314.11; 3314.03(A)(11)(32) and (33).