



**2020-21**

**STUDENT POLICIES**

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## NONDISCRIMINATION POLICY

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code § 2-1402.41, et sec. (Act), and other applicable local and federal law, Academy of Hope Adult Public Charter School, in providing educational programs and services, does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, disability, source of income, or other status protected by applicable law. Harassment is a form of discrimination, which is prohibited by the Act.

Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Anyone who experiences or observes discriminated or harassed should immediately report the matter to Leicester Johnson, Chief Executive Officer (CEO), 2315 18th Place, NE, Washington, DC 20018, 202-269-6623.

## ATTENDANCE POLICY

**Attendance is a critical component for academic success. Learners are expected to engage in school regularly.** It is important to attend and participate in all learning in order to obtain needed information to complete your program and/or graduate. Our most successful learners make educational gains after 100 hours of instructional engagement.

**Academy of Hope APCS staff will make every attempt to contact and reengage learners according to the contact schedule listed below. Learners who fail to respond to AoH's contact and reengage in learning for a period of 21 days are at risk of being unenrolled from the program.**

Missed Days	Action Taken
5 Days	Site Registrar will contact learner via phone and/or email to inquire about missed days. Collect documentation to support missed days if applicable. (Student Support Specialist, Manager, Enrollment & Registration, and Principal/Instructional Manager are CCed on email)
8 Days	If necessary, site registrar will contact learner via phone and/or email to inquire about additional missed days and a plan to reengage. Collect documentation to support missed days if applicable. (Student Support Specialist, Manager, Enrollment & Registration, and Principal/Instructional Manager are CCed on email)
12 Days	Student Support will contact learner via phone and/or email to discuss plan of action for reengagement and offer necessary resources if needed. Collect documentation to support missed days if applicable. (Registrar, Manager, Enrollment & Registration, and Principal/Instructional Manager are CCed on email)  NO CONTACT: Enrollment & Registration department will mail letter to learner if necessary to advise no contact may lead to unenrollment.
16 Days	Student Support will contact learner via phone and/or email to make final attempt to discuss plan of action for reengagement and offer additional support if needed. (Registrar, Manager, Enrollment & Registration, and Principal/Instructional Manager are CCed on email)
21 Days	Student may be unenrolled.

Academy of Hope APCS understands that adult lives are filled with responsibilities, challenges, and issues that can affect their balance in their learning schedule. Communication is the key to success within your chosen program. If you are experiencing difficulty for any given reason, you should contact your Student Support Specialist or site Registrar for support. Communication is to be expected from every learner and this expectation begins on the very 1<sup>st</sup> day of every term. **Any learner who does not begin participation during the first three days of a term will be unenrolled for that term.** Students may appeal for reenrollment and if their appeal is accepted, their name will be placed at the end of the waiting list and they will be admitted back into the program if and when a spot becomes available.

If you experience any of the following types of absences, it is your responsibility to forward acceptable documentation to the Enrollment & Registration team at [enrollment@ao hdc.org](mailto:enrollment@ao hdc.org). This documentation will serve as communication to Academy of Hope staff.

Type of Absence	What documentation is acceptable?
Illness	Doctor's note
Doctor's Appointment	Appointment card, Doctor's note, etc.
Moving residence	Proof of residency dated within one week of the move (ex. lease, letter, bill, etc.) ( <i>learner must complete new residency verification form</i> )
Social Service/Housing Appointments	Recertification Letter with Appointment Date or documentation showing appointment date ( <i>this is the only acceptable documentation</i> )
Emergencies (ex. accidents, death in the family)	Obituary, emergency room/discharge paperwork, etc.
Religious obligation	No documentation needed.
Jury Duty/Court Appearance	Jury summons letter/Court notice showing court date

### UNENROLLMENT/DEFERMENT

If a learner is unenrolled, they will have to re-register for classes. If a learner is unenrolled for health reasons, due to the death or care of an immediate family member, or for other reasonable issues determined by the attendance team the learner may have the option to defer for one term. Deferring for a term can only be done once in a 12 month period and is granted on a case by case basis. Please contact your campus registrar to discuss your deferment options.

To be eligible for deferment, learners must complete the following steps:	
<ul style="list-style-type: none"> <li>» CASAS Test (if needed).</li> <li>» Complete employment form (if there has been a change in employment).</li> <li>» Have no outstanding discipline or attendance issues.</li> <li>» Residency verification form is completed and up-to-date.</li> </ul>	
Acceptable Reasons for Deferment	What documentation is acceptable?
Health Related (ex. hospitalization, surgery, illness lasting longer than 8 days)	Doctor's note (ex. Surgery paperwork, doctor's paperwork showing extended hospitalization, etc.)
Health Related for an Immediate Family Member (ex. hospitalization, surgery, illness lasting longer than 8 days)	Doctor's note (ex. Surgery paperwork, doctor's paperwork showing extended hospitalization, etc.)
Mental Health Related	Doctor's note (ex. Surgery paperwork, doctor's paperwork showing extended hospitalization, etc.)
Homelessness	Letter from shelter, transitional housing, housing program, etc. ( <i>documentation for homelessness is not required</i> )
<p><b>Remember that you have the option to switch to a "ONLINE ONLY" schedule. If you need assistance with this type of transfer, please contact your campus registrar.</b></p>	

## DISCIPLINE POLICY

AoH believes that every learner should have the opportunity to learn the skills and values necessary for personal development. Every learner also has the right to learn and be safe, and no one has the right to interrupt learning or make others feel unsafe. During the first week of class, learners receive their schedules and all learners participate in a formal orientation. The orientation provides learners an opportunity to get to know other learners and the AoH faculty and staff. The orientation also provides an overview of AoH's programs, policies and procedures, including a thorough introduction to our disciplinary policy: the AoH Student Code of Conduct.

The Student Code of Conduct includes clear rules about the treatment of others (learners, staff and volunteers), attendance, late arrival, banned substances, and attire. The Student Code of Conduct clearly describes the potential consequences of violating these rules. There is also a process if they have complaints about peers, staff, school policies or disciplinary actions. In accordance with District of Columbia law (DCMR Title 25), serious violations of school policy and/or the Student Code of Conduct may lead to the suspension or expulsion of a learner. Every learner will be asked to sign a learner contract containing the Student Code of Conduct, indicating his or her willingness to abide by all school rules and policies.

## STANDARDS OF CONDUCT

- The staff of Academy of Hope Adult Public Charter School encourages learning and personal growth. We expect all learners, teachers, staff and volunteers to respect one another at all times. We encourage and support one another as we learn and grow together in order to meet our goals.
- AoH does not allow alcohol or drug use on our grounds. Learners who come to school under the influence of substances will be asked to leave. AoH is a safe place for all learners and staff.
- AoH does not tolerate violence of any kind. Learners who become violent with other classmates or staff will be suspended for a period determined by the Associate Campus Principal. Violence includes physically striking someone or using strong abusive or threatening language toward someone.
- AoH forbids all of its learners from harassing any other learner, volunteer or staff member because of race, color, religion, sex, age, marital status, disability, national origin, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income or any other reason prohibited by law.
- AoH prohibits harassment at AoH itself and in social or educational activities (for example, celebrations and field trips) conducted or sponsored by AoH. If you believe a classmate, volunteer or staff member has harassed you, please speak with an AoH staff member, Associate Campus Principal, Managing Director of Student Services, or the Chief Executive Officer.

### STUDENT RIGHTS WITH RESPECT TO SUSPENSIONS

Students have the right to receive an appropriate education. Listed below are the student rights that are relevant to school discipline:

- Students have the right to enjoy peaceful and meaningful freedom of speech, press, assembly, and religion on school property and at school-sponsored events.
- Students may not be excluded from their regular school program or denied instructional time in the absence of a documented, official, disciplinary intervention (i.e. suspension or expulsion).
- Students must be given an opportunity to tell their side of the story before a decision is made to place them on in-school, short-term, long-term, or extended suspension or expulsion.
- Students will be returned to their regular educational program once the conditions of a suspension or expulsion are met.
- Behaviors that should not result in suspension include, but are not limited to, cutting class, or unexcused absences.
- Students are entitled to receive written notification of why they are being removed from the classroom or school for disciplinary reasons.
- Students are entitled to a conference with the associate principal at the time when a decision is made to remove them from the classroom or school for disciplinary reasons.
- Students are entitled to make up classwork and assignments without penalty when they are excluded from school for any period of time. Teachers are required to provide students all daily classwork and assignments, and will correct and return all completed work to students on a weekly basis. Students are responsible for completing classwork and assignments in a timely manner.
- Students cannot be suspended for more than three consecutive school days without the CEO's approval.

Academy of Hope recognizes the effectiveness of restorative practice methods and other progressive disciplinary measures that build positive relationships. These interventions are a shift away from overly harsh and punitive disciplinary responses. Instead, they educate students about the harm caused by their actions, while seeking to reunite them with the school community.

### OUT-OF-SCHOOL SUSPENSION GUIDELINES

Out-of-school suspensions of up to 5 days are used when learners severely violate the expectations of the community of Academy of Hope. This step is never taken lightly, and is a decision made based on input from the school administration staff, student support staff, and faculty.

The following categories are examples of behaviors that may result in a learner being suspended:

- Disruptive behavior that is on-going and uncontrollable, including harassment
- Behavior that is a danger to the learner or to others, including the use of threatening language and the possession or use of drugs or alcohol while at school

- Other extreme behaviors that may deserve suspension based on the frequency of the behavior, the riskiness of behavior, and the learner's openness to following instructions
- Theft

At least one day prior to returning to classes at Academy of Hope from an out-of-school suspension, the learner is required to have a meeting with school administration and student support staff. Prior to the meeting, the learner is expected to prepare a written statement to take responsibility for his/her actions that led to the suspension and propose a plan to avoid similar actions in the future. During the meeting, a behavior intervention plan is created and implemented in order to help the learner to avoid the problem behavior in the future.

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## EXPULSION GUIDELINES

In rare instances, learner behavior may be so severe that expulsion is appropriate. Expelling a learner is never considered lightly and requires the consensus of the Campus Principal and Managing Director of Student Services. Typically, student support staff and faculty also participate in the decision process.

As a school, one of our most important responsibilities is to create an environment that is safe for everyone. We take that seriously and act accordingly. As a result, expulsion is considered when we believe that a learner may be a danger to self or others. Except in extreme instances when a learner's behavior might warrant immediate expulsion, we first try to create a plan that meets both the community's need for safety and the needs of the learner. If the plan fails, then we may move to expel the student.

Grounds for immediate expulsion may include, but are not limited to:

- Physical violence or assault
- Brandishing, use, or threat of a weapon
- The sale of drugs on campus
- Theft

Except in cases of extreme behavior, a learner is expelled only after the learner's team has worked closely with the learner to change the problem behaviors. After expulsion, learners are not permitted to attend classes for the current session or to be present on either campus for the duration of the expulsion. If the current session is near its end, the expulsion may carry over to the next session. At the end of the expulsion, a student may complete the application and registration process to return to Academy of Hope, and must also complete a more extensive appeal to return that includes a restorative justice process.

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## DUE PROCESS AND APPEALS PROCESS FOR SUSPENSION AND EXPULSION DECISIONS

In accordance with school policy, students have a right to appeal a suspension or expulsion within 10 days after receiving the final decision on the disciplinary action. The student also has a right to a hearing that can be requested in a written appeal. The **Campus Principals** will schedule the hearing (if requested) or render a written decision within 10 days from receiving the appeal. If this decision is not made within 10 days, the student will be allowed to return to school unless there is a finding that the student's return would pose an imminent threat of serious harm to other students or staff.



In the event a student disagrees with the outcome of a disciplinary decision, they may appeal the determination to the **Chief Executive Officer, Leicester Johnson**. This appeal should be submitted no later than 5 days after the decision to uphold the suspension or expulsion. The Chief Executive Officer, will render a final decision no later than 5 days from receipt of the appeal.

In the event a student disagrees with the outcome of a disciplinary decision made by the Chief Executive Officer, they may appeal the determination to the **Board Chair**.

#### GRIEVANCE OR COMPLAINT PROCEDURE

A learner who has a complaint or grievance against another learner in a class should first discuss the issue or concern with the class teacher. If the learner is not satisfied, the learner should discuss the situation with their **Student Support Specialist**.

Name	Email	Phone Number
<b>Shaquierra Baker</b> – Ward 5 Daytime	<a href="mailto:shaquierra@aohdc.org">shaquierra@aohdc.org</a>	202-269-6623 ext. 103
<b>Shatyra Henry</b> – Ward 5 Evening	<a href="mailto:shatyra@aohdc.org">shatyra@aohdc.org</a>	202-269-6623 ext. 142
<b>Thomas Webb</b> – Ward 8 Daytime	<a href="mailto:thomas@aohdc.org">thomas@aohdc.org</a>	202-269-6623 ext. 231
<b>Ayaba Sedjro</b> – Ward 8 Evening	<a href="mailto:ayaba@aohdc.org">ayaba@aohdc.org</a>	202-269-6623 ext. 209

A learner who has a complaint or grievance against a teacher should discuss the problem with the teacher. If the learner does not feel comfortable approaching the teacher or the learner is not satisfied with the solution after approaching the teacher, the learner should present the problem to the **Campus Principal**.

Name	Email	Phone Number
<b>Richmond Onokpite</b> – Ward 5 Campus	<a href="mailto:richmond@aohdc.org">richmond@aohdc.org</a>	202-269-6623 ext. 149
<b>Summer Ellis</b> – Ward 8 Campus	<a href="mailto:summer@aohdc.org">summer@aohdc.org</a>	202-269-6623 ext. 216

A learner who has a complaint or grievance against a staff member should discuss the issue with the staff member. If the learner does not feel comfortable approaching the staff member or, if after discussing the problem with the staff member is still not feeling satisfied, the learner should take the grievance to the **Chief Operations Officer, Brian McNamee** at 202-269-6623 ext. 113 or by email: [brian@aohdc.org](mailto:brian@aohdc.org)

A learner who has a complaint or grievance against a decision made during the implementation of a policy may appeal the decision by contacting the **Chief Executive Officer, Leicester Johnson** at 202-269-6623 or by email: [leicester@aohdc.org](mailto:leicester@aohdc.org)

A learner who cannot resolve a complaint or grievance through school leadership may contact the Academy of Hope Board Chair, Y.K. Karen Leung at [boardchair@aohdc.org](mailto:boardchair@aohdc.org)

## NOTIFICATION OF FERPA RIGHTS

Learners will be notified of the Family Educational Rights and Privacy Act (FERPA) when signing their enrollment documents. A copy of the learners "Notification of Rights under FERPA" is provided to them during registration and in this manual and is reviewed during orientation. Learners with further questions regarding their rights under FERPA should contact their site principal or registrar or contact school officials as identified in the Notification of Rights under FERPA.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students age 18 or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) **The right to inspect and review** the student's education records within 45 days of the day Academy of Hope Adult Public Charter School (AoH) receives a request for access. Parents or eligible students should submit to the Campus Principal a written request that identifies the record(s) they wish to inspect. The Campus Principal or other appropriate school official will make arrangements for access and notify the Parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request amendment** of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may write the Campus Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If AoH decides not to amend the record as requested by the Parent or eligible student, the school will notify the Parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Parent or eligible student when notified of the right to a hearing.
- (3) **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, FERPA authorizes disclosure without consent to school officials whom AoH has determined to have legitimate educational interests. A school official is a person employed by AoH as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom AoH has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) **The right to withhold disclosure of directory information.** At its discretion, AoH may disclose basic "directory information" that is generally not considered harmful or an invasion of privacy without the consent of parents or eligible students in accordance with the provisions of District law and FERPA. Directory information includes:
 

<ol style="list-style-type: none"> <li>A. Student Name</li> <li>B. Student Address</li> <li>C. Student Telephone Listing</li> <li>D. Name of School Attending</li> <li>E. Participation in Officially Recognized Activities and Sports</li> </ol>	<ol style="list-style-type: none"> <li>F. Weight and Height of Members of Athletic Teams</li> <li>G. Diplomas and Awards Received</li> <li>H. Student's Date and Place of Birth</li> <li>I. Names of Schools Previously Attended</li> <li>J. Dates of Attendance</li> </ol>
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Parents or eligible students may instruct AoH to withhold any or all of the information identified above (i) by completing the "Release of Student Directory Information" Form available at the school, or (ii) by notifying in writing to

the **Enrollment and Registration Manager**, at Academy of Hope – Adult Public Charter School, 2315 18<sup>th</sup> Place, NE, Washington, DC 20018. The release or notification must be provided within 30 days of the issuance of this notice.

(5) **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by AoH to comply with the requirements of FERPA. The name and address of the office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202.

## OPEN MEETINGS POLICY

**Section 2.07. Regular Meetings.** The Board shall hold at least five (5) board meetings per fiscal year; four regular meeting and one annual meeting. Between regular meetings, board members will receive monthly board updates via written report or conference call. The Chair and/or Executive Committee may call additional meetings as necessary. At least one of each of the regularly scheduled meetings of the Board shall be open to the public and shall be advertised by the Board within the community, in such manner as the Board shall determine, to promote attendance of the community.

**Section 2.08. Annual Meeting.** The annual meeting shall occur at such date, time, and location, as the Board shall determine. The annual meeting may be held with or in lieu of a regularly scheduled meeting.

### 2020-21 Board of Directors' Meeting Schedule

- Tuesday, September 22, 2020
  - 4:30 pm – 6:30 pm
- Tuesday, November 17, 2020
  - 4:30 pm – 6:30 pm
- Tuesday, February 9, 2021
  - 4:30 pm – 6:30 pm
- Tuesday, March 16, 2021
  - 4:30 pm – 6:30 pm
- Tuesday, May 18, 2021 **[OPEN MEETING]**
  - 4:30 pm – 6:30 pm

Board meetings are conducted at the Ward 5 Campus located at 2315 18<sup>th</sup> Place NE, Washington, DC 20018 unless otherwise noted.

AoH has created a robust plan to ensure the public is fully informed of our SY20-21 Board meetings. All Board meeting dates, locations/access information, agendas, minutes and recordings will be featured prominently on our website well in advance of scheduled meetings and as soon as reasonably possible in the case of emergency sessions. Additionally, meeting notices will be physically posted at both sites.

<b>Task</b>	<b>Owner</b>	<b>Advisors</b>	<b>Timeline</b>	<b>Reminder</b>
Before the meeting				
Create Zoom links for all meetings	Carl		All links created before sending annual schedule to Jamie on 9/18	Ensure Zoom settings will automatically record the meeting  Invitation must include a public access link.
Annual schedule posted	Jamie	Carl	Carl send Jamie annual schedule by 9/18 Jamie post annual schedule by 9/25 Notice contains date, time, location and planned agenda	
Create agenda for board meeting	Leicester		Create agenda and send to Jamie no less than 72 hours before scheduled meeting	
Post agenda for board meeting	Jamie	Leicester	No less than 48 hours before scheduled meeting.	Agenda must feature this statement: "This meeting is governed by the Open Meetings

				Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at <a href="mailto:opengovoffice@dc.gov">opengovoffice@dc.gov</a> ."
Post notice of board meeting and agenda prominently at both locations	Principals		At least 48 hours or 2 business days in advance, whichever is greater.	Notice must be in location readily accessible to the public.  For emergency meetings: Public notified when members notified. Before the Meeting
During the meeting				
Ensure the recording starts during open and closed sessions	Carl			
For electronic meetings: Votes taken by roll call.	Board Secretary/Board Chair			
Make a statement welcoming the public	Leicester			For emergency meetings: Meeting opened with statement explaining the subject of the meeting, the nature of the

				emergency, and how public notice was provided
After the meeting				
Send minutes to Jamie for posting	Board Secretary		Within 30 business days of meeting	Detailed meeting minutes contain the following: date, time, and place of meeting; names of members and whether they were present or absent; motions, amendments, and votes taken; and a description of matters discussed
Send electronic recording of meeting to Jamie	Carl		Within 6 business days of meeting	
Post electronic recording of meeting on website	Jamie		Within 7 business days of meeting	

## Enrollment Preference

AOH does not offer preference based on sibling status, area code, or High Risk groups. Academy of Hope serves DC residents over 18 years old and uses a lottery procedure to determine placement.

# Academy of Hope Adult Public Charter School Lottery and Waitlist Procedures

Academy of Hope Adult Public Charter School will hold a lottery each term when necessary to offer program-based seats to new students. The processes for implementing the lottery are outlined below.

Lottery Dates for the 2020-2021 School Year: **Friday May 22, 2020**

## Determining Eligibility for Lottery for New Learners

Learners who complete the AoH application process during open application periods for AOH Terms will be entered into the lottery. Continuing students do not need to re-apply for admission and do not participate in lottery procedures. Completion of the application process requires the following to be submitted by the learner:

- 1) Completed online or in-person application form. Visit [www.aohdc.org](http://www.aohdc.org) to see online application.

## Lottery Procedure

### Initial Set-up for Lottery Workbook:

The lottery workbook will include the following information for a learners who have completed application:

#### **Fields from Application form/appointment**

- Date and Timestamp (from application form)
- Last Name (from application form)
- First Name (from application form)
- Lottery ID (unique number assigned by staff)
- Site and Program Preference (from application form)
- Contact information (from application form)
- Sex (from application form)
- Date of Birth (from application form)
- DC Resident Flag (from application form)

#### **Calculated Fields**

- Age

#### **Fields from LACES (applies only to learners already in LACES; i.e. returning or previous students)**

- LACES ID
- Days since Last Assessment
- Hours since Last Assessment
- Current/Most Recent Educational Functioning Level



**Lottery Process:****1) Information Transfer (Accountability)****Accountability**

Learner information will be transferred from the application form to the lottery document. If a learner completes the application process, their application completion date and time will be added to the Lottery Workbook.

**2) Program Placement (Automated in Lottery Workbook)**

Once learner information has been entered into the lottery workbook, each learner will be grouped by tentative program according to their preference and program capacity.

**3) Lottery****Accountability**

Each new learner will be assigned a random number using a Microsoft Excel formula.

The learners will then be sorted by that number from smallest to largest, assuring that the selection process is completely random.

Once sorted, learners will be chosen from the top of the list according to the number of seats available in their program to proceed to the registration process

**Calculating the Number of Open Seats per Program**

Because Academy of Hope is an adult school and cannot lottery by grade, the procedure for determining the number of open seats will be as listed below. For the sake of clarity, an example is included.

- a) Once learners are registered, they will be sorted by program.

<b>Program</b>	<b>Number of Learners</b>
Ward 5 Evening	100
Ward 5 Daytime	350
Ward 8 Daytime	75
<b>TOTAL</b>	<b>525</b>

- b) The percentage of students registered per program will then be calculated (and rounded to the nearest percent).

<b>Program</b>	<b>Number of Learners</b>	<b>% Learners Registered per Program</b>
Ward 5 Evening	100	19%
Ward 5 Daytime	350	67%
Ward 8 Daytime	75	14%
<b>TOTAL</b>	<b>525</b>	-----

- c) Once the percentage per program is calculated, the number of seats open per program will be calculated according to the percentage and the total number of students being enrolled.

Program	Number of Learners	% Learners Registered per Program	# Seats per Program (based on 330 open seats)
Ward 5 Evening	100	19%	63
Ward 5 Daytime	350	67%	221
Ward 8 Daytime	75	14%	46
<b>TOTAL</b>	<b>700</b>	-----	<b>330</b>

- d) Once the number of seats per program has been calculated, learners will be randomized by program and site preference. Learners will then be chosen from the “top” of that list according to the number of seats available.

#### 4) Placing Learners on a Wait List

##### Accountability

- Learners who did not get chosen in the lottery will be placed on a wait list according to the timestamp assigned to them on their application (The learner with the earliest timestamp will be on the top of their corresponding program’s list).
- Learners will be informed of their status the day after the lottery takes place. The results will be posted on the Academy of Hope website using non-identifiable codes, aohdc.org, and on bulletin boards in each site.

## Wait List Procedure

There will be three separate waiting lists for learners:

### 1) Priority Waitlist Learners (Ward 5 Day, Ward 8 Day, Ward 5 Evening, and Ward 8 Evening)

- These learners will go through the registration process before the beginning of the term, but after the registration for learners placed in classes through the lottery. (The number of learners on this waitlist is calculated according to the attrition AoH has observed at each stage of the enrollment process. These learners are expected to have seats at the beginning of the term.)

### 2) All learners who did not make the lottery or get placed in the Priority Waitlist

- As seats open in the first weeks of the term, learners will be pulled from this list, complete all requirements for registration, complete an orientation session or day, and be given a seat in classes according to program and site preference.
- If a learner is at the top of the list for their program, but does not wish to attend classes at the site that has an opening, they will keep their spot on the list until their preferred site has an opening, and the next learner will be called for the original seat.

## **Managing the Wait List:**

**The waitlist for each site will be monitored and supervised according to this procedure by the Enrollment and Registration Coordinator and/or Associate Principal.**

- 1) In general, waitlist pulls will be made according to timestamp as stated above. As seats open, the learners who applied earliest for seats will be offered seats. If a learner cannot be contacted, their seat will be forfeited and offered to the next person on the waitlist. Program staff will attempt to contact a learner three days before moving to the next learner. (Dates will be recorded in the Waitlist Call 1, 2, and 3 columns in the Lottery Workbook.)
- 2) Learners will be given the opportunity to be pulled from the waitlist for another program only after that program's waitlist has been exhausted.
  - For example: John Doe is number 1 in the Ward 5 Daytime waiting list. There are no more learners on the Ward 8 Daytime waiting list. If a seat opens in Ward 8 Daytime classes, John Doe will be contacted and asked if he would like to take class in Ward 8. If John says yes, he will be given the seat. If he says no, he will keep his place in the Ward 5 Daytime waiting list, and the next person will be contacted.
- 3) If a seat opens and two waiting lists are available to pull from, preference will be given according to timestamp.
  - For example. John Doe is in the Ward 5 Daytime waiting list and Jane Doe is in the Ward 8 Daytime waiting list, and there is a seat open in Ward 5 Evening classes. John's timestamp is dated 11/13/2014 and Jane's is 11/14/2014. John will be called first because his timestamp is earlier than Jane's.

## **Reasons for Exiting a Wait List:**

The following are the reasons AoH will remove a learner from a wait list:

- 1) The learner is given a seat in classes
- 2) The learner asks to be removed from the wait list
- 3) The learner no longer has current contact information or could not be reached within registration timelines, and therefore cannot be pulled from the wait list. (Program staff will attempt to contact these learners three times, and record documentation in the Lottery Workbook.)