

Exhibit A

ADMISSION AND (OPEN) ENROLLMENT POLICY AND PROCEDURES

The Governing Authority (the "Board") of East Columbus Drop Back In, dba Mason Run High School (the "School" and the "Corporation"), a non-profit corporation organized under the laws of the State of Ohio, hereby resolves as follows:

IT IS HEREBY RESOLVED that in accordance with Sec. 3314.03(A)(19) of the Ohio Revised Code ("ORC") the Governing Authority hereby sets forth that the School shall allow application and/or admission from any student in the State of Ohio. The School will open admission to all children wishing to enroll in the school, subject to availability and the process set forth in the School Enrollment Guidelines (below) and Lottery Process (below).

IT IS FURTHER RESOLVED that Pursuant to ORC Sec. 3314.06, admission to the School will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, gender, disability, race, creed, national origin, religion, or any other ground that would be unlawful. Student selection will be an open and carefully monitored process. All marketing and recruitment materials and processes are implemented in a nondiscriminatory manner as well. Violation of these nondiscrimination requirements will be taken extremely seriously by the Mason Run High School's Governing Authority and may result in sanctions up to and including termination of any employees involved in such infractions.

IT IS FURTHER RESOLVED that the School Enrollment Guidelines will be as follows:

1. The Mason Run High School is open to any student, age fifteen to twenty-one, who is entitled to attend school in the State of Ohio, free of tuition.
2. No student shall be denied admission to the school on the basis of race, creed, color, gender, sexual orientation, religion or ancestry, national or ethnic origin, disability, intellectual ability, measures of achievement or aptitude, athletic ability, or any other grounds.
3. Enrollment eligibility is not to exceed the capacity of the school's programs, classes, grade levels, or facilities.
4. Admission to the school may be limited to students who have attained a specific grade level or are within a specific age group as outlined in the School's sponsorship contract; to students that meet a definition of "at-risk," as defined in the contract; to residents of a specific geographic area within the district, as defined in the contract; or to separate groups of autistic students and nondisabled students, as authorized in section [3314.061](#) of the Revised Code and as defined in the contract.
5. Admission to the school is dependent on the successful completion of all required steps and documentation of the admissions process.

IT IS FURTHER RESOLVED that families must complete and submit the application and all required documents to the School's admissions office. Failure to do so in a timely manner may disqualify a child's enrollment into the school. Upon receipt of application, a number is assigned to the student, and the information is entered into the student enrollment data system.

IT IS FURTHER RESOLVED that enrollment documentation is required as follows (as documented on the Documentation Check List provided to the parent/guardian):

- Student's Original Birth Certificate or Passport with appropriate seals, or other valid proof of date of birth

- Signed Parent Release Form for obtaining student's previous School Records
- Student's Immunization Records (including most recent required immunizations)
- Proof of Residency (lease, mortgage, current within 90 days as per utility bill, bank statement, current credit card statement with name/address, current paystub, or confirmation of address change from Post Office, or other valid proof of residency)
- Emergency Medical Form
- Free and Reduced Lunch Verification (if applicable)
- Completed Enrollment Packet
- Most current IEP or ETR (if applicable)
- Notarized or Original Court-Approved Custody papers (if applicable)

IT IS FURTHER RESOLVED that the application review and acceptance process is as follows:

1. The enrollment window ends on the date reflected on the designated application at 5:00 p.m. local time.
2. Hereafter, all applications are counted.
3. The number of seats available and the number of applications will be compared.
4. Currently enrolled students are placed first.
5. Enrollment preference is given to students residing in the district where the School is located and to siblings of placed students.
6. After current students and siblings and students residing in the district where the School is located are placed, the number of vacancies is confirmed.
7. Enrollment preference is given to 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. If the number of students eligible for this preference exceeds five per cent of the school's enrollment, students are admitted by random lottery according to the Lottery Process (below).
8. After current students and siblings, and students residing in the district, and children of full-time employees of the School are placed, the number of vacancies is confirmed.
9. If there are fewer applications than there are vacant seats, all of the applicants that are left will be enrolled. However, if there are more applications than there are available seats, a Lottery will be held.

IT IS FURTHER RESOLVED that a Lottery Process will be utilized to ensure that children in the Mason Run High School receive a fair and equitable opportunity to enroll in and attend the school. The Governing Authority has created Lottery Process guidelines as follows:

The Lottery Process

The lottery drawing date will be publicized and the drawing conducted in public so that parents can observe the process and assure its transparency. At least two independent observers will also be present at the drawing; one of these observers will draw the lottery results.

1. The lottery is a system of random selection of applications that identifies students for enrollment in vacant seats. It also generates the school's wait list.
2. After all current students and their siblings are placed, and students residing in the district where the School is located are placed, and children of full-time employees of the School are placed, all other completed and accepted applications submitted during the enrollment

period, including applicants currently on a wait list, are publicly drawn by a disinterested third party in random order until capacity is reached.

- a. Special needs and ELL students are included in the lottery process.
3. Names are drawn from the envelope.
4. The selected students are placed on an enrollment list by the independent observers.
5. If a selected student has any siblings applying for enrollment, the siblings are automatically accepted and placed if there is space available. If there is no space, the siblings are placed on the wait list.
6. The process continues until every child who has applied is either placed in an open seat or is assigned to the wait list. Applicants on a wait list prior to the lottery will retain their original position on the wait list.
7. Parents will receive written notice of the lottery results within 10 calendar days of the drawing. They must accept their child's placement within 10 calendar days of being notified. Parents must provide all documentation from the Document Check List (above) by a given due date before their child can begin attending the school. If documentation is not provided by the due date, the child will no longer be considered eligible and the seat will be offered to the next student on the waitlist.
8. Wait List: The wait list will remain in effect for the entire school year or until all students have been placed. Throughout the year, new applicants will be placed on the list and placed in the order in which their applications were received. If a parent refuses their child's assigned placement, they are removed from the wait list, and the next name on the wait list is called.

IT IS FURTHER RESOLVED that this policy, as amended, shall be included in handbooks, enrollment packets, and/or the school's website in full or in part, in an effort maintain transparency as it may remain practicable.