

Plumas Charter School
Policy and Procedure for
Student Enrollment

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Introduction

The goal of the admissions policy of Plumas Charter School (PCS) is to attract, enroll and retain at PCS a full spectrum of students and families representative of the rich diversity existing in our County. PCS will be nonsectarian in its programs, enrollment policies, employment practices and all other operations. PCS will not charge tuition or discriminate in enrollment or outreach against any pupil on the basis of ethnicity, national origin, gender, disability, achievement level or any other legally protected category.

The enrollment process includes the completion of an enrollment form, submitting of appropriate required documentation (as described below), the selecting of the program option best suited to student, the signing of a Master Agreement by parents, students and teacher indicating that they understand the Plumas Charter School (PCS) philosophy, program and requirements. Students' continued enrollment will be dependent upon their fulfillment of the terms of the Master Agreement.

Admission and Requirements for Admission

PCS is open to any student in Plumas and contiguous counties who meets the enrollment criteria described herein. If the number of pupils who wish to attend PCS exceeds PCS's capacity, enrollment (except for students already attending) shall be determined through the use of a lottery and subsequent waiting list. After the lottery, students from the waiting list will be enrolled, as space allows.

In order to enroll in PCS, students must meet the following requirements:

- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code, or appropriate Waiver.
 - Entering Kindergartners: Must now have proof, signed by a doctor, of having had all required immunizations.
 - Entering 7th Graders: Must now have proof, signed by a doctor, of having had all required immunizations.
- To be eligible to enroll in kindergarten, students must turn 5 years old on or before September 1 (EC Section 48000[a]).
- Students turning five between September 2 and December 2, will be enrolled in a Transitional Kindergarten program.
 - For purposes of this section, "Transitional Kindergarten" means the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.
- To be eligible for enrollment in first grade, students must be at least age 6 years of age on or before September 1 (with some exceptions in accordance with the Board's age-admission policy and in accordance with law).
- Students must enroll with at least one parent or guardian, except for students 18 and older.
- Students above the age of 19 are ineligible for enrollment unless: they have been continuously enrolled in public school since before their 19th birthday; they are being served under the term of an Individualized Education Program; and/or PCS or program qualifies for an exemption from the general prohibition on serving students over age 19, in accordance with the California Education Code.

- No student of PCS may concurrently attend a private school that charges the student's family for tuition.
- All students shall be documented as residents of the State of California and of Plumas County or an immediately adjacent county (Butte, Sierra, Tehama, Shasta, or Lassen).
- No student will be enrolled during the term of an expulsion for bringing to or possessing a firearm at any school, unless the Executive Director makes a determination based on the specific facts of the situation in accordance with PCS's discipline policy. A student that has been otherwise expelled may be admitted to PCS in the discretion of the Executive Director on a case-by-case basis.

The PCS Director(s) and The Advisory Board (Board) reserve the right to, on a case by case basis, admit to a kindergarten program a child having attained the age of five years at any time during the school year with the approval of the parent or guardian, subject to the following conditions:

- The Director and/or the Board determine that the admittance is in the best interests of the child.
- The parent or guardian is provided information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

Required Documents

For kindergarten students or students enrolling in a public school for the first time:

- Copy of birth certificate
- Immunization record
- Student Health Inventory
- Dental Health Report
- Student Physical
- Proof of residence on file

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-enrollment procedures will be enforced. All eligible students must provide for the following:

- Complete enrollment forms must be submitted to PCS no later than the deadline published for that school year (for open priority pre enrollment). PCS does have ongoing open enrollment after the pre enrollment period and students will be admitted on a first come first serve basis, as program capacity allows.
- The enrollment form shall include, but is not limited to, the following:
 - Authorization for PCS to request and receive student records from all schools the student has previously attended or is currently attending;
 - Proof of full immunization or exception from the requirement;
 - Proof of health examinations required by the Health and Safety Code;
 - Proof of age with the enrollment form;
 - Proof of residency;
 Information regarding any special education or related services received by the student, the student's home language, and whether the student is an English language learner.

Preferences

In the event that there are more students wanting to enroll than available space, preferences shall be extended in the following order of priority:

- Pupils currently attending PCS
- Siblings of students currently enrolled in PCS

- Children of staff (not to exceed 10% of the total student population)
- Students residing within the boundaries of the Plumas Unified School District.

Enrollment Process and Guidelines

Plumas Charter School currently has open priority pre enrollment during the months of March and April for the upcoming school year. In the event that the number of students wanting to attend PCS exceeds the school's capacity, enrollment, except for currently enrolled students of the school, will be determined by a public random drawing held in stages, according to preference group, in the following order: (1) siblings of current students; (2) children of PCS staff members, to be limited to 10% of total enrollment; (3) students who reside within the boundaries of Plumas Unified School District; (4) all others. When needed, the random public drawing will be held on the first Friday of May.

Currently enrolled students who want to take advantage of priority status as existing students, and wish to enroll for the following year, must complete the open priority pre enrollment process within the established timelines. This timeline may fluctuate from year to year and will be publicized accordingly. After the open pre enrollment period, students will be enrolled on a first come first serve basis in accordance with program capacity.

Special Circumstances

As a California public school, PCS is open to any student who wishes to attend. However, there are some instances, described below, where additional steps will be included in the enrollment process.

- *Special Education:* In accordance with Education Code Section 51745(c) no individual with exceptional needs may participate in independent study, unless his or her individualized education program specifically provides for the participation. Accordingly, students with active IEP's will be enrolled to PCS with an administrative placement in special education. Enrollment will be completed pending approval of PCS as a placement for the student by an IEP team meeting within 30 days of the administrative placement. The IEP team must agree that personalized learning with PCS is an appropriate placement for the student, and language to that effect must be added to the Notes page of the IEP.
- *Student Attendance Review Board (SARB):* Students who are involved with a SARB process and are seeking to enroll with PCS, must first resolve their attendance concerns with their previous school. PCS administration can join the SARB process on behalf of the student to help transition them to our programs with the full understanding that they will need to meet the conditions of the SARB Board during their enrollment with us.
- *Expulsion or suspension:* Students expelled or suspended from another school and seeking to enroll with PCS will require administrative approval based on a conference held with the previous school.
- *Probation:* Prospective students on probation must have approval from their probation officer.

Grade Placement

PCS identifies elementary school as including grades kindergarten through eighth grade. PCS considers grades nine through twelve as high school.

Elementary School

When appropriate, students will be placed in the grade that corresponds with their level of academic performance. Age, size, previous school placement, and academic ability level are determining factors for grade placement. Academic performance level will be determined using various means, including but not limited to:

- Previous standardized test results
- Work samples

- Student interview
- PCS testing

High School

High school student will be placed in the grade level commensurate with their accumulated credits.

Re-enrollment

Students may not withdraw and re-enroll in PCS within the same semester. This is in place to help students maintain a continuity in their educational programs. If a student would like to re-enroll, they must wait until the next semester. Students who have been administratively dismissed due to program disengagement and attendance concerns, must have administrative approval to re-enroll.

Parent/Student Procedure for Enrollment

Interested parents or guardians can first complete and submit an enrollment form, either electronic or paper (available on the PCS website at www.plumascharterschool.org, at any of the centers, or can be sent via US Mail). Parents/guardians can also call the school directly, or come to a center and meet with an administrator. When new students enroll with PCS, we will schedule an enrollment meeting where we can complete any remaining enrollment paperwork and discuss the program options available to students. Through this meeting, we can get to know new families and select the program options that are most appealing and may best suit the student's needs.