

**Plumas Charter School**  
**Student Enrollment Policy and Procedure**  
**Revised and Approved: 3.21.16**  
**Revised and Approved: 2.27.17**

**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, admissions policies, employment practices and all other operations. PCS will not charge tuition or discriminate in admissions 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 signing of a Master Agreement by parents and students 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 admissions requirements 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. Preference shall be extended as described under the heading *Preferences*.

In order to be eligible for enrollment in PCS, students must meet the following eligibility 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 7<sup>th</sup> 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: November 1 for the 2012-13 school year; October 1 for the 2013-14 school year; and September 1 for the 2014-15 school year and each school year thereafter (**EC** Section 48000[a]).
- For the 2013-14 school year, students turning five between October 2 and December 2 will be enrolled in a Transitional Kindergarten program. For the 2014-15 school year and each school year thereafter, 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. Such admissions will be made on a case by case basis at the discretion of the Executive Director, based on kindergarten readiness assessments.

- To be eligible for enrollment in first grade, students must be at least age 6 years of age on or before: November 1 for the 2012-13 school year; October 1 for the 2013-14 school year; and September 1 for the 2014-15 school year and each school year thereafter (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 admission unless: they have been continuously enrolled in public school since before their 19<sup>th</sup> 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 admitted 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-admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from PCS if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- Complete applications for admission must be submitted to PCS no later than the deadline published for that school year.
- The application for admission 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 application for admission;
  - 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.

PCS shall follow any required procedures for the transfer of a program between SELPAs. Additionally, each application will be reviewed by staff to ensure that it is complete before the student will be considered for admission.

### **Preferences**

In the event that there are more students applying for admission 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. If enrollment was based on the preferential status of in-district residents, the student must continue to reside in the district in order to remain enrolled

### **Enrollment Process and Guidelines**

Plumas Charter School currently has open enrollment during the month of April for the upcoming school year. In the event that the number of students applying to attend PCS exceeds the school's capacity, admission, 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 enrollment process by the end of open enrollment, which is the last working day of April.

### **Special Circumstances**

- *Special Education*  
Students with active IEP's will be enrolled 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; a stamp with this statement can be obtained from the Director.
- *Student Attendance Review Board (SARB)* Students who are involved in a SARB process will not be admitted to PCS until the attendance concerns are resolved to the satisfaction of PCS administration.
- *Expulsion or suspension*  
Students expelled or suspended from other schools will not be admitted to PCS without administrative approval, based on conference with the prospective student's 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*

Students will be placed in the grade that corresponds with their level of academic performance. Age, size or previous school placement are not necessarily determining factors for grade placement but may be considered. 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. If a student would like to re-enroll, they must wait until the next semester. Students who have been administratively dismissed due to lack of performance must have administrative approval to re-enroll.

## **Parent/Student Procedure for Enrollment**

Parents/guardians may enroll their student(s) by meeting with an education specialist or director at a learning center or by coming to the main office to talk with an administrator. Interested parents/guardians should be encouraged to visit the PCS website, where the Parent Handbook is available. Enrollment materials can be sent by email or U.S. Mail to interested parents/guardians and students. All enrollments must receive approval by an administrator before they are final, and the administrator will make the ES assignment at that time.

## **ES Procedure for Enrollment**

The Education Specialist will contact the parent and student to schedule appropriate assessments and a meeting where the group will select a course of study, choose curriculum, and create a personalized learning plan. ***ES must ensure that Enrollment Form is completely and accurately filled out, that all necessary signatures have been obtained on the Enrollment Form and Master Agreement, and that the dates for all of the signatures on both documents fall on or before the first date for which attendance will be claimed.***