

**Yuba River Charter School
Nevada City, California
POLICY MANUAL**

ENROLLMENT

[Approved by the Charter Council 03/08/06
Revision May 1, 2008 Class Size
Revision March 10, 2010 Sweet Pea Priority]

Purpose

The Yuba River Charter School is nonsectarian in its programs, admissions policies, employment practices, and all other operations; the school will not charge tuition and will not discriminate against any pupil on the basis of ethnicity, national origin, gender, disability, or any other basis protected by law.

The purpose of this policy is to provide guidelines and directions for the enrollment of students at YRCS.

Scope

The procedure describes the enrollment process for applicants that fall into three groups:

- Kindergarten Applicants (including Sweet Pea Coop students)
- Kindergarten Co-op Applicants
- Transfer Applicants (New applicants for grades 1 through 8)

Applications for Enrollment

To receive an application for enrollment, the parent or parents must attend a **Parent Information Meeting** that includes a campus tour and information about the school. Following the Parent Information Meeting, an **Application for Enrollment** and an **Enrollment Questionnaire** are completed and submitted to the Enrollment Coordinator. Applications for enrollment are accepted the first day after the close of the previous open enrollment period until the end date of the open enrollment period as established below. At the end of the open enrollment period applicants are placed in enrollment priority categories and a random public drawing (hereinafter "lottery") is held to determine within each enrollment priority category the order of placement that applicants will be offered admission when a class falls below capacity.

If an applicant declines the offer of placement at the time the offer is extended, or does not respond within 72 hours after being informed there is an opening, the applicant must reapply to be eligible for the lottery at the end of the next open enrollment period.

Previous lottery lists will be exhausted in their entirety prior to a new lottery list being utilized.

Class Capacity

Capacity for class size is as follows:

- Kindergarten 14 Turn six years of age prior to April 15
- " 6 Turn six years of age April 15 or after
- Kindergarten Co-op 4 Turn six years of age prior to April 15
- " 16 Turn six years of age April 15 or after
- Grades 1 29 Turn seven years of age April 15 or after
for enrollment the following school year
and so on for each grade.....
- Grade 2-3 29
- Grades 4 – 8 29 (i.e. Turn eight yrs age by April 15 before entering Grade 2)

Capacity can be changed only with Charter Council approval.

Open Enrollment Periods

Annual open enrollment periods start the first day after the close of the previous open enrollment period and end on the dates indicated below.

For Kindergarten and Co-op Programs:

There are three open enrollment periods. The ending dates are March 1st, August 15th and December 15th.

For grades one through eight:

There are three open enrollment periods. The ending dates are April 15th, August 15th and December 15th.

The deadline for submitting enrollment applications to be part of the lottery for that period is the ending date of each open enrollment period.

The last day to enroll a new student in the 8th grade class for the current school year is the last day of school before the winter break.

Enrollment Priority Categories

Children and grandchildren of employees may displace an applicant within any enrollment priority category at any time.

Currently enrolled students have priority under the law.

Little Creek students are not considered currently enrolled students.

Kindergarten Applicants

Applicants are placed in enrollment priority categories as follows:

1. Children and grandchildren of employees currently working at YRCS.

2. Siblings of students currently enrolled in YRCS for four months or more.
3. Siblings and children of alumni of YRCS. Alumni are defined as graduates of YRCS or students who have previously attended YRCS for at least four years.
4. Children currently enrolled in Sweet Pea Coop
5. Children currently enrolled in Little Creek Nursery Program
6. All other applicants not listed in the categories above.

Note: Children that turn five years of age after December 2nd will be considered on or after their fifth birthday. They will first be prioritized by age from oldest to youngest and then by the five categories indicated above.

Applicants must meet the following requirements before an offer of placement will be extended:

The parent or parents must attend A Day in the Life of the Kindergarten, an orientation to the life of the Kindergarten student. This event is held twice each spring.

If the parent or parents are unable to attend **A Day in the Life of the Kindergarten**, an intake meeting and a class visit will be scheduled. At this intake meeting, the Kindergarten teacher, plus the Director if requested by the teacher, will review the Application for enrollment and the Enrollment Questionnaire with the parent(s). And during the class visit, the Kindergarten teacher will conduct an assessment of the child.

Kindergarten Co-op Applicants

If an applicant wants to be considered for the Kindergarten site-based program they must apply separately to that program and will receive placement as determined by a separate lottery process.

Transfer Students

This category applies to new applicants for grades 1 through 8.

Applicants are placed in enrollment priority categories as follows:

1. Children and grandchildren of employees currently working at YRCS.
2. Siblings of students currently enrolled in YRCS for four months or more.
3. Siblings and children of alumni of YRCS. Alumni are defined as graduates of YRCS or students who have previously attended YRCS for at least four years.
4. All other applicants not listed in the categories above.

Applicants must meet the following requirements before an offer of placement will be extended:

A class visit will be scheduled and the class teacher will conduct an assessment of the child that will include:

- Age appropriateness
- Grade level appropriateness

The parent or parents and student must attend an intake meeting, the class teacher plus the Director and/or Special Education Coordinator will review the Enrollment Application, the Enrollment Questionnaire, and the information received from the current and/or previous school(s) with the parent(s). More than one intake meeting may be schedule. The discussion will include:

- Appropriateness of the placement (age, academic, social)
- Curriculum
- Academic expectations
- Behavioral expectations
- Attendance expectations
- Parent participation expectations

If an applicant declines the offer of placement at the time the offer is extended, the applicant must reapply to be eligible for the lottery at the end of the next open enrollment period.

Enrollment Priority Category Exhausted

Should a class remain below capacity and there are no applicants on the waiting list, applicants who filed after the end of the last open enrollment period will be offered placement in the class based on enrollment priority category and lottery process.

Lottery Process

Within each enrollment priority category a lottery is held to determine the order of placement within that category. This order of placement is called a "waiting list".

The lottery process is as follows:

- The lottery for each category is held at noon on the Tuesday following the close of an open enrollment period.
- The lottery is coordinated by a committee consisting of the Enrollment Coordinator and a member of the office staff.
- Applicant names are selected in a blind draw and placed in the category on the waiting list in the order of selection referred to as the order of placement herein.
- The waiting lists are maintained by the Enrollment Coordinator.

Waiting lists roll over from one open enrollment period to the next and from one year to the next. Applicants on the lists roll over in the same order of placement within the enrollment priority category as was previously held.

Previous lottery lists will be exhausted in their entirety prior to a new lottery list being utilized.

Special Circumstances

Students who have special needs may be required to enter into a contract outlining the requirements for enrollment.

Students who have been expelled from another school require special consideration by the class teacher and the Director and may not be admitted.

Appeal Process

If a parent believes the enrollment procedure as described herein has not been followed, the enrollment decision may be appealed.

Note that appeals must be based on the belief that a procedural violation has occurred. Appeals will not be reviewed if they are based solely on the fact that the parent disagrees with the decision.

The appeal process is as follows:

- Appeals are to be submitted in writing within two weeks of receipt of notification by the family that the student has not been accepted.
- The Director will screen all appeals and, if it is determined that a procedural error occurred or may have occurred, the appeal will be forwarded to the Charter Council.
- The parent may be invited to a closed session of the Charter Council to explain the appeal. The council will then vote on a proposal to reverse the enrollment decision. The decision of the Charter Council is final.
- The decision of the Charter Council will be communicated in writing to the parent within one week of the decision.

This policy supersedes all previous policies related to enrollment.

This policy exists on the website and in the Employee Handbook.

