

**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
Revision May 12, 2010 Home Study Priority and Sibling Priority, Class
Size in 4th Grade and Kindergarten, Revision March 9, 2011 Priority
Status, Revision Oct. 5, 2011 Over Enrolling and Kind Age Requirements]

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 race, color, ethnicity and 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. Little Creek Nursery has its own Enrollment Policy.

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 and Home Study Applicants (New applicants for grades 1 through 8)

Applications for Enrollment

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 request to have the application resubmitted to be eligible for the lottery at the end of the next open enrollment period.

If an applicant declines an offer of placement twice in a two year period the application will be considered invalid and the applicant must start the entire enrollment process over by attending a Parent Information Meeting.

After attending a Parent Information Meeting, an applicant has one year to submit an Application for Enrollment.

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

Kindergarten Applicants

Children must turn 5 years of age by the following dates to be eligible for enrollment in the kindergarten:

- Nov. 1 (2012-13 school year)
- Oct. 1 (2013-14 school year)
- Sept. 1 (2014-15 school year and thereafter)

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
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 and Home Study Students

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

Existing YRCS Students

If a currently enrolled student in the site-based program wants to be considered for the Home Study Program, they must apply separately to the home study program and will receive placement as determined by a lottery process. The student's current class teacher, ES teacher and director must agree that a home study program is appropriate for the student.

Transfer and Home Study 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. Currently enrolled students in the site-based program (for Home Study Program ONLY).
3. Siblings of students currently enrolled in YRCS.
4. Students currently enrolled in the Yuba River Home Study Program.
5. 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.
6. All other applicants not listed in the categories above.

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

A visit will be scheduled and the Educational Specialist or 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 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.

Change in Priority Status After Lottery

When a student's priority status changes after they have been in a lottery, the student's lottery position will be moved to the bottom of their new priority category. (The lottery list is the one the student was drawn in to establish original priority status.) This could mean a higher or lower priority status. (i.e. A student gets priority status because they are enrolled in the Home Study Program. They leave the Home Study Program but remain on the wait list for an on-site class. They would move off the currently enrolled student priority list and be placed last on the list of their current priority category.)

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.

Non-Discrimination

The Yuba River Charter School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy supersedes all previous policies related to enrollment.

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