

ELEMENT H: ADMISSION POLICIES AND PROCEDURES

Governing Law: Admission policies and procedures, consistent with [Education Code Section 47605] subdivision (d). Education Code Section 47605(b)(5)(H).

There are no admission requirements to attend PCS, with the exception of California residency and the maximum age limits required by law. (Title 5 California Code of Regulations Section 11960(c)). After an offer of admission is made, the enrollment process will include diagnostic testing and examination of a student's performance history to ensure appropriate placement in classes and targeted assistance as needed.

Pacific Collegiate School shall admit all pupils who wish to attend the school, subject only to capacity, and any pupil attending Pacific Collegiate School may continue to attend Pacific Collegiate School in the following year. PCS will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student on the basis of any characteristic described in Education Code Section 220. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state. In accordance with Education Code Sections 49011 and 47605(d)(2)(B)(iv), admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

In accordance with Education Code Section 47605(d)(4)(A), the Charter School shall not discourage a pupil from enrolling or seeking to enroll in the charter school for any reason, including, but not limited to, academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(d)(2)(B)(iii), including pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity, or sexual orientation. Similarly, in accordance with Section 47605(d)(4)(C), the Charter School shall not encourage a pupil currently attending the Charter School to disenroll from the Charter School or transfer to another school for any reason, including, but not limited to the academic performance of the pupil or because the pupil exhibits any of the characteristics described in Education Code Section 47605(d)(2)(B)(iii), as listed above.

Pursuant to Education Code Section 47605(d)(4)(D), the Charter School shall post a notice developed by the CDE on the Charter School website, outlining the requirements of Section 47605(d)(4), and make this notice available to parents.

PUBLIC RANDOM DRAWING

Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. Following the open enrollment period each year, applications shall be counted to determine whether any grade level has received more applications than availability. If the number of new pupils who wish to attend Pacific Collegiate School exceeds Pacific Collegiate School's openings for any grade, admission shall be determined by a public random drawing (or "lottery"), with the exception of existing students,

who are guaranteed admission in the following school year. The lottery is typically held in the spring following the open enrollment period.

For the purposes of schedule development and class assignment, and for the purpose of clarifying the meaning of the term “Section” for purposes of this Element H, for middle school grades PCS typically accounts for enrollment by section; each such section representing a single class and teacher assignment, which have varied from 20-24 students each in the past. For example, in recent school years PCS has maintained 4 middle school Sections, divided proportionally among the total number of pupils in each grade (e.g. 4 separate English 8 classes of 23 students, 4 separate Science 7 classes of 23 students, etc.). Preference in the public random drawing for sixth-grade (if approved as a material revision to the charter) shall be given to the following students in the following order:

SIXTH-GRADE PREFERENCE:

If approved as a material revision to the charter, preference in the public random drawing for sixth-grade shall be given to students in the following order:

1. Applicants From Traditionally Underrepresented Populations. An initial preference shall be given to applicants from traditionally underrepresented populations. The number of such preferential enrollment seats shall be as follows: (a) fifty percent (50%) of the total number of seats if PCS is enrolling one (1) section; and (b) thirty percent (30%) of the total number of seats if PCS is enrolling two (2) or more sections, further prioritized as follows:
 - a. A first rank priority shall be established for applicants who are siblings of current pupils of Pacific Collegiate School **and both** an FRPM eligible applicant **and** a first-generation college-bound applicant.
 - b. A second rank priority (if space remains after the application of the first rank ranking preference) shall be established for non-sibling applicants who are **both** an FRPM eligible applicant **and** a first-generation college-bound applicant.
 - c. A third rank priority (if space remains after the application of the first two ranking preferences) shall be established for applicants who are siblings of current pupils of Pacific Collegiate School **and either** an FRPM eligible applicant **or** a first-generation college-bound applicant.
 - d. A fourth ranking priority (if space remains after the application of the first three ranking preferences) shall be established for non-sibling applicants who are **either** an FRPM eligible applicant **or** a first-generation college-bound applicant. An “FRPM eligible applicant” is defined as an applicant eligible for free or reduced price meals for under the regulations and guidelines used by schools, institutions, and facilities participating in the National School Lunch Program. A “first-generation college-bound applicant” is defined as one whose parents’ or chief guardians’ highest level of education is less than a Bachelor’s Degree. An eligible applicant for this preference who is not selected may then receive preference in the lottery in accordance with other preferences listed below.
2. Children of current faculty or staff of Pacific Collegiate School.
3. Children of those current or past members of the PCS Board of Directors who served or

committed to serve a full term on the Board of Directors, and who have met other prerequisites as may be defined by the Board of Directors pursuant to adopted policy, but limited to those members that actively served as members on or after July 1, 2019.

4. Siblings of current pupils of Pacific Collegiate School, or surviving siblings of any student deceased while enrolled at Pacific Collegiate School.
5. Children of any other current or past members of the PCS Board of Directors who served or committed to serve a full term on the Board of Directors, and who have met other prerequisites as may be defined by the Board of Directors pursuant to adopted policy.
6. Residents of the Santa Cruz City Secondary Schools District. In-district applicants are awarded a weighted advantage in the lottery process such that their chances of being selected are greater than those of out-of-district applicants.

GRADES 7 - 12:

Preference in the public random drawing for Grades 7-12 shall be given to the following students in the following order:

1. Applicants From Traditionally Underrepresented Populations. Thirty percent (30%) of seats in the 7th Grade are reserved for applicants to the 7th Grade from traditionally underrepresented populations, further prioritized as follows:
 - a. A first rank priority for this preference shall be established for applicants who are siblings of current pupils of Pacific Collegiate School **and both** an FRPM eligible applicant **and** a first-generation college-bound applicant.
 - b. A second rank priority (if space remains after the application of the first ranking preference) shall be established for non-sibling applicants to the 7th grade who are **both** an FRPM eligible applicant **and** a first-generation college-bound applicant.).
 - c. A third rank priority (if space remains after the application of the first two ranking preferences) shall be established for applicants who are siblings of current pupils of Pacific Collegiate School **and either** an FRPM eligible applicant **or** a first-generation college-bound applicant.
 - d. A fourth ranking priority (if space remains after the application of the first three ranking preferences) shall be established for non-sibling applicants who are **either** an FRPM eligible applicant **or** a first-generation college-bound applicant.
An “FRPM eligible applicant” is defined as an applicant eligible for free or reduced price meals for under the regulations and guidelines used by schools, institutions, and facilities participating in the National School Lunch Program. A “first-generation college-bound applicant” is defined as one whose parents’ or chief guardians’ highest level of education is less than a Bachelor’s Degree. An eligible applicant for this preference who is not selected may then receive preference in the lottery in accordance with other preferences listed below. In the event that a sixth grade is approved as a material revision to the charter, this preference for grade 7 shall only be applicable so long as PCS maintains less than (4) sections of sixth-grade enrollment. If PCS maintains four (4) or more Sections

of sixth-grade enrollment, the preference for traditionally underrepresented applicants shall be applicable only to sixth-grade enrollment pursuant to the sixth-grade preferences above and this section shall not apply.

2. Children of current faculty or staff of Pacific Collegiate School.
3. Siblings of current pupils of Pacific Collegiate School, or surviving siblings of any student deceased while enrolled at Pacific Collegiate School.
4. Children of current or past members of the PCS Board of Directors who served or committed to serve a full term on the Board of Directors, and who met other prerequisites as may be defined by the Board of Directors pursuant to adopted policy.
5. Residents of the Santa Cruz City Secondary Schools District. In-district applicants are awarded a weighted advantage in the lottery process such that their chances of being selected are greater than those of out-of-district applicants.

The Charter School and the County agree to adhere to the requirements related to admission preferences as set forth in Education Code Section 47605(d)(2)(B)(i)-(iv).

The Board of Directors will take all necessary efforts to ensure lottery procedures are fairly executed. Lottery spaces are pulled in order of grade level by the designated lottery official (appointed by the Head of School). Separate lotteries shall be conducted for each grade in which there are fewer vacancies than pupils interested in attending. There is no weighted priority assigned to the preference categories; rather, within each grade level, students will be drawn from pools beginning with all applicants who qualify for the first preference category, and shall continue with that preference category until all vacancies within that grade level have been filled. If there are more students in a preference category than there are spaces available, a random drawing will be held from within that preference category until all available spaces are filled. If all students from the preference category have been selected and there are remaining spaces available in that grade level, students from the second preference category will be drawn in the lottery, and the drawing shall continue until all spaces are filled and preference categories are exhausted in the order provided above.

WAIT-LIST

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a wait-list according to their draw in the lottery. This wait-list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a wait-list carry over to the following school year.