

ADMISSIONS AND ENROLLMENT POLICY FOR PARADISE CHARTER MIDDLE SCHOOL

Introduction

Paradise Charter Middle School (hereinafter “School”) strives to attract, admit and retain a student body representative of the demographics of Paradise Unified School District. The School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The School will not charge tuition and the School will not discriminate in admissions or outreach against any pupil on the basis of ethnicity, national origin, gender, disability or any other legally protected category.

Admission

Paradise Charter Middle School is open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend the School exceeds the school’s capacity, attendance (except for existing pupils of the school) shall be determined by a public random drawing, the process for which is described below.

Paradise Charter Middle School shall admit all pupils who wish to attend the school. No test or assessment shall be administered to students prior to acceptance and enrollment into the School. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or their parent or legal guardian within the state. Admission preferences shall not require mandatory parental volunteer hours as a criterion for admission or continued enrollment.

The 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(e)(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, the 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(e)(2)(B)(iii), as listed above.

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

In order to be eligible for admission in the school, students must

- have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code.
- not be concurrently enrolled in a private school that charges the student’s family for tuition.

- be residents of the State of California. Documentation of verification of residency is maintained in the school's files.

Admission will not be granted to any student currently expelled who has not completed their rehabilitation plan or is on provisional or probationary status from any school district. Any parent who did not reveal their child's status upon admission may have their child's enrollment terminated. Each case may be reviewed by the PCMS Board of Directors on an individual basis and in accordance with the Charter School's suspension and expulsion procedures.

Application Process

Applications will be accepted during a publicly advertised open enrollment period each year for enrollment in the following school year. All eligible students must complete an application for admission and submit it to the School no later than the deadline published for that school year. Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for enrollment. Each application will include a description of the School's dispute resolution process.

The School shall follow any required procedures for the transfer of a program between SELPAs.

Public Random Drawing

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 pupils who wish to attend PCMS exceeds the School's capacity, attendance, except for existing pupils of the School, shall be determined by a public random drawing. Preference shall be extended to pupils in the following order:

1. Currently enrolled students are exempt from the lottery and are guaranteed enrollment in the next academic year.
 - a. Re-Enrollment: Currently enrolled students are exempt from the lottery and are guaranteed enrollment in the next academic year only if the re-enrollment process is completed. Parents must complete the re-enrollment process for each currently enrolled student returning for the following academic year. This process must be completed in full by the specified deadline. If not completed by that date, the student's space will no longer be reserved and may be offered to the next student on the waiting list.
2. Foster and Homeless youth.
3. Siblings of currently enrolled students.
4. Children of PCMS employees. (limited to 10% enrollment)
5. Students who meet the federal guidelines for Title One and/or qualify for Free/Reduced lunches.
6. Students who reside within the boundaries of the district.
7. All other applicants

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 School administrator). Separate lotteries shall be conducted for each grade in

which there are fewer vacancies than pupils interested in attending. All lotteries shall take place on the same day in a single location. Lotteries will be conducted in ascending order beginning with the lowest applicable grade level. 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.

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 waitlist carry over to the following school year.

Public random drawing rules, deadlines, dates and times will be communicated in the application form and on the School's website. Public notice for the date and time of the public random drawing will also be posted once the application deadline has passed. The School will inform all applicants and interested parties of the rules to be followed during the public random drawing process via mail or email at least two weeks prior to the lottery date.

The School will conduct the lottery in the spring for enrollment in upcoming school year.

Admissions Process

The admissions process will be advertised within the school community and posted prominently on the school website so that all interested students may have an equal opportunity to apply. The deadline for accepting applications will be clearly stated. When a parent, guardian or student inquires about enrollment and before conducting an enrollment lottery, the School will provide a copy of the California Department of Education's notice including the notice requirements in California Education Code section 47605(d)(4).

Once the student has been enrolled, parents, guardians, education rights holders or students will be required to provide proof of immunization status, date of birth, residency, examinations required by the Health and Safety Code, transcripts, copies of any IEPs and other student records in order to complete the admissions process as described below.

Proof of age with the application for admission through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian or a passport;

Proof of residency through documents such as the following: parent or guardian's drivers' license, ID card or DMV printout, a copy of a lease, utility bill or similar showing the address of the residence, etc., California tax returns giving California as the home address (within

acceptable dates); car registration and/or car insurance; California health insurance or Medi-Cal ID;

If any information provided to by the parents/guardians could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending the School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Adopted: December 13, 2022

Amended: June 12, 2025