

APPLICATION FOR ENROLLMENT PROCEDURE

PBCCS creates its own policies, procedures and assessment practices. Enrollment at PBCCS is consistent with the PBCCS charter and the Oregon Revised Statutes. PBCCS shall establish enrollment capacities for each grade for the following school year as per PBCCS Board policy. If more students apply for admission to PBCCS than space and staffing allows, students will be selected for enrollment by an equitable lottery procedure. PBCCS shall be capped at 186, K-8 students.

All grades are capped at an enrollment of 30 students, except for Kindergarten, which is capped at 20 students. Students who wish to enroll in a grade that is capped will remain on the waiting list until a space at that grade level becomes available.

PBCCS Application Process

Any K-8 student residing within Crook County is eligible to attend PBCCS. If current and resident students do not request all of the space available, non-resident students may be enrolled. It is highly recommended that interested families contact PBCCS to receive information describing the school's philosophy, teaching style, and methodology.

If the number of applications from students who reside within the school district exceeds the number of spaces available, there will be a lottery to determine which students are enrolled the following school year. The lottery will be held on the first school day following March 15th.

To be considered for admission to PBCCS, all students, including siblings and students residing within or outside of Crook County, must submit a completed PBCCS Application Form by the deadline established and advertised by PBCCS. As allowed by state law, admission preference for qualified applicants into PBCCS will be in the following priority order:

First Priority Students: Current Students

Upon providing a written statement of intent to return to PBCCS by the deadline established and advertised by PBCCS, currently enrolled students will be given first priority to enroll at PBCCS for the next school year.

Second Priority Students: Kindergarten Students

Kindergarten students must meet the age requirement of being five years old on or before September 1st. Early entry requests for Kindergarten will not be accepted. -Recent legal additions to families (i.e.: step-children/adopted children) qualify as siblings under this policy. Space is reserved for a maximum of 20 kindergarten students. Enrollment priority for incoming Kindergarten students is as follows:

- A. Siblings of existing students
- B. Children living within Crook County
- C. Children living outside of Crook County

Third Priority Students: Grades 1-8 Siblings

Upon providing a complete, written application to enroll at PBCCS by the deadline established and advertised by PBCCS, grades 1-8 siblings of currently enrolled students at PBCCS are given third priority for enrollment at PBCCS. If there is not space, students will be placed on the waiting list.

Fourth Priority Students: Non-sibling Crook County Students

Upon providing a complete, written application to enroll at PBCCS by the deadline established and advertised by PBCCS, non-sibling, incoming students in grades 1-8 who live within Crook County receive fourth priority preference for PBCCS enrollment. If there is not space, students will be placed on the waiting list.

Fifth Priority Students: Out of Crook County Students

Upon providing a complete, written application to enroll at PBCCS by the deadline established and advertised by PBCCS, incoming students in grades 1-8 who live outside of Crook County will receive fifth priority. If there is no space available the students will be added to the waiting list.

Individuals who have been through the lottery process and were placed on the waiting list the previous year are not required to submit a new application. Students applying for admission to PBCCS after the application deadline will not be in the lottery. They will be placed on the waiting list in the order that they apply, and if they do not gain entry will go through the lottery process the following year.

Lottery

After the priority students have been assigned to classes, whenever applicants exceed vacancies, there will be one lottery. The lottery will be done in a public forum, and final notification of lottery results will be mailed. The following two-step lottery process will be followed:

Step 1:

All applicants: 1) those who are siblings, 2) those that live within Crook County, and 3) those that live outside of Crook County, are coded by priority and grade. All names are drawn filling PBCCS openings in the following order: Kindergarten openings are filled first, followed by upper grade openings, starting with grade 8, following in descending grade level order. According to law, when a family has several children in the lottery, if one child's name is drawn, that DOES NOT insure that the other siblings will be enrolled.

Step 2:

When all of the openings are filled, the lottery will continue until all of the students are assigned to the waiting list.

Filling Vacancies

Once the lottery is completed, and an opening occurs, the vacancies will be filled via the waiting lists. Prospective enrollee's parents have two days to respond. If they do not respond affirmatively in the two day timeframe, their children will be moved to the bottom of the waiting list.

At any time, families interested in enrolling their children can fill out a PBCCS Application Form and their student(s) name(s) will be put on the waiting list.

Student Resident Exception Situations

Students who enroll in PBCCS are considered to be a "resident student" of PBCCS, with this exception: any student on an Individual Education Plan (IEP) is considered a "resident student" of the school district where they reside. Parents who wish to have their student leave PBCCS and return to their resident attendance area school may do so at any time.

Yearly Application Announcement

Each spring the PBCCS Principal will inform the public about the PBCCS application deadline for the following school year.