

PACIFIC COLLEGIATE SCHOOL
POLICY AND PROCEDURE

**Policy Regarding Admission Preferences
and Entrance Lottery**

A. Admission Requirements

There are no admission requirements except residency requirements as defined by the Pacific Collegiate School ("PCS") Charter.

PCS shall admit all students who seek to attend the school, and any student attending PCS may continue to attend PCS in the following year. Parents or legal guardians of children seeking admission to PCS are asked to make a commitment to perform a minimum of 40 hours of service work per year per family to support the activities of the school and enhance the educational experience of the students.

B. Entrance Lottery

If the number of new students who wish to attend PCS exceeds the school's capacity, admission shall be determined by a public random drawing.

Any such public random drawing shall be conducted in a fair and ethical manner and in strict accordance with PCS policy and State law. Further, no person who has a child, legal ward, step-child, sibling, step-sibling, grandchild, niece or nephew entered in the public random drawing shall participate in any manner in conducting the drawing.

At the parent's option, stated in writing at the time of application, siblings seeking to enter the same class may be treated for purposes of the public random drawing as one individual. This means that they will be assigned one number and, if that number is drawn, all siblings entered together will be admitted.

C. Admission Preferences

Preference in admission shall be applied to spaces available in each grade level in the order of priority outlined below. Grade level capacity will be determined at the sole discretion of PCS. To ensure consideration for preferential status for the following school year, parents or guardians of children seeking admission under this policy must submit an application by the deadline established by PCS for the February lottery.

At each grade level, applicants in each admission preference category will be assigned a rank. At each grade level, each admission preference category will be reconciled before moving on to the next listed preference category. Individuals who are wait-listed within preference categories 1 through 3 due to a lack of grade level capacity shall retain their rank on the wait list and shall be offered admission the following school year(s), in rank order, ahead of all new applicants within their same preference category, assuming there is grade level capacity.

The admissions preferences are as follows:

1. Board Members. Children of past or current Board members will be admitted to PCS, provided that such Board members have served, or have committed to serve, at least a three-year term. If a Board member voluntarily fails to complete a three-year Board term prior to the enrollment of his/her child at PCS, this admission preference shall not apply. Children of past Board members who completed a two-year term at a time when the PCS Bylaws specified a two-year term of Board service shall also be entitled to admission preference under this provision. Each Board member child will receive an admission preference rank for his/her grade level based upon the Board member's seniority, measured from the date upon which Board service started.

2. Faculty and Staff. Children of current PCS certificated staff assigned to teach at least two periods per day and non-certificated staff scheduled to work at least 20 hours per week will be admitted to PCS under the conditions set forth in this subparagraph. Each staff member child will receive an admission preference rank for his/her grade level based upon the staff member's seniority, measured from the date upon which staff service started. Students who gain admission under this policy will be eligible for enrollment upon hiring of such faculty or staff and will be admitted to PCS at the start of the next academic semester, provided there is grade level capacity for that student. If an employee commences work within 30 days of the start of a semester, immediate admission may be granted to his or her eligible children at the discretion of the principal. This policy does not confer enrollment preference for independent contractors.

3. Siblings. Siblings of existing students of PCS will be admitted to PCS. Each sibling will receive an admission preference rank for his/her grade from an open random lottery.

4. Students residing in Santa Cruz City School District. A preference is established for students who reside within the Santa Cruz City High School District (SCCHSD) boundaries. After the preferences numbered 1-3 above have been applied, any remaining openings at each grade level shall be filled by weighted public lottery, in which students living in-district (SCCHSD) shall receive a statistical advantage, to be determined by the Board, over all other remaining applicants.

D. Definitions

For purposes of this Policy, the following definitions shall apply:

1. "Children or child" is defined as: (1) a biological or adopted child of a Board or staff member or (2) a legal ward of a legal guardian who is a Board or staff member. In addition, a step-child or other child living in a parent-child-like relationship with a Board or staff member may be given preferential status by the Ad Hoc Committee described below, in accordance with the principles set forth in this policy.

2. "Sibling" is defined as: (1) a child who has at least one biological or adoptive parent in common with an existing student or (2) a child who has been legally adopted by or placed under the legal guardianship of at least one birth or adoptive parent of an existing student. In addition, a step-sibling or other child living in a sibling-like relationship with an existing student may be given preferential status by the Ad Hoc Committee, in accordance with the principles set forth in this policy.

3. "Existing student" is defined as follows:

(a) An "existing student" must satisfy **both** of the following:

- i. The existing student must have been enrolled in PCS for the entire academic year immediately preceding the academic year for which his or her sibling seeks this admission preference. For the purpose of this policy only, an "entire academic year" shall be defined as the first day of actual attendance to the last day of school; and
- ii. The existing student must be a student attending PCS at the time of the entrance lottery for the incoming student, with the intent of returning to PCS the following school year; or

The existing student is studying away as a PCS exchange student at the time of the lottery with the intent of returning to PCS the following school year; or

If the existing student is not attending PCS at the time of the lottery for reasons beyond his/her control, the entering sibling may still enroll, at the discretion of the Ad Hoc Committee. Reasons beyond the student's control include, for example, cases of student health and welfare and legal custody arrangements. The Ad Hoc Committee will consider recommendations from staff acquainted with the facts of the case to determine whether the original student left for reasons beyond his/her control; or

If a student has been enrolled in the twelfth grade for the entire academic year immediately preceding the academic year for which his or her sibling seeks an admission preference, PCS shall waive the concurrent enrollment requirement. In order for this exception to apply to incoming siblings, the original sibling must have been enrolled at PCS for the 2009/10 academic year.

E. Ad Hoc Committee

Ambiguous cases that are not resolved by this policy will be resolved on a case-by-case basis by an Ad Hoc Committee comprised of the Board President, the Principal, and an additional Board member appointed by the Board President. The Ad Hoc Committee will make its determinations commensurate with this policy's underlying principle of keeping together at PCS (1) children with sibling-like relationships and (2) Board and staff members with children with whom they have a parent-like relationship. The decisions of the Ad Hoc Committee are final.

The Ad Hoc Committee shall consider the following when determining whether an applicant meets the definition of "sibling" or "child":

1. In any circumstance in which a spousal relationship is relevant, registered domestic partners shall be considered equal to spouses;
2. The length of time the applicant and the existing student, Board member or staff member have cohabitated with the understanding that, in the absence of extenuating circumstances, such cohabitation must have been for a period of at least two years prior to the entrance lottery;
3. Whether cohabitation is continuous or intermittent;
4. Whether the applicant's domestic life with the existing student is one that essentially mirrors in its characteristics the relationship of biological or adoptive siblings; or whether the applicant's domestic life with the Board or staff member is one that essentially mirrors in its characteristics the relationship of biological or adoptive parent and child;
5. Whether the applicant and the existing student, Board member or staff member live and operate within a cohesive family unit;
6. Whether the circumstances of the relationship promote the underlying principles PCS intends to foster through its preference policy; and
7. Any other extenuating circumstances or considerations presented by the applicant.

| Approved at the May 4, 2011 PCS Board Meeting



Andrew Townsend
President of the Board of Directors



Carol Foote
Secretary to the Board

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