



## Student Admissions Policy

The Board of Trustees of Bear Creek Community Charter School understands the importance of establishing fair and equitable criteria for student admission and shall fully comply with the Pennsylvania Charter School Law regarding admission policies and procedures, as well as all other applicable state and federal provisions. Bear Creek Community Charter School is a non-sectarian institution in all respects, and does not discriminate against any student, employee, or other person on the basis of race, ethnicity, national origin, gender, sexual orientation, or disability, or any other criteria prohibited by law. Admission criteria does not consider intellectual or athletic ability, aptitude, disability, race, creed, national origin, religion, or ancestry.

Students currently attending Bear Creek Community Charter School will have the opportunity to re-enroll for the next school year by accurately completing and returning the required Student Re-Enrollment Form by the deadline provided. Students whose parents who fail to return an accurate Student Re-Enrollment Form by the posted deadline will not be guaranteed enrollment for the upcoming school year and will be required to participate in the pre-enrollment process with new students seeking admission to the school.

Parents of students who are interested in attending Bear Creek Community Charter School can learn more about the school by visiting the school's web site at [www.bearcreekschool.com](http://www.bearcreekschool.com) or contacting the school by calling (570) 820-4070.

Parents of new students interesting in enrolling at Bear Creek Community Charter School will be given the opportunity to participate in an annual Pre-Enrollment Process. The date pre-enrollment begins and ends will be determined by the school administration each year and will be posted in the school office as well as on the school's web site. Parents of students interested in enrolling in the school must complete and return an accurate Pre-Enrollment Form by the deadline provided by the school.

As permitted by the Pennsylvania Charter School Laws, Bear Creek Community Charter School will give preference in enrollment to the following categories of students, in the following order:

1. Returning students (re-enrollment of existing students by posted deadline);
2. Children of parents who actively participated in the development (prior to the school receiving its charter) of the charter school (also known as Founder's List);
3. Siblings of currently enrolled student;
4. Students residing in the school district in which the charter is located (Wilkes-Barre Area School District);
5. Students residing outside the school district in which the charter school is located (all other school districts within the Commonwealth of Pennsylvania).

Any child who is qualified under applicable state law is qualified for admission to Bear Creek Community Charter School. Bear Creek Community Charter School is an equal opportunity educational institution. The admissions policy will be made available to the public.

In the event the number of applicants for any given grade or section exceeds the number of enrollment slots (seats) available, the school will accept students by a random selection process. The school will grant enrollment preference according to the aforementioned criteria. A public lottery will be held, as necessary, to determine enrollment. The date, time and location of the public lottery will be posted at the school, on the school's web site, and in a newspaper of general circulation at least one week prior to the lottery being held. A neutral party will conduct the lottery on behalf of the school. The school will notify applicant parents within 30 days of the lottery with the outcome as to whether their child has been accepted or has been placed on a wait list.

After all available enrollment slots (seats) are filled, wait lists will be created and maintained for each grade. The initial wait list will be created randomly as part of the public lottery. Following the lottery, additional students will be added to the wait lists on a first come/first served basis. When a slot becomes available in a grade, the parents of the first student on the wait list will be contacted and given three calendar days to accept the position. Acceptance is determined by the parent completing and hand delivering an accurate Pre-Enrollment Form to the school office within twenty-four (24) hours of being notified by the school. If the enrollment slot is declined, if no response is received, or an accurate Pre-Enrollment Form is not hand delivered to the school office within three business days of being notified, the enrollment slot will be forfeited and the next student on the wait list will be contacted. Once all vacant enrollment slots for each particular grade and section are filled, enrollment will be closed.

It is the responsibility of each parent to familiarize themselves with the enrollment process, including deadlines. All deadlines are final, and no exceptions will be made.

The Bear Creek Community Charter School will host at least one parent workshop to provide information regarding the school to new parents as well as finalize student enrollment. Attendance by at least one parent of each new student at a parent workshop shall be a mandatory component in the enrollment process. Students whose parents fail to participate in a parent workshop will not be guaranteed enrollment and will lose any preference in enrollment.

Each year, the school administration shall:

- ✓ Establish a procedure for the Re-Enrollment of existing students, including the determination of a firm deadline for Re-Enrollment;
- ✓ Establish a procedure for Pre-Enrollment of new students, including the determination of a firm deadline for Pre-Enrollment;
- ✓ Establish a deadline for which no new students will be accepted (transfers in) for the current school year, and the wait list for the current school year shall expire;
- ✓ Establish a procedure to coordinate a public lottery and provide the appropriate public notice regarding the lottery, Admissions Policy, applicable timeline and required forms;
- ✓ Coordinate a parent workshop to provide information regarding the school to new parents;
- ✓ Establish a procedure for Enrollment of new students, including required forms and the determination of a firm deadline for completing the Enrollment process for new students.

Classes shall not exceed twenty-five (25) students per class (twenty students in Kindergarten, First Grade and Second Grade) without approval of the Board of Trustees.

The Board of Trustees reserves the right to amend the Student Admission Policy at any time.

This policy has been approved by the Bear Creek Community Charter School's Board of Trustees on June 7, 2005 and revised on March 20, 2006, March 17, 2008, and April 8, 2010.