



**PULLMAN
COMMUNITY
MONTESSORI**

**PUBLIC
FREE
K-9**

ENROLLMENT POLICY AND PROCEDURES

(20243-254)

Pullman Community Montessori (PCM) is a public school (tuition-free, not for profit, open enrollment) accessible to all students. Pursuant to Washington State law, PCM may not limit admission on any basis other than age, grade level, or enrollment capacity in a grade level and must enroll all students who apply within these parameters. If capacity within a grade level is insufficient to enroll all students who apply, enrollment will be determined by lottery as described later in this document.

PCM's model is personalized to students' needs and prepares them—through rigorous academics, a robust social-emotional program, and career and life skill development—to ensure every student has the opportunity, skills, and mindset to be successful in college, career, and life. We rely on a data-driven, developmental, place-based Montessori program to achieve this goal and retain students love of learning. We are deeply committed to guiding students to be self-empowered lifelong learners, global citizens, environmental stewards, and compassionate and collaborative leaders, bringing positive changes to their communities and the world!

PCM actively engages families from Pullman and surrounding communities to consider our program. All PCM staff work diligently to ensure that all students have equal opportunity to apply to and be enrolled at PCM. We encourage families to read and understand our PCM Community Handbook and schedule a school tour before enrolling to ensure families fully understand the choice they are making to partner with the school.

ENROLLMENT PROCEDURES

Receipt and processing of enrollment forms

Families may submit enrollment forms via our online enrollment platform Transparent Classroom. A link to this program is on the homepage of our website and is also available on the enrollment tab along the top of the page. Families will be required to establish a Transparent Classroom account and will use this platform for all other enrollment processes.

Families who do not have internet access, or the ability to complete the application process on their own, are encouraged to call the main office of the school and PCM staff will assist them with setting up an account online and getting their student registered. Paper copies of the application form have been translated into the top three languages (Arabic, Mandarin, Spanish) represented in our community and will be distributed during community events,

enrollment fairs, and are available in the main office for families who need/prefer them. Please contact the main office if translation to another language is preferred.

If a receipt of enrollment confirmation is not received within 24 hours, families should contact the main office.

PCM will provide ample time and opportunity to families to elect to enroll in PCM. The only admissions protocol is that families wishing to attend PCM must follow enrollment procedures and deadlines for submitting forms and materials.

PCM's enrollment window will open from November 1, 2022 through March 30, 2023. The table below outlines critical deadlines for the enrollment and lottery process.

Summary of Key Enrollment and Lottery Dates	
Event	Deadline
Enrollment application made public	November-December 1, 2023 ²
Enrollment application due	March 27 ⁹ , 202 3 ⁴ , 4:00 PM
Public lottery (if needed)	March 28 ³⁰ , 202 3 ⁴ <i>Gladish Community and Cultural Center View Room, 5:00 PM</i>
School notifies admitted students by	April 1, 2023 ^{March 29, 2024} , 4:00 PM
Intent to Enroll form due	April 13 ¹³ , 202 3 ⁴ , 4:00 PM
1 st Part of Registration packet due	May 6, 202 3 ⁴ , 4:00 PM
Conversion to <i>Rolling Enrollment</i> if waitlist is empty AND space is available within a given grade level.	

Lottery

Should there be more applicants than seats available within a given grade band, PCM will hold a public admissions lottery on March ~~30~~²⁸, 202~~3~~⁴ in accordance with Washington State law. In this situation, new enrollment in PCM will be determined by lottery. Families are not required to attend but the process is open to the entire public. For transparency purposes, PCM will secure a neutral, non-affiliated observer to oversee the random lottery process for PCM admission.

As required by Washington State law, the school will give an enrollment preference to siblings of already enrolled students (detail provided in the Enrollment Preferences section). After the lottery is complete, all parents will be notified of the results by 4:00 PM ~~March~~^{April} ~~29~~¹, 202~~3~~⁴.

After parents have been notified their student has a seat in the school, they will have until 4:00 PM on April ~~13~~¹³, 202~~3~~⁴ to submit an Intent to Enroll form. Between ~~April 1st~~^{March 29th} to April ~~13~~¹³th, PCM will attempt to verify personally with each parent, by phone or at home, if they intend to accept a seat at the school and encourage them to submit their Intent to Enroll form by the deadline. If PCM is unsuccessful in contacting the family for verification, the family

will then give up the seat and be placed on the waitlist. If there are still seats available after the Intent to Enroll Form deadline, PCM will begin accepting students on the waitlist. After all seats have been assigned, the waitlist will be utilized for the remaining students who have registered in the event that a seat should open up. In all cases, PCM will adhere to any and all schedules and requirements pursuant to Washington State law concerning the recruitment and enrollment of students.

Families who've submitted an Intent to Enroll form will receive an e-mail with instructions on what Registration Packet materials are due by May 6, 2024 and how to create a Skyward account with PCM. Registration Packet materials are submitted through Skyward. If materials are needed in a language other than English, families can inform the main office and materials will be translated to the desired language.

The first set of registration paperwork is due May 6, 2023 by 4:00 PM. Between April 11th and May 6th, PCM will attempt to verify submission of all Registration Packet material, by phone or at home, and encourage parents to submit their materials by the deadline. If PCM is unsuccessful in contacting the family and does not receive the Registration Packet materials by the deadline, the family will then give up the seat and be placed on the waitlist.

If there are still seats available after April 11th, PCM will begin accepting students on the waitlist. After all seats have been assigned, the waitlist will be utilized for the remaining students who complete an enrollment request in the event that a seat should open up. In all cases, PCM will adhere to any and all schedules and requirements pursuant to Washington State law concerning the recruitment and enrollment of students.

If capacity is not reached by the Application deadline on March 29th, students will be enrolled to the school on a rolling basis. If and when the number of students surpasses the number of seats, students that submit an application after capacity is reached will be added to a waitlist in the order that the school receives their application.

PCM does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal. PCM's "Discrimination/Harassment Policy" complies with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 1990, and other applicable federal and state laws.

Enrollment Preferences

Guiding principles behind PCM's opt-in enrollment preferences. PCM's Board of Trustees and staff are committed to equal access regardless of a student's race, socio-economic status, or level of academic skill. We believe all students should be enculturated in an environment of high expectations and prepared through rigorous, whole-child education. Our recruitment efforts and

the following lottery preferences help support our commitment to ensure our student population reflects the racial, ethnic, and socioeconomic demographic makeup of our local schools and that at-risk student populations receive ample opportunity to attend PCM. All preferences are subject to authorizer approval.

As allowed by Washington State law, PCM will grant the following enrollment preferences as approved by its authorizer (the Washington State Charter School Commission) and any other guiding bodies.

1. Siblings of currently enrolled students (ALL public schools hold this preference)

- These students will receive an absolute preference and will automatically be offered a spot in the school if space is available in the grade level. If space is not available, the program will randomize all siblings in the same grade level and generate a sibling waitlist for the next available seat.
- Siblings who are newly attending PCM together will only generate a preference after one of the siblings is selected during the lottery process of that school year.
- Siblings of students who have graduated from PCM, or left the school, will not be granted a “legacy” preference, or a preference for having a sibling who has previously attended.

Sibling Definition:

A sibling is defined at PCM, in regard to enrollment, as two or more individuals having one or both legal parents/guardians in common. Students who are being fostered by a family will not be granted the sibling preference until legal guardianship has been awarded to the family. Due to its impact in our lottery, families may be asked to verify a sibling relationship between two individuals. If it is later found that no relationship exists, the students involved would be moved to the bottom of our waitlist and their seats would be offered to the next students on the waitlist. If a family refuses to submit documentation to allow us to verify, the preference will be withheld until such documentation is presented to the school.

Students who do not qualify for the sibling definition will all be placed in a lottery for enrollment for the remaining available seats in each grade level. Some students will receive a preference in the lottery if they meet one of the criteria mentioned below. All applicants who do not qualify for a preference on the list below will have their names entered once in the lottery. **For a point of clarification, the list below are preferences and DO NOT guarantee enrollment at PCM, the preferences simply increase the likelihood of a student being selected in the general lottery if one is required.**

2. Students of PCM staff

- Children (in legal custody) of contracted full-time staff members will be given an 8:1 preference in the lottery. This decision was made by PCM’s Board of Trustees to show good faith in our program and to reduce the logistical challenges of staff members

with children trying to match schedules of schools with different lengths of day and school year. In addition, it aligns to our goal of having staff representative of the anticipated student population.

3. Students from economically disadvantaged families

- Economically disadvantaged family will be defined, for this purpose, as families who qualify for federal free or reduced-price meals. Students fitting this description by the deadline will be given a 5:1 preference in the lottery.
 - To be considered, this status needs to be indicated on the application materials submitted by the Application Submission deadline. Status will be confirmed via a completed and approved Meal Application form submitted in the summer prior to the beginning of the school year.

All preferences will be based on information provided to PCM on the original enrollment application. Any family that omits information that would have qualified them for a preference prior to the lottery running will be subject to the general lottery and will not receive that preference after the enrollment window closes. Any family found to have submitted false information in order to gain a preference in the lottery will lose their spot and opportunity for enrollment during the upcoming school year. All applicants who do not qualify for a preference will have their name entered once in the lottery for consideration.

LOTTERY PROCESS

The Lottery will be governed by the following rules:

- I. All students who fit the criteria, as established by Washington State law, who applied during the open enrollment window, and who do not qualify for the sibling definition, are placed in the lottery for either available seats or to be on a waitlist if no seats are currently available.
- II. Preferences will be determined based on information received in the student's application to the school.
- III. The Head of School at PCM will run the lottery and will generate enrollment lists. A representative from our Board of Trustees and a neutral, non-affiliated observer, will be present to observe the lottery to ensure accuracy and fairness.
- IV. After the available slots are filled, the school's enrollment platform will develop waitlists with the remaining students in each grade level.
- V. If, following the lottery, it is identified that families have submitted false information to gain an advantage in the lottery, or admission to PCM outside of the aforementioned age/grade guidelines, that student will be removed from PCM and their application will no longer be valid for the school year. The family may reapply in a subsequent year.

Notification and Acceptance

Families will be notified of the official results following the lottery through the account they set up in Transparent Classroom and/or a phone call.

Families will have eight (8) days following the lottery notification to accept their offer for enrollment by submitting an Intent to Enroll form (April 13¹~~1~~th by 4:00 PM). During the days leading up to this deadline, PCM will attempt to verify personally with each family via Transparent Classroom and phone whether they are accepting the offer and enrolling their child at our school. If we are unsuccessful in contacting the family for verification during that 8-day window, we will then offer that student's seat to the next student on the waitlist ~~at~~ by 4:00 PM on April 12⁴~~4~~th.

Waitlist

After all seats have been assigned, a waitlist will be established for the remaining students who have registered in the event that a seat should open up. Once the lottery is complete, PCM will no longer accept applications on a rolling basis. The only exception to this would be if a grade level was not full, we didn't have students on a waitlist for that grade, and we decided to reopen the window.

MOVEMENT ON THE WAITLIST

The waitlist for each respective grade level will be created immediately following the lottery process for all applicants who did not receive a spot at PCM during the lottery. When spots become available in a grade level, the first waitlisted student will be called and offered the spot. This family will have until 4:00 PM on the third (3rd) day following the offer to accept the spot before it is offered to the next student on the list. **Waitlists for PCM will not carry over from school year to school year. If a family is on the waitlist from a previous school year, they will need to reapply for the following school year.**

WITHDRAWAL AND RE-ENROLLMENT

If a student formally withdraws from PCM at any point following registration, they can only be readmitted by resubmitting an application during an open-enrollment period. Such student(s) will be placed at the bottom of the waitlist upon expressing a desire to re-register.

STUDENT WITHDRAWAL AND TRANSFERS

Withdrawal: If a parent wishes to withdraw or transfer a student from the school, it is the parent's responsibility to notify the Head of School. In some cases, the Head of School may want to meet with the student's parents as well. In addition, the student must follow the returning student policy if they wish to return to the school. Students will not receive official transcripts until all school materials are returned and any fees are paid. PCM will offer to conduct exit interviews with families to collect feedback and data about withdrawal reasons.

Transfer: The school will NOT restrict the ability of parents/guardians to exit a particular school, apply for admission at any other school, enroll at another school, or maintain a waitlist slot at another school.

HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of two and eighteen who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings.
- Live "double-up" with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster).
- Live in a hotel or motel.
- Live in a trailer park or campsite with their family
- Have been abandoned at a hospital.
- Be awaiting foster placement in limited circumstances.
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations.
- Be a migratory or abandoned, runaway, or throwaway youth that qualifies as homeless because they are living in circumstances described above.

The law requires the immediate enrollment of homeless students. PCM will not delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the new school to request all necessary documents from the previous school and refer parents to all programs and services for which the student is eligible.

GRADE PLACEMENT UPON ENROLLMENT

Montessori groups students into developmentally appropriate age groupings as follows:

Developmentally Appropriate Age Groupings		
Age grouping	Grade	Typical Age
Stand-Alone Kindergarten	K	5-6 years old
Lower-Younger Elementary	1 st – 3 rd	6-9 years old
Upper-Older Elementary	4 th – 6 th	9-12 years old
Adolescent Community Program	7 th – 9 th	12-15 years old

PCM uses evaluations combined with age to determine grade designation. PCM conducts academic diagnostics on all students who are enrolling for the first time. Following these assessments, students age will be considered. These metrics will help to ensure the student is placed in the appropriate age grouping and assigned the appropriate grade designation. This information is never used to screen a student's fit for the PCM program, only to identify the appropriate grade designation for the student.

Kindergarten:

Students wishing to enter the lottery for kindergarten **must turn five (5) years old on or before August 31st**. If a student is accepted during the lottery and it is discovered during the enrollment process that the student's birthday does not meet this requirement, that student will lose their spot and will need to reapply for the following school year.

Students who have already successfully completed kindergarten at a different school may be allowed or asked to repeat kindergarten at PCM based on their observed level of readiness during the first three (3) weeks of school.

Some districts offer the opportunity for four-year-olds to 'prove their ability' to enroll in kindergarten early through testing. We do not participate in this practice at PCM.

Grade Skipping:

Students will not be allowed to skip a grade between their previous school and attending PCM. For example, if a student completes 4th grade at their previous school and applies for 6th grade at PCM, PCM staff would instead enroll that student in 5th grade, if room is available in that grade level.

Age Range Guidance: What grade level to apply to

Students may not be more than one year older than a typical student in a grade level. For example, a student typically turns the age of 12 at some point during ~~his/her~~their 6th grade year. PCM would accept an application for a 6th grader turning 13 during the school year, but not 14, regardless of the circumstances. -This student would be asked to apply to 7th grade instead.

STATEMENT OF NONDISCRIMINATION

PCM shall not discriminate in any programs or activities or against any student, employee, or any other person on the basis of age, sex, race, creed, belief system/religion, color, marital-partnership status, status as a victim of domestic violence, national origin, alienage or citizenship status, veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. Furthermore, PCM shall not discriminate on any other ground that would be unlawful if done by any other public school. PCM shall take all steps necessary to ensure that discrimination does not occur, as required by state and federal civil rights, and anti-discrimination laws.

For any questions, concerns, or to report violations, please contact one of the following coordinators:

- Title IX/Sex Equity Officer & HIB Compliance Coordinator/Officer - ~~Laylah Sullivan~~
- LSullivan@myPCM.org Jared Kuhn - JaredK@mypcm.org
- Gender Inclusive School Coordinator - Laylah ~~Sullivan~~ Bewick
- LSullivan@myPCM.org LaylahB@myPCM.org
- Civil Rights Compliance Coordinator - Jill Stansbury - JillS@myPCM.org
- Section 504 & IEP Program Manager - Emily Klein - EmilyK@myPCM.org

- Homeless/McKinney Vento Liaison - ~~Desiree Porter~~Michael Mol-Fuller
- ~~DesireeP@myPCM.org~~MichaelM@myPCM.org
- State Assessment Coordinator - -Laylah ~~Sullivan~~Bewick
- ~~Lsullivan@myPCM.org~~LaylahB@myPCM.org