



Thank you for your interest in Pivot Charter School!

Pivot Charter School emphasizes a rigorous standards based curriculum through a “hybrid” program of online courses and individualized onsite support and classes from CA credentialed teachers at Resource Centers throughout California. The program combines access to traditional middle and high school curriculum, early college (dual enrollment) classes, numerous Advanced Placement courses and unique electives. Pivot Charter School is ideal for students who are behind in credits, who need individual academic support or who want to accelerate their learning process and graduation.

Pivot is pleased to announce two new programs for the 2012-2013 school year. Students may now not only drop by the Resource Center as they need help with their online curriculum but, if they live close enough they may also attend a five or a two day a week program on site. Students will work on their academics while on site and have access to numerous site based teachers to support them in their classes. Small group instruction may occur as needed during this time in our new tutoring rooms. During their time on site, students will be given structured breaks for time to socialize. Students may also attend class offerings such as science, outdoor education, writing, guitar and drama that may be scheduled at different Resource Centers during these times as well.

Please keep in mind that the educational program offered at Pivot is independent study. It is not the most appropriate placement for every student. Students must have motivation and independence and/or support at home to ensure the student is working. The site based programs are supplemental to independent study and a privilege. Students may lose their right to attend the site based program if they are engaged in behaviors that disrupt the education of others on the site and be required to engage in their academic solely through the online platform.

As outlined below, in order to enroll, students must submit our enrollment packet (attached) and pertinent required documents. If a student has ever qualified for special education, we must receive a copy of the last IEP before enrollment is complete. The family is responsible for locating and submitting this paperwork to Pivot. This may delay the enrollment process slightly as education code deems that an IEP must determine that independent study is an appropriate placement for a student. Additionally, while independent study and online education can be appropriate for many students, including those who have had challenges in traditional school settings, Pivot Charter School reserves the right to deny enrollment to students who have been suspended for a minimum of 2 days or have been expelled from other schools.

Enrollment Procedures

- 1) The Pivot Charter School enrollment packet is submitted to school. There are three VERY important documents that must be submitted with the completed enrollment paperwork. They are:
 - a) **A transcript or recent grade report**
 - b) **Proof of Whooping Cough vaccination or waiver if your student is entering 7th grade.**
 - c) **Proof of residence (copy of a Utility Bill that goes to your address in your name)**
- 2) The Site Coordinator reviews the packet for completeness. The Site Coordinator will contact the family if the enrollment packet is not complete and assist them in completing the packet.
- 3) If the parent checked that the student has an active IEP or has received services in the past on the enrollment paperwork, the site coordinator will contact the family and let them know that we need a copy of the most recent IEP and any other documentation they have for special education. This is the PARENT's responsibility to locate and submit to Pivot. Enrollment is not completed until a full evaluation of an IEP can be conducted and a determination is made as to whether independent study is an appropriate placement for the student.
- 4) If the application is complete, a credit evaluation is conducted of the student's transcript. **This may take 48-72 school hours to complete.**
- 5) Once the credit evaluation is conducted, a teacher is assigned to the student.
- 6) The teacher (called an Educational Coordinator at Pivot) will contact the family to discuss finalizing course selections and complete what is called a Master Agreement that outlines the course selections for the semester.
- 7) The teacher, the parents or legal guardian and the student **MUST** sign and return the master agreement before a student can begin classes.
- 8) Once the school receives the signed Master Agreement, the teacher will contact the student, send them their login and password and inform them that their classes are opened and that they should begin working immediately.
- 9) ALL new students must first pass the orientation course prior to beginning core courses. The student has two days within which to complete this orientation course.

FROM THE TIME THAT THE APPLICATION HAS BEEN DEEMED COMPLETE UNTIL THE TIME THAT A STUDENT CAN BEGIN TAKING CLASSES MAY BE AS LONG AS FIVE SCHOOL DAYS DEPENDING ON TRANSCRIPTS AND FORMER SCHOOL COUNSELOR AVAILABILITY.

Pivot Charter School is dedicated to the success of our students. Our teachers are committed to providing inordinate levels of support to students; they will bend over backwards to assist Pivot students. We expect that students will also be committed to working with our teachers. We have found that immediate and ongoing support the first month of attending a new school like ours ensures a student's success. New students are enrolled under an enclosed conditional enrollment policy for the first 30 days of enrollment with Pivot.

Pivot Charter School Expectations

Students will

1. Log in to the system and participate in classes every school day
2. Complete two semester courses in 45 days or 1 course in 22 days
3. Complete three assignments per day (total-not per course)
4. Maintain, at minimum, a grade of 70% or better
5. Maintain a completion rate of no more than 10% behind in any assigned course
6. Seek extra help in the online courses from the online teachers daily
7. Participate fully in intervention supports when assigned to intervention
8. Respond to all texts, emails, classmails and phone calls of the Educational Coordinators within 24 hours – some students will be required to do this daily
9. Ask for tech help from online tech assistance when needed
10. Be respectful with online teachers and technicians
11. Ask EC for help when confused, lost or frustrated
12. Communicate, communicate, communicate with EC and school staff!!!
13. Meet face to face with their teacher once a semester and within 30 days of enrolling

Educational Coordinators will

1. Meet face to face with students AND PARENTS within one month of enrolling
2. Communicate with students at least weekly, often daily, via classmail, text, phone
3. Contact parents or guardians at their work place and/or homes when students are not responding and not engaging in their schoolwork
4. Review student progress weekly
5. Formulate strategies for students to ensure students success
6. Complete progress reports and attendance records each learning period
7. Oversee student success and progress and determine interventions as needed
8. Provide some one-on-one tutoring and guidance as needed via webinar or on site at the resource centers
9. Request conferences with parents and students via webinar to discuss student progress
10. Recommend withdrawal if student is not responding to interventions and not completing work

Parents/guardians will

1. Meet with the Educational Coordinator face to face, on campus, at least once a semester and within the first 30 days of enrollment.
2. Keep their email address current with the school and check emails frequently
3. Respond to all calls, texts and emails from Educational Coordinators regarding student progress within 24 business hours

4. Utilize parent portal to review student progress
5. Assist in establishing daily schedule for student engagement/schoolwork
6. Oversee students daily and check for progress in course completion
7. Attend all conferences requested by school
8. Ask questions!!

Pivot charter school provides a unique hybrid of online education and site based support to deliver the best of several educational environments. We are excited to be working with you and your student and look forward to answering any questions you may have and to processing your enrollment with Pivot Charter School!

Conditional Enrollment Policy

Independent study is not the most appropriate educational environment for every student due to the independence that is required to be successful. That our program is online and some students are adept at and attracted to the online environment helps, but at the end of the day, it is the student's responsibility to seek help and support and get his/her work done. Despite the fact that our program provides many, many levels of support from different teachers and that our Pivot teachers will bend over backwards to help a student who seeks help and is trying, some students still don't succeed. In order to give students the greatest chance at not only succeeding but excelling at Pivot, students are placed on a conditional enrollment for the first 30 days. **Computers will not be issued until conditional enrollment criteria have been met.** Students may need to work at libraries and other local internet cafés in order to complete schoolwork to meet the conditional enrollment criteria.

We find that forcing a student to seek attention, guidance and support in the short run greatly increases his/her chances of succeeding long term. Therefore the following requirements must be met by all new students (even if they are returning Pivot students).

- Participation in a scheduled weekly meeting time with Educational Coordinator and other students
- 3 completed assignments every school day
- Daily log-in

If students are unable to fulfill these requirements for the first 30 days of enrollment, the school may determine that independent study is not the most appropriate placement for the student and withdrawal the student as well as notify the student's district of residence. After the first 30 days of enrollment, the school continues to maintain high expectations for communication, accessibility and support both for and from students and families.