



Thank you for your interest in Pivot Charter School!

Pivot Charter School emphasizes a rigorous Common Core standards based curriculum through a blended learning program of online courses, individualized support at our resource centers and classes from credentialed teachers throughout California. The program combines access to traditional elementary, middle and high school curriculum; numerous Advanced Placement courses; and unique electives. Pivot Charter School recognizes that students working online and in independent study must have a significant level of independence and/or support at home in order to be successful and not all students have that self-motivation or independence. Therefore, Pivot has developed programs at our resource centers to support those students in meeting their educational goals using the online curriculum.

Students enrolled in Pivot choose one of the following programs:

	Kindergarten through 5th Grade	6th Grade through 12th Grade
Virtual	Work independently with weekly check-ins with EC (phone/email/text)	Work independently with weekly check-ins with EC (phone/email/text)
<i>Virtual students need to prove that they can consistently complete their required work (4 assignments minimum every school day).</i>		
1 – Day program	Wednesday or Thursday 9:30am – 12:30pm	Tuesday, Thursday, or Friday 12:30pm - 3:00pm
2 – Day program	Monday, Wednesday or Friday 9:30am – 12:30pm	Tuesday, Thursday, or Friday 12:30 pm - 3:0pm
3 – Day program	Monday, Wednesday and Friday 9:30am – 12:30pm	Tuesday, Thursday, and Friday 12:30 - 3:00pm
5 – Day program	Monday – Friday 9:30am - 12:30pm	Monday – Friday 9:00a-12:00pm
Resource center time is offered for students to work in a supportive, productive and positive academic environment with their peers, and get “in person” help from credentialed teachers.		

Admissions Days

Due to such a high volume of interest in Pivot Charter School North Bay and its programs at the resource center, we have designated specific days for providing information on our programs and how to enroll. Students are encouraged to attend admissions days with their parent/guardian.

Days and Times of Admissions Meetings

Tuesday - 10:00am, 11:00am and 4:00pm

Thursday- 10:00am, 11:00am and 4:00pm

Friday- 10:00am, 11:00am and 4:00pm

Please call and reserve a time!

Enrollment Procedures

- The Pivot Charter School registration form is submitted to the school either in hard copy or online. There are three VERY important documents that must be submitted with the completed enrollment paperwork. They are:
 - **A transcript or recent grade report (and drop grades depending on the time of year)**
 - **Immunization Documentation (see <http://www.shotsforschool.org/k-12/> for full schedule of immunizations required)**
 - **Proof of residence (copy of a Utility Bill that goes to your address in your name)**
- 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.
- 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. We ask this of parents because it can take a while for the prior school to send us this information and we want to ensure that the student is receiving appropriate services right away.

- If the application is complete, a credit evaluation is conducted of the student's transcript. **This may take 48-72 school hours to complete.**
- Once the credit evaluation is conducted, a teacher is assigned to the student.
- The teacher (called an Educational Coordinator at Pivot) will contact the family to discuss finalizing course selections and complete what is called an Independent Study Master Agreement that outlines the course selections for the year.
- The teacher, the parents or legal guardian and the student **MUST** sign and return the master agreement before a student can begin classes. Your first official day of enrollment at Pivot Charter School is the day the master agreement is signed.
- 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.

Students are most successful when they have a computer to work from, access to the internet and are able to attend the resource center programs.

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. PLEASE DO NOT DISENROLL FROM YOUR PRIOR SCHOOL UNTIL YOU HEAR FROM PIVOT THAT YOUR APPLICATION IS COMPLETE

If students are not consistently completing the required number of daily assignments, students may be required to attend one of the resource center programs or be moved from one program to the other.

Please keep in mind that the educational program offered at Pivot is Independent Study and resource center offerings are supplemental. Students must abide by school rules in order to be able to participate in resource center programs. Students may lose their privilege to attend the resource center if they are engaged in behaviors that disrupt the education of others and would then be required to engage in their academics solely through the online platform.

As outlined below, in order to enroll, students must submit our registration form (attached) and pertinent required documents. The registration form can also be completed online.

Pivot Charter School reserves the right to deny enrollment to students who have been expelled from other schools or are currently going through an expulsion process. Please inform Pivot Charter School if you have been or are being expelled from school so they can work with your current school to coordinate potential Pivot Charter School enrollment.

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.

Pivot Charter School Expectations

Students will

1. Choose the most effective Pivot program to meet their educational needs.
2. Log in to the system and participate in classes every school day.
3. Complete a minimum of four assignments per day (total-not per course) and be aware that your EC may recommend more per day based upon your academic assessment.
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 when needed!
7. Participate fully in intervention support methods when assigned to intervention.
8. Respond to all texts, emails, and phone calls of the Educational Coordinators within 24 hours – some students may be required to do this daily as part of intervention.
9. Ask for tech help from online tech assistance when needed.
10. Be respectful with teachers and online 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 in the first week of enrollment.

Educational Coordinators will

1. Meet face to face with students AND PARENTS within first week of enrolling.
2. Communicate with students at least weekly, often daily, via email, text, and 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 daily.
5. Formulate strategies for students to ensure students success.
6. Oversee student success and progress and determine interventions as needed.
7. Provide some one-on-one tutoring and guidance as needed via webinar or on site at the resource centers.
8. Request conferences with parents and students via webinar to discuss student progress.
9. Determine that Independent Study is not appropriate placement if student is not responding to interventions and not completing work.

Parents/guardians will

Meet with the Educational Coordinator face to face, at the resource center, at least once a semester and within the first week of enrollment.

1. Keep their email address current with the school and check emails frequently
2. Respond to all calls, texts and emails from Educational Coordinators regarding student progress within 24 business hours
3. Assist in establishing daily schedule for student engagement/schoolwork
4. Oversee students daily and check for progress in course completion
5. Attend all conferences requested by school
6. Ask questions!!

Pivot charter school provides a unique blend of online education and support at our resource center 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!