



Thank you for your interest in Pivot Charter School!

Pivot Charter School emphasizes a rigorous curriculum through a blended learning program of online courses, direct instruction and individualized support at our resource centers from credentialed teachers as well as clubs, field trips and Fun Fridays. The online curriculum provides traditional elementary, middle and high school curriculum, numerous Advanced Placement courses, and unique electives as well as Career Technical Education courses. Pivot Charter School is an exceptional program for students who have struggled with their academics for any reason, or for students who want to “get ahead” and progress at a pace that is more commensurate with their abilities. Pivot is a wonderful blend of a unique individualized online curriculum coupled with support and oversight from a credentialed teacher and access to on-site activities and academic support.

Pivot Charter School is a non-classroom based independent study program in the eyes of the California Department of Education (CDE). The CDE establishes attendance requirements for independent study programs based on the work product that the student produces and “attending school” each school day. Therefore, the amount of schoolwork a student completes and their “logging in” to our online system is how attendance and truancy are determined. The state requires the school to monitor and ensure students are making satisfactory progress towards a high school diploma and/or grade level promotion. At Pivot Charter School, we have determined that adequate progress and attendance is the completion of at least 4 graded assignments a day with a passing grade as well as the completion of all writing required assignments.

Some students and families have a perception that working online or in independent study will be easier than a traditional setting. Often, the exact opposite is true; many students find it difficult to work independently without the structure of a daily schedule. Students working online and in independent study must have a significant level of independence and/or support at home in order to be successful. While our credentialed teachers are there to support and guide, it is the student's responsibility to work in their courses every school day. If they do not work sufficiently in their courses every school day, they can be considered truant. Pivot has developed programs at our resource centers to support students in meeting their educational goals using the online curriculum. These programs at the resource centers are supplemental to the online curriculum and are not mandatory, unless it has been determined that a student is not making satisfactory progress when working solely from home. If a student attends the supplemental program at the resource center for 3 hours a day, it does not necessarily mean they will complete all of the work required for the day. Most students need to work at home, even if they are attending the site based program, in order to complete enough work to be making satisfactory progress. Generally, high school students who do not complete a minimum of 30 credits a semester will become seriously behind in their academic progress and extend the time it takes to graduate high school. While a large part of Pivot's mission is to re-engage students who are disenfranchised and who struggle with their school work, if a student is not

progressing sufficiently after a certain amount of time it may be determined that it is not in the best interest of the student to remain in independent study.

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 they would then be required to engage in their academics solely through the online platform with teacher support, guidance and oversight through electronic means.

Students enrolled in Pivot choose one of the following programs:

	<b>Kindergarten through 5<sup>th</sup> Grade</b>	<b>6<sup>th</sup> Grade through 12<sup>th</sup> Grade</b>
<b>5 – Day program</b>	Monday – Friday 9:00am-12:00pm	Monday – Friday 9:00am-12:00pm
<b>3 – Day program</b>	Monday, Wednesday, and Friday 9:00am-12:00pm	Tuesday, Thursday, and Friday 12:30pm - 3:00pm
<b>2 – Day program</b>	Monday, Wednesday, or Friday 9:00am-12:00pm	Tuesday, Thursday, or Friday 12:30pm - 3:00pm
<b>1 – Day program</b>	Wednesday or Thursday 9:00am-12:00pm	Tuesday, Thursday, or Friday 12:30pm - 3:00pm
<b>Virtual</b>	Work independently with weekly check-ins with EC (phone/email/text)	Work independently with weekly check-ins with EC (phone/email/text)
<b><i>Virtual students must consistently complete their required work (4 assignments minimum every school day) in order to remain “virtual”.</i></b>		

### **Mandatory New Student Orientation:**

All new students and one parent/guardian will be required to attend an orientation meeting at Pivot Charter School before Pivot can open the student’s classes. This is a mandatory meeting that is held once a week at the resource center for prospective students to get familiar with the online aspect of independent study along with the requirements to remain enrolled in the program. Even if a student’s registration paperwork is complete, the student and guardian must attend the meeting to be considered ready to begin classes at Pivot Charter School. The first hour and one half of this required meeting will be dedicated to discussing program requirements and access to the online systems. The next hour will be for students (but parents may stay) to be trained on how to utilize the curriculum. Lastly, there is VERY important paperwork that must be signed by the family and the student’s new Educational Coordinator (the teacher or “EC” at Pivot) prior to classes being opened. After the orientation, the parent(s) or guardian and student will meet their Educational Coordinator and review class options and sign the paperwork that allows the school to open classes. Please contact the school for dates and times.

**Enrollment Procedures:**

The Pivot Charter School registration form is submitted to the school either in hard copy or online. There are VERY important documents that must be submitted with the completed Student Registration Packet:

- All pages of the registration form must be complete
- Immunization Records
- Birth Certificate
- Proof of guardianship (Caregiver Affidavit or other legal document), if you are not the legal parent or guardian.
- Transcript with year ending grades, progress report, or report card, withdrawal grades.
- Proof of Residency - Utility bill , rental/mortgage agreement, or other proof of residency.
- Copy of IEP, if applicable
- Copy of any legal custody documents, if applicable
- Copy of any previous school expulsion paperwork, if applicable

The Site Coordinator reviews the packet for completeness. The Site Coordinator will contact the family if the registration packet is not complete and assist them in completing the packet. It is important for you to contact the Site Coordinator for updates.

If the registration packet is complete, a credit evaluation is conducted of the student's transcript. If the school has not received a copy of a recent transcript, the registration packet will not be processed. It is the parent's or guardian's responsibility to obtain a copy of the transcript, as local schools are not always able to send them to our personnel. The credit evaluation process may take 48-72 school hours to complete.

**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 registration packet has been deemed complete until the time that a student can begin taking classes may be as long as seven school days, depending on transcripts and former school counselor availability, as well as family responsiveness and timing of the required orientation. **Please do not disenroll from your prior school until you hear from Pivot that your registration packet is complete.**

Pivot Charter School reserves the right to deny enrollment to students who have been expelled from other schools or who 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. Students with a previous expulsion who are approved for enrollment, will be required to work virtually for the first 30 days with ongoing support from their EC through video conferencing and online communication. This is to ensure that the student is capable of engaging in independent study and that the behaviors that resulted in the prior expulsion are no longer an issue for the student. After this time, the student's EC and the Program Director will review the students progress and make a determination on whether the student may attend Pivot's supplemental resource center programs.

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. This includes completing all instructional activities, taking notes, etc.
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 immediately when needed! This includes any time a failing grade is earned on an assignment.
7. Participate fully in intervention support methods when assigned to intervention.
8. Respond to all texts, emails, and phone calls from 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, as well as the graders.
11. Ask EC for help when confused, lost or frustrated.
12. Communicate, communicate, communicate with your EC and school staff.
13. Meet face-to-face with your EC in the first week of enrollment.

Educational Coordinators will:

1. Communicate with students at least weekly, often daily, via email, text, and phone.
2. Contact parents or guardians at their workplace and/or homes when students are not responding and not engaging in their schoolwork.
3. Review student progress daily.
4. Formulate strategies to ensure students' success.
5. Oversee student success and progress and determine interventions as needed.
6. Provide some one-on-one tutoring and guidance as needed via webinar or onsite at the resource centers.
7. Request conferences with parents and students via webinar to discuss student progress.
8. Determine that Independent Study is not appropriate placement if student is not responding to interventions and not completing work.

Parents/Guardians will:

1. Meet with the Educational Coordinator face-to-face, at the resource center, at least once a semester and within the first week of enrollment (at orientation meeting).
2. Keep their email address current with the school and check emails frequently, as this is the school's primary form of communication with families.
3. Respond to all calls, texts and emails from Educational Coordinators regarding student progress within 24 business hours.
4. Assist in establishing daily schedule for student engagement/schoolwork.
5. Oversee students daily and check for progress in course completion.

6. Attend all conferences requested by school.
7. 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. We look forward to answering any questions you may have, and to work with you on your enrollment with Pivot Charter School!

Please call 707-843-4676 to schedule a tour or meeting with the Admissions Coordinator.

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