

Book: Policy Manual
Section: Programs
Title: Enrollment and Discrimination Policy
Adopted: March 11, 2024

Revised:

PURPOSE: The Board of Trustees (Board) of Pennsylvania Distance Learning Charter School (PDLCS) recognizes that its enrollment policy must reflect current requirements of the Pennsylvania Public School Code and 22 Pa. Code, Chapter 11, the Pennsylvania Charter School Law at 24 P.S. §17-1723-A, Pennsylvania Public School Code, and Pennsylvania Department of Education’s (“PDE”) Basic Education Circulars on Enrollment of Students and Charter School Law. Therefore, PDLCS, as a public charter school, complies with these enrollment procedures to ensure that both resident and eligible non-residents are promptly enrolled through the policy provisions set forth below.

SCOPE: The Policy applies to the Board of Trustees, school administration, and all school staff.

POLICY AUTHORITY: Policy draft is reviewed by the CCO and CEO of PDLCS; then (1) sent to the Board of Trustees, and (2) presented at the next formal, public Board Meeting for review, public comments and approval.

DEFINITIONS:

DETAILED POLICY STATEMENT:

Every child of school age who is a resident of a Pennsylvania school district is entitled to a public school education. Under 24 PS 13-1302, resident students include those residing with their parent(s) or legal guardians and eligible non-resident students include those living with a Pennsylvania school district resident who is supporting the child gratis and nonresident children living in facilities or institutions and non-resident students living in a foster home. Once the required enrollment documentation described below is provided, PDLCS must enroll children and permit them to attend school. A child should be permitted to attend school on the next school day after the day on which the child is presented for enrollment, and in all cases within five (5) business days of PDCLS’s receipt of the required documents, if a space exists pursuant to the school’s Admission/Lottery Policy.

PDLCS accepts and will not discriminate against students of any race, creed, gender, gender expression, sexual orientation, disability, immigration status, pregnancy, marital or parental status, or ethnic origin in the administration of its educational programs and activities.

PDLCS shall not enroll, without Administrator approval, a student during a period of suspension or expulsion until the suspension or expulsion period has passed and the student has met all the conditions imposed during the suspension or expulsion.

When PDLCS receives a student who transfers from a public or private school after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, PDLCS may assign that student to an alternative assignment or may provide alternative education services.

Documentation

- A. **Required Documents-** Except when a child is homeless, whenever a child of school age is presented for enrollment by a parent(s), a Pennsylvania school district resident, or any other person having charge or care of the child, PDLCS shall require that the following information be documented before enrolling the child and allowing the child to attend school:
1. Proof of the child's age
 2. Immunizations required by law
 3. Proof of residency
 4. Parent Registration Statement
 5. Home Language Survey
- B. **Documents Which May Be Requested-** Documents which may be requested, but not as a condition of enrollment, include the following:
1. Private Physician Medical Form
 2. Private Dental Form
 3. Proof of Custody, if applicable
 4. Copy of most recent K-8 Report Card or High School Transcript. PDLCS will award equivalent credits at PDLCS as was awarded at previous school entity.
 5. Enrollment Notification Form
 6. Signed Parent/Student Handbook Form
 7. Signed Authorization for Release of Information Form, if applicable
 8. Signed Computer/Internet Acceptable Use Policy
 9. Income Verification Form (Free & Reduced Lunch Form)
 10. Individualized Education Plan (IEP) or 504 Plan
- C. **Prohibited Documents-** For both enrollment and also for residency determinations, the Charter School will not request or require any of the following:
1. A social security number;
 2. The reason for a child's placement if not living with natural parents;
 3. A child's or parent's visa;
 4. Except in the limited circumstances, a court order or records relating to a dependency proceeding;
 5. Documentation as to the immigration status of a student.
- D. **Laws and Student Classifications for Education Entitlement-** The Charter School shall also comply with all applicable law regarding the following Student Classifications for Education Entitlement:
1. Resident Students and Court Orders or Custody Agreements
 2. Students Living with a Resident Adult other than a Parent
 3. Foster Children
 4. Nonresident Children Living in Facilities or Institutions
 5. Emancipated Minors
 6. Homeless Students - see specific Homeless Students Policy for further information for enrollment, programming, etc.

7. Pre-Adoptive and Adoptive Students
8. School-Age Children of Military Personnel

PDLCS also complies with applicable law regarding the following issues related to enrollment:

1. Address Confidentiality Program (ACP)
2. School Age
3. Children and Families with Limited English Proficiency
4. Twins and Multiple Siblings
5. Military Advanced Child Enrollment

To the extent that any state or local laws should affect the enrollment of students in PDLCS, the Board authorizes the implementation of procedures consistent with legal authority and conducive to the expeditious enrollment of all eligible students.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER, APPLICABLE STATE AND/OR FEDERAL LAWS, THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL.