Introduction

The goal of the admissions policy of Santa Clarita Valley International Charter School (hereinafter "SCVi") is to attract, enroll and retain at SCVi the broadest spectrum of students and families representative of the rich diversity existing in the County. SCVi will be nonsectarian in its programs, admissions policies, employment practices and all other operations. SCVi will not charge tuition and it will not discriminate in admissions or outreach against any pupil on the basis of ethnicity, national origin, gender, disability or any other legally protected category.

Admission and Requirements for Admission

The School is open to any student in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend SCVi exceeds the school's capacity, attendance (except for existing pupils of the charter school) shall be determined by a public random drawing, the process for which is described below.

Admission Eligibility and Requirements

In order to be eligible for enrollment in SCVi, students must meet the following eligibility requirements:

1. All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code or sign a waiver.

2. Transitional kindergarten is a great way to join our SCVi community! A transitional kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. A child enrolling in transitional kindergarten must have his or her fifth birthday between September 2 and December 2.
2. All Kindergarten students must be age 5 on or before September 1 of the school year in which he/she seeks enrollment. If a student turns five years of age after September 1 during the school year, that student may be eligible for admission on a case by case basis in the discretion of the Director, in accordance with the Board's age-admission policy and in accordance with law.

3. All students must be at least age 6 (by September 1 of the school year in which he/she seeks enrollment in first grade, with some exceptions in accordance with the Board's age-admission policy and in accordance with law), and not exceeding age 19, unless the student was continuously enrolled in public school prior to age 19, unless the student is being served under the term of an Individualized Education Program, and/or the school or program qualifies for an exemption from the general prohibition on serving students over age 19 and in accordance with the California Education Code.

4. No student may concurrently attend a private school that charges the student’s family for tuition.

5. All students shall be documented as residents of the State of California.

6. If enrolled in an independent study program, a student shall be documented as a resident of the county in which the charter school reports its apportionment claims or an adjacent county.

7. In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from SCVI if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

   Complete applications for admission must be timely submitted to the SCVI no later than the deadline published for that school year.

   1. The application for admission shall include, but is not limited to, the following:

      a. Authorization for the School to request and receive student records from all schools the student has previously attended or is currently attending;
      b. Proof of full immunization or exception from the requirement;
      c. Proof of health examinations required by the Health and Safety Code;
      d. Proof of age with the application for admission;
      e. Proof of residency;
      f. Indicating whether the student may require special education or related services, the student’s home language and whether the student may be an English language learner.

   8. Parents/guardians/caregivers shall attend a pre-admission Information Orientation or its equivalent.
9. Parents/guardians/caregivers shall attend a School Tour.

10. The Parent Involvement Agreement shall be signed and returned to the School with the application for admission. The body of educational research shows a compelling correlation between parent participation in a school and their child’s academic success. Therefore, in order to be admitted into SCVI, the student’s family will sign a parent involvement agreement that requires the parents to donate 8 hours per month of service to the school. A fair policy will be developed that states the many ways families or their representatives can satisfy this requirement. No student will be released from SCVI’s program if his/her parents or representatives fail to satisfy the required hours of the parent involvement agreement.

The School shall follow any required procedures for the transfer of a program between SELPAs. Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Each application will include a description of SCVI’s dispute resolution process. Any student that has been denied admission for failure to meet SCVI’s Admission Requirements and Process may avail him/herself to this process for reconsideration.

Preferences

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

1. Pupils currently attending the School;
2. Siblings of students currently enrolled in the School;
3. Students residing within the boundaries of the William S. Hart District. If enrollment was based on the preferential treatment received due to the in-district residence, the student must continue to reside in the district in order to remain enrolled;
4. Children of the School’s founding families (not to exceed 10% of the school’s total population);
5. Children of staff and governing board members (not to exceed 10% of the total student population).

Enrollment Process and Guidelines

The enrollment process will begin immediately upon obtaining Charter Status. There will be an open enrollment period each year, which will be advertised within the school community so that all interested students may have an equal opportunity to apply for admission. The deadline for accepting applications will be clearly stated.

The process for enrollment proceeds as follows, (not necessarily in the exact order provided):

1. The School will determine class size/configuration for the school year;
2. The School will solicit from current students their intention to return the following year;
3. The school will solicit from parents/guardians of current students their intention to apply for admission for siblings of current students;
4. The school will solicit from founders, staff members, and board members their intention to apply for admission for their children;
5. The School will design program informational materials;
6. The School will plan one or more Information Open House Meetings (attendance at which is mandatory for admission);
7. The School will issue press releases and utilize other communication strategies;
8. The School will actively recruit students throughout the community;
9. The School will mail information packets to families on wait/interest lists, and will email/post invitations to the Orientation;
10. The School will host Information Orientation(s) and record attendance;
11. The School will schedule School Tours beginning the second year of the program (attendance at which is mandatory for admission);
12. The School will establish and hold an open enrollment period so that all interested students may have an equal opportunity to apply for admission;
13. The School will determine the number of returning students at each level;
14. The School will determine the number of new students at each level;
15. Priority placement will be given to eligible students who timely completed their application for admission as identified in the previous section;
16. After the students in the preferred categories are placed, the remaining students will be placed pursuant to a random public drawing;
17. The School will hold a random public lottery, if necessary;
18. The School will notify the families of the applicants who are accepted or wait listed;
19. Non-accepted families will be placed on the waitlist in the order in which the students are drawn from the random public lottery.

Each year a new wait list is established. Once on the wait list, a student would remain in that position until he/she is offered a spot in the school or expresses no further interest. During enrollment, volunteers and paid employees return calls and answer questions from prospective families. If families from the wait list are offered a position, they must accept that position within two business days or if they decline or fail to respond within two business days they may be removed from the waitlist or placed at the bottom of the waitlist of their desire.

All Enrolled Students:

1. All students will receive an Enrollment Packet. The Enrollment Packet must be returned to the school by the specified date or the child(ren)'s enrollment will be forfeited for the upcoming school year.
2. Unless the office has been notified in advance, students who are not in attendance by noon on the first day of school will forfeit their enrollment and the next student on the appropriate Waiting List will be notified.

Adopted:

Amended: