



**SCVi**  
**Admissions and Enrollment Policy**  
Board Approved: June 21, 2022

**I. Introduction**

The goal of the admissions policy of Santa Clarita Valley International (hereinafter “School”) is to attract, admit and retain at the School the broadest spectrum of learners and families representative of the rich diversity existing in the William S. Hart School District and surrounding areas. The School will be nonsectarian in its programs, admissions policies, employment practices and all other operations. The School will not charge tuition and the School 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.

**II. Admission and Requirements for Admission**

The School is open to any learner in the State of California who meets the admissions requirements described herein. If the number of pupils who wish to attend the School 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.

**A. Admission Eligibility and Requirements**

In order to be eligible for admission in the School, learners must meet the following eligibility requirements:

- All learners must have been fully immunized to attend school on campus and present the appropriate health examination record in accordance with the California Health and Safety Code. If a learner does not attend school on campus and is part of an independent study program then the learner does not need to be fully immunized but must submit what immunizations have been completed upon admission.
- All kindergarten learners must be age 5 on or before September 1 of the school year in which he/she seeks admission.
- For those children who do not meet the minimum age for admission into kindergarten, the School offers a voluntary transitional kindergarten (“TK”)

program for eligible children. The School's TK program is the first of a two-year kindergarten program and learners shall not attend more than two years of a combination of TK and kindergarten. The School's TK program will admit children whose birthday falls within the following:

- o In the 2022-23 school year, a child who will have their fifth birthday between September 2 and February 2;
  - o In the 2023-24 school year, a child who will have had their fifth birthday between September 2 and April 2;
  - o In the 2024-25 school year, a child who will have had their fifth birthday between September 2 and June 2;
  - o In the 2025-26 school year, and each year thereafter, a child who will have had their fourth birthday by September 1.
- Learners may be granted admission outside of the allotted TK window if space in the program allows. Provided the governing board or director of the School determines that the admittance is in the best interests of the child and that the parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance. The curriculum offered in the TK program shall be age and developmentally appropriate. TK learners may be placed in the same classroom as other kindergarten learners, provided that the instruction given is that designed for TK learners.
  - No learner admitted early shall generate average daily attendance until the learner has attained their fifth birthday or whose birthday falls within the TK window for that school year, regardless of when the learner was admitted during the school year.
  - All learners must be at least age 6 by September 1 of the school year in which they seek admission in first grade, and not exceeding age 19, unless the learner has been continuously enrolled in public school and make satisfactory progress towards award of a high school diploma., the learner 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 learners over age 19 and in accordance with the California Education Code §§ 48010, 48011, 48210 and 47612.
  - No learner may concurrently attend a private school that charges the learner's family for tuition or concurrently attend another public school.
    - o All learners shall be documented as residents of the State of California.

- If admitted in an independent study program, a learner shall be documented as a resident of the county in which the charter school reports its apportionment claims or an immediately adjacent county.
- A learner that has been previously expelled may be admitted to the school at the discretion of the governing board and School Director on a case-by-case basis. The decision to readmit a learner or to admit a previously expelled learner from another school district, private school, or charter school shall be in the sole discretion of the School Director following a meeting with the learner and guardian or representative to determine whether the learner has successfully completed the rehabilitation plan, if any, and to determine whether the learner poses a threat to others or will be disruptive to the school environment. The learner's readmission is also contingent upon the School's capacity at the time the learner seeks readmission.

## **B. Enrollment Process**

In order to ensure that all learners will be placed appropriately and benefit fully from the education program, the following enrollment procedures will be enforced. Failure to comply with any of these procedures will result in denial of enrollment. An enrolled learner will be removed from the School if failure to comply with these procedures is discovered after enrollment has been granted. All eligible learners must meet the following requirements:

- Complete registrations for admission must be timely submitted to the School no later than the deadline published for that school year.
  - The registration for admission shall include, but is not limited to, the following:
    - Authorization for the School to request and receive learner records from all schools the learner has previously attended or is currently attending;
    - A statement regarding the learner's immunization or exception from the requirement;
    - A statement regarding the learner's examinations required by the Health and Safety Code;
    - Identification of the learner's age;
    - Identification of the learner's residency;
- Parents/guardians/caregivers should, but are not required to, attend a pre-enrollment Information Open House Meeting or its equivalent.
- Parents/guardians/caregivers are strongly encouraged to attend a School Tour.
- Parents/guardians/caregivers and learners shall sign and return to the School an acknowledgement of receipt and review of the Learner Guidebook with the registration for admission.

- The School shall follow any required procedures for the transfer of a program between SELPAs for learners with an Individualized Education Program (IEP).
- Additionally, each registration will be reviewed by staff to ensure it is complete before the learner will be considered for enrollment. Each registration will include a description of the School's dispute resolution process. Any learner that has been denied enrollment for failure to meet the School's Admission Requirements and Process may avail themselves to this process for reconsideration.

The School's personnel shall not inquire specifically about a learner's citizenship or immigration status or the citizenship or immigration status of a learner's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a learner's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, School personnel shall solicit that documentation or information separately from the school enrollment process.

Pursuant to this policy and where permitted by law, the Director of the School shall enumerate alternative means to establish residency, age or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

If the School solicits the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the School shall explain the limited purpose for which the information is collected. It is the School's policy that a failure to provide this information will not bar the learner from enrolling in or attending the School, and such policy will be explained at the time the School asks for this information.

If the School has more enrollment interest forms for enrollment than available space, enrollment shall occur following the random public drawing as described below.

### **III. Preferences**

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

- Pupils currently attending the School;
- Siblings of learners currently admitted in the School;
- Children of the School's employees and Board members not to exceed 10% of enrollment;

- Learners residing within the boundaries of the William S. Hart School District.

#### **IV. 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 learners may have an equal opportunity to apply for admission. The deadline for accepting enrollment interest forms will be clearly stated. When a parent, guardian or learner inquires about enrollment and before conducting an enrollment lottery, the School will provide a copy of the California Department of Education's notice including the notice requirements in California Education Code section 47605(d)(4).

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

- The School will determine class size/configuration for the school year;
- The School will solicit from current learners their intention to return the following year;
- The School will solicit from parents/guardians of current learners their intention to apply for admission for siblings of current learners;
- The School will solicit from founders and staff members their intention to apply for admission for their children;
- The School will design program informational materials;
- The School will plan one or more Information Open House Meetings/Tours (attendance at which is strongly encouraged for admission);
- The School will issue press releases and/or utilize other communication strategies
  - The School will actively recruit learners throughout the community;
  - The School will host Information Open House Meeting(s)
  - The School will schedule School Tours beginning the second year of the program (attendance at which is strongly encouraged for admission);
  - The School will establish and hold an open enrollment period so that all interested learner may have an equal opportunity to apply for admission;
  - The School will determine the number of returning learners at each level;
  - The School will determine the number of new learners at each level;

- After the returning learners are placed, the School will hold a random public drawing, if necessary applying its identified preferences;
- The School will notify the families of the applicants who are accepted and rejected;
- Non-accepted families will be placed on the waitlist in the order in which the learners are drawn from the random public drawing. Children who complete the enrollment interest form process after the published deadline will be added to the waitlist.

A waitlist is maintained for each school year. Once on the waitlist, a learner would remain in that position until they are 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 waitlist are offered a position, they must accept that position within five business days or if they decline or fail to respond within three business days they may be removed from the waitlist or placed at the bottom of the waitlist if they desire.

#### **V. Final Admission**

Once the learner has been enrolled, parents, guardians, education rights holders or learners will be required to provide proof of immunization status, date of birth, residency, examinations required by the Health and Safety Code, transcripts, copies of any IEPs and other learner records in order to complete the admissions process as described below.

In accordance with law, learners who qualify as homeless learners or foster learners may be admitted even if some of the above-referenced documents are not timely submitted.

No learner will be unconditionally admitted to attend school on campus unless the learner has been fully immunized as required by law or has a valid medical exemption on file.

No non-California residents will be admitted to the School. **For learners participating in Independent Study**, no learner who resides outside of the granting agency county or a county directly adjacent thereto will be admitted to the School, unless a legal exception applies.

No learner who does not meet the minimum age for admission in accordance with California law will be admitted to the School.

Proof of full immunization or exemption from the requirement;

Proof of health examinations required by the Health and Safety Code;

Proof of age with the registration for admission through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian or a passport;

Proof of residency through documents such as the following: parent or guardian's drivers' license, ID card or DMV printout, a copy of a lease, utility bill or similar showing the address of the residence, etc., California tax returns giving California as the home address (within acceptable dates); car registration and/or car insurance; California health insurance or Medi-Cal ID;

If any information provided to by the parents/guardians could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any learners or families or bar children from enrolling in or attending the School. If parents or guardians choose not to provide information that could indicate their children's immigration status, citizenship status, or national origin information, the School shall not use such actions as a basis to discriminate against any learners or families or bar children from enrolling or attending school;