



**Revised April 8, 2021**

### **SVCCS Admissions Policy**

Applicants will be accepted without regard to race, sex, color, religion, sexual orientation, national origin or disability. Applying implies acceptance of the Stone Valley Community Charter School mission. Priority will be given to residents of the chartering district (Huntingdon). If both of these qualifications are met in the student's application, the student will be considered a qualified applicant for enrollment. A need for Special Education services will not be used as enrollment criteria; however, once a student has enrolled in SVCCS all requirements of the student's IEP will be met.

**Students applying for kindergarten must be five years of age by September 1.**

Recruitment will begin in March for enrollment for the following Fall. The open enrollment period will be advertised through various media that may include but is not limited to websites, newspapers, magazines, radio, and mailings.

***Applications for new students will be available on April 1 and will be accepted until April 30. Interested families can visit the school during an open house or tours can be arranged.***

All students currently enrolled in Stone Valley Community Charter School, whether in-district or out-of-district, are exempt from the lottery process but must fill out a re-enrollment application by April 1. Students who do not complete the re-enrollment form will forfeit their enrollment. Children of the founding coalition, current teacher's children, and siblings of current students who qualify for enrollment are exempt from the lottery and priority is given in the order listed. These exempt students must fill out an application due by April 30. If there are more eligible siblings than openings for a given grade level, these students will enter a separate lottery, held before the primary lottery, to assign the available positions. The siblings who do not gain entry will be placed at the top of the waiting list in the order produced by the sibling lottery.

By April 10, the SVCCS returning student's applications will be reviewed and class placement determined by the Admissions Committee and staff. The committee will then determine how many openings are available for each class realizing that the best class size is 15 students in six (6) classrooms. However, this may change slightly as needed based on the number of returning students and those students' optimum class placement. In addition, if enrollment is lower than a minimal number required for adequate income, grades may have to be combined. This will be carried out with the approval of the Board of Trustees.

All completed, new student applications received by April 30 will be processed through a lottery system. The Admissions Committee will hold the lottery by May 1\*\*. Applications received from families within the Huntingdon Area School District will be in a lottery separate from those outside of the district. If there are class openings that cannot be filled with the applications received from in-district families, then those openings will be filled with out-of-district applications in order of their lottery number. If a student and his/her family move out of the district after being accepted for enrollment, the enrollment status for that student does not change.

### Lottery Process

As in-district applications are received, each will be given a number. These numbers are then their identification during the lottery process. The actual lottery process will be conducted by the Secretary of the Board of Trustees, the CEO and the Chairman of the Admissions Committee. As each number is drawn, it is placed in order by grade on the Lottery Chart. Out-of-district applications are similarly drawn with separate identifiers and are then placed by grade on the chart behind the in-district applicants.

The Admissions Committee compares the already determined class openings with the Lottery Chart results and identifies those applicants who will be offered a space in SVCCS. These applicants will be contacted by phone and mail by May 8 to inform them that the applicant is eligible for enrollment. SVCCS must receive a signed contract within ten (10) days. If the available class spaces are not filled after those ten (10) days, the next applicant on the Lottery Chart for that grade will be offered enrollment. The applicant will have ten (10) days to return their enrollment confirmation to SVCCS. This process continues as needed until all class spaces are full.

### Sibling Preference

Sibling preference is given to current students only. If the lottery results in one sibling (A) being offered a place in SVCCS and the other (B) on the waiting list, sibling (B) may be given preference during the school year for which Sibling (A) is in attendance. In order for a sibling (B) to be given preference, a signed contract for the new SVCCS student (A) must have been received.

### Waiting List

The waiting list is valid and used until the last school day of the year for which the applicant applied for admission. To be considered for enrollment for the following year, an applicant on the waitlist would have to re-apply.

Applicants who miss the deadline for the lottery may be placed at the bottom of the waiting list after all appropriate paperwork has been completed.

### Mid-Year Openings

Any openings that become available mid-year will be filled using the following guidelines:

1. The opening can be filled with a child of the founding coalition, a teacher's child, or a sibling (of a current student) in the same grade as the opening.

2. The opening can be filled with a student from the same grade waiting list.
3. If there are no students on the waiting list, the committee and staff may advertise the opening in appropriate media accepting applications during the time specified in the advertisement. A lottery will then be held as specified in the Lottery Process.

Any new student offered a position mid-year will have seven (7) days to submit a signed contract. If after seven (7) days a contract is not received, the next applicant would be contacted with the same procedure.

*\*\* Please note that if a date noted above falls on a weekend or holiday, the next business day will be used.*

The admission procedure was created to allow sufficient time for eligible students to consider the mission of the school and why it would be a good option for them. In accordance with the legislation governing charter schools, the time table fills all available enrollment openings with Huntingdon Area School District students before students from other districts would be considered. The lottery system assures a fair and random selection of students from the pool of qualified applicants. All applicants will be considered for qualification on their acceptance of the contract for upholding the Stone Valley Community Charter School mission. Stone Valley Community Charter School will not discriminate against any applicant for admission in any way that would be illegal if used by a school district, including race, religion, intellectual or athletic ability, status as a person with a disability, or proficiency in the English language.