

First Adopted: 08/02/2005

Last Revised: 01/07/2013

513 ADMISSIONS

I. PURPOSE

The purpose of this policy is to assure that the admissions process allows an equitable and fair opportunity for access to the school by all eligible students.

II. PROCEDURES

- A. School administration will make a good faith effort to inform the general public about the schools programs and communicate information about the admissions process.
- B. The school will not base admissions decisions on prior academic achievement or proficiency in any of the arts disciplines offered through the school program.
- C. The Board will establish the enrollment capacity at each grade level and for each program and communicate that information to interested students and their families.
- D. Each year, the board will set a date for admitting students to the school.
- E. If enrollment applications at the admissions date exceed the established capacity, the following procedures will be followed.
 - 1. Siblings of current students will be admitted.
 - 2. A lottery will be held for the remaining openings.
 - 3. If a student is selected through the lottery process, any siblings of that student will be accepted at the same time.
 - 4. Students not selected through the lottery process will be placed in a waiting pool. If openings occur, the lottery process will be followed.
- F. If enrollment applications are less than or equal to the established capacity after the admissions date has passed, all applicants will be accepted into the school. Enrollment after this date will be on a "first-come, first-served" basis until capacity is reached. Once capacity is reached, new enrollees will be placed in a waiting pool. If openings occur, the lottery process will be followed.
- G. School administration will inform students and their parents of their admissions status in a timely manner.

H. Students will be admitted, based on the above admissions procedures, into the grade indicated on their application. Once SPCPA receives official transcripts, the transcripts will be reviewed for appropriate grade and academic placement.

Students that enroll in grade nine will be placed in academic courses based on their final transcripts from grade eight in conjunction with SPCPA's required academic placement testing.

Students must have earned the credits specified below prior to the start of a school year to be eligible to enroll in grade ten:

- 1.0 credit of Language Arts
- 1.0 credit of Mathematics
- 1.0 credit of Science
- 1.0 credit of Social Studies

Students must have earned the credits specified below prior to the start of a school year to be eligible to enroll in grade eleven:

- 2.0 credits of Language Arts
- 2.0 credits of Mathematics
- 2.0 credits of Science
- 2.0 credits of Social Studies

Students must have earned the credits specified below prior to the start of a school year to be eligible to enroll in grade twelve academic courses:

- 3.0 credits of Language Arts
- 3.0 credits of Mathematics
- 3.0 credits of Science
- 3.0 credits of Social Studies

Incoming students in grades ten, eleven, and twelve must have earned the required credits specified above prior to the start of a school year before they will be admitted into the grade level indicated on their application. Any student who has not completed the required credits for the grade level indicated on their application prior to the start of the school year will be returned to the applicant pool for the grade level corresponding to their earned credits and subject to the school's admissions procedures indicated above.

III. APPEALS

Admissions decisions shall first be appealed to the Director of School and then may be appealed directly to the Board of Directors.