



No. 201

SECTION: PUPILS

TITLE: ADMISSION OF STUDENTS/ ENROLLMENT PROCESS

ADOPTED:

REVISED:

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201. ADMISSION OF STUDENTS: This is determined in accordance with Act 22 of 1997.

A. Describe the admission methods you will use to select students.

The school has a specific focus: performing arts. An audition process, in accordance with the charter school code will be utilized to identify both the level of training and future potential for all students. Audition panels will be made up of staff members in the area of Dance, Figure Skating, Instrumental Music, Visual Arts, Vocal Music, and Theatre. We are seeking to enroll an equal number of students at each grade level, in each of the performing arts areas.

Academic records will be reviewed, prior to audition, but will not be the basis for admission.

The audition committees will present all recommendations and reviews to the principal for final assessment.

The Superintendent and/ school Principal, will identify designees who will interview each student, with parents, to assess true interest in potential for the program during the audition process.

The audition process will not preclude any conditions of disability as a means of judgment.

- Parents of suspended and expelled students would need to file an application for admissions as all other parents of potential students would need to do. Suspended or expelled students whose behavior reflected concerns for their personal safety or for the safety of others will be reviewed individually and enrollment decisions will be made in full compliance with Pennsylvania law and with the State Board of Education regulation.

Explain how these policies further the mission of the school in a non-discriminatory fashion.

The charter school board and the audition teams are all aware of the mission of the school to reflect the cultural diversity of the Lehigh Valley. In addition, through preliminary parent meetings and recruitment we have reached out to significant people in the minority communities. We believe that these outreach steps, in conjunction with a broad advertising program through print and visual media will help us enroll a reflective racial composition in our school.

This open enrollment policy will ensure excellence in public education for all children whose families express an interest in our program. There will be no discrimination of any kind in the enrollment process. We believe that the school's curriculum and technology will appeal to students from a cross-section of the community's school-age population, including racial and academic factors. Cross-section is defined as the standard cross-section of school-age population currently enrolled in public schools.

In addition, the charter school curriculum and model are designed to appeal to students of all races, genders, needs, ability levels, and socio-economic status. It is expected, therefore, that the demographic characteristics of the student population will be consistent with that of the Lehigh Valley.

I. Information Call

Student or Parent calls LVPA for information regarding enrollment at LVPA. The call is directed to the Registrar.

The Registrar takes and inputs contact information into a database that tracks potential candidates. This database will also be used to schedule audition appointments and generate letters based on the outcome of the audition: acceptance, waitlist, or denial.

II. Audition Workshop

A mailing is sent out to announce upcoming audition workshops that are held historically in both November and February. All potential candidates who have called and left their contact information previously as well as a general mailing list maintained by the Director of Development receives a postcard indicating the dates for workshop as well as the dates for auditions and a contact number to schedule the audition.

At the audition workshop candidates are given an opportunity to have a tour of the school facilities and meet with Artistic Directors to hear about the different artistic majors and ask questions about audition protocol and requirements. They also are given the opportunity to meet with administration representatives and hear about the academic rigors of the program and learn more about the Academic Review process, also a part of the Audition.

III. Setting Up the Audition Appointment

Auditions are held historically for two Saturdays in March. Applicants contact the Registrar to be assigned an audition appointment – the length of which is based on the artistic area(s) of interest. Students are encouraged to audition in more than one area. Once an audition appointment

is made, a packet of information is sent to the applicant either via regular mail or email which includes:

1. Welcome letter from the Registrar confirming date and time(s) of audition,
2. Audition requirements for the artistic area of interest (e.g. musical selections, monologues, portfolio selections, etc.)
3. Academic Review guidelines indicating what documents need to bring along with the parent/guardian.
4. Charter School Enrollment Form that is to be filled out and brought with the candidate.
5. Record Release that is to be filled out
6. Transportation form to be filled out if the candidate lives in a school district that provides bus transportation.
7. School profile
8. Directions to our facilities

All of these documents are also available on our website as well.

IV. The Audition

Each applicant is greeted at the door, checked in, and asked to wait in our Commons. Runners from each artistic area call the candidates and they are shown to a holding area right before their artistic audition. Parents and Guardians are not allowed to sit in on these auditions.

The applicants' auditions for each artistic area are similar: each meet with the Artistic Director of their major along with other faculty members from that department and conduct their audition. In that process, the faculty may conduct an informal interview as well, if they deem it appropriate.

V. The Academic Review

After auditioning, the candidate and their parent/guardian are sent to a holding area for Academic Review. Their paperwork is checked by the Registrar for accuracy. This paperwork includes:

1. Birth Certificate
2. Immunizations Records
3. Proof of Residency (mortgage statement, lease agreement or utility bill)
4. Past 2 years Report Cards
5. Discipline Record for current year
6. Record Release
7. Transportation Form
8. Any special accommodation paperwork: IEP, ER, NOREP or 504 (if applicable)
9. Enrollment form

Each applicant and their parent/guardian then meets with a faculty member trained especially to conduct an academic review. A preliminary academic schedule is drawn up based upon the student's grade and their past report cards. If the student has an Individualized Education Plan (IEP) that student specifically meets with the Director of Special Education for their Academic Review.

VI. Deferrals

Applicant decisions are deferred for several reasons:

1. Deferred /Missing Info –missing birth certificate, immunization records, utility bill, transportation form, and/or record release or missing information on the enrollment form: An Academic Review could be conducted, but a decision for admittance is not rendered until the missing documents are sent to the Registrar.
2. Deferred/No Academic Review – past two years’ report cards are missing, or a signed, current IEP, ER or NORAP (if applicable) prevents an academic review from being conducted. Once the applicant acquires the missing documents, an appointment can be made with the Director of Guidance to conduct an Academic Review.

VII. The Selection Process

After auditions are completed, each Artistic Director meets with the Director of Guidance and the Registrar to go over their selections for their departments. Their selections are based on a rubric that the Artistic Director has created for evaluating potential students. After this meeting, letters are generated for Accepted students, students who are Waitlisted, and students who are Denied based on their artistic audition. These letters are sent out all at the same time, historically by April 15.

A waiting list is created for each artistic area, based on the rubric scores. They are identified in numerical order (grade 9 – 1, grade 9 – 2, etc.) Waitlist candidates are notified by mail of their status and given the opportunity to accept staying on the waitlist or not. Our waitlist is null and void after October 1.

Students who receive a letter of invitation to join LVPA are asked to send back an acceptance or denial, with their signature as well as their parent or guardian’s signature.

VIII. Pulling Candidates from the Wait List

Potential students will send in their “accept” signature to the Registrar. In the event the candidate declines the offer, the Registrar pulls the first applicant on the waitlist for the appropriate grade and generates a letter to the applicant of acceptance from the waitlist. If the school year begins and new students choose at that time not to attend LVPA, waitlist candidates will be contacted up until October 1, as previously stated.

IX. Academic Placement Testing

Each accepted and waitlisted student is required to attend Placement Testing, (administered on a Saturday in April) based on the following schedule:

All incoming Freshman	English 9/Western Civilization CP or Honors Algebra 1 CP or Honors Geometry CP or Honors Spanish 2 or 3, CP or Honors French 2 CP or Honors
Incoming Upperclassmen as Applicable:	AP English Language (Gr 11)

AP English (Gr 12)
AP American History
AP Spanish Language

All Vocal and Instrumental Music Majors: Theory Placement

These tests are graded by the appropriate faculty member and the results are used to schedule the student for the upcoming school year in the appropriate section.

Policies and Procedures for the Enrollment and Admission of Students: The Lehigh Valley Charter High School for the Performing Arts have carefully observed procedures for the enrollment of students in accordance with state law, our charter, and procedures established within our respective departments under the direction of the Principal and Superintendent. We have moved through four formal enrollment procedures since our inception. We have refined and improved this process at all levels.

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