



K-8 Enrollment Requirements

- **Our school is a full-time, general education, independent study program; not a supplemental program or a part-time program.**
- **Student may only be enrolled in CAVA and not concurrently enrolled in another school.**
- **You, the parent/caregiver are responsible for insuring that the child is attending for 4-6 hours per day in the instructional program.**

Enrollment Requirements:

- Student must reside within a county CAVA serves and provide proof of residency.
- All required documentation must be received by our Simi Valley office (i.e. proof of age and residence).
- All information on the application must be true and correct. If misrepresentations are made or incorrect information is provided, the application will be deemed as not meeting the requirements of the school and may result in the revocation or halting of enrollment.
- Enrollment in CAVA is contingent on Student, Parent and Teacher signing an Independent Study Master Agreement Form (ISMA) prior to the commencement of instruction and services; failure to sign an ISMA within 5 days of enrollment approval will result in the immediate indication of non enrollment in CAVA and the student's account will be deactivated.

Placement Process:

- Students enrolling will be placed in curriculum at grade level.
- The school has the authority to determine a review of previous academic records.

Attendance:

- Attendance logged daily in the Online School by parent.
- Students are expected to attend school Monday through Friday.
- Students attend 4 to 6 hours per day and may have homework.
- All students participate in Physical Education (i.e. 20 minutes per day or 200 min every 10 days).
- Notify CAVA Teacher of any extended family travel except during normal school vacations and holidays (failure to do so may result in the withdrawal of your student from the school).

Progress:

- Progress logged daily in Online School.
- Student will make continuous progress in the curriculum.
- Student will use the K¹² curriculum exclusively.

Responsibilities to Student:

- Student is supervised by a responsible adult during regular school hours.
- Parent or Guardian and teacher are responsible to ensure the child is participating appropriately in the instructional program.
- Parent or guardian (or other responsible adult) is required to be able to read and understand the curriculum and instructional materials provided by CAVA.
- Ask for assistance from CAVA Teacher when issues arise.

Responsibilities to CAVA:

- At time of enrollment, parent must have a working phone number, email account, and internet access. Email and phone messages are checked daily. Above accounts (or equivalent) must be maintained throughout the student's enrollment in CAVA.
- Inform CAVA Teacher within 48 hours of any changes to contact information (i.e. address, phone number, email address).
- Respond to all calls and emails from CAVA Teacher within 48 hours via phone or email.
- Treat teachers and CAVA staff with respect and professionalism.
- Do not use rude language (including profanity, yelling or badgering) on phone, email, or in person.

Meeting Requirements:

- Attend regularly scheduled face to face (in person) meetings with CAVA Teacher.
- Attend regularly scheduled phone conferences with CAVA Teacher.
- Attend state-mandated Testing (i.e. STAR exam, 4th & 7th Grade Writing Exam).

“Failure to meet the requirements listed above may indicate that an independent study program is not the appropriate placement for your student and may result in your student's withdrawal from CAVA.”