



50 Moreland Road  
Simi Valley, CA 93065

Phone: 805.581.0202

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[www.caliva.org](http://www.caliva.org)

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## ENROLLMENT REQUIREMENTS

California Virtual Academy is a full-time independent study program (school) offered to students in grades TK-12 who reside in one of the counties CAVA serves. We use the Stride curriculum to provide a high-quality program to our students. Enrollment applications are received online and are not complete until a Master Agreement is signed by the parent, teacher, and student. All families are provided the opportunity during the enrollment process to elect to speak with a school employee to understand the CAVA schools' program, virtual learning environment, and student-teacher interaction before the student's school start date. Families can choose for the meeting to be via telephone or web-based conference. To request to speak with an employee regarding the virtual learning experience or for a complete listing of upcoming parent information sessions in your area, please visit our website at <https://cava.k12.com>, call our school office at (805) 581-0202, or send an email to [info@caliva.org](mailto:info@caliva.org).

Parents wishing to enroll their children in CAVA must:

- Complete the application and provide the required documents to the office within 30 days.
- 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.
- Ensure the student is only enrolled in CAVA and not concurrently enrolled in another school, public or private (unless prior permission is given for a junior college).
- Provide a learning coach who agrees to continuously supervise and engage in the academic support of the student during regular school hours.
- Have a working phone number, email account, and internet access at all times while enrolled.
- Ensure that the student is in good standing with the previous school district.



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- Understand and agree that students will be enrolled in their age-appropriate grade level unless the previous school has officially approved retention or double promotion.
- Understand and agree that the student's educational program will be at the direction of the assigned CAVA teacher(s), and lessons provided by the teacher(s) must be completed in the manner and within the timeframes assigned.

To maintain enrollment in CAVA parents agree to:

- Be responsible for ensuring that the child is attending school (actively engaged and completing CAVA assigned lessons) for 4-6 hours per day (varies by grade level) including attending required live instructional sessions and in-person assessments, as assigned, and abides by all enrollment requirements.
- Inform CAVA of any changes in contact information within 48 hours (email, phone, and physical address)
- Attend all scheduled meetings (phone, in-person, and online) with CAVA teachers or staff; meeting requirements vary in manner, frequency, and duration based on the grade and needs of the student.
- Students are required to participate in face-to-face conferences with teachers and school staff, via in-person meetings or two-way video conferencing, which requires the use of a webcam.
- Be available during regular school hours and CAVA working hours to meet with teachers and staff.
- Maintain a learning log, when work is completed offline, to be provided to the teacher upon request, adhering to the attendance policy in the Parent/Student Handbook.
- Abide by the official school calendar.
- Ensure the student will reside in California and request and receive approval for a travel plan from the CAVA teacher two (2) weeks before any extended family travel out of the state (more than one week/5 school days).
- Submit completed assignments and work samples to the teacher by given due dates.



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- Ensure the child is participating appropriately in the instructional program which may include:
  - Completing and submitting all assigned work.
  - Participating in live Class Connect sessions.
  - Attending and completing all assigned assessments (in-person and virtual).
- High School students must maintain a course load of at least 30 credits each semester. All high school students must be enrolled in a minimum of 6 courses in addition to online learning, with the exception of high school seniors who meet criteria to reduce course load by 10 credits.
- Work in partnership with the assigned teacher(s) to identify and support the student when academic issues arise.
- Make the student available for federal and state testing as needed.
- Respond to all calls and emails from the teacher or staff within 48 hours via phone or email and complete all forms as requested.
- Treat teachers and staff with respect. This includes but is not limited to:
  - Refrain from using rude language (including profanity, yelling, or badgering).
  - Refrain from threatening teachers and staff.

*“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. If a student is withdrawn for failing to meet the enrollment requirements, the student will not be able to re-enroll in the California Virtual Academy for the remainder of the current academic year and one academic year following.”*

**\*\*Parents and guardians retain all rights under CA education code 60615:**

“Notwithstanding any other provision of law, a parent’s or guardian’s written request to school officials to excuse his or her child from any or all parts of the assessments administered pursuant to this chapter shall be granted.” Questions regarding this or other California Assessment of Student Progress and Performance questions can be directed to [testingquestions@caliva.org](mailto:testingquestions@caliva.org).



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