

# Mabel L. Pendleton Elementary School

## Admission Policy

### Mission Statement

The Pendleton School community is dedicated to developing lifelong learners and productive, compassionate citizens committed to creating global connectedness and intercultural respect that values and celebrates differences. Pendleton Panthers execute a rigorous inquiry-based, concept-driven program which maximizes each scholar's potential.

### Admission Philosophy

Pendleton Elementary offers the International Baccalaureate Primary Years Program to all students from Transitional Kindergarten through fifth grade. IB PYP focuses on the development of the whole child within a transdisciplinary, inquiry-based curriculum that develops global themes across all school subjects. Students in first through fifth grade receive weekly instruction in Spanish as an additional language.

Pendleton Elementary is committed to excellence in education and to the personal growth of every student. All Pendleton School students in grades Transitional Kindergarten through fifth grade receive a rigorous, academically challenging, and diverse education. Students who take part in these programs will show that they are inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. Our students will also be able to engage with people in an increasingly globalized, rapidly changing world as well develop a strong appreciation for different cultures.

### Admission Policy

The IB Primary Years Programme (PYP) is an internationally recognized educational program designed for elementary school-aged students. The following admission policy outlines the guidelines for admission to an IB PYP school:

#### **Age Eligibility:**

##### Age of Admittance to Transitional Kindergarten:

In 2024 - 2025, a child who will turn 5 years old between September 2 and June 2 may be enrolled in Transitional Kindergarten at any time during the school year.

In 2025 - 2026, a child who will have their fourth birthday by September 1 of the school year may be enrolled in Transitional Kindergarten.

##### Age of Admittance to Kindergarten and First Grade:

At the beginning of each school year, a child whose fifth or sixth birthday is on or before September 1 of that year enters kindergarten or first grade. (BP5111)

#### **Documentation of Age/Grade:**

Prior to the admission of a child to Transitional Kindergarten, kindergarten, or first grade, the parent/guardian shall present proof of the child's age. Evidence of the child's age may include:

- A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
- A duly attested baptism certificate

- A passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child.

A student enrolling in a district school at any other grade level shall present records from the student's previous school district documenting the student's age and current grade level. (BP5111)

### **Process of Acceptance into the PYP:**

All students at Pendleton Elementary are included in the Primary Years Programme.

#### INTERDISTRICT TRANSFERS (INTO BPSD)

- Those requesting new or renewal Inter District transfer applications must initiate paperwork with their district of residence. One application per student is required. Interdistrict transfers are valid for **ONE YEAR ONLY** with BPSD and must be **renewed annually**.
- If your district of residence does not require annual renewal, BPSD requires that all families fill out an Inter-District Transfer Permit form (for non-residents) that can only be received either at the BPSD District Office or per request by emailing Student and Community Services at [CWApermits@bpsd.us](mailto:CWApermits@bpsd.us)
- There is no guarantee of future renewal. Additionally, an approved transfer may be revoked for any of the following reasons: space availability, unsatisfactory attendance, unsatisfactory citizenship/behavior, unsatisfactory academic performance, providing false information in making a transfer request, or other reasons that may be determined by the Board of Education.
- If approved, parents must provide transportation to the selected school.

#### INTRA-DISTRICT TRANSFERS (BETWEEN BPSD SCHOOLS)

- Parents and guardians may apply online for an intra-district transfer utilizing a form on the district website. Once the form is completed, the Student and Community Services Office will determine if space is available and either approve or disapprove the transfer based on space.

### **Non-Discrimination Policy:**

Pendleton School does not discriminate on the basis of race, gender, religion, or national origin in its admissions process.

### **Accessing the PYP:**

Pendleton School provides all needed resources, relevant support materials, and PYP structures in order to provide access to all students. Pendleton secures access to the student body to the broadest range possible including but not limited to the IB approach to learning, varied approaches to learning, scaffolding support, technology, and optimal learning environments.

### **Admission Rights:**

Students:

- Pendleton students have the right to quality education.
- They have the right to be treated with dignity and respect on campus.

Families:

- Families have the right to receive all the guidelines and necessary information. They should also receive timely responses from the school and district.

School:

- Pendleton School has the right to receive complete and accurate information from families about the students.

### **Admission Responsibilities:**

#### School Community:

- The Buena Park District School community recognizes that every child has the right to an equitable and enriching education that enhances engagement between all stakeholders including school administration, parents or guardians, the community, and the students.

#### Students:

- Students are expected to adhere to IB standards of academic integrity, demonstrate the Learner Profiles, and actively participate in the Program. Students will maintain a proficient standard in work habits and behavior, while also being supported academically.

#### Families:

- Families have a shared responsibility to build a family-school-district partnership that enhances student engagement in meaningful and culturally appropriate ways and actively supports their children's development and learning.

#### School:

- Pendleton School is responsible for ensuring that the IB program meets the needs of a diverse student representation through a rigorous and challenging education.

#### School Leadership:

- Pendleton School leadership promotes learning diversity as a valued and rich resource for building inclusive communities.

#### Teachers:

- Teachers are responsible to support, mentor, and guide as students develop into globally responsive individuals. As educators of future generations, teachers are to be welcoming and inclusive within their classroom community.

### **Communication and Review of Policy**

Pendleton staff will revisit the Admission Policy every year and revise it as necessary. We will post it on our website for the parents and the community to see. A copy of the policy will be provided to new teachers at the beginning of the school year.

### **Names of People Involved in Creating this Policy:**

Loriann Leota, Shelley Michel, Esther Noh, Jan Smith, Kristin Sherman & Grace Park

### **References Used in Creating This Policy:**

Ellis Elementary school, International School of Hellerup, St. Andrew Catholic School Policies, Buena Park Board Policy 5111, and AR 5111