



BLACK HILLS CHRISTIAN ACADEMY

excerpt from Policy Manual, 4.00 series: STUDENT POLICIES AND PROCEDURES

4.00 – Admissions Statement

Admission requirements include the enrollment application, an informal interview, a new student evaluation, prior school records, Pastor Recommendation for K-12th grades, and a Parent Financial Agreement. The school reserves the right to check with previous schools as well as search online and on social media to investigate previous background. Students who have unpaid invoice statement or bills from a previous school may not be admitted.

BHCA strongly desires that young people have an opportunity to receive a Christian education, but presently the school is unable to meet the needs of students with the following:

1. low academic (below grade level) performance as indicated by a standardized test and/or previous school records
2. severe emotional or behavioral problems
3. a physical handicap which would impair the learning process

4.01 – Application Process

BHCA offers a program for students who desire an education in a Christian environment and who are capable of achievement in a program dedicated to academic excellence.

The application process is:

1. Submission of a properly completed and signed Enrollment Application and the enrollment fee.
2. A parent and student interview with the administrator. The student may attend the interview or be interviewed by the administrator later. The administrator may contact the student's previous school to ascertain past conduct, academic progress, and long-term potential.

The interview assures that:

- At least one parent expresses a clear testimony of Christian faith.
- The parents desire a Christian education for their child.

- The family beliefs are consistent with the Statement of Faith and the philosophy of the school.
 - The child expresses a desire to attend the school and agrees to live in harmony with school standards and policies.
3. Students transferring from an accredited or non-accredited institution must provide a recent report card, national norm test score from the current or previous school year, as well as scope and sequence and objectives covered by each course for credit transfer in Language Arts and Math.

BHCA believes that providing a solid foundation in the areas of Language Arts and Math are key to future success, and it is in each student's best interest to fill any gaps in these two areas before moving ahead. If the above requirements cannot be provided to demonstrate mastery, or in the case of low scores on report card (less than a C) or low standardized test scores (below 55%), student will be tested using DIBELS/CAIU or Terra Nova testing to determine the best placement.

4. Students who have taken and passed courses not provided by BHCA will receive credit for those courses.

5. An evaluation for all new students will be given prior to the 1st day of school for all new kindergarten-12th grade students. The DIBELS, CAIU, and/or portions of the Terra Nova testing will be used along with a writing portion deemed by the teacher for that grade level. The report card and latest standardized testing will also be reviewed.

4.01-1 – Application Process During the School Year

1. Follow the same process as stated in 4.01.
2. Parents should bring the student's academic information for both the current and the previous school year. The administrator may contact the student's previous school to ascertain past conduct, academic progress, and long-term potential.
3. The student is required to spend at least half a day up to a full day for the student evaluation.

4.01-2 – Home School Students

1. Students must fill out an application and follow the regular application procedure for BHCA students as stated in 4.01.
2. If the student is enrolling in a core class, then an evaluation for all new students will be given prior to the 1st day of school. If the student is enrolling in an encore class, then an evaluation is not needed.

4.02 – Admission Classification

The administrator conducts interviews and consults with the teacher(s) who performed the new student evaluation. The administrator then classifies admission applicants into two categories:

4.02-1 – Probationary Admission

All applicants who have successfully completed the interview process will be admitted under the probationary policy as stated in the Parent/Student Handbook:

Student Application Process:

New students will be subject to a two-week diagnostic and probationary period. If there is a concern, the teacher will meet with the administrator first. The decision will be made if the student is to be continued on a probationary period for the 1st nine weeks. Parents will be notified in writing. Or a meeting may be scheduled with the parents to discuss continued probation, mandatory tutoring, or dismissal from BHCA due to deficient academic areas or serious emotional or behavior problems that are too severe for BHCA to meet the needs of the student.

4.02-2 – Denial of Admission

Admission will be denied by the administrator if the applicant is deficient in one or more of the specified areas stated above and correction appears unlikely. Denial of admission does not prohibit a student from applying the next year if deficient areas are corrected. Upon completion of the designated steps parents are notified by letter as to whether their child has been admitted or not admitted into BHCA.

4.03 – Completing Admission

Students who have been admitted into the school must have their file complete and accounts current to begin school the first day. All students must have an immunization form, or a signed and notarized Immunization Affidavit and birth certificates submitted for the school files.

The enrollment fee is due when the completed enrollment application forms are returned to the office. Once the enrollment fee has been received the administrator will review the forms to determine acceptance or denial.

- A letter of acceptance or denial will be mailed to the enrolling family in the next 2 weeks.

4.03-1 – Classroom Waiting List

Once a targeted number of students have been enrolled for a class (see 4.07), a waiting list will be documented in the RenWeb Admissions screen in the order the office receives the phone call, or tour, or receives an enrollment application.

4.04 – Re-enrollment

The first two weeks of the enrollment period in February before Open Enrollment is reserved for current families. During this time current students should complete the re-enrollment form and return it to the office with the enrollment fee.

- The re-enrollment fee will not be invoiced. Payment is due at the time of re-enrolling.

- Siblings of current students may also enroll during this time period before Open Enrollment.

4.05 – **Non-Discriminatory Policy**

Black Hills Christian Academy admits students of any race, color, sex (male or female), and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and athletic and other school-administered programs.

4.06 – **Immunization Policy**

The South Dakota law provides for compulsory immunization of preschool – high school students. The law provides that pupils be immunized or vaccinated or be in the process of receiving this protection at the time of opening school. The law further requires that students be tested for tuberculosis if they attended school, or lived in a “high risk” country, in the preceding school year. A record of these immunizations must be presented at the school office – unless certified/authorized physician’s exemption is on file.

The immunization program must be completed and dates on file in the office before the first day of school. It is the parent’s responsibility to update the shots and to give the school the updated record.

4.07 – **Class Size**

The target class enrollment for preschool & pre-kindergarten is 12 or 13 (if board approved) students with an aide when the class has 9 or more students.

The target class enrollment for kindergarten – 12th grades is set at 16 or up to 18 (if board approved) students.

The school administration may adjust these figures when circumstances warrant. The Board will receive a listing of the enrollment in each grade during the re-enrollment period and at the start of the school year.