

THE HALL



Skyuka Hall School Admission Policies and Procedures

Our mission:

Skyuka Hall is dedicated to providing individualized learning experiences within a community that enables students with learning differences to develop academically, physically, spiritually, and socially with **confidence, courage, and conviction**.

Admission Policy

Admission to Skyuka Hall is open to all eligible applicants. Skyuka Hall is an independent, nonprofit, coeducational institution. Skyuka Hall is a Category III, K-12 college preparatory school that is accredited by the Southern Association of Independent Schools and Cognia (formerly AdvancEd) and is the only school in the Chattanooga area exclusively serving students with learning differences.

Skyuka Hall does not discriminate in its educational and employment policies on the basis of color, race, sex, gender, sexual orientation, gender identity and expression, transgender status, marital status, religion, creed, national or ethnic origin, disability, age, socioeconomic status, or military or veteran status.

Discrimination and/or harassment of any kind is prohibited and not representative of Skyuka Hall's values.

Consideration for admission to Skyuka Hall is based on a review by the Admission Committee of a student's application materials. The documentation must support either a diagnosis of a language-based learning difference and/or ADHD and/or demonstrate difficulties in one or more of the following areas:

- Attention
- Processing speed or memory
- Auditory processing
- Executive functioning
- Reading, mathematics, or writing

- Academic fluency
- Admission to Skyuka Hall also takes into consideration that the student has an average to above average IQ

Through our inquiry and application process, students are evaluated to ensure they are a good fit for the Skyuka Hall community and fall within the mission of the school. These characteristics include a willingness to try a new school environment, the ability to get along socially with peers, have collaborative relationships with teachers, remain open to the learning process, and adhere to our community and behavioral expectations as outline in the Skyuka Hall Community Handbook.

Admission to Skyuka Hall is on a rolling basis. The Admission Committee holds the right to no longer accept applications for a current school year when classes are at capacity based on teacher/student ratios. Mid-year applicants may be offered enrollment on a quarter or semester basis, depending on course content or Carnegie credit requirements.

Admission Guiding Principles

Skyuka Hall seeks to ensure an appropriate match between the prospective students, their families, and School's mission and philosophy.

We maintain that the admission process affirms the dignity and worth of each individual and respects the needs of students and families to learn about our school programs and activities.

Skyuka Hall makes inclusivity a central tenet, while also complying with local, state, and federal laws.

Skyuka Hall respects the confidentiality of students, families, and all documentation provided throughout the admission process. We ensure that the admission process and all student documentation provide sufficient formal documentation of an appropriate match before offering admission to a prospective student.

Skyuka Hall maintains transparency regarding admission. Information about tuition, fees, and other financial expectations are available online. Further Skyuka Hall's expectations are outlined in the Enrollment Contract to ensure families make well-informed decisions about enrollment.

Skyuka Hall maintains that all representatives of the School, including the admission staff, have unwavering direction from the head of school to fulfill the spirit of these principles.

Skyuka Hall's admission process is need-blind, and financial need is not considered when determining a student's admissibility.

Diversity at Skyuka Hall reflects a range of learning profiles as well as racial, religious, cultural, socioeconomic, educational, and social backgrounds within our student population.

To that end, we recognize that each student brings an element of diversity as a unique learner. Every Skyuka Hall student has strengths and talents in addition to areas where they need support. We actively pursue diversity and maintain an inclusive philosophy toward all students, faculty, and staff.

Adopted from NAIS Principles of Good Practice, 2023

Admission Procedures

The admission process begins when a family submits an inquiry form online.

An admission representative will speak to you about your student's academic needs and ask that you submit relevant documentation to be reviewed by the admission committee. This documentation includes, but is not limited to, an IEP/504 plan (when applicable), school records including transcripts and behavior records, psychoeducational assessment, pediatrician records of student diagnosis, or other private assessments.

The Admission Committee

The admission committee consists of the Director of Admission, School Principal, and Academic Director. Applicant materials will be shared with the testing coordinator, and other administration or faculty members if necessitated. The admission committee meets as needed.

During the review process, the admission committee will consider the following when determining next steps:

- Is there evidence the applicant has the academic ability to meet the academic expectations of our program?
 - This evidence should be in the form of a measure of cognitive ability typically found in a psychoeducational evaluation. Psychoeducational assessments should be no more than three years old.
 - If no psychoeducational evaluation is available, current academic records can be used as evidence.
- If no psychoeducational evaluation is available and the academic records are not sufficient to show the cognitive ability to meet the academic expectations of our program, the applicant will be required to acquire a psychoeducational evaluation and provide that documentation to the School.
- Is there evidence the applicant has a learning need that our program serves?
 - This evidence can come in the form of:
 - Psychoeducational evaluation
 - IEP/504
 - Referral forms
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- Referral forms
- Is there evidence the applicant will be able to adhere to our community and behavioral expectations?
 - This evidence can come in the form of:
 - Psychoeducational evaluation
 - IEP/504
 - Referral forms
 - Any discipline records accompanying the application
 - Students with a diagnosis of a behavioral disorder will not be considered for admission unless:
 - The diagnosis is older than four years AND there is evidence the student has successfully navigated a similarly sized (or larger) school environment with limited behavioral issues (which would be considered developmentally normal)
- Is there evidence the applicant will be able to have collaborative relationships with teachers and successfully interact with peers?
 - This evidence can come in the form of:
 - Psychoeducational evaluation
 - IEP/504
 - Referral forms
 - Any discipline records accompanying the application
 - If the answer to the above questions is yes, the admission committee will request a shadow visit to verify the applicant meets our criteria for admission
 - If the answer to any of the above questions are no or inconclusive, the admission committee can take one or more of the following steps:
 - Determine if a two-day shadow visit is sufficient to gather additional information that would allow a clear admission decision
 - If more information is needed prior to a shadow visit, pursue an avenue to gather more information about the specific item in question. Options for gathering more information include:
 - Observation in the applicant's current school environment
 - Discussion with the parent/guardian
 - Discussion with a professional working with the family
 - If more information is gathered that provides evidence the applicant could meet our criteria for admission, the applicant should be scheduled for a two-day shadow visit to verify that they meet the criteria
- If the applicant is denied, the family will receive written communication to inform them of the committee's decision.
- If the applicant is eligible for a shadow, the admission committee will determine either a one or two day shadow visit or to conduct an interview

Shadow Visits

Shadow visits are coordinated with the team lead of each division. Shadow visits are discouraged when the school day is atypical or if testing is scheduled to occur on that day. If an applicant requires accommodations for a shadow day, the admission committee may arrange a pre-visit accommodations meeting with the family.

- During this meeting the committee will ask the family what accommodations the applicant will need in order for the committee to properly evaluate if the applicant meets our admission criteria
- During this meeting, the committee will communicate with the family regarding which of the requested accommodations are able to be provided and which are not possible for Skyuka Hall, based on our size, our program or any other limitation
- The agreed upon accommodations will be put in writing and the document must be signed by the parent/guardian prior to the visit
- Shadow students are assigned to a student host who will guide the student throughout the day
- If testing is required prior to admission, testing may be scheduled during a student's shadow day
- Faculty will provide feedback to the admission committee regarding a student's admissibility and fit within our mission

Enrollment Decisions

The admission committee will review faculty feedback forms and make an admission decision. Admission decisions will be communicated to the family in writing; families are welcome to contact the Director of Admission for more information.

In the event the accepted student requires accommodations which are outside of the typical academic accommodations provided by Skyuka Hall, the admission committee will arrange an accommodations meeting with the family. This meeting is required prior to a student's enrollment. An enrollment contract will not be issued until the meeting has been completed. During this meeting, the admission committee will address:

- What accommodations the applicant will need in order to access the Skyuka Hall program
- Which requested accommodations are able to be provided and which are not possible for Skyuka Hall to provide based on our size, current program, or any other limitation
- The agreed upon accommodations will be put in writing and the document must be signed by the family
- If no changes are required from the prior agreed upon accommodations, the pre-visit accommodations document will be sufficient

Upon enrollment, the Admission Director and other faculty/staff will contact the family regarding school form or other items that are required prior to a student's start date. If enrolling mid-year, a start date will be coordinated with the admission committee and the family. If tuition is to be prorated, the Admission Director will coordinate the family's tuition obligation with Skyuka Hall's accountant.