

BETHLEHEM

CHRISTIAN ACADEMY

ADMISSIONS POLICY

Notice of Nondiscriminatory Policy As To Students

Bethlehem Christian Academy admits students of any race, color, nationality, and 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, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other school administered programs.

Admission Standards

We reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school and/or the student. Bethlehem Christian Academy believes in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled; who manifest a disruptive behavior which impedes this school's philosophies or policies; or who have needs that cannot be met at BCA. We believe the standards of Bethlehem Christian Academy are easier to maintain when the student's and parent's attitudes are in agreement with the school's policies/procedures and who work in a cooperative spirit with the administration. This cooperation with the school is necessary in order to support the standards of Bethlehem Christian Academy. Bethlehem Christian Academy has the right to deny admission to families they feel are not in full support of the school, teachers, staff, and the administration.

BCA's teachers, staff, and administration are not equipped to educate children with certain learning differences. If students diagnosed with these conditions are accepted into BCA, it is up to the parent to provide services other than what the classroom teachers or Academic Partnership program would do within the classroom.

For students entering 6th-12th grades, spiritual disposition and development is considered, as well as academic, behavioral, and social needs. Admissions after the beginning of the school year are exceptional and, for high school, must comply with all drop/add and transfer credit requirements. Mid-year senior admissions may not be permitted.

It is the policy of BCA that students who transfer from home school and/or a non-accredited school must provide detailed documentation of courses completed, curriculum used, grades earned including weighted calculations, and scores from standardized tests.

Enrollment Requirements

The following are to be completed prior to enrollment:

- o Admissions Application and non-refundable registration fee with Family Commitment Contract (All families are required to have a signed contract on file before attending BCA.)
- o Current Certificate of Immunization (Form 3231) or an Affidavit of Religious Objection to Immunization prior to the student's first day of class
- o Form 3300 for all Academy students (K4-12th grade)
- o Transcripts and student records for students transferring into BCA from another school
- o Placement Testing
- o Admissions/Advisement Interview 6th-12th Grades
- o Pastor reference letter 6th-12th Grades
- o Online enrollment and non-refundable fee
- o Current custody documents

Continuous Enrollment Procedures

Re-enrollment students must be in compliance with all requirements for enrollment. Attendance at BCA is a privilege. The school reserves the right to refuse continuous enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. In addition, no family may be re-admitted unless all financial obligations have been met from the previous school year. The student must also have a positive behavior and have made academic progress.

Withdrawals and Dismissals

When accepted as a student of Bethlehem Christian Academy, the agreement that is entered into between the school and the student and his/her family is expected to be in perpetuity. If parents wish to withdraw their child, they should formally do so through the Admissions office. This request must start with a letter explaining the reasons why a withdrawal is requested along with the BCA Withdrawal Form. BCA families understand that once they accept the schools offer to enroll at BCA that it is their responsibility to pay the full tuition contract for the year. Any family withdrawing their students will be charged four months of tuition as a withdrawal fee.

The above policy covers all normal reasons for student withdrawal, including, but not limited to the following:

- Student withdrawal when determined it is in the best interest of the school and family.
- Requests by a parent(s)/guardian(s) to withdraw student.

Exceptions:

Rarely are exceptions granted to the above process. In such cases, BCA will limit exceptions due to the following extenuating circumstances:

1. Death of the student or death of at least one custodial parent
2. Disability of at least one custodial parent
3. Significant loss of income
4. Physical household move of a minimum of fifty (50) miles from the school
5. Any other reason deemed "extenuating" by BCA

Report cards and transcripts are released to students, parents, or other schools only when the student's account is current and withdrawal procedures have been completed. If tuition payment is one month late, or your child is continuously absent for 2 weeks without contact from the parents; the child may be automatically withdrawn and replaced with a child in the waiting pool.

Testing

In an effort to meet the needs of our students, educational testing may be required before a student can enroll or re-enroll for the following school year.

New Student Probation

All new students to BCA are accepted on academic and behavioral probation for the first semester.

Class and Grade Placement

The administration has the sole responsibility and discretion for placing students in the proper grade and class based on information gathered. Much prayer is used in assigning teachers to students and much prayer and time is spent in the hiring of all the staff at BCA. Therefore, parent requests are not used at BCA as a means of student placement.

Current Records on File

Parents are responsible to ensure BCA has all current required information for their child on file via the FACTS Family Portal.

Policy Interpretation

All written policies and areas of concern either specifically or not specifically covered in the Parent/Student Handbook are subject to clarification and/or change by the school leadership. Policies dealing with appropriate behavior will transcend the school boundaries and apply both in and out of school. Age requirements must be met by September 1. The administration has the final authority for acceptance and class placement.