

# ADMISSIONS

## PHILOSOPHY

Christian education involves the whole person, therefore it is desirable that all elements which bear on the education of a child be consistent and properly reinforce one another. In view of this, it is of paramount importance that a Christian school be supported by a Christian home and church. SCA will assist Christian parents in the education of their children. The school does not replace the training of either the home or the church. All three should be complimentary and in biblical agreement for a truly well-rounded Christian education of the child. It is therefore necessary that all parents agree with the philosophy and teaching of the school. This includes the philosophy of Kingdom Education, which is defined as the life-long, Bible-based, Christ-centered process of leading a child into a new identity with Christ, developing a child according to his/her specific abilities given to him or her by Christ, so that a child will be empowered to live a life characterized by love, trust and obedience to Christ.

## ADMISSIONS POLICY

The following admissions policies have been adopted to assure consistent standards of admission in agreement with the mission of Spartanburg Christian Academy.

Specific requirements for admission to Spartanburg Christian Academy have been established for each student desiring to enroll. The requirements are summarized as follows:

- Spartanburg Christian Academy admits students of any race, color, 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, national or ethnic origin in the administration of educational policies, admissions policies, tuition assistance programs, athletic programs, and other school-administered programs.
- Spartanburg Christian Academy seeks to admit students whose parents desire a quality education from a Christ-centered perspective. The curriculum is designed to meet the educational needs of the average to above average student (defined as a C or above). SCA admits students whose academic ability demonstrates their potential to be successful in a college preparatory setting.
- Students must show a behavioral history that matches the behavioral expectations of Spartanburg Christian Academy. SCA does not accept students who have been repeatedly suspended or expelled from previous schools.
- Families must agree to abide by school policies, and assist the school and support school officials in the implementation and enforcement of its policies.
- All new students are considered on probation (academic, social) for the first semester.
- The SCA Board and Administration require that families pursuing entrance into the school be solely of monogamous and heterosexual origin.
- Students must be fluent in English.
- Students may be subject to pre-admission interviews and competency testing before final enrollment.
- Education is a long-term commitment between home and school. Families are subject to pre-admission interviews to discuss future school choice. Placement may be determined by the families' long-term commitment to Christian education.
- In addition to the above criteria, students in *preschool or kindergarten* must also meet the following standards:
  - Applicants for 3 year preschool must be 3 years old on or before September 1 of the school year
  - Applicants for 4 year preschool must be 4 years old on or before September 1 of the school year
  - Applicants for kindergarten must be 5 years old on or before September 1 of the school year
  - Must be fully toilet-trained and able to manage independently in the restroom without assistance
  - Must demonstrate abilities to cooperate in a structured school environment
  - Applicants may be screened with an evaluation instrument of the school's choosing. An acceptance criterion, which may be rather subjective in nature, has been established by school personnel.

- Preschool students applying mid-year will be accepted based on a limited space availability and prior school setting experience.
- In addition to the above criteria, students in *grades 1-6* may be administered selected portions of a standardized test if recent test scores are unavailable or questionable. Students considered for admission should score at grade level or above on each of the Achievement Testing subtests.
- In addition to the above criteria, students in *grades 7-12* must also meet the following standards:
  - Must have a composite achievement score on a nationally-normed standardized achievement test at the 50<sup>th</sup> percentile or higher. Recent test results (defined as those during the last 18 months) are acceptable. Students without recent nationally-normed test scores or students who would benefit from re-testing will be administered select portions of a standardized test.
  - Must provide positive indication that he/she truly wants to be a part of the Spartanburg Christian Academy student body
  - Must participate in a parent-student interview with the administration prior to acceptance
- Exceptions to the established academic policy (e.g., a student who meets the GPA requirement, but falls just short of the standardized score requirement) will be made by the school's Headmaster. The decision of the Headmaster regarding all matters of student admission is final.

Applicants must furnish the following:

***Copy of Birth Certificate*** - South Carolina state law decrees that a copy of the student's birth certificate be on file. This law was imposed for the benefit of locating missing children. SCA follows the South Carolina age requirements for admission to school. Students must be 3 years old on or before September 1 of the enrolling year to enter 3 year preschool. Students must be 4 years old on or before September 1 of the enrolling year to enter 4 year preschool. Students must be 5 years old on or before September 1 of the enrolling year to enter kindergarten.

***Immunization Certificate*** - South Carolina state law decrees that each student must present to the school a current immunization certificate or religious exemption form. Non-compliance with this regulation will result in referring the student to the proper authorities. Immunizations may be obtained from any branch of the Spartanburg County Health Department or your local doctor.

***Copy of Previous School Records*** - The parent agrees by signing a request for records that all student records be released to SCA. This includes, but is not limited to grades, standardized testing, psychological testing, behavioral reports, etc. SCA does not admit students who have been repeatedly expelled or suspended from other schools for disciplinary cause.

## **NEW STUDENTS**

When a new student enrolls, teachers should access the student's personal record to become familiar with the student. The student's teachers will requisition the necessary texts and materials and issue them to the student. The student's teachers will also make sure the student is added to grade books. Teachers should assign the new student a "partner" to help with adjustment to the new environment. Teachers should communicate with a new parent any time a new student enrolls throughout the year.

## **RE-APPLICATION**

Students expelled from SCA may re-apply for admission one calendar year after expulsion. A parent-student conference with the Headmaster will be required. Acceptance will be dependent upon evidence of repentance and reformation.

## **RE-ENROLLMENT**

An intent form will be sent home giving parents a choice to re-enroll, re-enroll but be contacted by administration for further discussion, or not return to SCA. All financial accounts must be current for re-enrollment. Your re-enrollment fee will be billed in February.

## STATEMENT OF NONDISCRIMINATION

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

## WITHDRAWAL FROM SCHOOL

Enrollment is a commitment for the entire year. **Parents who wish to withdraw their student from school must notify the Headmaster in order to initiate withdrawal procedures.** All outstanding bills are to be paid and all textbooks and SCA materials returned before school records, grades, or transcripts can be released to any school or institution. *Parent-choice withdrawal* is defined as withdrawal for any reason other than 1) parental job change or transfer which results in the student relocating more than 50 miles from the campus, or 2) termination of enrollment by Administration (expulsion, etc.). *Penalties for parent-choice withdrawal are listed below.*

- **Withdrawal prior to beginning of school year before May 20th**, the parent is obligated to pay all tuition fees billed through the date of withdrawal.
- **Withdrawal prior to beginning of school year after May 20th**, a \$750 withdrawal fee per student is assessed and parents are obligated to pay all tuition fees billed through the date of withdrawal.
- **Withdrawal during the school year** will constitute a \$750 withdrawal fee per student and payment for number of days enrolled.

Upon notification, the student will be deleted from attendance records and grade books by marking through the name. The teacher should collect all student materials from the desk and locker and send them to the Administrative Assistant. Report cards will not be issued unless Administration gives permission to do so. Administration will inform parents of all fees that are due. All textbooks and library books must be returned or the student account will be charged. A *Withdrawal Form* including current grades will be completed by the office before any items are released.

Although the office is usually aware of a student's withdrawal, if the teacher hears of it from another source, the office should be notified so that it may be officially verified. This is especially critical with preschool and kindergarten students. Teachers should not communicate with another school regarding withdrawn students without prior approval from Administration.

## INTERNATIONAL HOMESTAY PROGRAM

One of the unique features of Spartanburg Christian Academy is our International Homestay Program wherein international students live with English-speaking Christian families while attending SCA. We believe this offers a much better learning environment for our students while providing intentional emotional and social support. Students become more familiar with both the language and culture through their interaction with a homestay family. Ongoing support is provided to homestay families throughout the year. The primary goal of our International Homestay Program is to introduce the students to Jesus and His love. We also are preparing our own students to live in a global community and to have a global impact. We desire for the students to learn from each other, broaden horizons and build bridges between cultures. Our International Homestay Program offers opportunities for students to study at SCA year round, as well as a one-week summer English Camp for Chinese students from high schools in China. We encourage families to participate as we are bringing the mission field to our doorstep.