

## **ADMISSIONS POLICY**

### **Acceptance Standards**

1. Heartland Christian Academy (HCA) will not discriminate against any individual applying for admission on the basis of race, nationality, or ethnic origin.
2. HCA reserves the right to refuse any individual admission to the school on the following basis:
  - 2.1. Admission may be refused to any student whose academic performance varies by more than two years from the standard for his or her age
  - 2.2. Admission may be refused to any student with identified emotional or behavioral problems which HCA believes it is not equipped to handle. This includes any situation in which the student is unable to control his or her bodily functions, or may cause harm to self or others
  - 2.3. Admission may be refused to any student with identified disabilities or handicaps for which the faculty and facility are not equipped to accommodate
  - 2.4. Admission may be refused to any student who has been expelled from another school
  - 2.5. Admission may be refused to any student who has an unpaid account with another private school.

### **Admission Procedure**

1. The parents or guardians of the child shall fill out an Enrollment Application Form. The application must be signed by each parent or guardian having legal custody of the child.
2. Upon receiving the Enrollment Application the Director of Operations shall arrange a meeting with the parents or guardians. The purpose of this meeting is to communicate to the parents or guardians HCA's goals and objectives, assess any academic, emotional and/or behavior issues of the child, and answer any questions about HCA
  - 2.1. The custodial parents or guardians and children to be enrolled should attend. The classroom teacher will be requested to attend if the student has any academic, emotional and/or behavioral issues
  - 2.2. The parents or guardian should bring the child's birth certificate, immunization record, and any previous school records.
3. HCA may require a potential student to take an entrance exam or evaluation of academic readiness if the student comes with no recent record of previous academic achievement or aptitude. This evaluation will be given at the discretion of the Director of Operations and/or classroom teacher. The entrance exam shall be a standard test and cover academic areas in question. For the early grades, an evaluation of readiness may be performed by the classroom teacher. If an application is rejected based on the above acceptance standards, the parents or guardians shall receive a written response listing the reasons for rejection. This response shall be within two weeks of receiving the application.
4. Children must have the immunizations required by the state of Minnesota for public school children prior to admissions, or have signed a form indicating conscientious objection to immunizations.
5. All enrollments shall be probationary during the first quarter of the student's attendance at HCA.
6. Preschool students must be at least 3 years old by September 1.
7. Kindergarten students must be 5 by September 1.