



## SCA ADMISSIONS PROCESS CHECK-LIST

- \_\_\_\_\_ **More than welcome to schedule a time to tour the SCA facility and visit the classroom.**
  
- \_\_\_\_\_ **Read through and fill out the paperwork in the Enrollment Packet. This may be picked up in school office or printed off of our website: [www.salinachristianacademy.org](http://www.salinachristianacademy.org).**
  
- \_\_\_\_\_ **Make an appointment for an interview with the Principal. Please bring completed Enrollment paperwork with you to the interview.**
  
- \_\_\_\_\_ **Sign Release of Records form for 1<sup>st</sup> – HS.**
  
- \_\_\_\_\_ **Once student is accepted, Pre-Enrollment form, Auto withdrawal form, and Pre-enrollment fees will need to be submitted. These fees are non-refundable.**
  
- \_\_\_\_\_ **Set up time for Entrance Exam (1<sup>st</sup> – HS).**
  
- \_\_\_\_\_ **Need a copy of birth certificate & immunizations (KCI Form).**
  
- \_\_\_\_\_ **Preschool-K5 students need a physical form.**

**During the interview, the following details will be explained:**

The SCA Statement of faith, policies and procedures, guidelines and philosophy, the student handbook, enrollment forms, enrollment fees, release of information request forms, and explanation of any pre-testing that might be needed.

---

**When the above steps have been completed, and the student's information has been collected, the SCA Administrative staff will contact you to inform you of the student's enrollment status. We strive to have this information to you as soon as possible following the formal interview. If we can be of further assistance to you, or if you have questions pertaining to this process, please feel free to contact the school office at (785)452-9929.**



## Salina Christian Academy's ENTRANCE QUESTIONNAIRE

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Grade to enter \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_\_

Address: \_\_\_\_\_ Phone# \_\_\_\_\_

### **PLEASE PROVIDE FOLLOWING INFORMATION**

Name, address, and phone# of school currently attending: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving the school. Please feel free to attach a separate document: \_\_\_\_\_

Please list any subjects in which the applicant has been tutored: \_\_\_\_\_

Please list any disabilities that may affect the applicant's ability to function in a normal classroom: \_\_\_\_\_  
\_\_\_\_\_

Please list any unusual factors in the student's life (severe illness, social or physical trauma, etc.):  
\_\_\_\_\_

Has a doctor ever prescribed medication for behavior control for this child? \_\_\_\_\_ N \_\_\_\_\_ Y

Has applicant ever misused or become addicted to drugs? \_\_\_\_\_ N \_\_\_\_\_ Y

Has the applicant ever been suspended or expelled from school? \_\_\_\_\_ N \_\_\_\_\_ Y

Has the applicant ever been enrolled in a special education program? \_\_\_\_\_ N \_\_\_\_\_ Y

*If the answer to any question is 'Yes' please include a letter of explanation.*

If the applicant is going into 6<sup>th</sup> grade or higher please have him/her describe their relationship with the Lord:

---

---

---

---

---

---

---





PARENT'S STATEMENT OF COMMITMENT

I will cooperate with the faculty and professional staff of Salina Christian Academy and agree to the following:

1. All students enrolled at Salina Christian Academy will receive Biblical training in accordance to the Statement of Faith. I hereby authorize the school to teach my children these truths and agree to support them to the best of my ability.
2. The Teachers, Staff, and Pastors are all working together with me toward my student's Christian growth and academic achievement. I promise to support their efforts.
3. I will support the Teachers' authority and decision concerning discipline in the school. The Faculty and Staff shall be authorized to employ such discipline as is deemed wise and expedient, as per the Steps of Discipline.
4. Homework will be assigned on a regular basis as part of the total academic program. Completed homework and signed Student Planners must be returned on the next school day.
5. I will make a commitment to support the Parent-Teacher Organization (PTO) by attending meetings and assisting the organization to the best of my ability.
6. I will attend all Parent-Teacher conferences for a review of my student's progress. I will give advance notice if I am unable to attend the designated conference.
7. I will pay all fees and charges established by the School Board promptly and all costs incurred by the school for the collection of fees, should such actions become necessary.
8. Students will not be allowed to register for the fall term at pre-enrollment or enroll in August if the account is not current.
9. My student will be in attendance and arrive to school promptly.

Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade \_\_\_\_\_



## **STATEMENT OF FAITH**

We believe in the Trinity; God the Father, God the Son, and God the Holy Spirit, three distinct persons in one undivided essence. We believe the Bible is the infallible written Word of God and is the guide for all our conduct. We believe that all have sinned and therefore require a Savior. Jesus Christ is that Savior, the Second Person of the Trinity, the Son of God. He died for the sins of mankind and rose again from the dead. No one can be born again except by believing in and receiving Jesus Christ as Lord and Savior. We believe in holy living by faith in Jesus Christ and His Word.

## **GRIEVANCE PROCEDURE**

If a grievance is brought to your attention, the party with the grievance should be instructed to follow this procedure:

Grievances will be handled according to Matthew 18:15-17. If anyone is offended, then he/she should go to that person in love and attempt to settle the offense. If he/she is unable to reach a mutually agreeable settlement, then a third party, the school Principal, will be appointed to judge the matter.

## **STEPS OF DISCIPLINE**

1. Quiet but firm warning will be given to the student. Unacceptable behavior will be specified.
2. For repeated offenses, the student may be asked to put his head down on the desk for 5 minutes, covering his eyes so he is not looking around.
3. Student may be asked to stand outside the room for 10 minutes or less. Acceptable behavior will be discussed and expectations will be clearly defined before student re-enters the classroom.
4. Student could miss all or part of recess (elementary grades) or free time (lunch).
5. Students may be sent to the office or other designated room as a consequence.
6. In most cases parents will be given 24 hrs. notice of a detention. Parents will need to pick up any other children at 3:15pm and then return at 3:45pm for the detained student.
7. Students may be referred to the Principal. A referral form must accompany the student upon sending him/her to the office. Students may be assigned a one, two or three-day in or out of school suspension at the discretion of the Principal. Repeat offenders may be placed on behavior probation.
8. Discipline matters will be brought before the school board and possible expulsion of the student will be considered.

## **APPEARANCE & PROPERTY GUIDELINES**

Modesty and moderation are the ideal that each student should try to achieve (1 Timothy 4:12).

### **Preschool students:**

Clothing with no derogatory cartoon characters and are free from tears or holes are appropriate attire for Preschoolers.

### **For ALL students:**

K-4 through High School students are required to wear the approved school uniforms, through the approved Uniform Companies. The approved companies can be found on our website: [www.salinachristianacademy.org/dresscode.asp](http://www.salinachristianacademy.org/dresscode.asp).

All families must be willing to abide by SCA's policies and procedures including, but not limited to our Statement of Faith, Grievance Procedure, Steps of Discipline, and Dress Code. In the first time enrollment process, students in 1<sup>st</sup> – High School are given an entrance examination. The student will be admitted to the grade level appropriate to their level of accomplishment.



## **MISSION STATEMENT**

Salina Christian Academy will nurture Christ-like development through spiritual, academic and social experiences. The express aim of Salina Christian Academy is to prepare each student to be faithful to their God-given plan of service to family, community, industry, the arts, government and ministry.

## **PHILOSOPHY OF EDUCATION**

Salina Christian Academy's Philosophy of Education is based on the unchanging truths of the Bible. Man, being created in the image of God, is a triune being as God is a Triune Being. With this in mind, we must endeavor to minister to the whole person; Spirit, Soul and Body.

Knowing that man must live in his natural state here on earth, we try to impart knowledge of the natural laws God has put into operation. Training from the truths of the Bible and God's creation as best we can interpret, we start presenting material at a level of understanding for the students. Then, line upon line, precept on precept, we present new material and truths that will bring the students to an ability and knowledge that will enable them to pursue a lifestyle that God has ordained for them.

Since the believer's body is the temple of the Holy Spirit, we train students in ways to keep themselves strong and healthy, both physically and spiritually. As the natural body needs food and water, so the spiritual man must be fed daily by study and meditation on God's Word. A goal of Christian Education is to provide ample stimulus for this to occur.

Finally, the soul of man needs to be ministered to. The chief goal is to impart the truth of the Scripture in a way to give opportunity for each student to make a personal commitment to God. Bringing the soul to the knowledge of its lost condition and outlining and aiding in the confession of Jesus Christ as our only Savior shall be the primary objective of each teacher for each student.

Many policies, procedures, goals and objectives are used to bring about a well-rounded education that will minister to the needs of each student in every facet of their life.

## **PURPOSE**

The purpose of Salina Christian Academy shall be to provide, in conformity with the above principles, instruction of high academic quality so pupils may be prepared to take their place in the home, the church, the state and their vocations or professions, in a manner that is God-glorifying. This school is to be a non-profit organization, designed to provide Christian day school education for those who qualify for it. We reserve the right to revise the policy at the discretion of the School Board without prior notification.

## **Salina Christian Academy's Admission Policy**

### **First Time Enrollment Process**

#### Tier 1

Our Principal will conduct an interview with all perspective families in order to communicate a variety of information regarding Salina Christian Academy (SCA). Topics discussed include SCA's Statement of Faith, mission, and goals, as well as various policies and procedures. The interview process is used to convey expectations of the student(s) and their family members. It serves to better inform the parents\guardians of the values and culture they can expect from SCA. This affords an opportunity for both SCA and the perspective family to determine if SCA is right for them.

Following is a list of some of the information that will be requested.

- A statement from the parent(s) or legal guardian of the perspective student(s) explaining the reason they are pursuing a Christ-centered education for their child. **We believe the Family must have a conviction for, and a commitment to Christian education in order to maintain a successful relationship between educator, student, and family.**
- Perspective students and their families (legal guardians) must be willing to abide by SCA's policies and procedures. They include such things as dress code, discipline, and grievance policies. Several critical policies will be provided for review and signature.
- Perspective students in 1<sup>st</sup>-8<sup>th</sup> grades will be given an entrance exam. This exam, along with the rest of the assessment tools utilized are designed to determine a student's qualifications for a given grade level. If the student's accomplishments (as shown by all the assessment tools utilized) indicate a discrepancy in their placement grade level versus the expectation of the parent\guardian(s), a meeting will take place between the family and the school principal to assess how to proceed. **It is the policy of Salina Christian Academy to place students at a grade level commensurate with their academic accomplishments relative to the curriculum used at our school.**
- Parents will be asked to sign the "Release of Records" form in order to request the student's transcripts from their previously-attended school.

Parents will be notified of the outcome of the enrollment process.

#### Tier 2

In the event issues arise such as: grade placement concerns, past disciplinary problems, or special educational needs; SCA may opt to offer a conditional acceptance to a student. In all such cases the following procedure will be followed.

- An additional interview with the student and his or her parent\guardian(s) may be conducted by the Principal.
- If, after the interview, the Principal is in favor of admission, the Principal will present in writing the terms of acceptance which may include a requirement to provide tutoring or counseling.
- The Principal reserves the right to accept the student on a probationary or conditional basis, or reject the applicant for admission.
- Should an application be rejected for any reason, a request for appeal may be made to the school board. The school board members, at their discretion, may elect to hear an appeal or let stand the previous decision to reject the application. Request for appeal should be directed to the school board president. The School Board's decision to accept or reject a student's application for admission is final.