

ADMISSIONS POLICY (POLICY 6-4)

Michiana Christian Academy's admission policy is non-discriminatory and strives to respect all races, ethnic origins, denominations, and gender. Gender as used herein refers to an individual's biologically determined gender at birth (male or female). It does not refer to sexual identity, gender identity, transgenderism or sexual orientation. Michiana Christian Academy does not discriminate on the basis of race, color, ethnic origin, or nationality when it comes to enrollment or admissions, administration of academic or educational policies, scholarships or loans, privileges, athletics or other school-administered programs.

MCA offers an educational program that gives students an excellent academic foundation established on the truth of God's word. As stated in our mission statement, we strive to establish in each child first a love for Jesus, then a heart that thirsts for the righteousness of God, a desire to pursue God-given purpose, excellence of character, and an esteem for learning and wisdom.

In order to give students the best chance at success, it is imperative that parents and/or guardians recognize and support the mission, vision, core values, overall philosophy and policies of Michiana Christian Academy. Parents must understand that MCA will teach these principles and biblical values as dictated by scripture. MCA encourages parents to recognize their scriptural responsibility to provide their children with an education based on biblical principles. Continued enrollment at MCA is contingent upon this understanding and support from both students and parents. While MCA does not dictate what occurs outside of the school, MCA does expect that families understand biblical values and principles will be taught inside the school. In certain circumstances, the atmosphere or conduct within a particular home environment may be in opposition to the biblical lifestyle taught and practiced at MCA. This includes, but is not necessarily limited to, substance abuse, homosexuality, gender fluidity, transgenderism, and sexual immorality. MCA does not dictate what behaviors occur in a student's home, but does expect that parents will respect differences in opinion and accept that only biblical principles will be taught at MCA. If parents and/or guardians are unwilling or unable to support these principles based in scripture that are taught and followed at MCA, the school board and MCA administration will work with families to come to an agreeable path forward. If an agreeable path forward cannot be reached, MCA reserves the right, within the sole discretion of the school board, to refuse admission of an applicant or to discontinue enrollment of a current student. (Romans 1:24-28, Deuteronomy 22:5, 1 Corinthians 6:9, Genesis 1:27)

Based on a current school year's staffing, enrollment, and available resources, MCA may determine that we are not able to meet the needs of a particular enrolled student or applicant. Not all issues a student may encounter are present upon initial enrollment. New issues may arise during the course of a student's time as an MCA student. Some students may require additional supervision or resources. Some students may have certain disabilities, challenges, or behavioral issues. While some years MCA may have the staffing or resources necessary to meet these needs, other years, MCA may not be able to do so. In this case, MCA will communicate our concerns with the student's parent(s) or guardian(s). MCA will make every effort to work with the parent(s) and student, but if ultimately MCA administration decides that a student's needs cannot be met or necessary academic progress is not being made despite our efforts, MCA will recommend a student seek enrollment at a different school. If the parent(s) and/or guardian(s) disagree with this recommendation, a written appeal can be submitted to the school board for consideration. The school board will render a final decision regarding the student's enrollment at MCA. All admission and enrollment decisions are at the sole discretion of the board.

ENROLLMENT

Applications for enrollment are accepted throughout the school year. Enrollment packets are available at the school office or on the school website. Enrollment is based on availability. Priority for enrollment will be granted to students as outlined below:

- 1) Siblings of students who are currently enrolled at MCA
- 2) Children of active Deer Run Church of Christ congregation members
- 3) Students who have previously been enrolled at MCA (and have never been suspended or expelled)
- 4) Siblings of students who were former students at MCA

Our total school and grade-specific capacity fluctuates from year to year depending on staffing. If demand for enrollment exceeds the number of available spots for a given school year, students will be chosen through a lottery system. Please see the lottery policy (MCA Policy 6-5) for further details.

REQUIRED FORMS

For individual student admission, parents are required to present:

- Application and registration fee (non-refundable)
- Copy of child's birth certificate
- Immunization records
- Completed health form signed by a healthcare provider
- Signed parent/guardian agreement
- Contact list and emergency contact
- Prior school records & transcripts (including report cards, complete discipline records, etc)
- Before Care & After Care Form (if applicable)

Parents are also required to complete all registration forms and documents in the online student information system. This may include additional forms as dictated by the Indiana Department of Education's requirements or the Michiana Christian Academy School Board.

All prospective students must show readiness for the grade level chosen on the application. Past performance will be reviewed through report cards, formal progress reports, and teacher evaluations from prior schools attended by the prospective student. It is the responsibility of parents to provide MCA with all requested documentation from prior schools. Students who have previously been expelled from Michiana Christian Academy may or may not be re-enrolled at the discretion of MCA administration and school board.

Please also note that as a general rule, Michiana Christian Academy will not enroll any students entering grades 6, 7, or 8 who have been expelled from their prior school. Exceptions may be made on a case-by-case basis if deemed appropriate by the principal and school board.

ENROLLMENT PROCESS

All completed applications will need to be returned to the school office with the non-refundable registration fee. Each application will be carefully reviewed by the principal and a school tour and interview may be offered. After the interview, a determination to either offer or deny enrollment will be made by the principal. Families will be notified of enrollment offer or denial within two (2) weeks of the interview. Any questions regarding this process should be directed to the school office. Michiana Christian Academy may also choose not to re-enroll previously enrolled students at the discretion of the principal and school board if a student and/or his/her respective parent(s)/guardian(s) are not following

MCA expectations and policies, has a history of poor attendance despite attempted intervention, or if persistent behavioral issues are present despite interventions. Re-enrollment of a previously enrolled student may not be offered if the MCA staff is not able to meet a particular student's educational needs with available resources. All final admission and enrollment decisions are at the sole discretion of the principal and school board.

PROBATIONARY PERIOD

Each new student admitted to Michiana Christian Academy will be admitted under a nine-week probationary period. This serves as an opportunity for our staff and the applicant's family to assess if Michiana Christian Academy is the best learning environment for that child. At the end of the probationary period, if it is deemed by the staff that the child is not thriving, a recommendation to withdraw from MCA may be made.

TRANSFER STUDENTS

All students who want to transfer into Michiana Christian Academy must abide by all the requirements outlined in the policy. Decisions about admission will not be made until the principal is able to review records from previous schools. The principal is responsible for determining grade placement for all transfer students based on previous educational records and placement tests if applicable.

VIRTUAL LEARNING

As an Indiana Choice Scholarship school, Michiana Christian Academy recognizes that it may not operate as a virtual school on a permanent basis. However, in the case of a public health threat such as COVID-19, the school building may be forced to close for prolonged periods of time as determined by federal and state recommendations, the St. Joseph County Health Department, and the school board. The school board reserves the right to temporarily suspend in-person classes in the event of a public health emergency. If this should occur, a temporary distance learning arrangement may be put into place until the health threat has subsided. This may include e-Learning for all students or for only certain students at risk for health complications at the discretion of the school board. Michiana Christian Academy is committed to providing quality education regardless of the format and will work with students and their families to accommodate student needs in the event of a public health emergency. At no time will Michiana Christian Academy operate virtually on a permanent basis.

Drafted 9/25/19

Board Approved 10/29/2019

Updated 5/28/2020 (COVID)

Reviewed & Board Approved 2/25/2021

Amended & Approved 6/26/2021

Amended & Approved 2/9/2022

Amended & Approved 2/6/2023