

# **Castle Hills First Baptist School**

## **Admissions Policy and Procedures**

Castle Hills First Baptist School (CHFBS) offers a college-prep program for students who desire a Christ-centered education and who are capable of achieving in a program dedicated to academic excellence.

### **ADMISSIONS**

- CHFBS will begin processing new student applications on the first school day of January for the upcoming school year. School tours may be scheduled through the school office.
- CHFBS will begin to schedule new student interviews with an administrator after all application items have been submitted along with the \$100 non-refundable application fee and the \$50 testing fee, if applicable.
- Students must be in good standing behaviorally and academically with the school in which they are currently enrolled in order to be considered for admissions.
- CHFBS is prepared to serve a population of students who have an average or better than average cognitive ability.
- Students with certain diagnosed learning differences who meet the academic criteria will be considered and may be placed in the Students Overcoming Academic Restrictions (SOAR) program.
- Castle Hills First Baptist School reserves the right to determine the class placement of a student.
- New students will be placed in a waiting pool based on meeting the attendance, behavior and academic requirements for admission. An application and registration may be submitted with fees at any time, with the understanding that the fees are subject to change prior to January 1 of the enrolling year.
- No student will be denied admission because of sex, national origin, or race.
- Castle Hills First Baptist School does not guarantee admissions to any applicant. CHFBS recognizes that there may be applicants for admission whose behavior, ability to be consistent in attendance and potential for academic performance may require extraordinary attention or resources and their admission would therefore disproportionately reduce the attention and resources available to other students. It is the policy of CHFBS not to accept such applicants.
- The Superintendent, in consultation with the admissions committee, will determine final acceptance and grade level placement of students. At the discretion of the School Board, exceptions may be made to the above stated policy due to extenuating circumstances. Special consideration will be given to staff and faculty of CHFBS. In all cases, admission of a student is contingent upon the approval of the Superintendent.

### **GENERAL ENROLLMENT GUIDELINES**

1. Full enrollment is understood to be for the full school year.
2. Kindergarten students must be 5 on or before **August 15**.
3. It is understood that parents agree with the policies of the school as stated in the “Parent Statement of Agreement and Commitment”.
4. Certificates of immunization must be on file in the school office by the end of the first week of school. Students **may NOT** be admitted to class without complete records after that time. Health records must be signed and dated by a licensed medical professional and a parent/guardian.
5. Parents must complete and turn in the activity selection form prior to student admission.

### **WAITING POOL**

Students on academic or behavioral probation are automatically placed in the waiting pool. Students on academic or behavioral probation and students enrolling or re-enrolling after the class has reached its maximum number will be placed in the waiting pool. A student will not be officially considered in the waiting pool until all enrollment forms and fees are turned in. Students who best match the school's student profile are admitted from the waiting pool. If the waiting pool number reaches a level in which it becomes reasonable to establish another section of a grade, the Superintendent may authorize the establishment of a new class.

### **APPLICATION FEE - \$100**

The application fee is non-refundable and helps to offset costs related to processing student applications. It is due when the completed application form is returned to the school office. This fee does not guarantee a seat in the classroom.

### **REGISTRATION FEE - \$350**

The registration fee is non-refundable and due upon acceptance to CHFBS. Payment of this fee guarantees a seat in the classroom. The student will not be considered enrolled until the registration fee is received.

### **ATHLETIC FEE**

The Athletic Fee is a fee assessed for each sport in which a student chooses to participate and is due by the first game of each sport. It is non-refundable after the first game. The student may not play until this fee is paid. Please refer to the Tuition and Fees listing for current fees.

### **INTERVIEW WITH AN ADMINISTRATOR**

The purpose of the personal interview is to get to know the parents and the student. It also helps to insure that students and parents understand and support the philosophy, policies, values, and beliefs taught during the school day. To this end, the administrator will assess the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the philosophy and policies of Castle Hills First Baptist School.

During the interview, the administrator will provide a description of the school's activities and will answer any questions that arise. Both parents are encouraged to attend the interview. Students are required to attend the interview.

### **ACCEPTANCE CRITERIA**

Acceptance includes the following criteria:

1. Good recommendations from previous teachers and principal.
2. No failures in the academic records (report cards) in the previous semester.
3. No suspensions in the conduct and work habit records (report cards) in the previous school year.
4. Standardized test scores are in the 50<sup>th</sup> percentile - minimum requirement.
5. Successful performance on CHFBS placement test (when necessary).
6. Successful personal interview.

### **DRESS CODE**

It is our desire at Castle Hills First Baptist School that we do all things pleasing to the Lord and in a manner that will honor Him. For this reason, all students wear school uniforms and will follow the school dress code as outlined in the school handbook unless otherwise specified by the Superintendent.