

**Policy:**

“It is a major aim of the Seventh-day Adventist Church that every child and young person who has a connection with the church be given the opportunity to receive a Seventh-day Adventist Christian education. Therefore it is essential that every local church, its members, officers, and pastors, put forth an earnest effort to promote and help provide for the education of the youth in their midst.”

*(Testimonies to the Church, Vol. 6, p. 217; Counsels to Parents, Teachers and Students, pp. 165, 166).*

According to the *SDACC Education Code [3004:96]*, “The Seventh-day Adventist church in all of its church schools admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, colour, ethnic background, country of origin or sex in administration of education policies, applications of admission, scholarship or loan programs and extracurricular programs.”

In addition, recognizing its potential ministry to the community, students who are not from a Seventh-day Adventist background may also be admitted to our school with the understanding that they are expected to take Bible/Religious Studies classes and respectfully attend school worships, chapels and assemblies.

**Procedure:**

Priorities for admission into our school:

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are of Seventh-day Adventist background, from constituent churches.
3. Children whose families are of Seventh-day Adventist background from constituent churches.
4. Siblings of children already in the school, whose families are of Seventh-day Adventist background from non-constituent churches.
5. Children whose families are of Seventh-day Adventist background from non-constituent churches.
6. Siblings of children already in the school whose families are not of Seventh-day Adventist background.
7. Children whose families are not of Seventh-day Adventist background. Once accepted into the school, non-Seventh-day Adventists need meet only the criteria expected of other students to be re-admitted in subsequent years.

After consideration of the priorities above, the following will be considered:

1. Students who will succeed in a regular academic stream leading to a Dogwood diploma will ordinarily be admitted.
2. Special Needs Students
  - (a) Students with special needs, whether behavioural or educational, are welcome, provided that their special needs can be adequately met by the school.
  - (b) In order to assess the needs of students and the ability of the school to meet those needs, the school will require all relevant documents and information (including that listed below)

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no later than April 30 in the year prior to the September admission date. Exceptions may be made, including in circumstances of mid-year transfers, on a case-by-case basis involving the Office of Education and depending on how quickly assessments can be completed.

- (c) The school will seek assistance in assessing its ability to meet any special needs. This assistance will include advice from the Conference's Office of Education and, when appropriate, from treating or consulting physicians, counsellors or others. Parents and guardians are responsible for providing complete information and any necessary consents so that the level of accommodation can be reasonably and efficiently assessed.
- (d) All circumstances will be considered in determining whether special needs can be met. Schools have limited budgets and will access extra government funding whenever reasonably possible when additional services and/or personnel are required to accommodate special needs. The ability of a school to meet special needs may depend on such funding, which the school does not control.
- (e) If the school concludes that it cannot meet a student's special needs, the parent/guardians may contact the Conference's Superintendent of Education and ask to have that determination reviewed.

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The Admission Process:

\*Please note that the admission process will not be considered complete until all the following applicable steps have been taken.

1. Parents will be expected to fill out our application form disclosing all information pertinent to the education of their child, including relevant medical, behavioural, and academic challenges.
2. Parents will be asked to provide extra documentation related to any special needs of students.
3. A copy of the student's previous report card must be presented, if the student has previously been enrolled in a school. Students from non-English speaking schools must present an official English translation of their report card.
4. The principal or other designated staff member will contact the previous school to review relevant academic, behavioural, medical challenges (if the student has attended school elsewhere previously and if the school is in North America.)
5. An in-person interview will take place with the prospective student, parents, principal and any other staff chosen by the principal.
6. Incoming international students or students transferring from home schools will be given grade placement screening tests.

When all of the above steps have been concluded, a decision will be made by the school concerning the student's admission. Parents or guardians will be contacted and told of the school's decision.

*\*Any misleading or inaccurate information, including omission of documented pertinent information, may nullify a student's acceptance and enrollment in the school.\**