

ACADEMIC POLICIES

Placement

Appropriate academic placement of the student is a fundamental principle of education. Mt. Ellis Academy bases its placement of transfer students on the student's most recent progress report. Parents or guardians should request cumulative records from the school from which the student will be transferring.

If a question arises regarding the student's level of achievement, further evaluation will be made to clarify grade placement. Such evaluation may include standardized tests, actual performance, and informal assessments.

Mt. Ellis Academy reserves the right to make final determination of a student's placement. All efforts will be made to help the student feel comfortable in his or her placement. Students transferring from a home school, a non-accredited school, or an unapproved correspondence school may be granted credit based on an evaluation of appropriate documentation. Transfer grades may be recorded on a pass/fail basis with no honor points computed.

Class Standing

A student's class standing depends upon the number of academic credits earned, rather than the number of years of attendance beyond elementary school. Official transcripts from schools previously attended must be recorded in the registrar's office before transfer credits will be included in a student's record.

- Freshman - a student who has earned less than 55 credits
- Sophomore - a student who has earned at least 55 credits, but less than 110 credits.
- Junior - a student who has earned at least 110, but less than 165 credits
- Senior - a student who has earned a minimum of 165 credits and must be carrying successfully no less than 40 credits, excluding P.E. and music, in a program that will fulfill all requirements for graduation by the end of the current school year._

Graduation

Students will qualify to march in graduation if they have been enrolled, in good and regular standing, for the final semester of their senior year, and have satisfactorily completed all requirements by the close of business on the Friday, one week prior to graduation. On-campus teachers will be polled as to probable outcomes for seniors at this time as well.

Transcript Release Policy

It is the policy of MEA to withhold students' transcripts of academic credit until accounts are paid in full or until satisfactory financial arrangements have been made.

Add/Drop Deadlines

Dropping classes must be approved by parents, the registrar, and the Academic Standards Committee. Requests for withdrawal that are approved after the first six weeks will carry either a WP (Withdrew Passing) or WF (Withdrew Failing) grade. Students enrolled in performance-based groups will have only two weeks to withdraw. Students may add classes during the first two weeks each semester.

Incompletes

*Incompletes are given **only*** in cases of prolonged illness or approved and extended absences from school. All incomplete grades need to be made up within four and one-half weeks from the close of the grading period in which the incomplete was issued. After the four and one-half weeks have passed, a grade will be assigned based on the work that has been submitted to the teacher. No incomplete grade will be given for the last nine week grading period.

Minimum Performance Standards

Students who receive failing grades in two classes at the semester grading period will have to withdraw from school. Students who receive financial aid must maintain a minimum 2.50 GPA at each semester grading period in order to renew their financial aid for the following semester. Exceptions may be made in cases of diagnosed learning disabilities.

Correspondence Class Work

Currently enrolled students wishing to take a class by correspondence or in summer school to meet graduation requirements should file their intent with the administration. All correspondence class work must be completed and be on file with the registrar prior to the close of business on the Friday, one week prior to graduation. Class work taken at other schools or by correspondence, must be reviewed for accreditation purposes.

Language Requirements

Students, for whom English is a second language, must demonstrate proficiency in English by presenting TOEFL (Test of English as a Foreign Language) scores of at least 45 in all three test areas to be admitted as a regular student.

Faculty Advisors/Family

Each staff member is given opportunity to advise a small group of students in regards to their grades and other campus-life issues. They will also be their campus 'family'. Family activities and socials will be held throughout the year. Students are encouraged to contact their faculty advisor when they desire help with personal and/or school problems.

Residency Requirement

Each student at Mt. Ellis Academy is encouraged to develop good study skills as well as time management strategies. To this end, students are to be enrolled in a minimum of four (4) core classes, one of which must be Bible, at all times. If, at any time, a student falls below the minimum, he/she will be asked to withdraw from school.