

### **Registration**

The admission process begins once your (non-refundable) registration fee and all required documentation has been received into our office. Please keep in mind that our classroom sizes are limited and will be filled on a first-come first-serve basis; regardless of whether the student is new or returning.

Upon verifying the payment of the registration fee and documents, you will receive a phone call to schedule the first of two appointments needed to gain admission to The Beverly Institute (TBI).

#### **1. Interview Process**

Students re-applying for admission into The Beverly Institute (TBI) will have a re-entry interview with a member of the administrative staff. At that time, we will be able to discuss your child's educational needs. We will discuss the student's academic progress, any concerns, and/or behavioral issues experienced during the school year. Please be prepared to share any concerns or questions that you have, so that a realistic academic plan can be designed for your child for the upcoming academic year. It is our goal to meet and exceed all of you expectations to best of our ability.

#### **2. Teacher Recommendations**

Teacher recommendations to the School Administrator for probationary periods or denial of admission will be strongly considered. This recommendation may be based on one or more of the following stipulations.

- Negative attitudes toward other students, teachers, administration, or school
- Lack of cooperation with the staff
- Lack of desire of the things of God
- Continuous lack of positive response to disciplinary measures
- Insufficient academic progress because of uncompleted work assignments
- Lack of parental support of the school and its staff
- Continued unruly behavior or immorality

Students who are accepted into The Beverly Institute will receive an acceptance letter stating that they have met all of TBI's general admission requirements. Upon receiving a completed enrollment packet, book fee payment, and proof of uniform purchase; parents will receive a welcome letter by mail on the student's behalf. This letter will inform parent of important dates and outline students personalized curriculum schedule.

### **Parent Involvement**

TBI requires that all parents have an active role in their child's education. In order to guarantee your child's seat at The Beverly Institute, parents are required to attend at least one school function per quarter in regard to their child's academic and/or behavior progress. Attending Open House and Teacher/Parent Meetings will satisfy the requirement of quarterly parent involvement. Students whose parents are not actively

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Admission Statements and Procedures for Returning Students

involved with their child's teacher in order to promote academic/behavioral growth will be released from The Beverly Institute.

**Parent/ Student Orientation**

Parents are required to attend Orientation Night. Only students with orientation passes will be allowed to enter class on the first day of school. Parents who do not attend Orientation Night will be required to schedule a meeting with the TBI Dean in order for the student to begin classes.

**Parent Intimidation/ Bullying**

Parents, friends, or family members of TBI students found bullying, disrupting, speaking bad-mannered, and/or aggressively to any teacher or staff member of The Beverly Institute will be asked to leave the school campus. At that time, the student directly associated with that family member will be released from The Beverly Institute. Parent intimidation at any level will not be tolerated at The Beverly Institute.

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**The Beverly Institute Admission Statement for Returning Students  
(2012-2013 School Year)**

I, \_\_\_\_\_, have read the Admission Statement for The Beverly Institute. I understand that by not adhering to the Probationary Period Policy and Admission statement, my child will not gain admission to The Beverly Institute. I am also aware that if I fail to adhere to the Probationary Period Policy and/or Admission statement once my child is enrolled in TBI, my child's spot will be forfeited.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date