

## Admission Policies

The school admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational, admission, scholarships, athletic and/or other school administered programs.

Admission to OCS will be determined by testing, by personal interview to determine a student's interest in academic and spiritual matters, and by the prospective student's general attitude toward the school and its policies.

We desire to educate as many students as possible but class size and staff capabilities may limit admission. We are not equipped to handle students with substantial learning disabilities, severe emotional problems, or uncooperative spirit toward rules and disciplines. Parents must agree to abide by school policies and to assist the school and support school officials in the implementation and enforcement of its policies.

We reserve the right to discuss potential "special needs" solutions with parents and students as appropriate throughout the school year. The goal is to provide each student with the best possible situation to meet their educational needs. Our work with each family will vary according to the amount of help we receive from that family outside the classroom.

### **First Time Enrollment**

1. An application and enrollment fee are to be submitted for each student desiring admission. Upon receipt of these items, a testing time will be set up for the student, and an interview will be arranged for parents and student. Notification of acceptance or of refusal will be given to the parents as soon as possible.
2. K4 is a kindergarten readiness program, thus students must be four years old on or before the first day of school of the enrollment year and must be able to care for their own bathroom needs. Screening, immunization forms, and a copy of the birth certificate are to be on file before school begins. (Screening should be done by August 15.)
3. Kindergarten students must be five years old on or before the first day of school of the enrollment year. Screening, immunization forms, and a copy of the birth certificate are to be on file before school begins. (Screening should be done by August 15.)

### **Re-enrollment**

1. Re-enrollment forms are sent home with current students in February. Forms must be filled out and returned to the office before the open-enrollment period to be guaranteed a spot for the next school year.

2. Student enrollment forms for returning students are to be submitted by the last day of the current school year.
3. A student who has been on probation for two consecutive quarters may not re-enroll.

### **Transfer Students**

Students desiring to transfer to OCS at the beginning of a school year should follow the normal enrollment procedure discussed above. Transferring to OCS after the school year has begun will be considered on a case by case basis. A meeting with the school administration, prospective student, and parents will determine whether or not a transfer will be allowed.

### **Immunization Requirements**

Minnesota State law requires that each child's file contain proof that his/her immunizations are current. Please check your child's medical records. Please have any missing inoculations completed and reported to Owatonna Christian School BEFORE attending. For transfer students, the previous school may have this record and can be transferred to Owatonna Christian School via fax or e-mail, as may the doctor's office.

If parents conscientiously object to their student(s) being immunized or if a doctor certifies that it would be unhealthy for the student(s) to be immunized, the student's doctor must complete and exemption form. This form will be notarized and filed in the school office.

### **All students going into kindergarten (and any students in the 1<sup>st</sup>-6<sup>th</sup> that has not had these shots)**

- 5 DTP (diphtheria, tetanus, and pertussis)
- 4 Polio
- 2 MMRs (measles, mumps, and rubella)
- Hepatitis B – the 3 shots series takes 6 months to complete (once given, it is good for life)
- 2 Chicken Pox (varivax) or parent documentation of the chicken pox illness

### **All students going into 7<sup>th</sup> grade (and any student in the 8<sup>th</sup>-12<sup>th</sup> that has not had these shots)**

- 1 Td/Tdap (tetanus-diphtheria-pertussis) booster
- 2 MMRs (measles, mumps, and rubella) after 1 year of age
- Hepatitis B – the 3 shot series that takes 6 months to complete
- 2 Chicken Pox (varivax) or parent documentation of the chicken pox illness

### **Financial Policy**

OCS knows that parents who choose to enroll their children in OCS are making a significant financial investment in the academic, social, and spiritual lives of their children. Each member of the faculty and staff at OCS takes this responsibility and

partnership seriously. Your timely payments ensure that OCS can continue to meet the chief financial obligation of our greatest assets – our faculty and staff.

1. Parents may pay tuition in 10 monthly installments. These will begin on July 1<sup>st</sup> and will conclude with the May 1<sup>st</sup> payment. The OCS Past Due Policy is approved by the school committee and executed by the OCS office. This policy exists to provide guidelines and add clarity on all financial issues including what steps need to be taken to formulate a plan when a family's account becomes past due. Failure to submit a plan, failure to reach acceptable agreement with the school principal, or failure to comply with the plan will result in dismissal of the family's student(s). Accounts must be brought current within fifteen (15) days or the student(s) will not be permitted to return. If needed, parents should contact the OCS office prior to the tuition due date to make special/additional arrangements.
2. Any requests for special financial arrangements must be presented in writing to the principal for approval.
3. Tuition credit is available for families who recruit new, never before enrolled, students.
4. A discounted rate of tuition is given to families who are active members of Grace Baptist Church.

### **Health and Safety Policy**

Owatonna Christian School works diligently to maintain a safe and healthy environment for all students. Parent and student cooperation with school health and safety policies is necessary in order to avoid accidents and to properly care for students.

### **Sickness**

In the interest of every student's well-being, parents are requested to keep their student home when he or she is sick. If a student has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge, diarrhea, pink eye, or any other symptom of a communicable disease, keep him or her out of school for a minimum of 24 hours until the symptoms have been resolved. Please contact the school office to notify us of the absence and related illness.

If a student develops symptoms at school, he or she will be sent to the office, and parents will be notified to pick up the student as soon as possible.

### **Medications**

Students are not permitted to carry medications (either over-the-counter or prescription) on their person or store them in their desks, lockers, backpacks, or vehicles. All medications must be stored in the school office in a clearly marked Ziploc bag with the child's name, date, dose, number of doses, and the time to be taken. Designated school staff will administer all medications in the school office. Only non-prescription pain relievers (such as Ibuprofen or Acetaminophen) are given with parental permission.

**Emergency Drills**

Fire, tornado, and lock down emergency drills will be conducted throughout the school year in accordance with regulations. Evacuation maps are located in each classroom and should be reviewed by the students.

**Books and Supplies**

The school will furnish all textbooks and workbooks. Students must provide their own Bible, and each grade has a required list of supplies.

All hardbound books must be covered within the first week of school. Contact paper should not be used. At the end of the year, books will be collected and students must pay for lost or books damaged beyond further use.