

DES MOINES CHRISTIAN SCHOOL
POLICIES AND PROCEDURES

ENTRANCE REQUIREMENTS

Code No. 501.2

A student shall be five (5) by September 15 of the current year before they can be admitted to any of the Kindergarten programs including Developmental Kindergarten. A student shall be six (6) by September 15 of the current year before they can be admitted to the first grade. Any deviation requires consultation with a licensed school psychologist or Kindergarten teacher. A student shall not be admitted to preschool unless he or she is 3 years old on or before the fifteenth day of September of the current year. A birth certificate or other satisfactory evidence of age is required of each student entering school. Health and immunization certificates are also required, as provided by law and Board policy.

All admissions to the student body shall be subject to the approval of the administration.

Any family that has withdrawn from the school and is applying for readmission will need approval from the school board before they are readmitted.

All students must come from a home where at least one parent or guardian is a Christian and agrees with the purpose and policies of the school.

All students must have legal documentation to live and attend school in the United States in the form of U.S. Citizenship, Permanent Residence, or a temporary student visa.

Registration and academic fees must be paid prior to admission.

A family interview will be held for new and readmission students. The interview must be done by appointment with both parents present if possible. The Principal will conduct the interview. At least two other DMCS employees selected by the Principal will read the application and testimony and serve as an admissions committee along with the Principal. In the event any of the committee members have concerns with information on the application and testimony or from the interview, a second interview will be held with at least two of

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the committee members present. This committee will decide if admission is granted. Students in grades 7-12 must exhibit a desire attend DMCS. The "Basis and Purpose Statement" and the "Parent and Student Agreement" must be reviewed and signed by parents. Secondary students must also sign the Student Agreement.

Parents must sign a release of records form so that DMCS can request school records from the previous school. Report cards or transcripts of grades must be brought to the interview. Kindergartners must submit an immunization record, birth certificate, and a current health physical. Final admissions acceptance will be subject to approval of records and evaluations. All new students (including Kindergartners) will be evaluated by review of previously taken standardized test or by a new standardized test administered by DMCS.

High school students may enter DMCS on probation with administration approval for the period of no more than six (6) weeks. At anytime during the probationary period, the Principal will make a decision about placement. The student will be taken off at the discretion of the Principal. If the student is not finding success at DMCS, the student's parents will be asked to withdraw the student from school.

DMCS is operated as an educational institution for the benefit of the Christian families in our community. Students are admitted without regard to race, color, gender, or national or ethnic origins, and DMCS does not discriminate with regard to these areas in its policies or procedures.

Currently enrolled students of the school and their immediate families have first priority when it comes to enrollment. New applicants to the school who meet admission standards will be accepted on a first-come, first-serve basis according to classroom capacity.

ULTIMATE ACCOUNTABILITY LIES IN THE HOME

The philosophy upon which DMCS has been established, and upon which it operates, teaches that God has placed the full responsibility for the education and training of a child upon the parents. The parents

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may choose to delegate some of their responsibility to the school or church, to supplement the training and instruction given by the parents in the home.

This philosophy demands that there be close communication and agreement between the home and the school. If DMCS is to be an extension of the home, there must be agreement between the two as to educational objectives, methods of achieving the objectives, obligations of each party, and the need for unity and harmony between home and school.

It shall be the responsibility of DMCS to answer any and all questions regarding these issues, to the satisfaction of families seeking admission to the school. No parent, grandparent, or guardian should seek admission to DMCS for a student until they are satisfied with the answers to all questions.

Therefore, when parents and student seek admission to DMCS, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Admission decisions of the Principal and/or Superintendent are final.

PARENTAL INVOLVEMENT IS THE KEY

In order to support the education process and be an encouragement to the student, parents are asked to take an active part in the DMCS program. As in any activity children undertake, our interest and involvement as parents has a tremendous positive influence on their performance. Parents are asked to attend Association Meetings. It is necessary for each family to be represented at these informative and important gatherings. Opportunity also exists for parents to involve themselves in the varied Parent-Teacher Fellowship activities.

SOME CONSTRAINTS TO CONSIDER

Attendance at DMCS is a privilege and not a right; that privilege may be forfeited by any student or family who does not conform to the

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standards and regulations of the institution. DMCS may at any time request the immediate withdrawal of a student or family who, in the opinion of DMCS, is not in harmony with the spirit of the institution, regardless of whether or not the student or family conforms to the specific rules and regulations of DMCS.

Initial admittance to DMCS does not imply automatic readmission in the future. DMCS reserves the right to refuse admission or readmission to any prospective or returning student.

Applicants who withhold pertinent information, or who falsify information, may be required to withdraw from DMCS.

Date of Adoption: October 15, 1991

Revised: August 15, 1995

Revised: July 6, 2000

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