

ADMISSIONS

New Students

The Principal with the assistance of the School Board of Open Door Christian School are charged with the task of admitting students and families who share beliefs, goals and abilities in common with the school populace. The Committee makes its determination through application, testing, student visit, and family interview.

The following guidelines are used:

- Families who share beliefs and goals consistent with those identified in the school's Statement of Belief, Statement of Biblical Truth and philosophy of Christian education.
- Families and students who have abilities, talents and a strong desire to join with the school to fulfill its mission.

Acceptance into Open Door Christian School is not guaranteed. The school reserves the right to deny admission to a student or family if it believes the student or family does not share Christian beliefs, principles and goals consistent with those identified in the school's Statement of Belief and Statement of Biblical Truth, or if the school is best served by the decision to deny enrollment. The Admissions Committee makes its decision after careful consideration and prayer.

Generally, the Admissions Committee declines admission when it would not benefit the student or the school due to incompatibilities in one or more of the areas listed above. Because of the sensitive and, at times, difficult nature of the committee's work, decisions not to accept are shared by letter and without further comment.

ODCS admits students of any race, color, physical ability, national or ethnic origin to all rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and physical ability, national or ethnic origin in the administration of educational policies, admissions policies, scholarship programs, athletic or other administered programs.

All students who are admitted to the school agree to abide by the requirements, regulations and policies established by the administration and the School Board in the ODCS Student Handbook. **Enrollment implies a commitment to compliance with school policies.**

Because a high standard of achievement is expected of each student, a careful analysis of each applicant is made. Each prospective student's parents/guardian is interviewed. The student is interviewed, and could be tested giving the administration the prerogative to select and place the student into the class best suited for his/her needs. All new students will be accepted on a six-week probationary basis. Acceptance and continuation of a student in the school is based on the student's academic achievement, emotional stability, social behavior, and conduct. Open Door Christian School is not equipped to handle the severely handicapped or students with severe learning disabilities. The school reserves the right to deny admission to any applicant when deemed necessary. Any student that has been suspended during the past school year will have his application for re-enrollment reviewed by the ODCS administration and board.

Parents or current students wishing to enroll or re-enroll should complete and submit a Student Registration Form. The application/registration fee must also be paid when the Student Registration Form is turned into the office. Returning students and prospective new students and their parents/guardians should thoroughly review this handbook and Open Door Christian School's Statement of Beliefs. Our statement of beliefs can be found at www.opendoorgraham.com/our-beliefs. You may also pick up a hard copy at the school office.

The enrollment procedures are as follows:

1. Complete and return all enrollment forms.
2. Provide verification of the child's birthday (copy of original birth certificate with state issued number or certified copy of original birth certificate with state issued number) and immunization record.
3. Obtain transcripts and records from preceding schools. (Achievement scores and discipline records must be included.)
4. Parent and student must arrange for an interview with the Principal/Administrator.
5. Complete testing and evaluation, as necessary.
6. Pay application and/or registration fee.
7. Confidential Recommendation Letter (5th grade and up)
8. All other forms besides registration forms must be completed and returned.

Information Evaluation

After all the above information is received, the Principal/Administrator reviews this information and determines the student's eligibility. If there are questions about eligibility, he/she convenes a meeting of the Admissions Committee for a final decision.

No student shall be admitted who:

- Has emotional or disciplinary problems that cannot be met by ODCS,
- Has a court record or a reputation that is ungodly, or
- Has a physical handicap or learning disability for which our program is not staffed.

An approved application does not guarantee enrollment in the school, due to class-size limitations and other requirements. Internal enrollment is conducted prior to open enrollment and allows currently enrolled students and their siblings to enroll first.

Re-Enrollment

Students in good standing with the school (academic as well as behavioral standing) are invited to re-enroll. Those on Academic Probation (see Academic Probation) or who have had multiple office visits face the possibility of not being invited back or having the decision delayed until the end of the school year.

Early in the second semester, a re-enrollment agreement is issued. The agreement must be received by the deadline indicated to ensure a place for the student for next year. Shortly after the re-enrollment deadline, Admissions begins accepting new students for the following school year.

Expulsion from a Previous School

A student wishing to apply for admission to Open Door must wait a minimum of six (6) months following expulsion from any other school before applying to ODCS. A student with a prior expulsion seeking admission to ODCS must meet all of the admissions requirements for Open Door Christian School.

The principal will have final authority to determine admission.

Students who withdrew from Open Door and want to return:

Because of the rigor of the Open Door Christian School curriculum, a student will need to meet certain criteria for admission or readmission.

Expulsion of a Current Student

Open Door Christian School reserves the right to expel any student who does not meet the academic, behavior, or conduct requirements delineated in the policy manual or fails to abide by rules as published in this Parent-Student Handbook.

Pre-Kindergarten Enrollment Requirements

Checklist for Entering Open Door's Pre-Kindergarten Classes are available on our website's Pre-K page (www.opendoorgraham.com/pre-k-department).