



# Okinawa Christian School International

Zakimi 1835, Yomitan Village, Okinawa 904-0301 JAPAN

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[www.ocsi.org](http://www.ocsi.org)

## Admissions, Promotion, and Retention Guidelines

### Concerning Admissions:

The admissions guidelines for OCSI are inclusive and do not regard race, religion, or gender. Gaining admission to OCSI is a multi-faceted process that includes one or more of the following:

- An administrative interview of the student and parents
- Review of previous school records, including but not limited to, report cards, standardized test results, behavior records, etc.
- Verification of an English language support system in the home e.g. one custodial parents or guardian that speaks English in the home
- Demonstration of sufficient English language skills by age 5; language proficiency test may be administered
- Completion of a reading diagnostic to determine if a student is reading at a level that is within one year of the grade to which they are seeking admission
- Identification of special learning needs that may require special accommodations by either the classroom teacher or administration

### Concerning Promotion and Retention:

The process of determining whether a student is promoted to the next grade level is based primarily on observations and assessments made by the classroom teacher. Those assessments may include, but not be limited to, the following:

- Proficiency with the English language that can be demonstrated both orally and in written form; results of reading diagnostics and standardized testing
- Competence with grade-appropriate skills
- Content knowledge
- Proper development of social skills needed to maintain peer relationships
- Age-appropriate work habits that support independent learning
- At the discretion of a school administrator, students whose assessments show an English language deficiency of more than one year MAY NOT be allowed to continue enrollment at OCSI.

### Concerning Withdrawal:

Given that the school has been provided no less than two weeks notice, students may be withdrawn from the school at any time of the year at the discretion of the parents. Failure to provide two weeks notice will result in school fees being assessed. Students who are withdrawn following a recommendation for retention must receive the approval of the Education Committee before being granted permission to reenroll.

### Parental Agreement:

I have read and understand the policies of Okinawa Christian School regarding admissions, promotion/retention, and withdrawals. Should my child or children be recommended for admission, these policies will be applied to them over the course of their enrollment.

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Signature of Parent or Guardian  
(Print Name & sign)

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Date

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Signature of Parent or Guardian  
(Print Name & sign)

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Date

Child(ren) Name(s):

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