



# **Student Handbook**

# **2018-2019**

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## CONTENTS

WELCOME	6
INTRODUCTION	7
ABOUT OKLAHOMA CHRISTIAN SCHOOL (OCS)	7
OCS HISTORY	7
OCS MISSION STATEMENT	7
OCS CORE VALUES	7
STATEMENT OF FAITH	7
STATEMENT ON MARRIAGE AND SEXUALITY	8
OCS PARENT COMMITMENT	9
COMMITMENT TO WHOLE PERSON EDUCATION	10
EDUCATIONAL PHILOSOPHY	10
ACCREDITATION	11
AN INTERDENOMINATIONAL SCHOOL	11
BOARD OF DIRECTORS	11
FUNDRAISING	12
SAINTS PARENT ORGANIZATION (SPO)	12
BOOSTER CLUB	12
PLEDGES	12
SCHOOL SPIRIT	12
SCHOOL COLORS & LOGO	12
SCHOOL MASCOT	12
ADMISSIONS	13
SPIRITUAL REQUIREMENTS FOR PARENTS	13
SPIRITUAL REQUIREMENTS FOR STUDENTS AND PROSPECTIVE STUDENTS	13
BEHAVIORAL REQUIREMENTS	13
ACADEMIC REQUIREMENTS	14
FINANCIAL REQUIREMENTS	14
ADMISSIONS PRIORITY	14
AGE REQUIREMENT FOR ATTENDING SCHOOL	14
NOTICE OF NONDISCRIMINATION	14
ENROLLMENT CONTRACTS FOR THE FOLLOWING YEAR	14
RECORDS	14
ACADEMIC POLICIES AND PROCEDURES	15
REPORT CARDS	15
TEXTBOOKS	15
GRADING SYSTEM (PK)	15
GRADING SYSTEM (K-1)	15
GRADING SYSTEM (2-5)	16
WEDNESDAY NIGHT HOMEWORK/ASSIGNMENTS	16
MAKEUP WORK (PK-5)	16
MAKEUP WORK (6-12)	16
PARENT-TEACHER CONFERENCES (PK-5)	17
GRADING SYSTEM (6-12)	17

WEIGHTED GRADING SCALE (9-12)	17
HIGH SCHOOL GRADUATION REQUIREMENTS	18
ACADEMIC PROBATION (6-12)	19
COURSE RECOVERY	19
OFF-CAMPUS COURSEWORK	20
ON-CAMPUS CONCURRENT AND DUAL-CREDIT COURSES	20
SEMESTER EXAMS (7-12)	20
ACADEMIC HONORS	21
HONOR ROLL (6-12)	21
NATIONAL HONOR SOCIETY (NHS) ELIGIBILITY	21
VALEDICTORIAN, SALUTATORIAN, AND GRADUATING WITH HONORS	22
SENIOR CLASS RANKING	22
TRANSCRIPTS	23
<b>ATTENDANCE POLICIES AND PROCEDURES</b>	<b>23</b>
ATTENDANCE POLICY (PK-5)	23
ATTENDANCE POLICY (6-12)	23
PLANNED ABSENCES	24
PERFECT ATTENDANCE	24
<b>CHAPEL PROGRAM</b>	<b>24</b>
CHAPEL PHILOSOPHY	24
<b>CO-CURRICULAR POLICIES AND PROCEDURES</b>	<b>25</b>
THE PURPOSE AND PHILOSOPHY OF ATHLETICS AT OCS	25
BIBLICAL GUIDELINES FOR SPORTSMANSHIP	26
OSSAA REQUIREMENTS	26
CO-CURRICULAR AND ATHLETIC ELIGIBILITY	27
HARDSHIP ELIGIBILITY	27
OCS STUDENT REQUIREMENTS FOR PARTICIPATION	27
PRACTICE TIMES/GYM SCHEDULING	28
DETERMINING PLAYING TIME DURING GAMES	28
QUALIFICATIONS TO "LETTER" IN A SPORT	29
ROLES AND RESPONSIBILITIES OF COACHES AND ATHLETES	29
<b>CONDUCT AND DISCIPLINE</b>	<b>29</b>
PHILOSOPHY OF DISCIPLINE	29
PLAGIARISM AND CHEATING	29
SEXUAL IMMORALITY	30
THREATS OF VIOLENCE	30
BULLYING, HARASSMENT, INTIMIDATION PHILOSOPHY	30
BULLYING, HARASSMENT, INTIMIDATION DEFINITIONS	31
REPORTING BULLYING, HARASSMENT, INTIMIDATION	32
INVESTIGATING AND RESOLVING BULLYING, HARASSMENT, INTIMIDATION	32
SEXUAL HARASSMENT	32
BEHAVIOR INFRACTIONS AND CONSEQUENCES (PK-5)	33
BEHAVIOR INFRACTIONS AND CONSEQUENCES (6-12)	34
DISMISSAL FROM CLASS (6-12)	35

<b>DELAYED LUNCH (6-8)</b>	<b>35</b>
<b>LUNCH DETENTION (6-12)</b>	<b>35</b>
<b>AFTER-SCHOOL DETENTION</b>	<b>35</b>
<b>DISCIPLINARY PROBATION</b>	<b>36</b>
<b>DISCIPLINARY SUSPENSION</b>	<b>36</b>
<b>EXPULSION</b>	<b>36</b>
<b>APPEAL PROCEDURE</b>	<b>36</b>
<b>DRESS AND APPEARANCE POLICIES AND PROCEDURES</b>	<b>36</b>
<b>DRESS CODE PHILOSOPHY</b>	<b>36</b>
<b>HAIR POLICY</b>	<b>37</b>
<b>DRESS - ELEMENTARY (PK-5)</b>	<b>37</b>
<b>DRESS- MIDDLE AND HIGH SCHOOL (6-12)</b>	<b>38</b>
<b>GAME DAY TEAM ATTIRE (9-12)</b>	<b>39</b>
<b>DRESS CODE ENFORCEMENT</b>	<b>39</b>
<b>DRESS CODE AND SCHOOL RELATED ACTIVITIES</b>	<b>39</b>
<b>DRESS CODE EXCEPTIONS</b>	<b>39</b>
<b>DRUG AND ALCOHOL FREE CAMPUS</b>	<b>39</b>
<b>DRUG AND ALCOHOL FREE CAMPUS POLICY</b>	<b>39</b>
<b>CHEMICAL ABUSE TESTING DEFINITIONS</b>	<b>40</b>
<b>PROCEDURES FOR SUBSTANCE ABUSE TESTING</b>	<b>41</b>
<b>CONSEQUENCES FOR POSITIVE CHEMICAL ABUSE TEST RESULTS</b>	<b>42</b>
<b>REFUSAL TO SUBMIT TO DRUG USE TEST</b>	<b>43</b>
<b>SELF-REPORTING OR PARENTAL REPORTING</b>	<b>43</b>
<b>ASSURANCES PROVIDED TO STUDENTS</b>	<b>43</b>
<b>SAFETY AND HEALTH</b>	<b>43</b>
<b>BUILDING ACCESS</b>	<b>43</b>
<b>K9 SEARCHES</b>	<b>44</b>
<b>SCHOOL CLOSURES</b>	<b>44</b>
<b>SECURITY AND VISITORS</b>	<b>44</b>
<b>LOCKERS AND LOCKS</b>	<b>44</b>
<b>PARKING</b>	<b>45</b>
<b>VEHICLES</b>	<b>45</b>
<b>ACTIVITY TRIPS</b>	<b>45</b>
<b>BUS TRANSPORTATION</b>	<b>45</b>
<b>NON-BUS TRANSPORTATION</b>	<b>46</b>
<b>INSURANCE</b>	<b>46</b>
<b>ACCIDENT, ILLNESS, INJURY</b>	<b>46</b>
<b>IMMUNIZATION REQUIREMENTS</b>	<b>46</b>
<b>MEDICATIONS</b>	<b>47</b>
<b>HEAD LICE</b>	<b>47</b>
<b>TUITION AND FEES</b>	<b>48</b>
<b>PAYMENT OF TUITION</b>	<b>48</b>
<b>ENROLLMENT FEE</b>	<b>48</b>
<b>WITHDRAWAL PENALTY</b>	<b>48</b>

<b>FINANCIAL AID</b>	<b>48</b>
<b>LUNCH PERIODS AND FIELD TRIPS</b>	<b>48</b>
<b>LUNCH PERIODS AND FIELD TRIP EXPECTATIONS</b>	<b>48</b>
<b>EXPECTATIONS DURING LUNCH (PRE-K- KINDERGARTEN)</b>	<b>48</b>
<b>EXPECTATIONS DURING LUNCH (1-5)</b>	<b>49</b>
<b>EXPECTATIONS DURING LUNCH (6-8)</b>	<b>49</b>
<b>LUNCH CHECK OUT (PK-8)</b>	<b>49</b>
<b>LUNCH POLICIES (9-12)</b>	<b>49</b>
<b>TECHNOLOGY POLICIES AND PROCEDURES</b>	<b>50</b>
<b>ELEMENTARY LIBRARY MEDIA CENTER</b>	<b>50</b>
<b>SCHOOL TELEPHONE USE (PK-5)</b>	<b>50</b>
<b>CELL PHONES AND OTHER ELECTRONIC DEVICES (PK-5)</b>	<b>50</b>
<b>CELL PHONES AND OTHER ELECTRONIC DEVICES (6-8)</b>	<b>50</b>
<b>CELL PHONES AND OTHER ELECTRONIC DEVICES (9-12)</b>	<b>50</b>
<b>AUTHORIZED USE OF TECHNOLOGY</b>	<b>51</b>
<b>ADDITIONAL INFORMATION</b>	<b>53</b>
<b>PETS AT SCHOOL (PK-5)</b>	<b>53</b>
<b>PERSONAL DATA</b>	<b>53</b>
<b>SCHOOL DIRECTORY</b>	<b>53</b>
<b>SEX EDUCATION</b>	<b>53</b>
<b>SISTER SCHOOL</b>	<b>53</b>
<b>LOST AND FOUND</b>	<b>53</b>
<b>GIFT EXCHANGES (PK-5)</b>	<b>53</b>
<b>TELEPHONE MESSAGES</b>	<b>53</b>
<b>CLASS DUES</b>	<b>54</b>
<b>PAST DUE ACCOUNTS</b>	<b>54</b>
<b>VOLUNTEER POLICY</b>	<b>54</b>
<b>OCS VOLUNTEER APPLICATION</b>	<b>56</b>

## **WELCOME**

OCS purposes to affect lives for the Kingdom of God. The passion of Jesus was to do the Father's will. Without question, our best days here at school will be when we are truly striving to glorify God. This booklet is a guide to help us work together along the way. Our prayer for OCS students is to have the heart and mind of Christ.

May Christ be evident in our character. Character and a sense of personal honor in what we do will always serve the Kingdom of God more than rules and policies. Even so, this handbook helps communicate the order we need as an institution.

We encourage our students to become stewards. The most important job a student has as an OCS student is to guard their attitude. A positive/selfless attitude will not only make school a greater experience for those around you, but it will make our days more pleasant and fun.

"Have this attitude in you which was in Christ Jesus . . ."

## INTRODUCTION

This handbook is prepared to provide each student and parent with information relevant to a successful school experience at Oklahoma Christian School (OCS). OCS students should strive to live in harmony with all rules and in relationships to the glory of God. A student's failure to comply with the policies and procedures outlined in this handbook may constitute a breach of the enrollment contract. All policies and procedures outlined in this handbook and/or other supplemental materials provided by the OCS school leadership may be changed or superseded by school leadership at any time, with or without notice. OCS will make every effort to keep parents and students informed when changes occur. OCS school leadership has the authority to lead, teach, and discipline in areas not specifically addressed in this handbook.

## ABOUT OKLAHOMA CHRISTIAN SCHOOL

### OCS HISTORY

Beginning in 1970, Oklahoma Christian School, Inc. (OCS) was originally known as the "Christian Center School," and was operated as an arm of the Christian Conquest Center Church in Oklahoma City. During the 1974-75 school year, the school became independent of the church and was officially named Oklahoma Christian Schools, Inc. on January 13, 1975.

### OCS MISSION STATEMENT

OCS' mission is to partner with families in educating the whole person to glorify God.

### OCS CORE VALUES

*Spiritual Formation* - As a school community, we will surrender to the Lordship of Christ and His Word. We will practice a prayerful, worshipful lifestyle, and approach spiritual growth in a manner that engages both the heart and mind. We will center our curricular and co-curricular programs on a biblical worldview. We will accept hardship, realizing that God uses challenging circumstances to shape our character. We will help our students develop a "Great Commission" lifestyle, so they will prioritize the Kingdom of God above all things.

*Academic Excellence* - We will provide a college preparatory curriculum, utilizing effective, research-based instructional methods and resources. We will work to ensure that students are actively engaged in their own learning. We will employ qualified faculty and ensure that they are prepared for the demands of 21st century teaching by conducting ongoing professional development.

*Godly Relationships* - We will ensure the physical and emotional safety of our school community. We will work to develop trust-based relationships among our staff, parents, and students. We commit to resolving conflict in a biblical manner. We will foster mentoring relationships between teachers and students. We will create an environment where students of different age groups can interact with each other. We will embrace the diversity of the Body of Christ. We will act as a good neighbor to the Edmond community.

### STATEMENT OF FAITH

1. We believe that in Jesus Christ all the fullness of Deity dwells in bodily form, and in Him you have been made complete, and He is the head over all rule and authority."  
Colossians 2:9-10

2. We believe that the Bible (scripture) is the only perfect, inerrant, inspired, infallible, authoritative Word of God and "All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work." 2 Timothy 3:16-17
3. We believe there is one God, eternally existent in three persons -- the Father, the Son, and the Holy Spirit.
4. We believe Jesus Christ is God's eternal Son. Born of a virgin, He took the form of man and through His sinless life He taught men how to live. He was crucified as a sacrifice for our sins. He rose from the dead and returned to Heaven to prepare a place for us. He will come again to receive all believers into the presence of God.
5. We believe in the necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature. We believe in the justification of many by grace through faith in the shed blood of Christ. We believe men and women were created in God's image, were tempted by Satan and rebelled against God. We believe through repentance and personal faith in Christ, we become known as "Christians"; we are forgiven of our sins, reborn in a new relationship with God and placed into the body of Christ.
6. We believe in a future resurrection -- the saved unto the resurrection of life and the lost unto the resurrection of eternal death.
7. We believe marriage, as sanctioned by God in the Bible, joins one man and one woman in an exclusive union. We affirm the biblical principles relating to marriage and sexuality as detailed in the OCS policy on Sexual Immorality, Sexuality and Biblical Marriage.

#### **STATEMENT ON MARRIAGE AND SEXUALITY**

We believe every person must be afforded compassion, love, kindness, respect and dignity. Hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.

We believe that each person's God-given sex is determined biologically at birth and was so determined by God himself before the foundation of the world.

We believe the term "marriage" as sanctioned by God in Scripture joins one man and one woman in an exclusive union. We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and woman.

We believe any form of sexual immorality, including but not limited to adultery, fornication, homosexual conduct, bisexual conduct, bestiality, use of pornography, and attempt to change one's biological sex or to identify as anything other than one's biological sex or to express disagreement with one's biological sex is sinful and contrary to God's Word.

OCS requires all employees, volunteers and students to abide by this Statement on Marriage and Sexuality. Engaging in conduct contrary to this Statement or advocating for positions or conduct contrary to this Statement is considered a violation of school policy and is subject to disciplinary action as outlined in the school's discipline policies (See *Statement of Sexual Behavior* in Conduct and Discipline Section), including action up to and including expulsion or termination.



With respect to parents of OCS students or prospective students, while OCS will not take it upon itself to investigate a suspected violation of this policy, any outward and obvious lifestyle in violation of this policy by the primary custodian or custodial parent of an OCS student would most likely be a serious and insurmountable obstacle to OCS' ability to partner with that parent to raise the whole child to the glory of God. As a result, engaging in conduct contrary to this policy or advocating for positions or conduct contrary to this policy is considered a violation of school policy and is subject to disciplinary action as outlined in the school's discipline policies, including action up to and including expulsion of the OCS student or a refusal to admit a prospective student.

We also believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. In circumstances where there has been a violation of this policy, OCS would take into consideration factors relating to forsaking sin, repentance and restoration.

Disciplinary decisions under this policy will be made on a case by case basis and OCS reserves the right to consider biblically relevant factors in each decision such as a person's confession of sin, evidence of repentance, willingness to cease violating behavior and other relevant factors.

#### **OCS PARENT COMMITMENT**

The OCS admissions application contains the following *Parent Commitment*. At least one parent or legal guardian of each OCS student must commit to the following:

1. We have carefully examined and agree with the Christian purpose and philosophy of OCS and desire the school to work with us in the total education of our children.
2. We have carefully read and agree to support the policies of the school as stated in the OCS handbooks.
3. We understand the importance of the local church in the Christian education of us, as parents as well as our children, and therefore submit ourselves to the authority of the local church through membership and faithful attendance.
4. In full cooperation with the school, we will attend if at all possible all orientation and informational parent meetings.
5. We pledge our loyalty to the aims and ideals of the school and will bring any questions or criticisms we might have directly to the administration so that they may be properly considered by those in authority.
6. We endeavor to live our calling to a higher standard of conduct as evidenced in our thoughts, our words, and our behavior both in school and to the outside community, because as a Christian community, OCS bears witness to the character of the Lord Jesus Christ (Eph. 4:1). As Christ followers, we do not engage in a lifestyle of adultery, homosexual activity, alcohol abuse, the illegal use/sale of drugs, or any other illegal act.
7. We pledge to preserve unity in the body, by seeking to resolve any conflict within the OCS community by addressing the matter appropriately with the person or persons directly involved (Matt. 18:15-17).
8. The school reserves the right to dismiss a student for any reason it deems necessary. The authority for such dismissals rests primarily with the headmaster.
9. The school agrees to work closely with the parents or guardian in helping the students to learn and solve their school-related problems.

10. We will serve the school in whatever capacity that our time, talents, and gifts will allow. Understanding that the OCS operating budget is projected solely on the basis of tuition, fees and gifts. We pledge ourselves to give whenever possible to meet financial needs, to perform services when qualified, and to uphold the school in prayer.
11. We understand and agree that OCS teachers and administration are given full discretion in accordance with OCS Board Policy and Oklahoma State law in the discipline of our children.

### **COMMITMENT TO WHOLE PERSON EDUCATION**

OCS is committed to educating the whole person. Scripture teaches that we are created in the image of God; God is a spirit and they that worship Him must worship in spirit and truth. Wholeness is spiritual birth. Scripture also teaches that we are made alive in Jesus Christ; though dead in trespasses and sin, the Good News of God is that man has infinite potential (wholeness) through life in Christ. Thus, the first concern in whole person education is the spiritual development of each student. Scripture teaches that:

1. God is a spirit and they that worship Him must worship in spirit and truth (John 4:24); we are created in the image of God (Genesis 1:26); Jesus taught man must be born spiritually (John 3:3-7)
2. We are made alive in Jesus Christ; though dead in trespasses and sin (Romans 5:10); the Good News of God is that man has infinite potential (wholeness) through life in Christ (Galatians 2:20).

Thus, the first concern in whole person education is spiritual development. The passion for spiritual education will encompass a pursuit of excellence in academic learning, physical training, and social development. This is educating the whole person.

The OCS board, administration, teachers, and staff are committed to this philosophy and desire that every student who attends OCS will do so in a spirit of joy and peace because of the knowledge that God is among us. Moreover, shared commitment to partnership between school and families in educating the whole person to glorify God will shape every aspect of the Oklahoma Christian School - . . . that He Himself might come to have first place in everything (Colossians 1:18).

### **EDUCATIONAL PHILOSOPHY**

It is the purpose of the school to provide a sound academic education integrated with a Christian view of God and the world. The Bible is clear in stating the principles that underlie Christian education. The apostle Paul gave a comprehensive principle when he wrote of Christ, "For by Him are all things created, that are in Heaven, and that are in earth . . . and He is before all things and by Him all things consist" (Col. 1:16, 17).

The apostle John said, "All things were made by Him and without Him was not anything made that was made" (John 1:3). Foundational to a Christian philosophy of education is a God-centered view of man and truth found in the Word of God.

The purpose then of Christian education is to reveal God and to bring the student into conformity with God's revealed will. The authority for such an education comes from God's command that children be taught to love God with all their hearts, love their fellow man, and

conform to the image of Jesus Christ. The following more specifically outline some underlying beliefs that form the OCS educational philosophy:

1. A God-centered worldview and biblical values create the centerpiece of child rearing. *Start children off on the way they should go, and even when they are old they will not turn from it (Proverbs 22:6, NIV).*
2. Children are a gift from the Lord and that they find wholeness in God's grace and love. *And Jesus grew in wisdom and stature, and in favor with God and man (Luke 2:52, NIV).*
3. A critical directive of Christian education is teaching God's priorities. *Seek first His kingdom and His righteousness; and all these things shall be given to you as well (Matthew 6:33, NIV)*
4. Jesus imparts the greatest truth of the universe. *Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments (Matthew 22:37-40, NIV).*
5. Education must encompass the fundamentals of the Christian faith. *But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have (1 Peter 3:15, NIV).*
6. Education serves a higher purpose than earthly gain. *For whom He foreknew, He also predestined to become conformed to the image of His Son, that He might be the firstborn among many brothers (Romans 8:29, NIV).*

## **ACCREDITATION**

OCS has received the highest level of accreditation from the Association of Christian Schools International (ACSI). This accreditation is renewed every five years. The ACSI Accreditation Commission is a member of OPSAC (Oklahoma Private School Accrediting Commission) and is recognized by the Oklahoma State Department of Education.

## **AN INTERDENOMINATIONAL SCHOOL**

OCS is an interdenominational Christian school. The most fundamental doctrines of faith are foundational to every aspect of the school. While the school teaches respect and allowance for the beliefs and traditions of various Christian denominations, OCS remains dogmatic about the doctrines listed in the Statement of Faith.

The school is financially independent of any one denomination or congregation. The budget is funded primarily by parents through tuition and gifts. The school also receives gifts from alumni, friends of the school, local congregations, grandparents, and local businesses.

## **BOARD OF DIRECTORS**

The OCS Board of Directors is the guardian of the school's mission. It manages the property, affairs, and business of OCS. Qualifications for serving as a director are posted on the OCS website. Each spring, the Board Nominating Committee manages the Board of Director application process by accepting recommendations and applications. Board positions are filled by a prayerful process based on the candidate's abilities, background, and experience in order to give the Board balance. Each director holds office for two-year terms, not to exceed six consecutive years. The Board of Directors hires the headmaster and the headmaster oversees all administrative operations of the school. The names and offices of OCS school board members are published on the OCS website.

## **FUNDRAISING**

OCS is dependent upon parents and friends to financially support the ministry of the school. Tuition and fees do not fully fund its educational programs, and the school must solicit additional gifts annually to balance the budget. Some businesses are willing to provide matching contributions to OCS. The OCS Foundation also receives gifts for the school.

## **SAINTS PARENT ORGANIZATION (SPO)**

All OCS families are encouraged to become involved in The Saints Parents Organization (SPO). The SPO functions with its own board in unity with the policies and philosophies of the school, and works to meet needs at the school. All proceeds support the school.

## **BOOSTER CLUB**

OCS families who are particularly interested in co-curricular activities are encouraged to become involved in the Booster Club. This Booster Club seeks to support the many activities and sports that take place outside of the traditional classroom. The Booster Club functions with its own board in unity with the policies and philosophies of the school. They work to help meet the needs of co-curricular programs, enhance opportunities, and encourage personnel/students.

## **PLEDGE OF ALLEGIANCE**

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

## **PLEDGE TO THE CHRISTIAN FLAG**

"I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty to all who believe."

## **PLEDGE TO THE BIBLE**

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its word in my heart that I might not sin against God."

## **SCHOOL SPIRIT**

OCS exists through the grace of God. The Christian school ministry is a blessing and gift that should give its participants a heart of thanksgiving. Representing the Christian school as an ambassador of Jesus Christ should be the primary motivation for every OCS Saint. Humble hearts and respectful attitudes foster school spirit. It is imperative that each student embraces the school mission and represents OCS in an honorable way. OCS is a school of choice and should be gratefully approached as a privilege, not a right. Therefore, students and parents should choose to support school activities in a positive manner.

## **SCHOOL COLORS & LOGO**

The school colors are red, white, & blue. The school logo is the official mark of OCS and should not be used by parents or students without permission by the OCS administration.

## **SCHOOL MASCOT**

The Scripture offers a clear picture of God's attributes for His followers. Our Saint mascot, Samson, is modeled after Paul's description of the "full armor of God." In Ephesians 6:14-17 this imagery used to teach Christians their responsibility as Saints (faithful ones to God).

*Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God (Ephesians 6:14-17, NIV).*

## **ADMISSIONS**

### **SPIRITUAL REQUIREMENTS FOR PARENTS**

At least one parent or the custodian must desire a Christian education for their children and willingly support the OCS Statement of Faith.

1. At least one parent or the custodian must be a professing believer in Jesus Christ as their Savior.
2. The school will consider an applicant's church involvement and attendance. A letter of recommendation regarding the spiritual life of the family is required. This letter of recommendation may be written by either a pastor or person who knows the family personally, but who is not a family member.

### **SPIRITUAL REQUIREMENTS FOR STUDENTS AND PROSPECTIVE STUDENTS**

The primary objective of all OCS instruction and co-curricular activity is first to bring each student to a full understanding of the meaning of each point of the OCS Statement of Faith, then, to fulfill our role as servants of Christ to do everything within our realm of responsibility that would encourage each student to believe each point of the OCS Statement of Faith.

To be clear, OCS encourages healthy exploration of and dialogue about the points of the Statement of Faith. However, it is the policy of OCS that every student and prospective student demonstrate support for and live a lifestyle which is consistent with the Statement of Faith. At a minimum, demonstrating support for and living a life consistent with the Statement of Faith would, by way of example, make it a violation of this policy to attempt to influence other students to disbelieve or disobey any point of the Statement of Faith. It would be a violation of this policy for a student to assume an antagonistic position concerning any specific point of the Statement of Faith, or to live or encourage others to live a lifestyle contrary to or antagonistic toward any specific point of the Statement of Faith.

Each student or prospective student applying for or reapplying for admission to OCS in doing so confirms their agreement with this and all other OCS policies and practices.

### **BEHAVIORAL REQUIREMENTS**

1. Student must be in good standing with current school (attendance, discipline records, etc.).
2. Students with prior drug, alcohol, or similar problems must have successfully completed (including being 100% drug and alcohol free) a full semester in a regular school program prior to being admitted to OCS.
3. Students who have been expelled from any other school will not be admitted to OCS.
4. All references will be considered.
5. Students must willingly and outwardly express a desire to attend OCS.

## **ACADEMIC REQUIREMENTS**

To be admitted to OCS, OCS requires a comprehensive record of all testing and performance to sufficiently determine if a potential student will succeed at OCS. Applicants are expected to perform at grade level on OCS admissions tests. Applicants who are not performing at grade level may be admitted to OCS if the admissions committee determines that the student will be able to succeed at OCS without modification to the curriculum or academic program. Participation in the academic support program requires additional expenses and fees.

Cumulative GPA must be 2.0 or above in core academic courses on the previous semester's grades. Exception can be made only on the approval of the Admission Committee.

## **FINANCIAL REQUIREMENTS**

If the student is transferring from another private school, a letter on school letterhead may be required stating that financial obligations have been cleared.

## **ADMISSIONS PRIORITY**

1. Returning students in good standing.
2. Siblings of students who are currently enrolled at OCS, alumni's children, children/grandchildren of former/present OCS employees.
3. Students with a reasonable chance to succeed academically, socially and spiritually.

## **AGE REQUIREMENT FOR ATTENDING SCHOOL**

Testing is required for all new students. Kindergarten placement depends on maturity and readiness of the child. A child must be four years of age by September 1 before being allowed to enroll in Pre-Kindergarten. A child must be five years of age by September 1 before being allowed to enroll in Kindergarten. A child must be six years of age by September 1 before being allowed to enroll in the 1st grade. A copy of the birth certificate is required for all students enrolling at OCS for the first time.

## **NOTICE OF NONDISCRIMINATION**

Oklahoma Christian School admits students without regard to race, color, national and ethnic origin or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Oklahoma Christian School does not discriminate on the basis of race, color, national and ethnic origin or disability in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school administered programs.

## **ENROLLMENT CONTRACTS FOR THE FOLLOWING YEAR**

Contracts for the following school year are completed during re-enrollment, usually during the month of January. Re-enrollment should be completed promptly to assure a place is held for the next year.

## **RECORDS**

A student's records are open for inspection by the student, his parents or guardian, school officials, and certified employees of the school. Copies of records shall be furnished to authorized agencies upon written request of parents, guardians or students of legal age. Student files should include the following:

1. OCS required enrollment forms
2. Immunization records
3. Copy of the birth certificate
4. Academic records (including records from school formerly attended)
5. Various testing results

A child's student status will be suspended until all necessary records (e.g. immunization, etc.) have been furnished to the school or brought up to date. Grades will not be released to another school or at the end of the year until all bills (e.g. tuition, library fines, etc.) are paid in full and all athletic equipment has been checked in. Records of violations of our drug policy will be destroyed upon graduation.

## **ACADEMIC POLICIES AND PROCEDURES**

### **REPORT CARDS**

Report cards will be published at the end of each semester for the middle school and high school, and quarterly for elementary. Parents are urged to confer with their child's teacher when there is a question concerning report cards or grades. Parents are encouraged to utilize RenWeb to monitor students' grades and progress. Parents can view and print semester report cards through RenWeb. Student's financial account must be current to release official academic records.

### **TEXTBOOKS**

Textbooks will be issued by each school division and charged to the student. If a book is lost or damaged, the student will incur the cost of replacement or repair. Textbooks should be labeled with student's name.

### **GRADING SYSTEM (PK)**

The following grading system is used for students in PK:

Outstanding	+
Satisfactory	✓
Needs Improvement	-

### **GRADING SYSTEM (K-1)**

The following grading system is used for students in kindergarten and 1st grade.

Meets expectations at this time	+
Progressing	P
Needs Practice	-
Does not apply at this time	X

### **GRADING SYSTEM (2-5)**

The following grading system is used for students in 2nd through 5th grade.

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F - no credit earned
I	Incomplete

An “incomplete grade” must be made up within two weeks after the close of the grading period in which the “I” is received. The incomplete grade will be recorded as an “F.”

### **WEDNESDAY NIGHT HOMEWORK/ASSIGNMENTS**

Homework is an opportunity to assess and reinforce student learning. It should be purposeful and should not be busy work. OCS students will not be assigned homework on Wednesday nights to allow for church attendance. Students are still responsible for assignments or assessments that were previously assigned.

### **MAKEUP WORK (PK-5)**

1. Eleven points will be deducted the first day an assignment is late.
2. Eleven points will be deducted every day thereafter.
3. After a week a zero will be given.
4. Late work due to an excused absence such as sickness and/or vacation will be dealt with on an individual basis. Generally, a student will be given one day to make up work for each day they were absent.
5. If a student is absent more than one day, a parent may request the child’s homework.
6. Requests for homework should be made by 9am. Every effort will be made to have the assignments ready by the end of the day. It is the parent’s responsibility to pick up the homework at the elementary office.
7. All makeup work and tests will be given at the convenience of the teacher. The student shall receive full credit for make-up work unless it is turned in past the deadline stated above.
8. If the student is absent due to suspension, the work missed must be made up. Should tests or quizzes be given during the day or days of suspension, the student will be expected to take them on the day of the student’s return.

### **MAKEUP WORK (6-12)**

The following guidelines pertain to makeup work:

1. Students are responsible for obtaining missed assignments from their teacher(s). Homework assignments can be accessed on online.



2. Absences due to school events - work or tests assigned prior to the school event will be considered due the day of the student's return.
3. Students will be allowed one day for each day missed (up to five days) to make up work missed during absences. After five days, the teacher and principal will decide upon requirements for makeup work.
4. Work or tests assigned prior to the absence which are due on the date of the absence or the day the student returns to class must be turned in or taken the day of the student's return.

The following late penalties are assigned to middle school students with late work.

6th grade	20%
7th grade	30%
8th grade	40%

**PARENT-TEACHER CONFERENCES (PK-5)**

There is a required Parent/Teacher Conference at the end of the first nine-week period for all students in Pre-K through 5<sup>th</sup> grades.

**GRADING SYSTEM (6-12)**

The following grading system is used for students in sixth through twelfth grade.

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F - no credit earned
I	Incomplete

An "incomplete grade" must be made up within two weeks after the close of the grading period in which the "I" is received. The incomplete grade will be recorded as an "F."

**WEIGHTED GRADING SCALE (9-12)**

Advanced Placement Courses: A = 5.0, B = 4.0, C = 3.0, D = 2.0, F = 0.0

Pre-AP, Honors, and Concurrent Courses: A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0.0

Standard Courses: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0

Weight will be added except for a grade of "F".

It is expected that students enrolled in AP courses will take the AP test at the end of the year. Students who take the AP test are required to pay the AP test fee as determined by the College Board.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

It is the responsibility of each student to keep track of his/her graduation credits. Students should check with the high school administration if they have questions regarding their graduation status. OCS does not permit students to graduate early. Students may be permitted to retake courses in certain circumstance (see Course Recovery Policy).

At the time of graduation, if a student is failing no more than one credit hour or is deficient in no more than one credit hour, the student will be permitted to participate in graduation ceremonies, but a diploma will not be given until OCS receives a final passing grade from an approved accredited school.

Colleges have various entrance requirements. Students should check with the college counselor or the college in question regarding specific college requirements. Many seniors who plan to attend college qualify for a number of scholarship opportunities. Seniors should also check periodically with the college counselor for scholarship information.

OCS requires the following credits for graduation:

Course	Credits
<b>Core Courses</b>	<b>20</b>
Bible	.5-4
English	4
Mathematics	4
Science	4
Social Studies*	4
<b>Required Electives</b>	<b>5</b>
Foreign Language	2
Fine Arts/Communication	2
Technology	1
<b>Additional Electives</b>	<b>2+</b>
<b>Total</b>	<b>27+</b>

\*Required Social Studies courses: 1 U.S. History; ½ U.S. Government; ½ Oklahoma History.

Students are required to take four years of English, Science, Math, Bible, & Social Studies. High

school courses taken while the student is enrolled in middle school do not satisfy the four-year requirement for English, Science, Math, Bible, and History. However, high school courses taken in middle school will be reflected on the student's high school transcript and figured into their high school G.P.A.

The administration determines which courses satisfy particular graduation requirements.

Two consecutive years of the same foreign language are required.

Seniors who have satisfied their graduation requirements are only required to attend classes on-campus for six hours per day their senior year.

### **ACADEMIC PROBATION (6-12)**

A student in grades 6-12 whose grade point average drops below 70% or 2.0 GPA in the four core subjects (English, Math, Science, and Social Studies) for either semester will be placed on academic probation for the following semester. The core GPA must be raised to 70% or 2.0 GPA by the end of the probationary period. Failure to do so will result in dismissal from school. The school notifies parents if their student is placed on academic probation. If probation occurs during second semester, the student may attend summer school or take an online class (approved by the administration) to raise his/her grade and be removed from probationary status (see Course Recovery Policy).

### **COURSE RECOVERY**

OCS students are expected to accomplish all course-work at OCS. Students who fail courses may take them again in an off-campus setting. Enrollment in off-campus courses must receive prior, written approval by the principal. Off-campus coursework must be taken from regionally accredited institutions and be of quality commensurate with OCS academic standards. Online courses from regionally accredited institutions may also be considered for approval.

Students who earn an "F" in a class must make up the class in an approved recovery course (summer school or online course) at their own expense. Students who earn a "D" in a class may make up the class in an approved recovery course at their own expense. The recovery course must be taken the summer immediately following the year in which the "D" or "F" was earned. Students are allowed to retake a total of two semesters of any class or classes in grades 9-12. No additional recovery courses will be applied to a student's transcript beyond the allotted two semesters.

Percentage grades earned during a recovery course will be averaged with the percentage grade earned at OCS for the same class.

Example - OCS Course 55% + Recovery Course 85% = Combined points of 140% divided by the two classes. 70% is the new numeric average and that grade will be applied to the GPA.

If a student fails additional courses, they must be made up in an approved recovery course to satisfy graduation requirements. However, both the numeric grade earned in the original class

and the recovery class will appear on the transcript and will not be averaged into the student's GPA or numeric average.

### **OFF-CAMPUS COURSEWORK**

All senior students must be enrolled in a minimum of six class hours. A senior student who only needs a few credits to graduate will not be permitted to attend school on a part-time basis. Senior students may be approved for off-campus coursework with prior approval by the principal. Acceptable off-campus coursework must consist of college preparatory or college equivalent courses from a regionally accredited institution, not offered at OCS. Online courses from accredited institutions may also be considered for approval. Students in any grade are not permitted to take off-campus or online courses to substitute for courses offered at OCS.

### **ON-CAMPUS CONCURRENT AND DUAL-CREDIT COURSES**

OCS may participate with local colleges and universities to offer concurrent or dual credit courses on the OCS campus. Concurrent and dual credit course must align with the OCS graduation requirements. Requirements for Enrollment in off-campus, Concurrent, and Dual-Credit College Courses:

1. Be a junior or senior for concurrent and dual credit courses.
2. Be a senior for off-campus courses.
3. Be on-track to meet the OCS graduation requirements.
4. Meet the admission requirements for the participating college or university.
5. Have taken all the advanced courses offered at OCS in the area in which he/she wishes to enroll.
6. Qualify for concurrent enrollment each semester. If enrolled in a college course the first semester a student must earn a minimum grade of "B" to qualify for enrollment second semester. If a student earns a "C" or below first semester, they must receive administrative approval to enroll in another course the following semester.
7. If a student does not take a college course first semester, but wants to enroll in one for second semester, he/she may do so only if it fits with his/her OCS class schedule.

Financial Requirements for off-campus, concurrent, and dual credit courses:

1. Students will pay full OCS tuition.
2. Student pays all tuition, text and materials costs, and associated fees (including taxes) charged by the participating institution.

### **SEMESTER EXAMS (7-12)**

Semester exam test dates are listed on the school calendar and on the website. No student will be allowed to leave his or her examinations early except by special permission from the administration. No exam will be administered prior to assigned test dates. Students may arrange to take tests late for a \$10 fee per test to compensate the proctor.

1. First semester exams are mandatory in all classes for grades 7-12. They will be given on designated test days and be 1½ hours in length. They must be comprehensive exams. (If school is closed due to weather on a final test day, the tests will be given the first day back.)
2. Second semester exams are mandatory in grades 6-11. They will be 1½ hours in length. They will be comprehensive exams, and may include material from the first semester.

3. Exemption policy: Seniors may be exempt from taking their second semester exams if they meet the following grade/attendance requirements for the second semester:
  - a. Grade of A and no more than three absences.
  - b. Grade of B and no more than two absences.
  - c. Grade of C and no more than one absence.

Participation in school related activities such as field trips, athletic contests, scholastic tournaments, etc. would not count against exemptions. Suspensions, either in-house or out-of-school, will be counted against the exemption attendance requirements.

4. Seniors having no second semester exams on a given day are not required to attend school during exams. Only students taking exams are allowed on campus during exam times.
5. The semester exam for seventh grade classes will be weighted 10% of the total semester grade.
6. The semester exam for eighth and ninth grade classes will be weighted 15% of the total semester grade.
7. The semester exam for sophomore-senior level classes will be weighted 20% of the total semester grade.

## **ACADEMIC HONORS**

### **HONOR ROLL (6-12)**

1. The Headmaster's Honor Roll is made up of students making a 4.0 GPA (weighted).
2. The Principal's Honor Roll is made up of students making a 3.70 GPA (weighted).
3. If the integrity of a grade is compromised through academic dishonesty, the student may be disqualified from the Honor Roll.

### **NATIONAL HONOR SOCIETY ELIGIBILITY**

Students must qualify for membership in the National Honor Society (NHS). Eligibility requirements are based on academic performance, as well as other criteria that demonstrate alignment with NHS values and the high standards of OCS. Candidates must be juniors or seniors in high school. Students are inducted into the National Honor Society (NHS) each fall. Official membership in NHS begins first semester of the junior year.

#### **Academic Requirements**

1. Candidates must have a minimum 3.70 cumulative GPA (weighted).
2. Junior candidates must have completed at least 8 semesters of honors courses.
3. Senior candidates must have complete at least 12 semesters of honors courses.

#### **Character/Leadership Requirements**

Continued membership in NHS will be determined by fulfilling the following:

1. Service - 8 hours of community service project hours (as a group).
2. Leadership - participate in NHS projects by helping and leading others to join in the project.
3. Character—must have a character recommendation from a teacher and an exemplary behavior record, verified by the administration, based upon academic integrity, classroom behavior, and adherence to the school's standards of student conduct and behavior as outlined in the OCS student handbook.

#### Additional NHS Policies

1. An NHS member in good standing from another school may have their membership transferred to OCS as long as they meet the OCS requirements.
2. Members must attend the NHS induction ceremony to finalize their membership.
3. Candidates must reapply every year to maintain their NHS status.
4. Candidates may lose their membership in NHS if they receive 2 NHS demerits in a year. Demerits are earned by not attending mandatory meetings or failing to follow instructions. Delete prior. NHS members are expected to be responsible to communicate their conflicts with the NHS sponsors.

#### **VALEDICTORIAN, SALUTATORIAN, AND GRADUATING WITH HONORS**

The student graduating with the highest weighted grade point average will be considered valedictorian. The student graduating with the second highest grade point average will be considered salutatorian. To be considered for valedictorian, salutatorian, and graduating with honors, a minimum of 20 semesters of honors courses must be completed and passed. If there is a tie on the grade point average between two or more students, the numeric average will then determine the valedictorian. Students must have attended OCS for their junior and senior year to be eligible for valedictorian and salutatorian.

1. Students that graduate in the top 30% of their class will graduate Cum Laude (with honors).
2. Students that graduate in the top 20% of their class will graduate Magna Cum Laude (with great honor).
3. Students that graduate in the top 10% of their class will graduate Summa Cum Laude (with highest honor).

Both students weighted and unweighted GPA will be included on his or her transcript.

Transfer students' honor courses will be calculated as honors courses only if OCS offers that course as an honors course. If OCS does not offer an honors section for that equivalent course, the honors course will be calculated as a non-honors class. Example: a student transfers in with a PAP OK History course and OCS only offers OK History - the transfer grade will be recorded on the 4.0 scale, not the 4.5 scale.

Homeschooled grades will not be used for calculating honors GPA.

Students must have been at OCS for their Junior and Senior year to be eligible for valedictorian and salutatorian honors.

#### **SENIOR CLASS RANKING**

Because OCS is a small, college preparatory school with high academic rigor, we find that ranking students based on GPA is often more harmful than valuable. A student whose official rank might be towards the bottom of the class still has the potential to be a candidate for a highly selective college. As a result, the practice of OCS will be to not include a student's class ranking on their transcript. Nevertheless, a rank can be included on the transcript upon written request from a student.

## **TRANSCRIPTS**

Students requesting a copy of their transcript should consult the high school office. Processing of a transcript may take two days. If there is an outstanding balance (tuition, sports equipment, library, or book fees, etc.), the transcript will be unavailable until billing is current.

## **ATTENDANCE POLICIES AND PROCEDURES**

For a smooth beginning of the school day, every effort should be made for students to arrive at school on time. Students who arrive late to their classroom are considered tardy. Students arriving late to school, leaving school early, or returning to school during the day must check in or out of the office. Weather conditions or other similar occurrences will provide exceptions as determined by the administration. In order for a child to receive academic credit for being at school, they must be present 50% or more of the school day.

### **ATTENDANCE POLICY (PK-5)**

1. For students in grades PK-5, there is no distinction between excused or unexcused tardies.
2. Parents will be notified after nine (9) tardies per semester. A conference between the teacher or administration and parents may be called to address ongoing tardiness.
3. If a student has more than nine (9) absences, excused or unexcused, parents will be notified by the school administration. A parent conference may be called to discuss the child's absences.
4. If a child's absences total fifteen (15) for the year, a conference will be called to determine if the child will be allowed to advance to the next grade level. Serious illnesses or other reasons a child may miss an excessive amount of school will be reviewed on an individual basis.
5. Students should remain at home when they are contagious or ill to the point that school productivity is not possible. If a parent determines their child should remain at home, they should notify the elementary school office of the absence as soon as possible, preferably by 8:15 a.m.
6. Students should leave immediately when school is dismissed. Loitering is not permitted in the buildings, restrooms, playground, or around the water areas. Parents should pick up their child from school no later than ten minutes after school is dismissed.
7. During inclement weather, students will be kept in their classrooms and parents will be notified of inside pickup.

### **ATTENDANCE POLICY (6-12)**

1. Absences are recorded and counted within each missed class.
2. If students must leave school for part of the day, they should bring a note to the office or have their parent call on the day the absence is to occur. The note must include the reason for leaving school, the time the student is to leave, approximate time of return, the parent/guardian signature, and the date.
3. Students who must leave during a class period must acquire a permission slip from the office prior to that class period so the teacher will know to let them leave on time. Students will not be allowed to leave class without having first checked out through the

office before the class period. Middle school students will not be allowed to leave class unless called by the office.

4. If a student must be absent from school, the parents should call the school or leave a message on voicemail before school hours.
5. After three (3) tardies to any class, a student will serve detention or other consequence.
6. Up to ten (10) excused absences are granted each school year for school sponsored events, OSSAA and non-OSSAA competitions. Students are not permitted to be absent from school for OSSAA or non-OSSAA competitions if they are academically ineligible. Upon written appeal, an additional five (5) absences may be granted at the discretion of the principal. The additional five (5) days are granted only if the student is in good behavioral and academic standing (2.0 GPA or 70% average in all classes, including electives).
7. The office will notify parents by letter when a student has five (5) absences recorded in a single class. After seven (7) unexcused absences for any combination of reasons, the principal will personally contact the parents.
8. When a student accumulates ten (10) total absences per semester in a class, excused or unexcused (excluding school sponsored activities), they will not be granted credit for the course for that semester. In the case of extended illness, exceptions may be granted through written appeal to the principal. Even though a student loses credit due to excessive absences, they must continue to attend the class while they are at school until the semester is over.
9. During his/her junior and senior year, a student may have two (2) excused college day per year with proper documentation. No college days may be taken after May 1. Students must notify the office three (3) days in advance and must obtain a form in the school office. If a student is on a college day, upon return to campus he/she must return to their regular scheduled classes.

### **PLANNED ABSENCES**

To support academic success and reinforce the importance of school attendance, family events should be planned during school holidays. In the event a family must remove their child from school for a family reason, parents should contact the principal. Parents should provide the school office at least one week's notice to provide assignments in advance. Because the pace of a class is often adjusted as learning progresses, assignments cannot be given for longer than one (1) week. Assignments are to be completed prior to the child's return to school.

### **PERFECT ATTENDANCE**

Students will be rewarded for perfect attendance. Absence for any reason other than school-related activities disqualifies students for perfect attendance.

## **CHAPEL PROGRAM**

### **CHAPEL PHILOSOPHY**

In keeping with the mission of OCS, the chapel program will be held weekly as a part of the required curriculum. Attendance is required. OCS chapel is the heartbeat that moves the spiritual lifeblood of the OCS school community. Chapel exists for the purpose of corporate worship to reaffirm the school community's commitment to God and each other. Chapel serves



to teach and remind students and faculty that they here to glorify God in truth, unity, inspiration, and encouragement.

A student enrolled at OCS accepts the responsibility of participating in the OCS chapel program. Students are to engage Chapel as a significant experience in their whole person development while attending OCS. Parents are encouraged to follow up chapel services with a question-and-answer session at home. This session can serve as an extension of what takes place in the classroom and in Bible class.

The following principles guide the development of the OCS chapel program:

1. *Interdenominational harmony* - This is created when we recognize and respect the differences of the many denominations represented at OCS, and pursue the fundamental issues that we affirm as Christians. We seek harmony because the Scriptures encourage harmony ... *for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ* (Ephesians 4:12-13).
2. *Inspiration* - Inspiration comes in many forms. We recognize that people are inspired in many different ways. Inspiration is stimulating the emotions to feel, it also provokes the mind to think. We are to be transformed as children of God by the renewing of our mind (Romans 12:2). Therefore the chapel program must not shrink from an obligation to inspire with content and spiritual substance - ...love the Lord God with all your heart, with all your soul and all your mind (Deut. 6:5).
3. *Encouragement* - Ideally the OCS chapel program encourages and fosters the glory of Jesus Christ. It is not enough to encourage the individual student toward self-fulfillment and personal gratification. Biblical encouragement is based on authenticity, freedom, and greater love for God and others.
4. *Truth* - Bible classes tend to be intellectual with academic accountability. The chapel program will strive to create a more relaxing, "softer" approach to feeding the soul and nourishing the spirit. The chapel program will pursue discipleship and equipping areas not done in the classroom. *Sanctify them in truth: your word is truth* (John 17:17).

## **CO-CURRICULAR POLICIES AND PROCEDURES**

### **THE PURPOSE AND PHILOSOPHY OF ATHLETICS AT OCS**

Athletics and co-curricular activities are a means to fulfill the OCS mission, to develop the whole person. Competition is an excellent platform for teaching and practicing Christian character, both for the competitors and their supporters. Perseverance, teamwork, mature response to loss, composure under pressure, and humility are just a few of the character traits that are tested in competitive activities. The spiritual goal for the OCS athlete is to emulate, in words and actions, Jesus Christ. All that is done, emotionally, physically, and mentally, is to be done for the glory of God. The spiritual goal for parents and fans is to portray love of Christ and the principles of the Kingdom of God above all things.

OCS competes with other schools in a variety of co-curricular activities. It is important that interscholastic competition be conducted in a way that honors Christ and represents Him and OCS well. Therefore good sportsmanship should be practiced.

A significant part of being Christ-like and displaying good sportsmanship comes through our approach to losing. Loss is perhaps the harshest reality of life on this earth. It brings pain, sorrow, and dejection. No competitor desires this, and no parent wants these life realities for their children. However, the very nature of competition produces "losers." Whether competing for a place on the team, for the opportunity to play in a game, or for a championship, someone is going to experience pain, sorrow, and dejection. However, as followers of Jesus, we have the opportunity to approach loss and trials with a unique approach: *"Consider it all joy, my brethren, whenever you encounter various trials, knowing that the testing of your faith produces endurance"* (James 1:2-3.) It is imperative that OCS students and fans approach competition and losing from this biblical perspective.

Success is not the key to pleasing God, pleasing God is the key to success. Success is attaining one's best as a faithful steward of God's gifts and abilities. What does God require? "...to do justly, and to have mercy, and to walk humbly with the Lord." God desires that man be reconciled and be redeemed to the glory of God. God defines success in most instances quite differently than man. Participants in the OCS co-curricular program must prioritize the Gospel of Jesus Christ, virtue and honor above the desire to win games. Coaches are to prioritize the character of achievement. Success is to be measured by achievement of those things God desires.

OCS is an active member of the Oklahoma Secondary Activities Association (OSSAA) and conducts a fully competitive interscholastic sports program. OCS, therefore, employs coaches to develop individuals and teams *for competition*. This means that they will test the skills of individual athletes as well as build teams to compete with other school teams. Not every student will be able to receive equal playing time or even be selected for a team.

#### **BIBLICAL GUIDELINES FOR SPORTSMANSHIP**

1. Applaud and respect the efforts of the opposing teams. Remember, their parents are here and proud of their kids too. *"...do not merely look out for your own personal interest, but also for the interest of others."* Philippians 2:4
2. Be aware of anger and hateful emotions that surface in the "heat of the battle" -- emotions that are selfish and do not honor God. *"But I say, walk by the Spirit and you will not carry out the desire of the flesh."* Galatians 6:16
3. Do not insult the officials (you do not have to agree with every call, but you should never lower yourself to degrading remarks). *"Let no unwholesome word proceed out of your mouth, but only such a word as is good for edification according to the need of the moment that it may give grace to those who hear."* Eph. 4:29
4. Seek to demonstrate the reality of Jesus Christ in your life by your positive spirit. Remember, much of what happens tonight won't matter in eternity, much less in one week. *"For you have been bought with a price; therefore glorify God in your body."* I Corinthians 6:20
5. Let your team know that you support them; win or lose, we stand behind our kids. *...encourage one another, and build up one another..."* I Thess. 5:11

#### **OSSAA REQUIREMENTS**

OCS is a member of the Oklahoma Secondary School Activities Association (OSSAA) and will follow their rules and regulations. OCS adheres to the following OSSAA requirements:

1. Prohibition of recruiting - There shall be absolutely no recruiting of athletes. Students should not be encouraged to move to OCS strictly or primarily to engage in athletics. Students interested in attending OCS for the purpose of a Christian education may contact a school admission officer. These students must assume that they will lose one year of eligibility to participate in Varsity athletics upon transfer to OCS. Coaches will refrain from making any comments or gestures that could be misinterpreted concerning a student athlete transferring for athletic purposes. Seriously or jokingly telling a student that OCS would like for that athlete to play at OCS is considered recruiting. Student athletes are cautioned about contacting or persuading students to transfer to OCS for athletic purposes.
2. Academic requirements - A student must be able to successfully meet the daily demands of the classroom and then meet the extra demand of competitive athletics. Because of this, the student must demonstrate the ability to meet minimum academic standards. OCS will follow the OSSAA's guidelines regarding eligibility.
3. Medical release requirement - All athletes must have a physical examination before the season starts which includes the tryout procedure. It will be the athlete's responsibility to have a physical exam.

#### **CO-CURRICULAR AND ATHLETIC ELIGIBILITY**

Guidelines for participation in extracurricular activities are:

1. The principal or headmaster may remove a student from eligibility for disciplinary action.
2. Eligibility starts on the third week of the semester. Grades are figured on the entire semester, not weekly.
3. The basic rule of OSSAA is that any student who receives an "F" in any class in one week will be placed on probation for the following week. If at the end of the probationary week the student has all passing grades, then the process stops here.
4. However, if the student still has a grade of "F" in any class at the end of the probationary week, he/she is ineligible for the entire following week and will stay ineligible until all grades are raised to passing. A week is considered from Monday through Sunday.
5. If the student is ineligible, he/she may not suit up during the ineligible period.
6. If a student is absent more than three class periods in one day, he/she may not practice or participate in events that same afternoon or evening.

#### **HARDSHIP ELIGIBILITY**

In very specific instances a student may face a circumstance that is deemed a "hardship" by OCS and the OSSAA. A student and family can determine whether a hardship exists by meeting with the OCS athletic director. For clarification purposes, it must be understood that one may not "get" a hardship. The criteria for hardship is described and applied to existing conditions with the school transfer.

#### **OCS STUDENT REQUIREMENTS FOR PARTICIPATION**

The following off-field behavior is requirements for participation in co-curricular activities:

1. To wear an OCS uniform is a distinct privilege. A student-athlete will immediately jeopardize his/her uniform or position on a team with behavior off the field that is illegal, immoral or otherwise deemed to be detrimental to the team.

2. Continual infractions of in-school behavioral policies will result in co-curricular participation restrictions for the student. The expulsion from co-curricular activity is a possibility.
3. Obligations/duties that are not performed in relation to school policies or activities may result in restriction for the student. Participation in practices or competitions could be affected.

The moral and honorable behavior expected in the classroom is expected during practice and in competition. Athletics and activities provide an excellent opportunity for OCS to demonstrate the transforming power of Christ. The following on-field behavior is required for participation in co-curricular activities

1. Students who commit an infraction of the school policy codes for behavior in practice or in competition could be subject to expulsion from participation in athletics.
2. Behavior that is argumentative and combative towards coaches, game officials, teammates, or opposing players and fans will be subject to restrictions of participation. Continual misconduct could lead to exclusion from the sport.

### **PRACTICE TIMES/GYM SCHEDULING**

All varsity and junior varsity practices are after school. Practice times will vary in length, with most practices lasting approximately two hours. On Wednesdays, practices must be completed by 5:45 p.m. In certain instances coaches may schedule early morning practices or Saturday practices. At such times, the coaches will submit the times to the athletic director and give two days notice to the student-athletes. The following guidelines pertain to practice times and scheduling:

1. Sunday practices - Practices are not to be scheduled at any time on Sunday. OCS students will not be required to attend meetings or formal practices on Sunday. Only under special circumstances may a coach appeal to the athletic director for a Sunday activity.
2. Makeup practices - If athletes cannot be at practice, they must notify their coach and arrange an appropriate makeup time or activity.
3. If possible, parents should not schedule appointments during school or practice time. If an athlete does have an appointment, be sure to notify the coach ahead of time.
4. Being late to or missing practice or games may result in making up that time after practice and/or a loss of privileges. Example: Loss of playing time, not being allowed to suit up for a game or games, etc.
5. Each sport may have a required practice gear that must be worn at all practices.
6. Arrangements must be made for transportation to and from the school for sports practices. It is the responsibility of the parents to know how their child is getting to and from practice.

### **DETERMINING PLAYING TIME DURING GAMES**

The OCS athletic program is inter-scholastic and competitive in nature. The coaches will strive to compete in such a way as to “win the prize.” The coach will make decisions to determine playing time. This is based on a player’s athletic ability, practice, work habits, cooperation with teammates and coaches, the “chemistry” on field of play, current game situation, and many circumstances that the coach deals with daily. Playing time is a coach's "judgment call.”

The team concept places high value on the athlete's overall contribution to the team's effort. Playing time is not the only avenue for contribution.

Coaches appreciate parent feedback, but parents who wish to meet with coaches for the primary purpose of increasing their child's playing time may not be granted a meeting. These types of meetings can be detrimental to the team's unity and overall goals. These types of conversations should begin with the student athlete and the coach.

### **QUALIFICATIONS FOR A "LETTER" IN A SPORT**

The following criteria need to be met for a student to "letter" in a sport:

1. The student-athlete must participate in a varsity level sport by consistently attending all varsity practices.
2. The student-athlete must receive a varsity jersey/uniform.
3. The coach of each respective sport has the right to clarify additional specific requirements for "lettering" in their own sport.

### **ROLES AND RESPONSIBILITIES OF COACHES AND ATHLETES**

1. Coaches - It is the responsibility of the coach to be a steward of his/her personal relationship with Jesus; to adhere strictly to the rules set forth by the OSSAA, and to serve OCS as an ambassador of goodwill, loyalty, and Christian commitment.
2. Athletes - It is the responsibility of the student-athlete to strive to represent the Kingdom of God, the Christian home, and the mission of OCS; to adhere to the rules of OCS; to prioritize academics, the classroom, and studies over sports; to respect the OCS mission statement; to strive to follow the *Biblical Guidelines for Sportsmanship*; to follow the *Matthew 18 principle* in dealing with coaches and school officials

## **CONDUCT AND DISCIPLINE**

### **PHILOSOPHY OF DISCIPLINE**

The Bible provides a framework for what is considered appropriate and inappropriate behavior at OCS. The goal of discipline is to shape a student's character, as well as build a harmonious school atmosphere that is safe, conducive to learning, and pleasing to God. All students are expected to exhibit honesty, respect, obedience to authority, and develop a strong work ethic. Students are expected to comply with school policies and procedures as outlined in this Handbook and as communicated by faculty and staff throughout the academic year. Parents/guardians should encourage their students to comply with all school rules and policies.

We believe it is productive for students to "own" their problems and take an active role in solving their behavioral issues. When handling discipline concerns with students, teachers will strive to use enforceable limits, provide choices within limits, and apply consequences with empathy. OCS adheres to the 17 Classroom Practices, Eight Expectations, Basic Tenets, and Life Principles of Great Expectations (GE).

### **PLAGIARISM & CHEATING**

Students are expected to do their own work. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Cheating is to act dishonestly or unfairly in order to gain an advantage, especially in a game or examination. It is more honorable, and will

be to the long-term benefit of the student, to receive poorer grades that are the student's own than to take shortcuts and receive the accolades of a better grade. The following are examples of cheating:

- Copying of answers or ideas on homework, quizzes or tests.
- Passing along answers during quizzes or tests within a class period
- Conveying (or willingly receiving) quiz or test questions and/or answers to students who have yet to take tests or quizzes covering the same or similar material
- Taking "cheat sheets" into quizzes or tests and having them in eyesight during the quiz or test
- The use of electronic devices to replicate assessed information.
- Group study when a teacher has specifically expressed that individual work only is required

The following consequences will be assigned to students who cheat or plagiarize:

1. Communication with parents and a 0% on the work/test for the first offense; work/tests that are retaken may be given credit for a maximum of 50%;
2. Suspension and a 0% on the work/test for the second offense; and Level 3-4
3. For grades 7–12, a third offense constitutes a Level 5 offense.

### **SEXUAL IMMORALITY**

The Bible speaks clearly against all forms of sexual immorality (see, e.g. 1 Thess. 4:3-8, Matt. 15:19) and requires that we refrain from even the appearance of evil. Therefore, OCS may exercise its right, following what OCS in its sole discretion, deems to be appropriate and adequate investigation based on the circumstances, to refuse enrollment to a prospective student or to take disciplinary action (up to and including expulsion) against any student who engages in sexual immorality. OCS interprets the Bible to define sexual immorality to include, without limitation: (a) engaging in sexual acts outside of marriage, (b) professing, by words or overt actions, to be a practicing homosexual/bisexual, or it is known by others to be a practicing homosexual/bisexual, or (c) openly supporting or otherwise promoting such practices (see, e.g. Leviticus 20:13, Romans 1:27).

### **THREATS OF VIOLENCE**

Verbal or written threats of violence or harm to the school, students, staff, or anyone else in the school community will be taken seriously and may result in immediate suspension or expulsion. Local authorities will be contacted if there is a threat of violence.

### **BULLYING, HARASSMENT, INTIMIDATION PHILOSOPHY**

OCS is firmly committed to maintaining an academic environment free of harassment and intimidation. Harassment of any student/administrator on the basis of age, sex (with or without sexual conduct), religion, race, color, national origin, ancestry, disability, marital status, sexual orientation, veteran's status, citizenship, arrest and court record, and/or protected activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process) is absolutely and strictly prohibited. This policy, however, does not restrict OCS' ability to enforce the OCS Statement and Policy on Biblical Marriage and Sexual Immorality. All students are encouraged to promptly report complaints to the principals or headmaster. Failure to observe this policy may result in disciplinary action, up to and including, expulsion.

Interaction in and around school is a necessary part of student development and school culture. Behavior at lunchtime and during breaks allows for more freedom as students get older and more responsible. We recognize there is a certain amount of cajoling, bantering, and student interaction that is generally good-natured. Students acknowledge that there is some teasing within the school, but feel that there are acceptable strategies for dealing with this. Relationships between students are also a significant factor in enabling social skills and allowing each to progress.

OCS is committed to establishing an effective learning environment that promotes personal safety, respect, dignity and equality for all students. Moreover, OCS is committed to fostering a Christ-centered school community where the love of God and compassion of Jesus is foremost. OCS is also committed to establishing and maintaining a learning environment and school climate that is free from harassment, intimidation, and bullying.

It is the expectation that no one should feel left out or afraid, and it is the goal of the school that everyone can be safe and everyone can be respectful of others. It is understood that there will be C.A.R.E.

1. Create a climate where students know where to ask for help and how to ask for help.
2. Action to investigate immediately and document by the adult leadership of OCS.
3. Responding appropriately and follow through with consequences.
4. Effective understanding of circumstances will be sought with compassion and insight.

### **BULLYING, HARASSMENT, INTIMIDATION DEFINITIONS**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. Both children who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Harassment means to trouble, worry or torment, with repeated questions or attacks. The victim feels very frustrated, as the harassment may be a continuous event.

Intimidation involves instilling fear in another person by using threats of violence.

In cases of bullying, harassment, or intimidation the principal will take into account the perspective of the alleged victim, to discern the nature of the offense, discerning the difference between bullying and peer conflict, since they may be handled with different interventions. Consequences will not be given based solely on the perspective of the victim or the victim's parents.

## **REPORTING BULLYING, HARASSMENT, INTIMIDATION**

Any student who is or has been subjected to bullying, harassment, or intimidation is encouraged to report all such incidents to his or her principal or a teacher. It is the duty of any employee who has knowledge of possible bullying of a student to report the incident/s to the appropriate administrator.

It is the responsibility of students who witness bullying behaviors against another student to report the behavior to a teacher or other supervising adult in close proximity at the time of the incident. Students who stand by when a student is being bullied, in essence, are giving tacit approval to the behavior and could be considered "inactive participants."

All reports of bullying should state the name of the student or employee involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.

All formal or informal bullying complaints shall be promptly investigated as quickly as is reasonably possible.

## **INVESTIGATING AND RESOLVING BULLYING, HARASSMENT, INTIMIDATION**

The following objectives shall guide the investigation and resolution of bullying, harassment and intimidation. The appropriate school administrator will:

1. Determine if incident may be defined within school policy on bullying, harassment or intimidation.
2. Deal with incidents immediately. Prompt, sensitive attention should help all parties find resolve and prevent issues from becoming more complex.
3. Investigate the incident by interviewing alleged victim and the student(s) (separately) who was alleged to bully, harass, or intimidate. Interview bystanders in the spirit of finding a solution for all concerned.
4. Take some short-term measures while facts are being determined.
5. Document and keep factual notes in the offending student's file and/or in student discipline card file.
6. Assign consequences and ensure that appropriate consequences are understood for the violation of this policy.
7. Make proper communication with parents.

The principal shall inform the headmaster if a student is involved in three or more occurrences of bullying, harassment or intimidation. The principal has the ability to deem any incident of bullying, harassment or intimidation to be serious enough to review immediately a student's status with the school and recommend expulsion.

## **SEXUAL HARASSMENT**

All employees, volunteers, and students have a right to work and study in an environment where the dignity of each individual is respected. For that reason, we expect all employees, volunteers and students to accomplish their work and study in an efficient and reasonable manner with concern for the well being of their fellow employees, volunteers and students.



Any harassment of employees, volunteers or students by employees, is not permitted regardless of their relationship or status.

This policy sets forth rules and regulations to be followed by all employees, volunteers or students of OCS with regard to the issue of sexual harassment.

1. "Employee" means any person who is employed by OCS and who is authorized to act on behalf of OCS, whether that person is acting on a temporary or permanent, full or part-time basis.
2. "Volunteer" means any person who volunteers his or her services to OCS and acts as a representative of OCS, without being compensated, whether that person is acting on a temporary or permanent, full or part-time basis.
3. "Student" means any person who is enrolled in any OCS school program.
4. In the case of an OCS employee, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature by one employee toward another employee which (a) is made an explicit or implicit term or condition of any employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, offensive working environment.
5. In the case of an OCS student or volunteer, "sexual harassment" is defined as unwelcome sexual advances, request for sexual favors or other unwelcome verbal or physical conduct of a sexual nature by any person toward a student or volunteer.
6. All employees, volunteers and students are strictly prohibited from engaging in any form of sexual harassment of any employee, volunteer, student or applicant for employment. Any employee, volunteer or student engaging in sexual harassment will be subject to appropriate disciplinary action. The disciplinary action will be based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, content and gravity of such activities or incidents. Any employee, volunteer or student who is or has been subjected to sexual harassment or knows of any employee, volunteer or student who is or has been subjected to sexual harassment should promptly contact the headmaster. Employees, volunteers or students who, for whatever reason, feel uncomfortable reporting such to the headmaster may report the harassment directly to any of the three Principals. Employees, volunteers and students are encouraged to report complaints and work with OCS to resolve problems involving sexual harassment. The ability to resolve these kinds of problems is dependent on each person's cooperation in reporting incidents which create an offensive or hostile school or work environment. In the event a complaint is reported, a confidential investigation will be undertaken immediately. Any employee who is subjected to a job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

#### **BEHAVIOR INFRACTIONS AND CONSEQUENCES (PK-5)**

At the elementary level the teacher will handle minor behavior infractions. Ongoing minor offenses or offenses that impede the learning environment or violate the principles of respect, honesty and obedience will be referred to the principal. Consequences will be issued at the discretion of the principal, taking into consideration the age, severity and context of the

infraction. The purpose of elementary discipline is to restore students to proper conduct and shape a Christlike character. The elementary principal has the ability to deem any incident or pattern of incidents serious enough to immediately review a student’s enrollment and recommend expulsion to the headmaster.

**BEHAVIOR INFRACTIONS AND CONSEQUENCES (6-12)**

In grades 6-12 consequences for behavior infractions will be guided by the the following table. This table is a guide to students, parents, and administrators in how to apply consequences for students who exhibit inappropriate behavior. Principals may exercise discretion in assigning specific consequences that do not easily fit within the five levels, depending on the context and severity of a behavior infraction. Behavior infractions that have multiple levels of consequence allow for increasingly severe consequences for repeat offenses. The middle school and high school principals have the ability to deem any incident or pattern of incidents to be serious enough to immediately review a student’s enrollment recommend expulsion to the headmaster.

**Grades 6-12**

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
These consequences do not require involvement of the administration but should be documented in RenWeb. Consequences include loss of privilege, parent/guardian conference, cooling-off period.	These consequences require the involvement of administration and should be documented in RenWeb. These consequences include parent/teacher conference, ASD, loss of privilege, in-school suspension.	These consequences require the short-term removal of the student from the school environment through a 1-5 day suspension.	These consequences require longer removal of the student from the school environment through a 6-10 day suspension.	These consequences require long-term suspension or expulsion to maintain a safe school environment and a culture in keeping with the OCS mission and values.

BEHAVIOR	1	2	3	4	5
Leaving class without permission	●				
Dress code violation	●	●			
Inappropriate language or gestures / verbal abuse		●	●		
Inappropriate use of technology	●	●			
Disrespect toward faculty or staff	●	●	●		
Missing detention		●			

Classroom disturbance or disruption	•	•	•		
Lying / providing false information	•	•	•		
Use / possession of tobacco products or electronic cigarettes			•	•	
Cheating and plagiarism (Refer to Plagiarism and Cheating Policy)		•	•	•	•
Theft		•	•	•	
Public displays of affection	•	•			
Vandalism		•	•	•	
False fire alarm, false police report, bomb threats				•	•
Sexual immorality / possession of pornography		•	•	•	•
Fighting/promoting a fight, striking another student			•	•	
Threat of physical violence					•
Bullying / Harassment / Intimidation		•	•	•	•
Possession of a dangerous weapon				•	•
Possession of drugs or alcohol (Refer to Drug and Alcohol Policy)			•	•	•
Repeated Level 1-2 offenses		•	•	•	•

\*Three Level 1 offenses require an office referral.

**DISMISSAL FROM CLASS (6-12)**

Should a student be dismissed from class, he/she should proceed directly to the respective office. The office will record the incident and resulting consequence in RenWeb.

**DELAYED LUNCH (6-8)**

Delayed lunch is served for 10 minutes at the beginning of the lunch period for unexcused tardies or minor infractions.

**LUNCH DETENTION (6-12)**

Student sit in the cafeteria with principal. In MS students eat in a designation classroom.

**AFTER-SCHOOL DETENTION (6-12)**

ASD is served by the students in an assigned classroom at the end of school until 3:50 p.m. ASD takes priority over co-curricular participation. Missing ASD will incur an additional one-day of ASD. After missing the second day of ASD, parents will be notified and a plan developed to satisfy the offense.

### **DISCIPLINARY PROBATION**

A student may be placed on disciplinary probation as part of the disciplinary procedures described below. This status means that any act of unacceptable student behavior, as defined in this handbook, deemed serious or major by the principal/headmaster would result in immediate expulsion.

### **DISCIPLINARY SUSPENSION**

There are two possible student suspensions: out of school suspension and in-school suspension.

1. Out of school suspension removes a student from the school community for the entirety of the term of the suspension. A student that has been suspended from school may not participate in any school or co-curricular event, including practices. A day of suspension includes the entire day of school activities from morning till evening. For example, if a student received a three day suspension which began on Wednesday morning, the student could not attend, practice or play in any athletic event until Saturday.
2. In-school suspension isolates a student within the school community. The same restrictions from attending or participating in any school event apply to in-school suspensions.

### **EXPULSION**

Principals have the ability to deem any incident or pattern of incidents serious enough to immediately review a student's enrollment and recommend expulsion to the headmaster. Expulsions must be approved by the headmaster. A student who has been expelled must remain outside of the school community for the remainder of the current semester plus one additional semester before making application for admission. Expelled students may not be on the OCS campus after being expelled, nor may they attend any OCS activity as a spectator or visitor.

### **APPEAL PROCEDURE**

A student who has been expelled may petition to the OCS Board of Directors for reinstatement. If an expelled student desires to be reinstated, the student's parents must notify the principal or headmaster, who will notify the Chairman of the Board. A time for such a hearing will be set by the Board of Directors.

At the hearing, the student shall make his/her petition for reinstatement. The Board of Directors will consider the petition and respond to the parents in writing regarding the decision within a reasonable time. Decisions of the Board of Directors shall be final.

The Board of Directors does not intend to automatically reinstate any student who has been expelled, especially in cases those regarding intentional violations of school rules, drugs, alcohol, theft or other serious moral offenses.

## **DRESS AND APPEARANCE POLICIES AND PROCEDURES**

### **DRESS CODE PHILOSOPHY**

Dress is personal and cultural. However, modesty is a biblical value. To this end OCS has sought to establish a dress standard that promotes the principles modesty, cleanliness, and appropriateness. Dress and grooming should not be suggestive, indecent, or so bizarre and unusual as to detract from the classroom environment.

The administration may prohibit certain hair styles or clothing if they are determined to be disrespectful or disruptive. Final determination of acceptable dress and grooming rests with the administration and cannot be appealed.

Any student considered to be dressed contrary to the following regulations (except on specific days) may be denied attendance until this condition is corrected. Based on the circumstances and discretion of the office, time missed as a result of this will be considered unexcused and the student's privileges will be affected accordingly.

### **HAIR POLICY**

Boys (PK-12)

Hair must be clean, out of the student's eyes, and no longer than the bottom of the collar.

Girls - (PK-12)

Hair must be clean and out of the student's eyes.

Boys (6-12)

Neatly kept facial hair is permitted.

The administration may prohibit certain hair styles or clothing if they are determined to be disrespectful or disruptive. Exceptions to this policy, based on cultural heritage, may be granted by the principal and headmaster.

### **DRESS – ELEMENTARY (PK-5)**

Designated formal dress days will occur on chapel days. The following dress code applies to students in grades PK-5 on formal dress days:

Chapel Girls (PK-5)

1. Skirts, dresses, colored denim or dress pants (no denim blue jeans or shorts) with a nice shirt/blouse/sweater/jacket.
2. Skirts and dresses must be touching the kneecap, not above the kneecap. Modesty shorts must be worn under skirts.
3. No rubber flip-flops on dress days.
4. Slits in skirts/dresses are not to exceed 1" above the knee.

Chapel Boys (PK-5)

1. Nice jeans or dress shorts may be worn.
2. A collared shirt must be buttoned.
3. No t-shirts with writing or pictures should be worn under dress shirts.

Informal Girls (PK-5)

1. Straps on tops must be at least 2" wide (if two shirts are worn, one shirt must have 2" straps)
2. Shorts may be worn but must touch the mid-thigh.

3. No bare midriffs.
4. Modesty shorts must be worn under skirts.

#### Informal Boys (PK-5)

1. Shirts with buttons must be buttoned within two buttons from the top.
2. Pants or jeans.
3. Knee length shorts - acceptable styles include walking, dress, cargo, or athletic shorts. Denim fabric is acceptable, however, no cut-offs are allowed.
4. Undergarments must not be visible.

The following are not allowed for PK-5 boys or girls on chapel dress or informal dress days: hats, sweats, flannel pants, sagging pants, house shoes, clothing with rips & tears, visible body piercing (other than girls' ears), temporary tattoos or symbols/messages incompatible with the OCS Christian philosophy.

#### **DRESS - MIDDLE AND HIGH SCHOOL (6-12)**

Designated chapel dress days will occur during the day chapel services are held or upon designation by the principal. The following dress code applies to students in grades 6-12:

#### All Students (6-12)

1. Non-athletic shorts may be worn by boys and girls on informal dress days. Shorts must be close to the knee. Non-athletic means: no basketball, cheer, board, volleyball, or spandex shorts. Acceptable styles include walking, dress, or cargo shorts. Denim fabric is acceptable, however, no cut-offs are allowed.
2. No undergarments should show at any time.
3. No sleeveless shirts/tanks, hats, athletic pants, sweats, flannel pants, sagging pants, pants or shorts with rips and tears, hats, house shoes, visible body piercing (other than earrings for girls only), clothing with symbols or messages incompatible with OCS Christian philosophy.
4. Tattoos must be covered while at school or school events.

#### Informal Girls (6-12)

1. Pants (capris, crops, yoga, etc.) must be below the knee and may be worn as long as the seat is completely covered (at all times) by a top.
2. Skirts and dresses must be close to the knee, unless wearing tights underneath the skirt.
3. Slits in skirts/dresses are not to exceed 1" above the knee.
4. Straps on tops must be at least 2" wide. If two shirts are worn, one shirt must have a 2" strap.
5. Tops that have low backs or have cutouts in the back or on the shoulders should not be worn without another garment underneath.
6. Transparent garments must be worn over a solid garment that meets the general dress code guidelines for shirts and skirts.
7. Cleavage or midriffs should not show at any time.

#### Chapel Girls (6-12)

1. Girls may wear skirts, dresses, colored denim, or dress pants (no denim blue jeans, capris or crops) with a nice shirt/blouse/sweater/jacket.

2. Skirts and dresses must be close to the knee, unless wearing tights underneath the skirt.
3. Slits in skirts/dresses are not to exceed 1" above the knee.
4. No sweatshirts/fleece pullovers, or casual t-shirts (a t-shirt that has writing on it).
5. No rubber flip-flops on dress days.
6. Shorts are not allowed on Dress Days.

#### Chapel Boys (6-12)

1. Khakis, slacks (no cargos), or colored denim (no denim blue jeans) with collared shirt tucked in, neck tie & belt.
2. If sweater worn, the collar & tie must show.
3. T-shirts under dress shirt cannot have writing/images.
4. No flip-flops or sandals. Closed toe shoe required.
5. Shorts are not allowed on Dress Days

#### **GAME DAY TEAM ATTIRE (9-12)**

A team is allowed to wear school-issued team warm-ups on game day only with the coach's permission. The entire team must be dressed in the same warm up. No sweat pants are allowed.

#### **DRESS CODE ENFORCEMENT**

Implementation and enforcement of the dress code relies heavily on the support and discretion of parents. It is the desire of the school to maintain an appropriate standard in an atmosphere of grace. Dress code violations will be evaluated using a two-tier approach.

1. Out-of-dress code - Infractions difficult to be corrected at school. The student will not be admitted to class. Either the student must go home to change or a parent must bring appropriate attire to school. The student will be required to serve an ASD after the third infraction.
2. Dress-code infraction - These infractions are more easily correctable at school. The student will be required to correct the problem with the potential of serving detention.

Since dress is by nature subjective, all dress policy decisions made by the administration will be final. The administration may prohibit certain hair styles or clothing if they are determined to be disrespectful or disruptive.

#### **DRESS CODE AND SCHOOL RELATED ACTIVITIES**

OCS students who attend are expected to observe the same standards of dress and behavior as that expected of them on the OCS campus.

#### **DRESS CODE EXCEPTIONS**

Any exceptions to the dress/appearance code may be made by the administration to promote harmony, unity and purpose.

### **DRUG AND ALCOHOL FREE CAMPUS**

#### **DRUG AND ALCOHOL FREE CAMPUS POLICY**

Whenever it appears to any OCS staff member that a student may be under the influence of alcohol or drugs that staff member shall report the matter, upon recognition, to the appropriate principal, his or her designee or the headmaster if neither the principal or designee is immediately available. The principal or designee shall immediately notify the headmaster of

the matter. The student's parent or legal guardian of the matter shall also be notified as soon as reasonably possible.

If an OCS staff member has any evidence giving rise to suspicion of substance abuse such evidence shall be immediately reported to the appropriate principal or the headmaster. As soon as reasonably possible thereafter, appropriate and adequate action will be taken to investigate the matter, including, without limitation, searching or allowing to be searched those areas in the student's control including, without limitation, backpacks, lockers and automobiles, testing for drug use, which testing may include breath tests or other common sobriety tests, document the steps and findings of the investigation and to report the conclusions of such investigation to the student and parents of the student, as the principal and headmaster deem appropriate.

OCS Administration may also, at its discretion, invite law enforcement or other qualified personnel to conduct random searches or assist in a specific search on OCS property. Such a search may include any and all personal property of students and faculty.

If an OCS staff member has received what he or she believes to be proof of substance abuse, including but not limited to a student who tests positive for drug use or a student is found to be in possession of drugs or drug paraphernalia or is under the influence of drugs, the student will be suspended and otherwise disciplined according to OCS policy, including expulsion and/or the filing of criminal charges, at the discretion of the appropriate principal and the headmaster.

Any drug prescribed by a physician for use by a student must be in a container which includes the prescription, and possession of a drug without a prescription shall be sufficient evidence of chemical abuse requiring further investigation. Possession by a student of a prescribed drug in a manner which complies with this policy may be verified with the parent or guardian of the student. Prescribed drugs are drugs being used by a student under a current, valid doctor's prescription and used in the manner prescribed.

Drug test results, positive or negative, are not required in order to establish a violation of this policy on chemical abuse. Any violation, proven to the satisfaction of OCS Administration, will subject the violating student to the procedures set out under the section herein relating to consequences for positive chemical abuse test results.

#### **CHEMICAL ABUSE TESTING DEFINITIONS**

1. "Alcohol" means any substance as defined in Title 37, Oklahoma Statutes, Sections 163.2 or 506.
2. "Drugs" or "illegal drugs" mean any substance which an individual may not sell, possess, use, distribute, or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose or, otherwise as defined in Title 63 Oklahoma Statutes, Section 63-2-101. And, the use of the term drugs or Illegal drugs shall also include alcohol and performance enhancing drugs.
3. "Drug Paraphernalia" means equipment/apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs. "Drug use test" means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof.



4. "Medical Review Officer" (MRO) means a physician with specialized training and certification in the evaluation of drug test results. The MRO is tasked with the review of all confirmed positive laboratory test results, notification of the student's parents or legal guardians and verification of any prescription medications the student may be taking. The MRO will make a final determination of the result status based on this review prior to test results being reported to the designated contact at OCS.
5. "Performance enhancing drugs" or "steroids" include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance-enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased in over-the-counter transactions and which would not be prohibited by the Oklahoma Secondary School Activities Association for a student's use.
6. "Positive" when referring to a drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
7. "Possession" means having the item in issue (e.g. drugs) on one's person or knowing of the presence of the substance and having physical control of it (actual possession), or having the power and intention to control the substance (constructive possession) such as by the owner of a motor vehicle, locker, package or case, or by the driver of a motor vehicle or the one in possession of the package or case, if the owner is not present, who is keeping or allowing to be kept in the vehicle, package or case the item in issue (e.g. drugs).
8. "Random selection method" means a basis for selecting students for drug testing that: Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected and does not give the school discretion to waive the selection of any student selected under the mechanism.
9. "Reasonable suspicion" means a suspicion of substance abuse based on specific observations made by OCS staff of the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or plausible information of substance abuse by a student supplied to OCS staff by other students, staff members, or patrons.
10. "Substance abuse" means the possession of or use by an OCS student of drugs or alcohol or both.
11. "Negative Dilute" means the urine sample was too diluted for an accurate assessment. In the event this occurs, the school reserves the right to require a retest by the end of the following school day.

#### **PROCEDURES FOR SUBSTANCE ABUSE TESTING**

Each OCS student enrolled or enrolling in grades 7-12 (herein referred to as a "student") shall be provided with a copy of the "Student Drug Testing Consent Form" which shall be read, signed, and dated by the student and his or her parent or custodial guardian. The form is the consent of both the student and his or her parent or guardian that the student will provide a urine sample for purposes of testing in accordance with this policy, under the following circumstances: (a) when the student is selected by the random selection method to provide a urine sample; and (b) at any time when there is reasonable suspicion to test the student for substance abuse. No student shall be accepted for enrollment at OCS unless the student has

returned the properly signed "Student Drug Testing Consent Form."

As often as OCS Administration deems appropriate, students will be chosen for drug use testing on a random selection basis from a list of all students. OCS Administration will determine the number of student names to be drawn at random to provide a urine sample for chemical abuse.

In addition to the drug tests required above, any student may be required at any time to submit to a drug use test when any OCS staff member has reasonable suspicion of substance abuse by that student. Any drug use test will be administered by or at the direction of a professional laboratory chosen by the OCS Administration.

All aspects of the drug use testing program, including the taking of specimens, will be conducted so as to provide every reasonable safeguard to the personal and privacy rights of the student, obtained in a manner designed to minimize intrusiveness, while taking into consideration the accuracy and integrity of the testing process. The headmaster or his/her designee(s) shall then determine whether the original finding was justified. No further review of the headmaster's decision will be provided and his/her decision shall be conclusive in all respects. Every OCS student has the right to appeal a decision by OCS regarding disciplinary procedures for chemical abuse in accordance with the appeal process set out in the student handbook. Any necessary interpretation of this policy in carrying out the general intent of this policy shall be in the sole and exclusive judgment and discretion of the headmaster and shall be final and non-appealable.

### **CONSEQUENCES FOR POSITIVE CHEMICAL ABUSE TEST RESULTS**

Any student who tests positive in a drug test under this policy shall be subject to the following procedures, requirements and restrictions:

The parent/guardian will be contacted immediately and a conference will be scheduled with the Principal, to present the test results to the parent/guardian. The headmaster will be notified of the positive test results. Then, a meeting will be conducted with the student and the parent/guardian concerning the positive drug test.

First offense - Upon receipt of the first positive drug test result, to continue as a student in good standing at OCS, the student and parent/guardian must do the following:

1. As soon as possible but at least within thirty days of meeting with the student, show proof that the student has been the subject of a substance abuse assessment from a qualified drug treatment program or counseling entity and provide the principal with the written recommendation from that entity as to the need for counseling or treatment, or that there is no such need for such counseling or treatment;
2. The student must immediately begin any counseling or treatment recommended by the treatment program or counseling entity, provide OCS Administration with proof (satisfactory to OCS) of any required attendance and/or participation by the student, and provide written confirmation of the successful completion of such treatment or counseling;
3. Agree to submit to up to three subsequent drug tests, at the expense of the parents or guardian of the student and to be administered at the discretion of OCS Administration throughout the remainder of the then current school year, but no more often than one test per month, unless there is reasonable suspicion of another violation of this policy,

and agree to submit to one (1) test prior to the beginning of the subsequent school year, in accordance with the testing provisions of this policy;

4. At the sole discretion of OCS Administration, the student may be removed from any or all co-curricular activities for a defined period, and the appropriate sponsors or coaches of such co-curricular activities will be notified.
5. If parent/guardian and student agree to and comply with these provisions, the student may continue enrollment at OCS, though the student remains subject to all other rules, procedures, policies and discipline of OCS. Should the student or the parent/guardian not agree to these provisions the student will not be admitted to OCS.

Second offense - Positive results for substance abuse on any subsequent drug test (as described herein) may result in expulsion of the offending student at the sole discretion of the OCS Administration.

Third offense - Subsequent to a second violation of this drug policy, any violation of an OCS policy regarding substance abuse or other serious behavioral infraction shall result in expulsion of the offending student.

#### **REFUSAL TO SUBMIT TO DRUG USE TEST**

If any student refuses to submit to a drug test or intentionally evades or tampers with a drug test authorized under this policy such action will be treated as a positive test result. Students will be allowed up to two (2) hours if unable to immediately provide a urine sample when required under this policy.

#### **SELF-REPORTING OR PARENTAL REPORTING**

Without any prior offense of this policy, any student who reports his or her own violation of this policy, or any parent who reports his or her child's violation of this policy will be handled under the procedures for a first offense, but with due consideration for the cooperative nature of such a confession.

#### **ASSURANCES PROVIDED TO STUDENTS**

Results of student drug tests will not be disclosed to law enforcement unless required by applicable law or order of court. Results of student drug tests will be destroyed when the student graduates from OCS or when OCS is provided with evidence of graduation from another high school. All positive drug tests will be reviewed by a certified Medical Review Officer (MRO) prior to results being reported to OCS. There will be no negative academic consequences resulting from the time required for drug testing under this policy. Except where dissemination of information is required to carry out, administer or enforce this policy, OCS will maintain as confidential all student information taken and required under this policy.

### **SAFETY AND HEALTH**

#### **BUILDING ACCESS**

The OCS campus is comprised of five buildings. The upper elementary building houses the administrative offices for the Headmaster, Business Office, Development/Foundation Office and 4<sup>th</sup> and 5<sup>th</sup> grades. The lower elementary houses PK through 3<sup>rd</sup> grades and the principal's office. The student center houses the cafeteria, practice gym, athletic trainer's office, and middle school classrooms. The middle school houses the middle school offices, principal, OCS

gymnasium, and middle school classrooms. The high school building includes the high school office, principal, athletic director and 9<sup>th</sup>-12<sup>th</sup> grade classrooms.

1. No students should be in either OCS gym before school, during the lunch period, or after school without prior permission from the administration.
2. Students are not to be upstairs in the high school building or the hallways and classrooms of the high school and middle school buildings during lunch.
3. Students are not to be in the gym in the student center before 7:30 a.m. All other elementary buildings and rooms are closed until 7:50 a.m. Students are not to be in the elementary school buildings after 3:05 p.m.
4. Students that desire meetings before school, at lunch, or after school must obtain permission from the teacher or office. Students are not to be in the high school and middle school buildings after 4:00 p.m. unless they have permission from a principal or a teacher.

### **K9 SEARCHES**

OCS may use trained K9s to search for illegal or dangerous substances on campus.

### **SCHOOL CLOSURES**

OCS will strive to determine school closing due to inclement weather by 6:30 a.m. on the day in question. To determine whether school will be in session, parents should visit the OCS website, Newsok.com, and the major local television networks. In most cases a text message will also be sent to parents from OCS. If it is impossible for a child to get to school on bad weather days, parents should inform the office of this fact. However, if school is already in session, the student is expected to remain in class.

### **SECURITY AND VISITORS**

The campus is off limits to anyone without proper authorization from the Administration whether visiting classrooms or other areas of the school. All visitors at the school must check in at their division offices and obtain a visitor sticker to wear for permission to remain on school property. All authorized visitors should conform to OCS rules regarding dress and behavior.

School personnel shall have access to school lockers, desks and other property on school grounds in order to properly supervise the welfare of students. School lockers, desks, backpacks, etc. may be opened and examined by school officials at any time and no reason shall be necessary for such search.

Having friends visit during class time is not allowed. We ask you to bring friends to visit at school activities rather than the normal school day. The principal will make any exceptions.

The following guidelines should be followed in reporting safety concerns:

1. Students with concerns regarding safety should immediately inform OCS personnel.
2. OCS is drug-free and prohibits guns, knives, and other harmful weapons. Any violation observed by a student or parent should be reported immediately.
3. Parents who observe items which may appear to be a threat to campus safety and security should call 911 and alert school personnel.

### **LOCKERS AND LOCKS**

Each middle and high school student will be assigned a locker at the beginning of school. The school is not responsible for articles taken from lockers. The school may remove locks that are not reported to the office. The school will not replace these locks. Students who use

combination locks should not give their combination to other students or ask for the combination of other students. Students are not to enter other students' lockers. Students may not change lockers with another student without permission from the middle school or high school offices. Students will be responsible for any damage to the lockers. All items must be removed from the locker at the end of the school year. Students will be responsible for cleaning any and all stickers from the lockers. Failure to clean out lockers at the end of the school year is fined \$10.00 and a hold will be placed on the grades until it is paid. The school retains the right to inspect student lockers and their contents to insure that the locker is being used in accordance with its intended purpose.

### **PARKING**

Students are to park only in their assigned spots. Parking in off-limit parking areas could result in detention and/or loss of driving privileges.

### **VEHICLES**

The following rules pertain to student vehicle use:

1. Vehicles driven to school by students must be registered in the high school office. Registration will include the vehicle make and model, color, tag number, and driver's cell phone;
2. No student may drive on campus without a valid driver's license;
3. The speed limit is 15 mph on the school grounds;
4. Students are not to drive during normal school hours, 7:50 a.m. to 3:10 p.m., behind or around the elementary, middle school or student center;
5. Reckless driving of any type in the general area of the school will not be tolerated;
6. Students will not be allowed to sit in parked cars on the school grounds at any time. This includes during school events, as well as during the school day;
7. In case of an accident on school grounds, all involved parties are to report the accident to the administration;
8. Motorcycles are to observe the same speed and handling limits of any vehicle. Absolutely no accelerating to the degree that the front wheel clears the ground while on school property.
9. Excessively loud music is not to be played while on school grounds. Students are to lower the volume on their car stereos as they enter campus and keep it low while on campus.

Violation of any vehicle regulations may result in a student losing on-campus driving privileges or suspension

### **ACTIVITY TRIPS**

The student must go and return in the vehicle provided by the school unless they make special arrangements with the person in charge of the activity. Students who represent the school or who accompany school groups to other towns are subject to our behavioral guidelines.

### **BUS TRANSPORTATION**

All students who ride OCS school buses for any reason are required to comply with the following rules. Infractions of these rules may be reported to the principal. The following guidelines pertain to the transportation of students:

1. A passenger is expected to be courteous and respectful to the bus driver and fellow riders and should observe proper etiquette and behavior.
2. Busses should be kept clean and the trash box should be utilized.
3. Students may not stick their heads or arms outside of the bus. A sudden stop or tree branch could cause injury.
4. Throwing objects out of the bus windows is not allowed.
5. "Horseplay" is not permitted in or around buses.
6. Damage to the bus should be reported to the appropriate principal or the director of transportation. Damage to the seats and other equipment must be paid for by the offender.
7. A student should never tamper with the emergency door on the bus.
8. In the event of an emergency, students are to remain in their seats unless the driver or responsible person gives other instructions.
9. A student should know and understand the bus evacuation plan.

### **NON-BUS TRANSPORTATION**

A staff member or school volunteer may transport a student or group of students in his/her own car for school related purposes only if he/she has standing authorization to do so or with special permission by the principal covering the specific trip.

Persons with standing authorization or with special permission to use their own cars for transporting students must carry liability insurance coverage in compliance with state law. Only properly registered and insured private vehicles may be used with licensed drivers.

When transporting students, all occupants must wear seat belts and they must be transported in the passenger compartment of the vehicle. Drivers may not transport more passengers than the number of seat belts in the vehicle. OCS does not have insurance or special liability coverage for private vehicles. Insurance coverage is the responsibility of the owner of the private vehicle.

### **INSURANCE**

Insurance is at the discretion of the parents. OCS provides no student accident insurance.

### **ACCIDENT, ILLNESS, INJURY**

In the event of an accident, illness or injury occurring at school, the student should notify their teacher immediately. Parents will be notified if a student becomes ill at school and needs to leave campus. Please be sure that the school office has an emergency number for each student. In the event that a student must leave campus, the student must sign out through their division office.

Parents should be aware of their child's health. Parents should not send a child to school who has more than 100 degree fever, vomiting, or diarrhea. Students should be free of any fever or other symptoms for 24 hours before they may return to school.

### **IMMUNIZATION REQUIREMENTS**

Students must present proof of immunizations before entering school. If immunizations are not complete, or if alleged immunizations are not confirmed before school begins, students will not be allowed admittance to school until the requirements are met. Families may apply for an

exemption from this requirement by submitting a form to the school. The following immunizations are required by law (updated July 2014):

Immunization	PK	KG-6	7th-10th	11th-12th
DTaP	4	5	DTap booster	5DTP/DTap
IPV/OPV	3	4	4	4
MMR	1	2	2	2
Hep B	3	3	3	3
Hep A	2	2	2	2
Varicella	1	1	1	1

### MEDICATIONS

When at all possible, plans should be made to administer medications before leaving home in the morning, immediately after school and before bedtime (this applies to medications prescribed for three times each day).

If a student is required to take medication during school hours a designated school employee may administer the medication as follows:

1. Prescription medication to be given longer than ten days must be in a prescription vial with student's name, physician's name, name of medication and directions for administration. The school must have a signed physician's statement and parent or guardian statement.
2. Prescription medication to be given less than ten days or as needed may be administered only with a written request and permission from the parent or guardian. Prescription medication must be in a prescription vial that indicates the authorizing physician's name, the student's name, the name of medication and directions for administration. Small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness.
3. Nonprescription medication or "over-the-counter" medication - when situations arise that would require the dispensing of a nonprescription medicine such as Acetaminophen or Ibuprofen, the student will be required to obtain permission from the parent or guardian. The parent must give verbal or written permission to the designated school employee.
4. Forms for Parental Authority to Administer Prescription Medication are available in the school office.

### HEAD LICE

Students identified with head lice are sent home and should receive appropriate treatment. To avoid the spread of head lice, students must be free of all nits before returning to school.

## **TUITION AND FEES**

### **PAYMENT OF TUITION**

Payment of tuition can be made annually, by semester or monthly. Payment schedules will be determined during enrollment/reenrollment. All tuition schedules must be arranged through the business office by executing a tuition agreement.

### **ENROLLMENT FEE**

An enrollment fee is due at the time of enrollment/reenrollment. This is in addition to any fees and tuition. The enrollment fee is non-refundable.

### **WITHDRAWAL PENALTY**

Upon withdrawal prior to June 1, patron shall pay 20% of total tuition, from June 1 to 1<sup>st</sup> day of school, patron shall pay 40%, after the 1<sup>st</sup> day of school and during the first 2 weeks of semester – patron shall pay 80%, and after the first two weeks of the semester patron shall pay 100% of total tuition. The parent or guardian will be responsible for the payment of tuition for the student enrolled at the rates designated until the office of the school has received a termination notice in writing.

Student records will not be released until all accounts are current, including dues, fees, and the return of books or school property for which the student is responsible.

### **FINANCIAL AID**

Financial aid to assist in tuition is available to patrons. The yearly budget of the school, as set by the Board of Directors, will determine the amount of money available for financial aid. Patrons interested in applying for financial aid must complete an application (available at [www.factstuitionaid.com](http://www.factstuitionaid.com)), and submit it with the processing fee to the agency address listed on the application. A copy of the agency assessment will be mailed to the Business Office.

Monetary gifts may be donated to the financial aid budget for patrons. These non-designated, unnamed donations will be receipted as a tax-deductible contribution. Monetary gifts may also be donated to a particular patron's account, but will not be receipted as a tax-deductible contribution, as decreed by law.

Per OSSAA rules, students who receive designated gift money cannot participate in OSSAA sporting events.

## **LUNCH PERIODS AND FIELD TRIPS**

### **LUNCH PERIODS AND FIELD TRIP EXPECTATIONS**

Students are required to abide by all OCS school policies on field trips and will be subject to disciplinary action if a policy is violated.



### **EXPECTATIONS DURING LUNCH (Pre-K & Kindergarten)**

1. Pre-K students may order from the cafeteria or bring their own lunch.

### **EXPECTATIONS DURING LUNCH (1-5)**

1. It is imperative that everyone treats all cafeteria workers with respect.
2. Every child must have a lunch every day - either brought from home or bought in the lunchroom.
3. Please do not bring microwave dinners or items that need to be heated for lunch.
4. No soft drinks.
5. Lunchtime is a time of training students in table manners and communication skills. Students will not be allowed to speak loudly or participate in behavior not conducive to a peaceful lunch environment.
6. Students will enter the cafeteria line single-file, avoiding 'cutting' or saving a place in line for others.
7. Students make a single file line when they reach the serving area.
8. All students are responsible to see that the area where they sit is cleared of all debris when they are finished eating.
9. Students will be responsible for taking their tray to the proper disposal area and placing their trash in the can so that none falls on the floor.

### **EXPECTATIONS DURING LUNCH (6-8)**

1. Sixth through to eighth graders are not permitted to leave campus for lunch unless exceptions are made by the Administration.
2. With a signed note from a parent, a student may go to lunch with another student's parent. Parents must check the student out at the school office.
3. Students will be responsible for the cleanliness of their eating area, observing cafeteria rules, and complete cooperation with cafeteria supervisors.
4. All cafeteria workers should be treated with respect.
5. When you go to the back of the serving line wait your turn, it is unfair to others if you cut in line or ask someone to hold a place for you.

### **LUNCH CHECK OUT (PK-8)**

Parents may occasionally choose to take their child from campus for lunch. Parents should follow the school's checkout procedures when having lunch off campus. Because a special meal together can be a wonderful time of bonding for parent and child, we request that parents only take their child off campus for lunch. When a child is taken for a special lunch, every effort should be made for them to be returned to school by the end of their scheduled lunch/recess period. Classroom teachers can supply specific times. All lunches will be eaten in the cafeteria unless the principal grants special permission.

### **LUNCH POLICIES (9-12)**

1. Freshmen are not permitted to leave campus for lunch unless accompanied by an adult and with parent/guardian permission.
2. Freshmen and sophomores are not allowed to go off campus with another OCS student, including siblings or relatives, even with a note from the parent
3. Sophomores are allowed to leave campus for lunch on Fridays first semester, and Monday and Fridays second semester. Sophomores are not allowed to drive off campus for lunch.

4. Juniors and seniors are allowed off-campus lunch privileges every day unless restricted by administrative discipline.

## **TECHNOLOGY POLICIES AND PROCEDURES**

### **ELEMENTARY LIBRARY MEDIA CENTER**

The OCS Elementary Library Media Center provides resources for parents, teachers, and students in grades PK-5. The library program enriches the learning experience through weekly library classes as well as special events throughout the year. Author visits, reading challenges, costume stories, holiday book fair, grandparent's book club and more provide a partnership between families and the library/media center to educate the whole student to glorify God. The OCS Elementary Library Media Center is open during school hours. Parent volunteers are always welcome.

### **SCHOOL TELEPHONE USE (PK-5)**

Students are not to use the school telephones without permission from the office or teacher. Students must have a phone pass to show permission has been given.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES (PK-5)**

Cell phone use is not permitted during the school day. If a cell phone is brought to school, it must remain in the student's backpack and be silenced. Violations of this expectation will result in the loss of the cell phone until the end of the following school day for the first-time offense (and over the weekend if the incident occurs on a Friday).

If there is a second occurrence, the cell phone will be lost for the duration of one week. Additionally, student use of cell phones will not be permitted during afternoon pick-up process. Any communication between the parent and an elementary student should be funneled through the elementary office and/or the child's teacher.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES (6-8)**

Cell phones are not allowed at anytime during the academic day. They can be used in the middle school office with permission from the office staff or teacher.

1. Violations of this expectation will result in the loss of the cell phone until the end of the following school day for the first-time offense (and over the weekend if the incident occurs on a Friday).
2. If there is a second occurrence, the cell phone will be lost for the duration of one week.
3. If there are further occurrences, cell phone use privileges may be permanently lost. Record keeping of each incident will be handled by respective offices.
4. Smart phones, IPods, or other electronic device use will not be permitted during or between classes (unless authorized by a teacher for educational purposes) and may result in these items being confiscated.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES (9-12)**

It is important that students experience the educational benefits of technology. It is also important that technology not present distractions to a student's learning or the learning environment. Parents, teachers, and students support of this policy is vital to the academic environment of OCS.

Students may not have their cell phones out in class, and they must be on silent if on campus. Students are not allowed to talk on, record, text-message, or take photographs using any cell phone or electronic device during class time without permission from their teacher. Improper use of cellphones at school may result in these items being confiscated.

1. Violations of this expectation will result in the cell phone/electronic device being held in the office until the end of the school day plus the following school day.
2. If there is a second occurrence, the cell phone/electronic device may not be brought to school for one week or must be checked in and out with the office each day for one week.
3. If there are further occurrences, cell phone/electronic device privileges may be permanently lost.

### **AUTHORIZED USE OF TECHNOLOGY**

All users are responsible for appropriate use of technology. Parents, students, and employees should be aware that OCS monitors use of email and the Internet.

The following policy governs the use of technology at OCS:

#### Email

- The primary purpose of the student email system is for students to communicate with school staff, and fellow students to collaborate on school activities. Use of the school's email system is a privilege.
- All Electronic Mail (email) accounts using the OCSSAINTS domain are property of OCS.
- Email activities must comply with the Authorized Use of Technology. The user accepts all responsibility to understand the policy. Note: Students thirteen years old or younger are required by Google to have parental consent for their child to use a Google account.
- Students are responsible for messages sent from their email accounts. For the protection of the student passwords should not be given to others.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's administration.
- Students should not send defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening messages.
- If necessary OCS at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the OCS administration will be in effect.

#### Other Technology Activity

- On campus, OCS students are permitted to access computers designated for student use. This access is a privilege, not a right.
- In the OCS school environment, each student is responsible for his/her use of technology resources whether provided by OCS or personally owned.
- A student must ask permission before using a personally owned laptop during a class or in the Media Center. While accessing OCS or personally owned technology resources on or near school property, in school vehicles, at school-sponsored activities, and via off-

campus remote access, each student must act in an appropriate manner consistent with school rules and legal guidelines.

- OCS uses network monitoring software and Internet filtering software (as defined in the Children's Internet Protection Act) to filter objectionable materials. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer or accessing the Internet is desired but not always possible. The school district will take reasonable precautions to prevent students from having access to inappropriate materials which do not serve legitimate pedagogical concerns. These inappropriate materials include but are not limited to violence, nudity, obscenity, prejudice, or graphic language.
- Students using their personal internet data plans are not under OCS filtering system but remain responsible for the appropriate behavior outlined in the Acceptable Use of Technology Policy.
- Neither OCS nor its employees shall be held responsible for any objectionable material that a student may intentionally or unintentionally access.
- In cases where a student views or reproduces inappropriate materials, he or she may be suspended from use of the computer and will be subject to disciplinary action.
- Any intentional act by a student that damages OCS technology hardware, software, operating systems, or data will be considered vandalism. Any intentional act that requires a person's time to repair, replace or perform corrective work on OCS technologies or data is also considered vandalism and will result in disciplinary action.
- Students should not trespass in another person's folders or work files. Students should not share logins or passwords.
- Students must never attempt to access a teacher's or administrator's workstation.
- School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Any personal device connecting to the OCS wireless or wired network may be scanned/monitored to make sure it adheres to basic security standards.
- Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.
- All laws and school policies apply for all employees and students, including those relating to copyright/trademarks, confidential information and public records. Information electronically transmitted or stored is subject to the same copyright laws as govern non-electronic data. The intellectual property of others will be granted the respect afforded copyrighted materials.

## **ADDITIONAL INFORMATION**

### **PETS AT SCHOOL (PK-5)**

Due to students having allergies, students or parents should not bring pets to school. This includes inside pick-up or checking a student in/out. Any exceptions to this policy will need to be approved by the child's teacher and principal.

### **PERSONAL DATA**

If a student or parent has a change of information such as a legal name change, address, phone number, or custody information, this must be reported to the office. Also, please notify the office about any business or emergency phone number changes.

### **SCHOOL DIRECTORY**

Limited student and family information is listed on RenWeb. Parents who do not want their phone number or address listed should notify the business office.

### **SEX EDUCATION**

OCS may provide programs to students in grades 6 through 12 addressing biblical standards for sexual behavior. Programs may be offered as a separate program or as a part of Science, Bible or other class with clear connections to issues relating to sexuality. Content must be physiologically accurate, factual, age-appropriate and designed to encourage biblical standards for sexual behavior as described in the OCS Statement of Faith and as detailed in the OCS policy on Sexual Immorality, Sexuality and Biblical Marriage. All content related to sexuality must be reviewed by the division principal prior to instruction. Parents shall be notified in course syllabi if instruction will address content related to sexuality.

### **SISTER SCHOOL**

Colegio Bautista "Sea La Luz" in Somotillo, Nicaragua is OCS' sister school. This relationship entails that OCS endeavors to foster an ongoing relationship between the faculty, staff, and students of both schools for the purpose of encouraging the work of God in Nicaragua as well as providing a tangible and ongoing international ministry focus for the students, faculty, and staff of OCS.

### **LOST AND FOUND**

All student belongings (texts, shoes, notebooks, etc.) must be clearly labeled with the student's name. A "Lost and Found" will be kept in the school offices. Students should check in the office immediately when they have lost an item. The office will make an attempt to return all labeled items to their owner. Items not labeled or unclaimed after a reasonable amount of time will be disposed of or given to a charity.

### **GIFT EXCHANGES (PK-5)**

Students should not bring gifts (Birthday, Christmas, Valentine's Day) for other students to be exchanged at school. Please do not bring or have balloons delivered to school. While this may be a fun thing to do, it is distracting to have them in the classroom all day.

### **TELEPHONE MESSAGES**

Except for an emergency, a student or a faculty member will not be called to the telephone. A message may be left for delivery between classes. Please try to make arrangements for

transportation, appointments or after school activities with your child before they come to school.

### **CLASS DUES**

Students may be assessed class dues in order to expedite class functions approved by the class sponsors and principal. The Class Sponsors will send specific information home.

### **PAST DUE ACCOUNTS**

All accounts must be paid in full, or an approved plan for payment in effect before allowing a student to enroll for a new school year. Academic records, transcripts and report cards are not issued in cases where a family has a balance past due. Outstanding charges whether library fines, tuition payments, course fees, athletic charges, or fundraiser monies must be paid before the school office will release academic records or reports.

### **VOLUNTEER POLICY**

A “school volunteer” is defined as an individual who performs a service within Oklahoma Christian School (OCS) without compensation, remuneration or other consideration, and who shall serve under the immediate supervision and direction of the professional staff of OCS. All OCS volunteers must meet the OCS standards of Biblical and Professional Ethics required of OCS faculty and staff.

All OCS volunteers must meet the OCS standards of Biblical and Professional Ethics required of OCS faculty and staff (included with OCS Volunteer Program Application).

Volunteer opportunities include, but are not limited to: field trip chaperones (day and overnight), mentoring, tutoring, assisting in a classroom, library, room parents, class readers, computer lab, office, cafeteria, or on a playground or other designated duties. Participation in parent-only organizations such as the Saints Parent Organization or Booster Club are not covered under the provisions of this volunteer policy.

A school volunteer need not be a parent of a student enrolled in OCS. Some volunteer activities may be designated exclusively for parents and guardians of enrolled students. An individual who wishes to serve as a volunteer at OCS must complete, sign and date an OCS Volunteer Application and must be approved by the principal prior to serving as a volunteer. Principals will provide OCS volunteer orientation/training.

- Volunteers must sign in and out at a designated location in the school before proceeding to their volunteer sites.
- Volunteers must wear an identifying badge or visitor sticker.
- Volunteers will always: use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member); and refrain from giving students gifts or rewards and refrain from developing instructional objectives or lesson plans. Due to food allergies and sensitivities, school volunteers are to refrain from giving a student anything to eat or drink without a teacher’s or staff member’s approval.

- The dress code for volunteers should be consistent with OCS dress code yet may be comfortable for any task that may be undertaken.
- Volunteers must keep confidential any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must be told to someone in authority immediately. Volunteers are to be held to professional standards for maintaining the confidentiality of all individual student information and will not be given access to confidential student records.
- Volunteers will not be asked to assume responsibility for an entire class in the absence of supervising staff or administer medication to students.
- Any volunteer driving OCS students will obey all applicable laws and regulations governing the operation of motor vehicles.

School volunteers are not covered by workers' compensation insurance.

## OCS Volunteer Application

Volunteer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Volunteer's Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

\_\_\_\_ I am a parent and have signed the OCS Statement of Faith document and fully support the mission of the school. I am volunteering under the supervision and direction of the professional staff.

\_\_\_\_ I am not a current parent of an OCS student.

Name of Reference: \_\_\_\_\_

Reference Mailing address: \_\_\_\_\_

Telephone #: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Have you ever been:

1. Discharged, non-renewed, or banned from any volunteer organization?  Yes  No
2. Convicted of any misdemeanor or any felony?  Yes  No
3. Convicted of any offense that involves drug or alcohol?  Yes  No
4. Presently charged with a crime that is currently pending or not yet adjudicated?  Yes  No
5. Suspended from driving due to a revoked license?  Yes  No

If the answer to any of the above is "yes", please explain:

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\_\_\_\_ I wish to volunteer at Oklahoma Christian School for the \_\_\_\_ school year.

\_\_\_\_ I wish to volunteer as a Chaperone for school field trips, if I am available.

### PROFESSIONAL ETHICS POLICY

Volunteers should conduct themselves in a manner that reflects biblical morality and ethics-both inside and outside of OCS. Careful attention should be given to avoid offending new, young or less mature Christians (Romans 14) or to compromise their witness for Jesus Christ as well as the reputation of OCS. By way of example, volunteers should:

1. Use wholesome language, refraining from gossip, slander, profanity, or coarse humor (Ephesians 4).



2. Maintain appropriate and professional decorum when using social media and all other forms of electronic communication (Ephesians 4; 5:12).
3. Work to maintain peaceful relationships with others, resolving personal conflicts in a biblical manner (Matthew 18).
4. Maintain sexual purity, avoiding any form of sexual immorality as described by Scripture (Ephesians 5:3; Romans 1:24-32; Exodus 20:12; Proverbs 6:32).
5. Maintain confidentiality (Proverbs 11:13).
6. Use professional decorum when relating to students (Colossians 4:5-6).
7. Refrain from intoxication and use much and prayerful discretion with the use of alcohol and tobacco so that such use would not discredit Christ, the volunteer or OCS or cause a weaker Christian to stumble (Ephesians 5:18).
8. Abstain from the abuse or illegal use of drugs (See OCS Drug Policy).
9. Abstain from any form of physical or emotional abuse of others (Colossians 3:12-17).

I have read the Oklahoma Christian School Volunteer Policy and agree to comply with its requirements. I have also read the OCS Professional Ethics Policy and agree. I also understand that OCS or a representative may conduct a background check and that I need to provide a current copy of my insurance verification and driver's license.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal (signature acknowledges approval for \_\_\_\_\_ school year)

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated July 17, 2018