



OAKLAND  
CHRISTIAN  
— S C H O O L —

Oakland Christian School  
Elementary/ Child Care Handbook  
2025- 2026

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# STATEMENT OF MISSION

The mission of Oakland Christian School is to equip students to pursue their unique God-given purpose.

## **CHRISTIAN PHILOSOPHY OF EDUCATION:**

Oakland Christian School views Christian education as the process of instructing and learning in an atmosphere where God and His written Word are the highest authority. We intend to challenge and motivate students to find their highest potential in spiritual, academic, social, and physical growth. Believing that all truth is God's truth, we strive to integrate the student's learning experience with a Bible-centered worldview, enabling the student to realize a life of purpose that is beneficial to people and glorifying to God.

## **CORE VALUES:**

Oakland Christian School is a distinctively Christian learning community that values a biblical worldview and is committed to the highest academic standards. OCS asks its Association (students, families, faculty and staff) to embrace seven core values:

### **Truth**

3 John 1:4 "I have no greater joy than to hear that my children are walking in the truth."

### **Grace**

Ephesians 2:8-9 "For it is by grace you have been saved, through faith- and it is not from yourselves, it is the gift of God- not by works, so that no one can boast."

### **Wisdom**

Proverbs 2:6 "For the Lord gives wisdom from His mouth come knowledge and understanding."

### **Character**

Luke 2:52 "And Jesus grew in wisdom and stature, and in favor with God and man."

### **Service**

1 Peter 4:10 "Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms."

### **Wonder**

Psalms 139:14 “I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.”

## **Stewardship**

Colossians 3:23 “Whatever you do, work heartily, as for the Lord and not for men”

## **Community**

Hebrews 10:24-25 “And let us consider how we may spur one another on toward love and good deeds, not giving up meeting together, as some are in the habit of doing, but encouraging one another- and all the more as you see the day approaching.”

## **Love**

1 Corinthians 13:13 “So now faith, hope, and love abide, these three; but the greatest of these is love.”

**CORE OUTCOMES:** *Proverbs 4:13 “Take hold of instruction; do not let go. Guard her for she is your life.”*

*For academic and intellectual growth, we desire that each student:*

- Recognize God as Creator and integrate His Word into all learning.
- Strive to achieve individual potential with passion for lifelong learning.
- Use informational resources and practices to research, manage projects, solve problems, and make informed decisions.
- Work collaboratively, supporting individual and group learning, using technology and digital media.
- Use information to create insights and expression through the application of knowledge in various disciplines.

*For physical growth, we desire that each student:*

- Develop motor skills for precise and accurate use of the body’s senses and functions as an image bearer of God.
- Develop healthy habits that lead to lifelong physical fitness.
- Strive for a godly sense of worth and achievement in performance opportunities and athletic activities.
- Display a mental, physical, and emotional readiness to react and respond.

*For social and emotional growth, we desire that each student:*

- Recognize personal uniqueness while respecting the uniqueness of others.
- Develop Christ-honoring freedom of thought, expression, and emotional balance.
- Act responsibly in handling time and material possessions.
- Develop attitudes and skills needed to establish God-honoring relationships.

*For spiritual and moral growth, we desire that each student:*

- Grow in a personal relationship with the Savior Jesus Christ.
- Respect and understand God and His inspired Word.

- Demonstrate Christian service by caring genuinely for the needs of others.
- Develop a moral and ethical framework for decision making.

## **STATEMENT OF FAITH**

- WE BELIEVE the Bible to be verbally inspired in its original form, the only infallible authoritative Word of God (II Timothy 3:16-17, II Peter 1:20-21).
- WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Matthew 28:19).
- WE BELIEVE in the Deity of Christ, (John 1:1-14, John 14:9, Colossians 1:15-17); in His conception by the Holy Spirit (Luke 1:35); in His virgin birth (Matthew 1:18-25); in His sinless life (II Corinthians 5:21); in His miraculous works (John 11:47); in His substitutionary death through His shed blood (I Peter 2:24); in His literal, bodily resurrection (John 20:20-29); in His bodily ascension to the right hand of the Father (Mark 16:19, I Timothy 2:5); in His bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:26, I Thessalonians 4:13-17); and in establishment of Christ's final consummated kingdom (Revelation 21).
- WE BELIEVE that man was created in the image and likeness of God, but through Adam, man has inherited a sinful nature and is unable in his own power to remedy his lost condition (Jeremiah 17:9, Romans 3:23); and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works. (Ephesians 2:8-10, John 3:3-7, John 1:12-13, Titus 3:5-7); the evidence of which is works of righteousness.
- WE BELIEVE that all who receive, by faith, the Lord Jesus Christ as personal Savior are born again of the Holy Spirit and thereby become children of God (John 3:5, 15; Romans 3:21-30; Galatians 4:4-7).
- WE BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding (John 17:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13).
- WE BELIEVE in the resurrection of both the believer and the unbeliever; they that believe unto the resurrection of life (John 5:28-29, I Corinthians 15:12-58).
- WE BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13)
- We BELIEVE that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).
- We BELIEVE that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior.

## **PARENT AGREEMENT**

We understand the undertaking of a Christian education for our child is a shared responsibility. As members of the team providing this training and education, I/We commit to:

1. Build Godly character in my child through regular attendance as a family in a Bible-believing church and upholding Biblical principles at home.

2. Support and abide by the requirements and responsibilities as outlined in the OCS Parent/Student Handbook. ([Elementary Handbook](#), [Secondary Handbook](#))
3. Support school personnel through prayer, participating in school activities, volunteering in school activities, and maintaining open communication between teacher, parent and student.
4. Encourage the completion of school assignments and homework, and help in the development of effective study habits.
5. Resolve any problems or misunderstandings with school personnel according to the scriptural principles outlined in the OCS Parent/Student Handbook
6. Ensure that our child arrives at school on time each day and maintains regular attendance per the attendance policy in the student handbook.

### **Tuition & Refund Policy**

We pledge to pay our financial obligations to Oakland Christian School, and we understand that a \$50 monthly late fee will be assessed if tuition is not received on time. We understand that if our account is 60 days delinquent without special payment arrangements our child will not be allowed to attend class. We also understand that FACTS will assess a \$30 returned payment fee for the first time an individual payment fails.

We understand that when a student is withdrawn or expelled, the current month's charges are due and payable, and our child's academic records will not be released until outstanding balances are paid in full. We also understand that financial assessments will be made if our child is responsible for damage to school property.

### **Family Service Hours**

Since parental involvement and support of Oakland Christian is a very important aspect of our school, each family at OCS is required to participate in the Family Service Hour Program. Families in Junior Kindergarten – 12th grade must complete the designated amount of family service hours per school year listed below. For each school year, the service hour program begins on May 1 and ends on April 30. A \$20 fee will be charged for every hour not completed. More information on Family Service Hours can be found on our website.

#### \*Required Hours

Returning Families: 20 hours

New Families: 16 hours

Families Enrolled in Sept. or Oct of current school year: 12 hours

Enrolled in Nov. or Dec: 10 hours

Enrolled in Jan: 8 hours

Enrolled between Feb. & April: 0 hours

## **STUDENT AGREEMENT WITH OAKLAND CHRISTIAN SCHOOL**

1. I will follow the rules and guidelines in the Oakland Christian Student Handbook.
2. I will do my best to work up to my ability as a student and will maintain a cheerful, cooperative attitude while a student at Oakland Christian School. The faculty will receive my respect and obedience at all times.
3. I understand that Oakland Christian School expects regular church attendance, and pledge to attend regularly.
4. I understand that Oakland Christian School grants the privilege afforded me by my parents, to attend, and that failure to abide by the standards of the school may result in loss of that privilege.

5. By signing this agreement, I willingly surrender any rights that I may have to file a lawsuit against Oakland Christian School, its officers, directors, shareholders, employees, agents, volunteers, successors, and other affiliates, for any present or future legal claim that I may have involving or affecting the school. Instead, because the Bible commands Christians to settle their disputes privately or within the church, any controversy or claim, including any claim involving or affecting the school, its employees, or its volunteers, including claims based on tort, civil rights, or any other causes of action that may arise, will be resolved privately or through the mediation or arbitration procedure available through Peacemaker Ministries, or the American Arbitration Association. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction over this agreement.

**Parents: I have read and discussed the material in the Student Agreement with my child and accept this agreement on behalf of him/her.**

## COMPUTER SYSTEMS USE AGREEMENT

Oakland Christian School, referred to as OCS, is entering into this Computer Systems Use Agreement with the student and the student's parent/guardian, to provide mutual understanding about the use of the Internet and the OCS computer systems. The parties agree that the terms of this Agreement shall be binding and enforceable against the parties, their representatives, and any successors in interest.

### General Consideration

OCS is making resources of the Internet available as part of its overall educational program in a manner consistent with its mission statement and in conformity with the highest level of intellectual development. It is understood that OCS intends for the Internet to only be used by the student as an educational tool. It is understood that users of the Internet have access to vast resources of information and material and it has been widely publicized that some of the information available on the Internet does not have educational value. Although OCS intends to use appropriate censorware, the limitations of such software imply that OCS does not have total control over the extent and nature of all accessible material and information on the Internet.

It is understood that students using the Internet shall remain responsible at all times for accessing, using and referring to only such materials contained on the Internet which are directly related to their schoolwork. The student user, in consideration for having access to the Internet, agrees to become aware of all guidelines and policies regarding acceptable use of the Internet as established from time to time by OCS and/or the school Internet service provider. The student and his/her guardian understand that access of OCS computer systems is being made available only as a privilege, and not as a right pursuant to any enrollment contract or any other implied agreement. Any inappropriate use of the OCS computer systems can result in cancellation of such privilege and/or other school disciplinary action.

### No Express or Implied Warranties

OCS is not making any warranty either expressed or implied, for the information, data, or experience obtained by the student in using the computer system, including the Internet. OCS will not be responsible for damages of any nature which the student may suffer, or claim to suffer, as a result of the use of the computer system including access to the Internet. Such damages will include, but not be limited to, exposure to controversial, obscene, or offensive materials, the loss of misdirection of data and information, or any claims by users of the Internet for any and all damages which may be incurred by them.

### Agreement for Acceptable and Appropriate Use

The student/user of the OCS computer system understands and agrees to make acceptable and appropriate use of the Internet and computer systems in conformity with a legitimate educational purpose. The following guidelines serve only as a non-exhaustive list of acceptable and unacceptable uses:

1. Only polite and appropriate communication on the Internet is to be utilized. Communications which can be reasonably characterized as negative or abusive of other individuals are not acceptable.

2. The student's password must be kept private and not used by any other student. The privacy of all users of the Internet is to be respected. No user shall intentionally seek information about other individuals using the Internet, including their password or file contents. The user shall only make accurate representations as to his/her identity on the Internet and shall avoid all willful misrepresentation.
3. Downloading software is not permitted.
4. The Internet is to be used only for educational purposes. No recreational, commercial, or illegal activities are allowed.
5. The user shall not use any programs or data unless he/she has the legal right to do so. All materials protected by copyright or license shall be appropriately used in a manner consistent with such copyright or license.
6. The use by the student of any information or data from the Internet in connection with any writings or publications shall be subject to appropriate citation of the source of such information and data. The student/user will be subject to the OCS rules regarding plagiarism.
7. Computing systems are not in any way to be altered, modified or changed. The user may not damage or alter files or software components of a computer or computing systems. The user may not attach any hardware to OCS computers or networks. Students are to respect the heavy demand for the use of the OCS computer system, including the Internet.

## Re-enrollment

1. **Re-enrollment Procedure** – The administration reserves the right to choose the students best suited for OCS. The fact that there may be places open at a particular grade level does not guarantee admittance.
2. **Outstanding Tuition** – A student will not be readmitted if there is an outstanding tuition balance from the previous year.
3. **Withdrawal** – Families withdrawing a student after re-enrollment (returning students) or acceptance (new students) are responsible for all payments due through the month the withdrawal took place. No refunds will be given. However, tuition that has been paid in full is refundable for the months following the month of withdrawal. Attendance during part of a month is considered a full month for refund purposes.

## ACADEMIC INFORMATION

### Promotion Requirements

#### Junior Kindergarten

Students entering the Junior Kindergarten program will go through a developmental observation to determine their readiness for the Junior Kindergarten program. This developmental evaluation, along with teacher observation, ongoing assessment, and teacher recommendations will determine promotion into the Kindergarten program.

#### Kindergarten through 5<sup>th</sup> Grade

A student must show satisfactory progress in all subject areas for promotion to the next grade level. Students with academic difficulty who are identified during the school year will be screened and tested to identify specific areas for growth, and a course of action for intervention will be implemented. Tutorial assistance, other than through

Oakland Christian School, should be coordinated with the school so that the school and home may collaborate for the student's benefit. If a child's developmental or maturation progress is identified as not on level during the school year, developmental screening will be administered and a course of action will be discussed with the parent and implemented. A student's developmental and maturation level are crucial to academic success and have a part in determining promotion to the next grade level.

Any student absent from school in excess of 20 days during the school year may be asked to repeat the grade. Please schedule family vacations during school holidays wherever possible, as instructional time in class is crucial to your child's success.

## Grading System

**Key for Comments** – *For all grades* - under subject areas; PE, Library, Art, Music, Technology, Spanish (3-5th grades)

**1 Outstanding**

**2 Satisfactory**

**3 Needs Improvement**

**4 Area of concern**

**Blank - does not apply**

### Grading Scale for Subjects

**A** = 93% - 100%

**A-** = 90% - 92%

**B+** = 87% - 89%

**B** = 83% - 86%

**B-** = 80% - 82%

**C+** = 77% - 79%

**C** = 73% - 76%

**C-** = 70% - 72%

**D+** = 67% - 69%

**D** = 63% - 66%

**D-** = 60% - 62%

**F** = Below 60%

**Skill Grading Scale** – *For all grades* - under subject areas; PE, Library, Art, Music, Technology, Spanish (3-5th grades)

GL+ = above grade level

GL = at grade level

GL - = below grade level

*If left blank, skill does not apply*

## Reports to Parents

Communication with parents will come from the child's teacher. The *Schoolology* account will provide your child's grades and class information. "MOOSE" (**M**anagement **O**f **O**rganization **S**kills **E**veryday) or NEWS books (grades K-3) and Planners (grades 4-5) are utilized to encourage student organization and effective parent communication.

A report card will be given at the end of each grade quarter advising parents of academic, social and personal growth through the parent's *FACTS/ParentsWeb* account. Parents are encouraged to check *Schoolology* or *FACTS/ParentsWeb* on a regular basis for current grade postings and other classroom and school information.

Report cards will not be issued to students who have outstanding balances of any kind including: lunchroom charges, overdue books, outstanding ALPHA & OMEGA charges, or unpaid tuition.

Parent/Teacher Conferences are held during the first quarter. Other conference appointments may be made at any time by phone or in person. Both parents and teachers are encouraged to initiate conferences when necessary.

## Homework

The assignments given as homework are designed to develop initiative, responsibility and independent learning skills. Homework provides an opportunity to further practice and apply concepts learned within the classroom.

In the elementary grades, homework can include work not completed in class, Bible memory, spelling words, independent reading, subject area practice assignments, and various class projects.

*Typically, if a student misses school on a day that an assignment is due or a test is scheduled the student should turn in the assignment or be prepared to take the test the day the student returns to school. See "Make-Up Work" for policies regarding absences. The teacher's discretion will be followed when work is turned in late or incomplete. Assignments and tests not completed by the end of a grade trimester will affect the student's final grade.*

## Exams and Tests

Grade-level, developmentally appropriate oral and/or written tests in a variety of forms are administered to students for assessment purposes. Communication or cheating during a test will result in a failing grade.

Teachers may require tests or assignments to be signed by the parent and returned to the school.

## Parent Communication

During the admissions process, parents/ guardians indicate their preference of access for themselves and individuals of their choice. Parents/ Guardians can assign access including school/ child communication and pick up privileges. Parents/ Guardians will also indicate emergency contacts and custody arrangements, supported by documentation, if applicable. Staff will only communicate with parents, guardians, and those whom the parent/ guardian has designated.

Parents/ Guardians are responsible for informing the school office of changes to address, phone numbers, email addresses, non-parental access changes, or custody agreements. Updated information given to the OCS office will be corrected in our system promptly. When providing updated contact information, please inform the Elementary office staff along with your child's teacher. OCS office staff will verify that all contact information is correct once a year, through our re-enrollment process.

# HOLIDAY AND EXTRA-CURRICULAR ACTIVITIES

## Holiday Celebrations

The celebration of holidays, both secular and Christian, is something that varies immensely among families. Each has an opinion regarding which holidays should or should not be celebrated, and to what degree. It is our desire at Oakland Christian School, to take a firm Biblical stand where there is obvious right or wrong, and handle those “gray” areas in a sensitive way so as not to offend or disrupt individual family convictions or beliefs.

### Halloween

Halloween will not be celebrated, although its origins and purpose may be discussed. Should questions arise; students will be directed to their parents for more in-depth instruction.

### Thanksgiving

Thanksgiving will be taught as a historical event with great emphasis on our American and Christian heritage. It will be tied in with the autumn harvest season. The children will be encouraged to give thanksgiving to God at all times throughout the year, not just on this special day.

### Christmas

Christmas celebrations will emphasize the birth and life of Jesus Christ. Our students do not exchange gifts, but each class will participate in a mission project.

### Valentine’s Day

Valentine’s Day will be celebrated with the intent to remind children of Jesus’ love for them and to uphold the great commandment: “Love one another as I have loved you, so you must love one another” John 13:33-35.

### Easter

Easter will be celebrated exclusively from a Christian perspective in the context of the death and resurrection of our Lord and Savior Jesus Christ. Personal application of this new life in Christ will be encouraged throughout the school year.

## Elementary Social Events

The following special occasions are celebrated during the school year:

1. Christmas – the spirit of giving, as God gave his Son to us, will be emphasized.
2. Valentine’s Day – Students will have the opportunity to exchange valentines with all of their classmates.
3. Easter – Celebrating the death and resurrection of Jesus Christ.
4. End of the year celebration – Field Day / Carnival and Elementary Picnic
5. Celebrating birthdays celebrates each student’s life for God’s glory. Make arrangements prior to the birthday with your child’s teacher. Treats require teacher approval.

## Birthday Celebrations

At OCS we like to celebrate a student’s birthday. Celebrations should be pre-arranged with the student’s teacher and should be nut free. Parents are welcome to provide goodies to give to students if they prefer.

## Field Trips

Elementary grades participate in field trips which reinforce and culminate learning concepts from the classroom. Information and permission slips will be sent home in advance of the trip. All students are required to return

signed permission slips from their parent or guardian before being allowed to attend field trips. The OCS school bus will be used for transportation of the students. Chaperone needs will be communicated through the permission slip. All chaperones must turn in payment for their participation in cash or check to the teacher when they turn in their permission slip.

## Clubs

A number of after school clubs will be offered at various times throughout the school year. Clubs have different times and durations based on the subject and activities involved. Specific information for each club will be published in advance. Clubs may require a fee to cover the cost of materials. Parents are responsible for picking up their children promptly from these activities. Clubs can be sponsored by teachers and/or parents with administration's approval.

# ATTENDANCE POLICIES

Regular attendance is necessary for the highest possible academic achievement. Prolonged or frequent tardiness and/or absences will be treated seriously, and parents will be contacted to assist in changing this pattern.

## Reporting Absences

On the day of a child's absence, a phone call to the school or an email to your child's teacher, stating the reason for the absence, is required.

## Excused Absences

A student is allowed 7 absences per semester without consequence. If a child is absent more than 7 days in a semester, the family will be contacted so that a support plan can be formulated to ensure attendance and to support the ongoing partnership between home and school. The following are considered reasons for excused absences:

1. Illness
2. Death in the family
3. Unavoidable family crisis
4. Doctor or dental appointment

## Pre Arranged Absences

1. Doctor/dental appointments – If an appointment cannot be scheduled other than during school hours, a note should be submitted to the teacher, prior to the appointment.
2. Family Trip days – Students may be excused for family activities. The school must be notified by a pre-arranged absence form at least ONE WEEK prior to the absence. The "Pre-Arranged Absences Request" form is for 3 or more consecutive absent days. Because children do their best learning when present in the classroom, parents are encouraged to plan family activities to coincide with the school calendar so the learning process can continue.

## Make-Up Work

Since it is impossible to make up missed classroom instruction time, every effort should be made to limit absences. Missed class work must be requested at least 3 days in advance from the classroom teacher for planned absences. Students may have one school day for every day missed for up to 4 days to complete the work.

Make up work for a student taking a family trip will be provided when:

- A Prearranged absence request is turned in at least one week prior to the trip
- The student's number of days absent is less than 10 days per semester

If a student is absent more than 10 days per semester, a parent conference is required to discuss the best learning plan to support the child.

## Tardiness

Parents teach by example and are responsible for making sure their child(ren) arrives on time every day. Students arriving late cause disruption to the class. In addition, these students often miss important procedures (attendance, lunch count, etc.) and instructions for the day.

Students arriving early (7:00 – 7:30) or remaining after school (3:15 – 6:00) must be supervised in the Alpha/Omega Center and parents billed accordingly. Students who arrive after 8:00 am must report to the school office accompanied by a parent to receive a pass to class.

Note: Six or more tardies within a grade quarter are considered excessive tardies. Excessive tardies will be communicated by the school office expecting a plan to make a change. Additionally, work that a student misses when tardy needs to be made up at times other than classroom instruction time. Tardies can affect a child's grades and class continuity.

## Early Dismissal (*also counts as a school tardy*)

When a student has a need to leave school before the end of the day, an email should be sent to the teacher by the parent indicating the time, date, and reason for the early dismissal. **Parents must come in the building and sign their child out at the front desk.** When an emergency arises during the day so that a student must leave school early, parents should call or come to school to the reception desk to request the early dismissal. The same rules concerning grades and make-up work, for missed classes, apply to early dismissals.

## Dismissal

Dismissal procedure: Elementary Students with Middle School and/or High School OCS siblings can be dismissed to their sibling, as long as this is pre-arranged with the Elementary teacher. Elementary students will only be dismissed and allowed to leave the Elementary when their name has been displayed in the pick up app. If an older sibling is driving an Elementary School student home, they will also be allowed to pick up their younger sibling at dismissal once they have pre-arranged that with the teacher. Once the Elementary student is dismissed to a sibling, we ask that they do not linger in or around the building, but proceed immediately to their vehicle.

Any student being dismissed to someone other than their parent/guardian must either be listed as an approved pick up person and/or have written or verbal approval from their parents turned in to their child's teacher (either in writing or via email), prior to dismissal.

## CODE OF CONDUCT

Each student's conduct should be brought into harmony with the principles of God's Word. Character that mirrors Christ is taught, modeled and practiced throughout the school. Our Bible curriculum, Chapel program and teacher-led daily devotions target teaching kindness, patience, self control, respect of others, making wise decisions and accepting responsibility for our actions.

## DISCIPLINE

The Board grants permission to the administration to develop and enforce such discipline as it deems necessary for the effective operation of the school in accordance with its stated philosophy. An important aspect of discipline is to aid the student in correcting undesirable behavior.

Disobedience, disrespect, lack of courtesy, cheating, disruptive behavior, and other similar types of behavioral problems will ordinarily be handled by the individual teacher. More serious, repeated offenses or unusual behavioral problems will be referred to the administration for disciplinary action followed by restorative actions to help the student return to school in a positive way. Some behaviors may result in suspension or expulsion. In order to identify behavior patterns, best support students, and partner with the family, infractions will be documented and parents will be notified when a pattern is noticed or an unusual behavior incident occurs.

To promote and safeguard the school's learning environment, instances of persistent or severe disruptive behavior by students will be addressed by convening the Student Discipline Support Team. These meetings are intended to develop and execute strategies aimed at fostering positive behavior aligned with our school's disciplinary standards.

Should a student's conduct hinder their ability to benefit from our learning environment, the Student Discipline Support Team may propose placing the student on probation or, in severe cases, recommending withdrawal from the school. These measures are implemented with the student's best interests and the overall school community in mind, ensuring a conducive environment for learning and growth for all students.

**Suspension** (temporary removal from school) – may result when violation of the school handbook, policies and other behavior guidelines occur. Teachers and administration will follow the guidelines in the school behavior policy and safety violation procedures.

**Expulsion** (permanent removal from school) – will be considered for more serious infractions. The following serious infractions will result in immediate expulsion and permanent withdrawal:

- Failure to comply with a behavior contract
- Possession or use of an alcoholic beverage
- Possession or use of illegal drugs
- Sexual harassment or Sexual immorality
- Possession or use of a weapon on campus

The administration may, at its discretion, involve local police in cases of illegal infractions. This list is not intended to be all-inclusive.

## SCHOOL DISCIPLINE

- It's OCS' right to consider disciplinary action for events on and off campus and at any time during a calendar year, including but not limited to sporting events, service events, camps, retreats, before and after school care, and other OCS sponsored events.
- Specific discipline policies may be differentiated between the needs of the elementary and the secondary and may be further delineated in the individual student handbooks.
- The recording of disciplinary action
  - These documents are not considered permanent student records. The Michigan Department of Education retention and disposal schedule was used for guideline purposes only.
  - School discipline will be recorded in the student information system (S. I. S.) as directed by the elementary and secondary principals.
  - Specifically, suspensions and/or expulsions will be recorded in both the s.i.s. and a parent letter. This letter will also be placed in the student's CA-60.
    - Any additional information regarding discipline may be recorded and sealed in the CA-60 for as long as the student is enrolled at OCS until 2 years after their last recorded attendance or at school administration discretion.
    - Permanent student records (transcripts) will be retained per the OCS student record policy but aligns with the Michigan Department of Education retention and disposal schedule of 99 years.
      - Sealed documents in the CA-60, reports or similar will not be forwarded to another institution.
- All school discipline records will be maintained as confidential with the exception of Suspension and Expulsion reports.
- A parent/legal guardian has the right to review a student's CA-60 upon request.
  - OCS reserves the right to process all requests within 1 business day unless otherwise communicated.

## CONFLICT RESOLUTION

### Matthew 18 Principle

We encourage the use of the Matthew 18 Principle in handling disagreements. If a student, parent or teacher is offended by the words or actions of another, as a Christian brother he/she should go first to the person through whom the offense came in confidentiality, as stated in Matthew 18:15. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with an administrator.

# BUS RULES FOR STUDENTS

1. Students should not board the bus until it has completely stopped and the driver has given the OK to enter the bus.
2. Each student boarding the bus will locate a seat, sit down and stay in that seat until arriving at the destination
3. Students may be assigned seats by the driver when necessary
4. Students are forbidden to touch the outside of the bus.
5. Students must use quiet voices and talk with the students in their immediate area only.
6. Students shall not extend anything out of the window at any time.

# SCHOOL CULTURE AGREEMENT

This agreement serves the purpose of defining a safe learning environment for every student. The “five R’s” reflect biblical principles and form the foundation for expectations of conduct at OCS.

- Show Respect for every person.
- Build positive Relationships with those around you.
- Take Responsibility for your choices and actions.
- Repair situations quickly and honestly.
- Reintegrate into the school routines.

## Students are expected to:

1. Engage in productive work.
2. Maintain a safe and clean environment.
3. Share space effectively.

## Bullying

The word bullying means many different things to different people. There are three behaviors that will lead to what OCS will call bullying.

1. Imbalance of power-or dominance behaviors
2. Repeated over time
3. Intention to cause harm

As much as we would like, we can not eliminate social conflict entirely. We can however, help our students to be emotionally strong and equip them with social and emotional skills to solve their own social problems and face adversity with resilience and confidence. Through the curriculum integration of Teaching for Transformation, staff and administration work to instill caring, compassionate, community based values in each student so as to curb the unkind or disrespectful tendencies that are seen in some peer situations. Staff and administration expect all students to demonstrate respect and care for their peers and adults they interact with in our school community. Working through situations of disrespect or bullying requires the support of parents, students, teachers and administration.

# BEHAVIOR RUBRIC

	Strategies and Interventions	Consequences <i>(sequential offenses)</i>
<p><b>Taunting/Teasing</b> Insulting, put-downs, spreading gossip, intimidation, purposeful exclusion, threats (written or oral)</p>	<p>Intervention/separation/interview stakeholders State positive choices Apology/make amends</p>	<p>Teacher discussion Behavior form Reflective time out Behavior Interventionist/student conference Repair relationships Parent notification</p>
<p><b>Moderate Physical</b> Contact: hitting, pushing, shoving, grabbing, slapping, etc...</p>	<p>Intervention/separation Removal from situation State positive choices Apology/make amends Written reflections</p>	<p>Teacher discussion and Behavior form Behavior Interventionist/student conference Reflective time out Repair relationships Parent meeting *continuation of behavior is considered intentional &amp; severe physical beyond this point</p>
<p><b>More Severe Physical</b> Intentional physical contact: punching, kicking, biting, hair putting, etc...</p>	<p>Intervention/separation Removal from situation State positive choices Apology/make amends Written reflections</p>	<p>Teacher discussion and Behavior form Behavior plan Principal/student conference Repair Relationships Parent meeting Suspension Expulsion</p>

## Lunchroom Agreements

1. Please remember that OCS is a NUT RESTRICTED building.
2. Students will show respect and courtesy for one another at all times during lunch.
3. Each student is responsible to pick up trash and deposit it in the proper containers.
4. Improper or inappropriate behavior will result in a change of environment. Further offenses will result in student discipline.
5. Talking is permitted on a normal conversational level.
6. Students are to remain seated at the table during the lunch period.

## Playground Agreements

1. Students will show respect and courtesy for one another at all times during recess.
2. Students will NOT be permitted to enter the building during recess except in cases of emergency. The teacher or recess supervisor on duty will make that decision.
3. Line up immediately when the whistle blows.
4. The teacher on duty will determine whether a specific area is acceptable for play.

5. Food is not permitted on the playground.
6. Cell phones, Cell phone based watches, or other toys from home are not permitted on the playground (without teacher or principal approval) and will be confiscated per the OCS Elementary “No Toy Policy”, outlined on the next page.

## Library Agreements

1. Library classes will be scheduled with individual teachers.
2. All library materials must be checked out before being taken out of the library
3. Library books are checked out for a period of one week for kindergarten through second grade students, and for two weeks for students in grades three through five. Books may be renewed one time.
4. Library fines are not charged for elementary students, but students with overdue books may not check out more books until late books are returned.
5. End of the year report cards will not be issued until overdue items are returned or lost book fees paid. The maximum fine for lost materials is the cost of the item plus a \$3.00 processing fee.
6. No food or drink is allowed in the library with the exception of water.
7. Reference books may be checked out only by a teacher.

## DRESS CODE POLICY

### Elementary (Jr. Kindergarten-grade 5)

#### Shirts and Jackets

Only official OCS uniform shirts are permitted to be worn in the classroom. Approved uniforms are found at Kids’ Choice Apparel, Lands’ End School, and previously Dennis Uniform. Polo shirts may be worn untucked, as long as they are not extremely long (hanging down to the knees). Belts are not required in this case. Belts are required with oxford-style shirts and blouses. T-shirts worn underneath oxfords or polos are to be solid (navy, green, yellow or white) in color and have no lettering or graphics on them. Short or long sleeve t-shirts are both acceptable. Uniform sweater sets, vests, fleece vests and fleece jackets may be worn. Other variations of OCS spirit wear and athletic wear are not considered part of the approved school uniform policy unless communicated otherwise. No other sweatshirts, sweaters or jackets are allowed to be worn in the classroom.

#### Shoes & Socks

Students may wear any closed toe and heel shoes that are neat, clean and stay on the foot when walking or playing. Athletic shoes and shoes with buckles or Velcro are permitted. “Crocs,” sandals, flip flops, rollers, high heeled shoes, or shoes that cause distractions are not to be worn to school. Fashion boots (Uggs, ankle high boots, etc) are permitted, but may not be worn for gym class. If your child brings heavy duty outdoor boots to school for recess, please also send indoor shoes to be worn throughout the day. Athletic shoes are required for gym class. Students may wear any colored socks.

## Pants, Shorts, Skirts, Skorts, and Jumpers

**Only official OCS uniform pants, shorts, skirts, skorts and jumpers may be worn.** Approved uniforms are found at Kids' Choice Apparel, Lands' End, and previously Dennis Uniform. The length of the skirt is to be no higher than two inches above the top of the kneecap. Skirts and skorts may not be rolled.

**Tights, leggings, or standard solid color socks that match the uniform are required if a skirt, skort, or jumper are worn.** They must be solid in color (navy, black, white or green) and go all the way to the ankle.

## Hair

Hair must be kept out of the eyes. Hair must be neat in appearance and only natural hair colors permitted. The teacher or principal has the authority to require a haircut if, in their discretion, the above guidelines are not met. *Extremes in dress and appearance are not acceptable. In all cases where there is a question, the final authority to interpret the dress code lies within the administration.*

## Accessories

Jewelry of any type is discouraged as it can be lost or broken. Girls may wear small earrings. Large hoop earrings are not permitted. Boys are not permitted to wear earrings.

Temporary tattoos are not allowed to be visible while wearing the OCS uniform.

*Extremes in dress and appearance are not acceptable. In all cases where there is a question, the final authority to interpret the dress code lies within the administration.*

## MakeUp

Elementary students may not wear makeup during school hours. This includes eye shadow, blush, lipstick, and mascara. Students with makeup on will be asked to remove it.

## Sweans Day Dress Code

Students may wear jeans with no holes or embellishments, solid colored (no brightly colored or patterned) athletic pants without words on them, or shorts with a minimum 3 inch inseam. On sweans days, any OCS spirit wear/Chapel shirt may be worn. Tight cloth pants/ leggings are not permitted unless they are worn under shorts or skirts. Parents will be called if their child is not in appropriate clothing and will be expected to bring their child alternative clothing.

## Special Dress Day Dress Code

Throughout the year teachers or administrators will schedule special dress days including pajama days, costume days, casual/athletic dress days, etc. During these special days students must comply with the following dress code:

- No crop tops or shirts showing midriff while hands are raised
- No slippers- regular shoes must be worn at all times.
- When wearing costumes, masks and weapons are prohibited.

Non-compliance with this dress code will result in the student having to change into an extra uniform from the school's supply or having a parent bring clothes to change into.

## HEALTH AND SAFETY

### Nut Restricted

We are happy to be able to offer children with nut allergies a safe, comfortable place to enjoy their friends, even at snack and lunchtime. The OCS Campus is NUT-RESTRICTED in all areas of the school buildings. Please do not send your child to school with foods that contain nuts.

### Student Injuries

The student is to be sent or brought to the office so that the proper authority may be summoned to administer first aid. If the injury involves a broken limb or an undetermined injury of a serious nature, the student will not be moved until the proper medical aid arrives. The school's Medical Emergency Response Team (MERT) receives ongoing training for these types of emergencies.

### Illness in School

**Illness** – Please call the school office if your child will not be attending school. If your child becomes ill during the school day, you will be contacted and requested to pick up your child. Parents should make every attempt to retrieve their sick child from school within **1 hour** of being contacted. After one hour, the emergency contact person may be called. Signs and symptoms of illness can vary for each child. Typical signs of illness include:

- Milky or discolored drainage from the nose or eyes (gray, yellow, or green)
- Wet, continual cough
- Undiagnosed rash
- Vomiting
- More than 1 loose stool in a school time frame
- Frequent urination/or painful bathroom experience
- Wheezing/congestion/cough
- Headache
- Extremely red cheeks
- Fever (100.2 degrees F or above)
- Child generally not feeling well/not acting themselves

Children must be **symptom free for 24 hours WITHOUT fever-reducing medications driving the fever down (such as Tylenol or Motrin) prior to returning to school.** In the event of a contagious illness, a doctor's note must accompany the child upon their return. Examples include, but are not limited to the following: Strep Throat, Pink Eye, Ringworm, Chicken Pox, etc. (See Communicable Diseases below).

If a child exhibits any symptoms of illness while they are home, please refrain from sending them to school. We want to ensure the safest and healthiest school environment for all children and staff.

It is essential that the emergency information be kept current so that parents may be contacted immediately in cases of injury or illness.

Teachers and staff will also adhere to the above policy. If a teacher or staff member becomes ill during class time a substitute will be placed in the classroom with the students.

HEAD LICE: If your child has head lice, parents must sign and confirm that a specific treatment/product was applied, date applied, and agree to re-treat as recommended. If head lice is recurrent more than 3 times in one school year, per Michigan guidelines, consultation with a doctor is advised, and a doctor's note may be required for return to school.

## Allergies

If your child has an allergy, please inform the school accordingly. This is especially important if your child has a life threatening allergy. Please plan to start each school year with the appropriate medical documents in place- signed by your physician- reviewing any medications and/or medical action plan necessary to manage your child's allergy. It is also important to make sure required medications are not expired.

The administration has procedures in place to insure the safety of students with severe allergies and/or asthma.

1. All faculty and staff will be informed of the procedures on an annual basis and any needed faculty/staff training will be provided through an in-service program.
2. All key personnel and all childcare staff will be certified in CPR and AED use.
3. *There is a "NUT RESTRICTED" policy in all areas of the school due to life-threatening allergies. **Please check all ingredients before bringing any snack to the classroom.***

## Communicable Diseases

When you report your child's illness, it is helpful to know what the symptoms he/she has. Parents often ask, "what is going around?" if their own child is ill. If we have several cases of some illness, parents can be aware of what their child may have contracted at school.

We are required by the health department to report cases of certain diseases on a weekly basis.

The following is a partial list of communicable diseases: Chickenpox, COVID 19, Pink Eye, Fifth Disease, Hand/Foot/Mouth Disease, Hepatitis, Impetigo, Meningitis, Mononucleosis, Mumps, MRSA, Head Lice, Whooping Cough, Pinworms, Rash, Ringworm, Rubella, Salmonella, Scabies, Scarlet Fever, Strep Throat...

*The office sends home notification letters for the following communicable diseases: Hand/Foot/Mouth, Chickenpox, Scabies, Ringworm and Pink Eye. We are not drawing attention to a child's illness. Some of these illnesses can have an adverse effect on pregnant women or those undergoing cancer treatment; so for their sake it's necessary that we ask parents to report all communicable diseases.*

## Medication

Ideally, all medication should be given at home. If any medications are to be given to your child during daily school hours, proper documentation- found on the OCS website- is necessary to have on file. Please note:

1. Parents with children who require prescription medications- including asthma medications and emergency allergy medications (such as inhalers, EpiPens, etc.)- during daily school hours, must complete a "Medication Administration Authorization Plan" and/or "Allergy and Asthma Care Plan" form, which must also be completed by a physician, detailing the dosage and medication to be administered. These forms must be completed annually and can be found on the OCS website under "Medical Documents."
2. Michigan law now requires the above policy to be enforced for children receiving over-the-counter (OTC) medications during school hours, such as Ibuprofen, Tylenol, etc. A "Medication Administration

Authorization Plan” form needs to be completed and signed by the parent or guardian and physician for any/all OTC medications to be administered at school. These forms are to be completed annually.

PLEASE NOTE: All over-the-counter medications must be supplied by the parent(s) of the child. None will be supplied by the school. Over-the-counter medications will not be administered without a completed and up-to-date, signed “Medication Administration Authorization Plan” form.

3. All medication must be brought to the office by the parent, in an original, sealed (if an OTC), container, along with the completed “Medication Administration Authorization Plan” form. If appropriate, medication will be counted with the parent to confirm contents (applies to prescription medications). No medications will be accepted from a student. DISPOSAL/REMOVAL: All medications will be removed from the school premises one week after expiration, when medication is discontinued, or at the end of the school year. Parents must make an effort to pick up all unused medications (including inhalers, EpiPens, etc.) at the end of each school year. Unclaimed medications will be properly disposed of.
4. When medications are brought to the office, each container will be opened and counted in the presence of a parent. The parent will verify the amount of medication in the container by signing the “Medication Administration Authorization” form.
5. Pursuant to new state laws effective March 20, 2000, students requiring inhalers may self-carry them during the school day. The school offices will continue to monitor inhaler use, however, if the parent(s) so choose. NOTE: even if a student is self-carrying an inhaler, parents/guardians will still need to complete an “Allergy and Asthma Care Plan” to confirm plan of use for prescribed inhaler. As noted above, this form is to be signed/completed annually.
6. On the recommendation of the State Health Department, the school discourages students from using throat lozenges or cough drops due to the potential for choking or sharing with a student who may be severely allergic.

## SCHOOL CLOSING

If for any reason, it becomes necessary to close school on short notice, parents may secure details by checking the school website, listening to local radio stations WJR, WWJ, checking with local TV stations, or checking the school’s social media pages. A text alert and email will be sent to each family upon the cancellation announcement. Please refrain from calling the school during emergency situations. If inclement weather causes serious transportation problems, parents are advised to stay home and the student will be considered excused upon receipt of a parental written excuse. If school is closed, childcare and all after school activities that day are canceled, unless otherwise notified.

## FIRE, TORNADO, LOCKDOWNS AND EVACUATIONS

A complete crisis plan is in place with all necessary details and procedures. All faculty and staff are trained in these procedures and several drills and practices will take place during the school year.

# POLICIES AND PROCEDURES

## Visitor Policy

Parents or others wishing to visit the school or a class must make arrangements with the school office or teacher in advance. Upon arrival, visitors must register at the reception desk, where they will receive instructions and a visitor's pass. Visitors may be asked to leave their keys at the reception desk.

No visitor may confer with a student in school without the approval of the Principal.

Parents or visitors who come to school to pick up a student or deliver items, must report to the reception desk or school office. School personnel will make certain that the student receives the needed items.

School personnel will also contact the classroom so that the student can meet parents or visitors in the office/reception desk. The Visitor Policy must receive full compliance in order to prevent disruption of class and to ensure the safety of each student.

## Animals On Campus

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment. This guideline extends to before and after school activities, including sporting events held on campus.

Animals remaining in vehicles on school property must be properly contained to ensure the safety of all who might approach the vehicle.

## Cell Phone & Electronics

The OCS Campus is a phone-free learning environment for students at all grade levels during school hours. Elementary students are not allowed to have cell phones, smart watches, or other electronic devices while on campus. Any student bringing a cell phone, smart watch, or other electronic device will store the device in the classroom cell phone storage box for the duration of the school day. Devices are not allowed to be stored in student lockers or backpacks.

Messages for students should be made to the school office. The office will make every effort to relay these messages promptly, without interrupting class time. Personal matters should be handled at home before or after school.

## No Toy Policy

In an effort to create a proper learning environment for all children, please do not allow your child to bring any toys (electronic or other) to school with the following exceptions:

1. It is your child's teacher assigned "show and tell" day.
2. A specific request or permission has been made by your child's teacher or the principal.

Toys that are brought to school for the above reasons will need to remain in the child's backpack or locker and only be brought out for the specific activity for which it was intended. Any toys brought to school for any other reason will be removed and held in the office for a parent to claim.

**Electronic Devices** In the Elementary only school owned Chromebooks can be used at school. Please do not bring personal Kindles, tablets or iPads for use at school.

## Lunchroom Microwave Use

Due to the short lunch period and limited microwave accessibility, the microwaves are to be used to warm up food only. Students will not be able to cook their meal, such as a mac and cheese cup or ramen cup. The time limit per student at the microwave is 1 minute.

## Lost and Found

Unclaimed items become the property of the school and may be discarded or donated to charitable organizations. Lost and found items may be claimed in the school lost and found cabinet located next to the Elementary office door. Parents will be notified when unclaimed items will be donated.

## Recess and Physical Education

All children need time to expend some of their energy and to develop physical skills; therefore, they are expected to participate in physical education classes and recess. Recess will be held outdoors, except for rainy or extremely cold weather (< 10 degrees actual or windchill). If a student is not able to participate in recess or P.E., a note to the homeroom teacher is required. These students will accompany their class to the gym or outside during their scheduled times, but they will not participate and will instead be given an alternate activity. If the student has a prolonged illness and will not be able to participate for more than two days, a doctor's note is required.

## Winter Attire

Please be sure to send your child with winter attire (coat, hat, gloves/mittens, snow pants and boots) every day during the winter months. If students do not have proper winter attire, they will still go outside, but have to remain on the sidewalk area.

## Textbooks

All Elementary textbooks are purchased by the school. Please see the school website for specific information. It is the parent's responsibility to ensure textbooks are kept in good condition and at school when needed for class work. The parent will be responsible to replace at their expense any texts that are lost, stolen or damaged.

# BACKGROUND CHECKS FOR VOLUNTEERS

All adults must go through background checks before serving OCS students as a volunteer. Examples of volunteer services that require background checks: attending field trips, service project activities, field day, carnival, class parties, after school clubs, working with students, etc. Activities not requiring background checks: pickup and drop off of students, attending concerts or sporting events. Background checks are through the state of Michigan ICHAT and Central Registry systems. Forms are available on the school website and in the school office. A two week lead time is required to complete the clearance process. Background checks are valid for two school years. Volunteers will be denied access if the individual has been convicted of violent crimes, child endangerment/ abuse/ neglect, or is registered on the sex offenders registry.

Parent volunteers are asked to use modesty and discretion in dress while volunteering. Please read the Volunteer Policies and Procedures document before volunteering.

## PARENT ORGANIZATIONS

The goal of the Parent Organization Groups is to uphold the mission and vision of Oakland Christian School by fostering close harmony and Christian fellowship between home and school and working closely together in accomplishing the objectives of our school.

To implement this philosophy, we seek the following:

- To promote fellowship among Oakland Christian School teachers, staff and parents.
- To create ideas that will encourage teachers, build morale, and involve parents.
- To educate and involve parents on issues that affect the school and child.
- To support and help as needed in the Family Service Hours program.
- To promote a source of funding for special non-budgeted items as monies are available.

### Parent- Teacher Fellowship (PTF)

The Parent-Teacher Fellowship group will meet regularly throughout the year and all parents are invited. PTF promotes activities and events that support the teachers, staff, and students. PTF service and participation opportunities will be communicated to families throughout the year.

### OCS Athletic Boosters

The Athletic Boosters directly and actively support the entire athletic program and are a vital link in the program's development and progress. We encourage all parents to inquire concerning membership and related information. All families are encouraged to attend athletic events, including football, soccer and basketball.

# ALPHA & OMEGA CHILD CARE/ Jr. Kindergarten PROGRAM

If enrolled in the Jr. Kindergarten program, please review the entire handbook, as much of the information pertains to your child as well. Jr. Kindergarten specific information is located below.

ALPHA & OMEGA Childcare Hours for students Jr. Kindergarten through 8th grade:

7:00 am- 6:00 pm

ALPHA & OMEGA Childcare charges for students by the hour:

\$8.50 per child per hour. Billing will be processed in 15 minute increments.

The childcare program will provide the following:

- An opportunity for children to participate in a variety of fun, developmentally appropriate activities that allow for continued social, physical, and intellectual stimulation.
- A place to work on homework or school projects.
- A safe and inviting environment supervised by a competent and caring Christian staff.
- A pleasant Christian atmosphere that enriches the child's learning before and after school hours.

All students attending before and after school care, or the Jr. Kindergarten program must have a "Child Information Form" on record prior to attending the program.

## Registration & Payment for Alpha/Omega

Childcare before and after school in the Alpha/Omega program is open to all students in Jr. Kindergarten-8th grade as needed on a daily basis. At a student's first arrival, he/she will become registered. All students will return a Child Information Record to be kept on file at the school. Families will be billed for the hours their child attends the program through their FACTS account at a rate of \$8.50 per hour. Billing will be processed in 15 minute increments.

## Signing In and Out- Jr. Kindergarten

Students participating in the Jr. Kindergarten program must be signed out by a parent or approved pick up person. Students arriving between 7:00-7:30 am must be walked into the building and dropped off at the morning club area. Students being dropped off between 7:30-8:00 am may be walked to their class by an older sibling, an approved drop off person, or their parent. Jr. Kindergarten students may not walk into the building on their own. Staff will sign students out at the 12:00 pm and 3:15 pm dismissal times. Students being picked up between 3:30-6:00 pm must be picked up by an approved pick up person that will walk into the building and sign the child out in person. Any child picked up after 6:00 pm will be charged \$1 per minute they are late.

## Signing In and Out- Alpha/Omega Childcare

Students arriving between 7:00-7:30 am will be signed into the morning club and will be charged according to their attendance. Children enrolled in the Jr. Kindergarten class may not walk into the school unaccompanied.

They must be walked to the gym for morning care or to their classroom between 7:50-8:00am by an adult or older siblings.

All students remaining in the school building at 3:30pm will be checked into OMEGA Afterschool Childcare and will be billed according to the hourly tuition rate. Students being picked up between 3:30-6:00 pm must be picked up by an approved pick up person that will walk into the building and sign the child out in person with the OMEGA staff. Any child picked up after 6:00 pm will be charged \$1 per minute they are late.

## Before and After School Care Conduct

Parent, please review the following expectations with your child:

- Children must remain in the Before and After School area with the designated staff.
- Children are to respect the rights and property of others.
- Children are to act courteously and appropriately, be cooperative, and follow instructions.
- School building rules apply along with Childcare rules.
- Appropriate and acceptable language is expected.
- Children are expected to be responsible for their actions.
- Materials and equipment are to be treated properly and returned to their places.

## Items From Home

Toys, electronics, or other personal items are not permitted in the before/ after school programs or the Jr. Kindergarten program. Any personal items that are brought to school will be required to stay in the student's backpack unless otherwise directed by the teacher. Any items from home are the responsibility of the student. Childcare staff are not responsible for lost or damaged personal items brought to the school.

## Behavior Policies

Discipline will be positive and developmentally appropriate including redirection and encouragement. Children will be led to understand that they make choices throughout the day, including choices about how to behave. They will come to understand that all choices have consequences. Helping children accept the logical consequences of their behavior teaches them to behave in a responsible, cooperative manner.

If a child hurts another child or loses his/her temper, he/she will be provided with supervised "calm down time" where they will be allowed to regain control and discuss their feelings in a safe environment. If on-going serious behavior problems occur, the teacher and/or director will notify the parents and a plan of action will be discussed and implemented. Each case will be handled individually with the parents and school faculty. Severe behavior incidents will be communicated to parents via the communication app and phone call. All incidents will be documented and stored in the child's profile. If the behavior persists, a behavior plan will be created with the child's teacher, administration, and parents. All student behavior plans implemented in their school day classroom will be implemented in the Alpha/Omega program. Alpha/Omega staff will record student behavior in their school file. Incidents that threaten the safety of a child will be reported to state licensing.

# HEALTH & SAFETY

## Jr. Kindergarten/ Before and After School

### Accidents & Injuries

In the event of a mild accident or injury parents will be notified through our communication app as well as a written document will be sent home with the child at the end of the day. Any severe injury or head trauma will be documented as well as reported to parents immediately via phone. All childcare staff members are CPR and First Aid certified and are capable of caring for injuries appropriately. Emergency medical services will be called if necessary.

### Medical Conditions and Illnesses

Please refer to pages 15-16 for information on our medical conditions, illness policy, and medication distribution.

## Junior KINDERGARTEN PROGRAM

The Oakland Christian School Junior Kindergarten program runs Monday through Friday 8:00am-12:00pm. Children may enroll in the full day program option running from 8:00am-3:15pm. Childcare is available each school day from 7:00am-6:00pm for an extra fee. Please see the tuition schedule for pricing. The Junior Kindergarten program is developed as a Kindergarten readiness program, designed to meet the needs of each individual child and challenge them in a developmentally appropriate manner. Children are provided with daily opportunities to engage in problem solving, relationship building, large group, small group, recess, and enrichment classes.

## COMMUNICATION

Communication between parents and school is important. In addition to the methods of communication listed below, parents are encouraged to contact their child's teacher, the director of the childcare program, or the elementary principal by phone or email at any time.

### Email

Email addresses for your child's teacher, program director, and elementary principal will be made available on or before the first day of school.

### Daily Communication

Each day parents will be provided with information on their child's school day. This will be communicated through a communication app called Brightwheel. Directions on setting up a profile will be given to you prior to the first day of school.

### Weekly Note

A note communicating upcoming events, important information, and other pertinent news will be sent home weekly.

## Student Progress/ Report Cards

Teachers provide ongoing observation and assessment throughout the school year. A formal report card will be given to parents at the end of each quarter, resulting in 4 report cards total. A required parent/teacher conference will be scheduled twice a year. Please refer to the school calendar to identify those dates. Parents, teachers, and administration are welcome to schedule conferences outside of the two required dates if needed.

## Special Announcements

OCS will send emails about important information as needed. Parents will be notified through email and the weekly note 24 hours prior to pest control spraying and prevention measures.

## DAILY ROUTINE

The Jr. Kindergarten program is designed to be consistent, yet flexible. Lesson plans and schedules accommodate for individualized learning, children's interests, and meeting the unique needs of each child in the classroom. A daily schedule will be posted in the classroom. Parents will be notified daily as to what activities the children participated in during the class time.

### **A typical daily schedule will include:**

- Circle Time (calendar, weather, songs)
- Free Choice (child's free choice to play with all classroom materials. Lesson extension activities and materials will be available daily for children to engage with)
- Bible Instruction (story, lesson, worship songs, verse memorization, activities)
- Snack Time (including bathroom breaks)
- Small & Large Group Activities
- Music and Movement
- Outdoor Recess

Special gym, library, technology, and Spanish classes will be incorporated throughout the week.

Math, literacy, art, music, science, and social studies concepts will be incorporated into each day through each of the routine activities.

## PROCEDURES

### Dress Code

Please review the elementary school dress code on pages 14-15 for appropriate clothing requirements.

### Morning Arrival

Children arriving between 7:00-7:30am: Parents must bring their student into the Before School program and check him/her in. Children arriving between 7:30-8:00am: Parents may bring their student to their classroom and check him/her in, OR use the elementary curbside drop off. Curbside students will exit the car and walk into the building and to their classroom hallway where they will be met by the teacher's assistant, who will help them safely get settled into the classroom.

## Dismissal

Parents may enter the school building to pick up their child at the end of class time, or use the curbside pick up, where students will be walked out to their car and released to their parent. Parents picking their child up early will need to enter the building to sign their child out.

## Days of School

Please see our school calendar located on the school's website at [oaklandchristian.com](http://oaklandchristian.com) for our start of school, designated days off, and end of school dates.

## Bathroom Accidents

All students in Jr. Kindergarten are expected to be fully toilet-trained. In the event that there is an accident, all parents must provide the school with a change of clothing, socks, and underwear to keep for this purpose. Please continue to check with your child's teacher to ensure appropriate items are stocked in the classroom.

## Recess

Recess provides children with the opportunity to expend energy, to assist in large motor development, and extend children's learning from their classroom lessons when possible. All students will go outside daily, weather permitting, if the temperature is 10 degrees or higher. Children will not go outside in the event of rain, or any severe weather. Children should have the appropriate outdoor clothing, depending upon the season. Playground rules will be communicated to each student. Children who have trouble following the rules will be verbally redirected. Situations where children continue to have difficulty maintaining safe playground choices, will be addressed immediately by the child's teacher, or other OCS staff members.

## FOOD SERVICES

### Snack

Students provide their own healthy NUT-FREE snack for the morning snack time. Snacks should be healthy in nature, with water to drink. We do not allow juice or milk to be consumed during our morning snack time.

A healthy NUT-Free snack will be provided for all students staying in the afternoon childcare program. Allergy alternative snacks are available for children with food allergies. Additional snacks will be made available for purchase during our after school childcare program beginning at 3:30pm.

### Lunch

All students using childcare during lunch hours must eat lunch. Students may bring lunch from home or purchase lunch from the school cafeteria for \$3.00 and an extra \$1.50 for an extra entree helping. Parents will notify the teacher if he/she will be purchasing a hot lunch from the school cafeteria and will provide either cash, check, or place funds in their "Meal Magic" account. Milk will also be available for purchase on its own for \$0.50. Students will eat lunch in their classroom supervised by child care staff.

## PARENT INVOLVEMENT

Parents are welcome to assist in the classroom for special events or on an ongoing basis, as arranged with the teacher. We welcome and encourage parent involvement in a variety of settings and ask that you communicate frequently with your child's teacher to arrange these opportunities. All individuals volunteering in the classroom must go through a comprehensive background check prior to entering the classroom. Parents will need to fill out the following forms (found in the front office) and return them at least 2 weeks prior to volunteering in the classroom. All background checks are good for 2 years. Any individual listed on the public sex offender registry or have committed a violent physical crime will not be permitted to volunteer in the classroom. Background checks will not be required for individuals dropping off or picking up their children, during concerts, or during our welcome back to school event.

## STAFF REQUIREMENTS

All Jr. Kindergarten teachers and Alpha/Omega staff have been fingerprinted and background checked. Each staff member is required to complete 16 clock hours of training annually. All staff must maintain CPR and First Aid Certification. Teachers are held accountable through an evaluation process throughout the year.

## STATE OF MICHIGAN CHILD CARE LICENSE

Oakland Christian is a state licensed child care facility, regulated by the Bureau of Community and Health Systems Child Care Licensing Division. Our Jr. Kindergarten and Alpha/Omega programs fall under this license. Our program is inspected on a yearly basis and given a report summarizing the investigation report and related corrective action plans if needed. A licensing notebook with these reports is available for parent review online through <https://childcaresearch.apps.lara.state.mi.us/>. Licensing inspection reports, special investigation reports, and corrective action plans from the past 3 years are available on the department's child care licensing website at **[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)**. Parents may access the child care licensing rules and regulations by visiting **[www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)**