

2022-2023
Secondary School
Student Handbook



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

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INTRODUCTION

PREFACE

The purpose of this handbook is to clarify a standard of academic conduct and behavior for each OCS student and family. Within its framework and according to the guidelines and limitations provided, students may aspire purposely and express their individuality in a variety of ways. The intent is to encourage a thriving educational atmosphere free from the discord that would result without organizational principles.

Superimposed rules do not guarantee spiritual growth, but can encourage the smooth and efficient operation of the school providing guidelines to Christian conduct, building of character, forming of good habits, promoting personal safety, and the rounding out of a student's education. Teachers and administrators will fairly implement these policies and guidelines, and the administration will respond to interpret questions that may arise.

MISSION OF STATEMENT

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

CHRISTIAN PHILOSOPHY OF EDUCATION AND CORE OUTCOMES

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 all people and glorifying to God.

Core Outcomes:

Proverbs 4:13 "Hold on to instruction, do not let it go; guard it well, for it 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 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, 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.

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 parents, students, faculty and staff to embrace nine core values:

- **Wonder**
 - “I praise you because I am fearfully and wonderfully made; your works are wonderful; I know that full well.” Psalms 139:14
- **Truth**
 - “I have no greater joy than to hear that my children are walking in truth.” 3 John 1:4
- **Grace**
 - “For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast.” Ephesians 2: 8-9
- **Wisdom**
 - “For the Lord gives wisdom; from his mouth come knowledge and understanding;” Proverbs 2:6
- **Service**
 - “Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” 1 Peter 4:10
- **Character**
 - “And Jesus grew in wisdom and stature and in favor with God and man.” Luke 2:52
- **Stewardship**
 - “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters,” Colossians 3:23
- **Community**
 - “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.” Hebrews 10: 24-25
- **Love**
 - “And now these three remain: faith, hope and love. But the greatest of these is love.” 1 Corinthians 13:13

STATEMENT OF FAITH

The Statement of Faith stands as foundational to the biblical teaching of Oakland Christian.

- 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.

STUDENT AGREEMENT WITH OAKLAND CHRISTIAN SCHOOL

Students must profess Jesus Christ as Savior to be considered for enrollment.

- I promise to abide by the standards and rules of Oakland Christian School. My promise includes abstaining from smoking (including vaping), profanity, involvement with alcohol, illicit drug use, promotion or participation in any sexual misconduct (including personal or electronic), and/or assault or use/possession of a weapon. I will also refrain from any activity that would harm the Christian testimony of the school, or its name and standing in the community.
- I will strive to work 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.
- Oakland Christian School encourages regular church attendance, and I agree to attend church regularly.
- 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 dismissal.
- By signing this agreement, I willingly surrender 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 involving or affecting the school. Instead, because the Bible commands Christians to settle their disputes privately or within the church, any controversy or claim involving or affecting the school, its employees, or its volunteers, including claims based on tort, civil rights, or other causes of that may arise, will be resolved privately or through an available mediation or arbitration procedure.

PARENT/GUARDIAN AGREEMENT WITH OAKLAND CHRISTIAN SCHOOL

One parent or guardian must profess Jesus Christ as Savior for their child to be considered for admission.

- OCS encourages that families regularly attend worship at a Bible-believing church and agree to regularly worship as a family by attending church.
- We accept the OCS regulations on behalf of our child. Further, we subscribe to the OCS Statement of Mission.
- We recognize the importance of parental responsibility to teach and maintain a lifestyle consistent with biblical principles. The Bible prescribes a lifestyle of purity in marriage and clearly forbids involvement in sexual immorality, which specifically includes fornication, adultery and homosexuality. The Word of God gives clear guidelines for a loving marital relationship as one between a man and a woman and conversely one of sexual abstinence and purity for single heads of households (1 Cor. 6:18-20, 1 Thess. 4:3; 1 Cor. 11:3; Romans 1:24-32).
- We agree to support the high academic standards of the school by encouraging our child to complete homework and other school assignments, and by providing a quiet place for our child to study.
- We grant Oakland Christian School the authority to discipline our child as needed in accordance with the OCS Student Handbook. Further, we agree to appropriately discipline our child at home.
- We understand that the school reserves the right to discipline any student who does not cooperate (or whose parents do not cooperate) with the educational process. We understand the school does not tolerate conduct that violates biblical principles, dishonors God, or casts a poor reflection on the name and reputation of the school.
- We agree to ensure that our child arrives at school on time each day. We further agree to see that our child maintains regular attendance, and we understand that absences in excess of ten (10) days in a semester without a written doctor's excuse may result in grade reduction for the semester.
- 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.
- By signing this agreement, I willingly surrender 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 present or future legal claim involving or affecting the school. Instead, because the Bible commands Christians to settle their disputes privately or within the church, any controversy or 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 an available mediation or arbitration procedure.
- We understand that this agreement will remain in effect while our child is a student at Oakland Christian School, and that its contents cannot be revoked or altered by any party without written consent of the other parties.

TECHNOLOGY USE

General Consideration

OCS is making resources of its technology and 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 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 filtering, the limitations of such software/hardware 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 appropriate or (directly related to their school work). 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 to 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 technology can result in cancellation of such privilege, school disciplinary action and or may be subject to legal 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, gaming costs and losses, exposure to controversial, obscene, or offensive materials, the loss or misdirection of data and information, or claims by other users of the Internet for any and all damages, which may be incurred by the user.

Cell Phones and Other Electronic Devices

Student cell phones, and other electronic devices must be silenced in the school building during the school day. Cell phones are not allowed in classrooms, lunchroom, restrooms, locker rooms or chapel. Cell phones and cameras in locker rooms and restrooms are a violation of privacy and are strictly prohibited. School discipline will result if students improperly use cell phones and cameras during the school day. Teachers may, at their discretion, have students put all technology away while in class. Cell phones must not provide a "hotspot" at any time.

Agreement for Acceptable and Appropriate Use of Technology

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 legitimate and appropriate purposes. The following guidelines serve only as a non-exhaustive list of acceptable and unacceptable usage:

- Only polite and appropriate communication on the Internet is to be utilized. Communications that can be reasonably characterized as negative, inaccurate or abusive of other individuals are not acceptable. The student will refrain from sending any form of communication that harasses, threatens or is discriminatory.
- Student passwords must be kept private and must not be shared or used by other students. The privacy of all users of the Internet is to be respected. No user shall intentionally seek information about other individuals including their passwords or file contents. The user shall only make accurate representations as to his/her identity and shall avoid all willful misrepresentation.
- Downloading software to a school device is not permitted unless approved by the instructor and the Director of Technology.

- The Internet is to be used only for appropriate educational purposes. No commercial or illegal activities are allowed.
- 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 licensure shall be appropriately used in a manner consistent with such copyright or licensure.
- The student's use of information or data from the Internet 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. School 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 school computer or the school computing systems.
- The student understands that bringing on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of our technology policies resulting in disciplinary action.
- The student realizes that processing or accessing information on school property through "hacking", altering, or bypassing network filters and security policies is a violation of our technology policies resulting in disciplinary action.
- The school exercises the right to approve or deny the use of any student-owned devices on the school computer system and Internet.
- The students take full responsibility for their technology device. The school is not responsible for the security, maintenance, or well-being of student-owned technology devices.
- Students are to respect the heavy demand on the use of the OCS computer systems, including the Internet. Utilization of the Internet is to be used directly as it is related to their school work purposes.
- Personal technology devices must be in silent mode while on school campus and while riding school buses.
- The student will refrain from using social network tools for personal use during class.
- The student will comply with each teacher's request to shut down technology devices during class time.
- The student will access the Internet using only the OCS wireless connection during the school day.
- The student acknowledges that the OCS content filters will be applied to their connection to the OCS network and Internet and will not attempt to bypass them.
- The school has the right to collect and examine any device that is suspected of causing problems, misuse or misconduct, or being the source of an attack or virus infection.

Student Google Apps/Email and Schoology Accounts

OCS provides students with Google Apps for Education (G Suite) accounts and Schoology, a learning management software service. (G Suite) is a free-service, managed solely by OCS which includes web-based programs like document creation tools, shared calendars, email, and collaboration tools. The service runs on an internet domain purchased and owned by the school and is intended only for educational use. Teachers will be using (G Suite) for lessons, assignments, and communication. Also, teachers will be using Schoology for digital classroom work. OCS student (G Suite) email accounts can only be used to send and receive messages to and from other OCS accounts and limited accounts specifically approved by OCS administrators. Each Schoology OCS classroom section can only receive communication from the course teachers and other students. Secondary students must obtain parent/guardian permission BEFORE receiving (G Suite), email accounts, and Schoology access.

RE-ENROLLMENT AND WITHDRAWAL PROCEDURES

Re-enrollment Procedure

Each spring parents will be invited to re-enroll as a means to begin preparation for the coming academic year. The administration reserves the right to retain which students are a proper fit. The fact that there may be openings in a particular grade level does not guarantee admittance or re-admittance. A student will not be re-admitted if there is an outstanding tuition balance or fees from the previous year.

Withdrawal Procedure

Withdrawal will take place by informing the supervising Principal. A Withdrawal form can be obtained in the elementary or secondary office and should be submitted upon 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. Tuition 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.

ATTENDANCE POLICIES

If school is to be as productive as it is meant to be, regular attendance is important. Most courses of study are sequentially developed; therefore, absences impede student ability to profit from what is offered. It is important that parents and students understand the importance of scheduling vacations and times away from school so that all classes are attended. Parents should ensure that students arrive at school on time each day and further recognize that regular attendance be maintained.

ABSENCES

OCS students are allotted a maximum of 10 absences per class, per semester. An absence may be a full day or students who arrive more than 15 minutes late (tardy) to a class or leave more than 15 minutes early from a class will be recorded as absent for that period. Absences for medical appointments, vacations, and illness will count toward the allotted 10 absences per semester.

Students must attend school for the entire day in order to participate in school sponsored extracurricular activities or athletic practices of that day. An exception may be made when the absence is recorded by a doctor (note), if the student attended a funeral or approved by the Secondary Principal.

If the student exceeds 10 absences in any class for the semester it may result in loss of credit and GPA. A student may recover the credit (not included into the GPA calculation) by earning 80 percent or higher on the course semester exam, paper or project. Cases of long-term illness or other special circumstances will be evaluated by the administration. Although absences to homeroom may not result in loss of credit it may result in school discipline.

Occasionally students may miss classes for field trips, early dismissal for sporting events, music practice, etc. Students are expected to make prior arrangements with the teacher for missed assignments or tests. These school sanctioned activities do not count toward the 10 absences for the semester.

Families will be sent communication via FACTS after a student's fifth (5) absence, eight (8) absence and tenth (10) absence for any class for the semester. It may also include a phone call from the Secondary Principal.

PARENT REPORTING

Parents and Guardians can report any absences to attendance@oaklandchristian.com. For any absence unreported, parents will be contacted by the receptionist. When a student must leave school before the end of the day, a dated note, or an email must be received from a parent or guardian to the receptionist stating the reason and time for the early dismissal. Students must check out with the receptionist prior to leaving the building. When an emergency arises during the day causing a student to leave school early, parents must call and follow up with an email or come to the school office. Any student who leaves the campus without complying with the early dismissal policy will be considered truant. Parents will pick up their children in the lobby. The same rules concerning grades and make-up work for missed classes also apply to early dismissals. It is the responsibility of the student to make arrangements for their missed work.

PRE-ARRANGED ABSENCES

When the parent is aware of an upcoming absence, as a courtesy to the teachers and office staff, a Pre-arranged Absence Form is to be completed prior to the absence. Pre-arranged absences count toward the maximum of 10 absences per semester. The school discourages pre-arranged requests on exam or retreat days.

ACADEMIC MAKE-UP WORK AFTER AN ABSENCE

Students are expected to coordinate their make-up work directly with their teacher. For extended (more than 5 school days) absences, like an illness, the make-up work coordination may involve the help of the Guidance Counselor.

COLLEGE DAYS

Juniors and Seniors are encouraged to visit colleges (2 days per year). Pre-arranged Absence Forms for College Days must be turned in 24 hours in advance of the actual day absent for the visit. Documentation (signature from college admissions representative) as validation of the visit to those institutions must be provided to the Secondary School Office. Students who need more than the allotted 2 days may submit a written request from parents to the Guidance Counselor specifying the necessity for an exception. College visits do not count toward the 10 days of absence.

TARDINESS

Punctuality is important. Being late (tardy) to school means arriving after homeroom begins or arriving within the first 14 minutes of the first hour. Families and students will be sent communication via FACTS at the student's third (3) tardy, fifth (5) tardy and sixth (6) tardy. Upon the sixth (6) tardy and every tardy after, (per quarter), students will be issued a D-Hall notice. Tardies in excess of seven (7) per quarter will be referred to the Secondary Principal. See D-Hall expectations listed on page 16. Tardiness to any class after homeroom will receive one warning and a D-Hall each time after that.

ABSENCE APPEAL PROCESS

Parents may appeal the status of an absence by email to the Secondary Principal. A doctor's note or other documentation should be submitted to the Secondary Principal for consideration during the review process.

ACADEMIC INFORMATION

SECONDARY REQUIREMENTS

Middle School (grades 6-8)

OCS requires each student to take and pass the subjects as listed in the Middle School Curriculum Guide. Students and their families have the responsibility to ensure that all middle school requirements are met.

High School (grades 9-12)

OCS requires successful completion of courses listed in the High School Curriculum Guide to graduate. Additional qualifications are listed in the High School Curriculum Guide for the AP Capstone™ Diploma. For information regarding AP Capstone Diploma, contact the Guidance Counselor.

COMMENCEMENT REQUIREMENTS

Seniors must pass all required classes AND earn a minimum of 28 credits in order to be eligible to participate in Commencement exercises. High school students are required to spend at least four years (8 semesters) to complete the required curriculum for graduation. School personnel will monitor student's credit totals, but the responsibility that all requirements have been met lies first with the student and parent.

REPORTS TO PARENTS

Communication between parents and teachers is encouraged, as this dialogue is the foundation to a positive parent and teacher partnership. To aid in student academic monitoring, OCS offers Parent Teacher Conferences. These are held in the fall, however, teacher appointments are available as necessary.

Student assignments, announcements, expectations, and grades are available through the Schoology Learning Management System.

In FACTS, student attendance is updated daily and student conduct is updated as needed. Report cards will be posted at the end of each quarter in FACTS. An email notification will be sent when the report cards are available to view or download. Report cards will not be available for viewing when students have outstanding lunchroom charges, fines, athletic fees (including athletic uniforms) or unpaid tuition.

PROMOTION POLICY

Middle School Promotion (Grades 6 - 8)

- Students will be required to obtain a minimum of a D- in all core academic subjects (Math, Science, English, and Social Studies) either during the school year or during summer school.
- Any middle school student deemed by the administration to be academically lacking or deficient in the necessary skills for promotion may be asked to complete certain courses through an approved course recovery program.
- If a passing grade (minimum D-) is not achieved in the course recovery program, it may result in that student being required to repeat that year of school.
- Some middle school students may meet high school graduation requirements by taking one of our approved high school level courses while in middle school. These courses must be passed with a minimum grade of D- to meet said requirements.

High School Promotion (Grades 9 - 12)

- High school students are promoted according to their yearly acquired credit totals. Class standing is based on the following:
 - Freshman.....Fewer than 7 credits
 - Sophomore.....7-13 credits
 - Junior.....13.5-19.5 credits
 - Senior.....20 or more credits
- Transfer and international students may have credits waived in core areas (Bible or World Language) based on their year of transfer.
- High school courses with a passing grade (minimum D-) earn .5 credit at the end of each semester.
- Students who receive a failing grade for one semester will not receive credit for that semester and may have to complete an approved course recovery equivalent in order to receive credit. A minimum letter grade of D- (60%) in an approved recovery course will be required in order to recover the .5 credit.
- Failure of both semesters of a course will require that the student retake the entire class if it is a required course for graduation.

Summer School/Course Recovery/Dual Enrollment (Grades 6 – 12)

- Required course recovery, approved by the Secondary Principal, will receive credit and count in the GPA calculations.
- Courses that are taken outside of OCS, such as dual enrollment courses, summer electives, and online courses may receive credit and count toward the GPA ONLY IF pre-approved by the Guidance Counselor and/or Secondary Principal.
- Courses taken in the summer that have not been previously approved by the Guidance Counselor and/or Secondary Principal, may not receive credit.

ACADEMIC PROBATION

Student's academic performance is monitored approximately every three to four weeks of a quarter. This process is called a "grade pull." Students receiving a percentage grade of 62-67 percent or below are flagged. Our goal is to intervene early to help all struggling students. We strongly encourage our teachers to develop a plan with a student to increase academic achievement. If the student continues to struggle for more than one grade pull, they may be referred to the Guidance Counselor for intervention. Procedures and decisions from there will be handled on a case-by-case basis.

GRADING SCALE

Student Transcripts reflect course grades as a letter grade and GPA. Semester grades are based on homework, tests, projects, each quarter counting as 40% of the final semester grade and a final exam (20%). Numerical average is used to compute a student's grade for a semester, a year, or for total course work over grades 9-12. Academic probation, athletic eligibility, and honors will be expressed in grade point average (GPA) on a scale of 4.0. In calculating GPA, each letter grade is assigned its numerical equivalency, totaled, and divided by the total number of credits. Students are advised to keep graded papers or digital copies until grades for the semester are complete. Assignments will aid in exam preparation and will prove that assignments have been completed if there are grading discrepancies.

Only Advanced Placement courses will use the weighted GPA grade equivalency in the computation of the students' GPA. The weighted GPA scale multiplies the 4.0 scale by 1.1 to determine the weighted GPA. All grading is based on percentages in a given semester. Report card grading is based on percentages but recorded with the letter grade equivalency as follows:

| Percentage Grade | Letter Grade | GPA | Weighted GPA |
|------------------|--------------|------|--------------|
| 93-100 | A | 4.00 | 4.40 |
| 90-92 | A- | 3.70 | 4.07 |
| 87-89 | B+ | 3.30 | 3.63 |
| 83-86 | B | 3.00 | 3.30 |
| 80-82 | B- | 2.70 | 2.97 |

| | | | |
|-------|----|------|------|
| 77-79 | C+ | 2.30 | 2.53 |
| 73-75 | C | 2.00 | 2.20 |
| 70-72 | C- | 1.70 | 1.87 |
| 67-69 | D+ | 1.30 | 1.43 |
| 63-66 | D | 1.00 | 1.10 |
| 60-62 | D- | .70 | .77 |
| 0-59 | F | 0 | 0 |

Final Exam Exemptions SENIORS ONLY

Teachers may, at their discretion, institute a Final Exam Exemption policy in each of their classes for the second semester and for seniors only. Exemptions are not required. If a particular course includes a Final Exam Exemption option for Seniors, it will be explained in the teacher's syllabus. Criteria will include:

- A minimum overall course grade as determined by the teacher, but no lower than 85 percent.
- Students in violation of the OCS attendance and/or tardy policies are not eligible for exam exemptions in any class.

Late/Missing Homework

Each teacher has a late/missing homework policy designed to meet the needs of their specific subject areas. These policies are found in each teacher's course syllabus. Students are responsible for being aware of and meeting posted deadlines. In the case of an absence, students are expected to communicate with the teacher and follow the guidelines for absences.

- Students must complete all assigned work to the best of their ability. They may not choose to "take a zero" or intentionally turn in sub-par work.
- When assignments are missing or late, teachers will note this in the Schoology gradebook, along with any pertinent information.
- Middle school teachers will interact with students by the end of one week to encourage completion of missing work.
 - MS teachers will communicate home if the 1st attempt to retrieve the work fails.
 - If the missing work is still incomplete after two weeks and/or a pattern of missed work (4 or more missing assignments) then a referral will be completed. Referrals may at any time escalate to office intervention.
- High school teachers will interact with students by the end of one week to encourage completion of missing work.
 - HS teachers will follow their defined late work policy and communicate home if the 1st attempt to retrieve the work fails.
 - If the missing work remains incomplete and/or a pattern of missed work develops then a referral will be completed. Referrals may at any time escalate to office intervention.
- Teachers' late/missing work policies may include:
 - a penalty ranging from 0 to 50 percent of the assigned point value,
 - meeting with the teacher before or after school
 - D-hall
 - structured interventions to improve homework habits
 - In Middle School classes, teachers may issue up to three homework passes to waive late penalties. This does not apply to High School classes in which younger students are enrolled.

HONORS

Oakland Christian School presents the following awards each year to honor those who have consistently excelled academically, spiritually, or in character.

Christian Life Award

This award, nominated by peers and staff, is given to the senior who has exhibited the most consistent Christ-like lifestyle in academics, attitude, and behavior and has demonstrated positive leadership ability among fellow students.

Valedictorian and Salutatorian

The Valedictorian is the graduating senior whose weighted grade point average is the highest in the class at the end of the first semester grading period, and consideration of the third marking period of the senior year. The Salutatorian is the graduating senior whose weighted grade point average is the second highest in the class at the end of the first semester grading period of the senior year. The Valedictorian or Salutatorian, must have been continuously enrolled at OCS from the beginning of their sophomore year. If academic achievement or conduct deteriorates during the final semester of the senior year, the administration may disqualify the student as Valedictorian or Salutatorian. If there is a need for a tie-breaker to decide the Valedictorian or Salutatorian, the calculation will be carried to the third decimal point. If there is a need for a second tie-breaker, the highest composite score from ACT or SAT are used.

Graduate Honors

- Summa Cum Laude 3.85 and above
- Magna Cum Laude 3.7 – 3.849
- Cum Laude 3.5 – 3.699

Recognition of Academic Distinction

These distinctions consist of the three qualifying categories for graduating students who meet all of the achievements outlined below. The determining GPA is calculated based on the end of first semester of senior year grades. Exact GPA will be applied. Students must complete and pass all AP courses applied toward their level of distinction. ACT/SAT score is calculated based on the highest composite score achieved and provided to the OCS office by March of the senior year.

- **Scholar of Highest Distinction**
 - Weighted GPA of 4.0+
 - 5 AP Courses
 - 3 consecutive years of the same world language
 - ACT composite score of 30 or higher OR SAT total score of 1400 or higher
- **Scholar of Distinction**
 - Weighted GPA of 3.8+
 - 4 AP Courses
 - 3 consecutive years of the same world language
 - ACT composite score of 28 or higher OR SAT total score of 1300 or higher
- **Scholar of Achievement -**
 - Weighted GPA of 3.6+
 - 4 AP Courses
 - 3 consecutive years of the same world language
 - ACT composite score of 25 or higher OR SAT total score of 1220 or higher

AP Capstone Graduates

Awarded to successful graduates of the AP Capstone Program.

Young Artist Designation

Awarded to students who have met all requirements of the Young Artist Designation program. Cords will be given at graduation to those that receive this honor.

National Honor Society

The National Honor Society of Oakland Christian School recognizes positive character, service, scholarship and leadership. The National Honor Society was established to honor outstanding students in grades 11-12 who complete the application procedure documenting the following criteria:

- A cumulative GPA of 3.65 or above
- A minimum 3.65 average or above before and after induction to NHS
- An active member in the school community, participating in school activities

- An attitude of leadership in class and school events with documentation of examples of leadership involvement
- Demonstration of Christian character in the classroom, extra-curricular and social activities
- Documented examples of consistent volunteer service

To be eligible for selection, the student must have been in attendance for a period of one semester at OCS prior to the initiation of NHS induction procedures.

National Junior Honor Society

(Grades 7 and 8) - Selection to the NJHS is based upon careful consideration of scholarship, (minimum 3.85 cumulative GPA), leadership, service, and character.

Course Awards

Presented to the student maintaining the single highest achievement in that course (regardless of the number of sections of the course offered) and teacher discretion.

Senior Department Medals

Presented to the senior who has a MAJOR in that particular department as evidenced by GPA, number of credits, and the recommendation of the department head.

High Honor Roll and Honor Roll

Honor Roll is given to students for earning at least a GPA of 3.3 for each semester. High Honor Roll is given to students for earning at least a GPA of 3.7 for each semester.

Presidential Educational Excellence Award

Awarded to seniors with at least a 3.6 GPA, who score in the 80th percentile or above on either the ACT or SAT. .

Presidential Educational Achievement Award

Awarded to juniors who have excelled in all areas of PAEA, but did not qualify in the academic testing.

John Philip Sousa Award

Awarded to the senior who has displayed the greatest instrumental ability while participating with the OCS Band.

National School Choral Award

Awarded to the senior who has displayed the greatest vocal ability while participating in the OCS Choir.

Junior Marshalls

Four Juniors are given the honor of participating in the High School Awards Ceremony and High School Commencement exercises. These four students are in good standing and have the four highest cumulative GPA in the junior class as of 3rd quarter of junior year. The Secondary Principal has discretion to remove a Junior Marshall from participating in either ceremony.

COLLEGE ENTRANCE TESTING

College entrance examinations will be made accessible for secondary students. Registration for both Scholastic Aptitude Test (SAT) and American College Testing (ACT) are done online by the family. Since there are many testing dates for both examinations, such dates and times will be announced in class meetings, posted in the Student Services Office, the school calendar, and announcements. The school code for OCS is 233-049. OCS plans to offer the PreAct, PSAT, and one ACT on site and these registrations will be handled by the guidance counselor.

SCHEDULE CHANGES AND COURSE WITHDRAWAL

Schedule changes are to be made only for the following reasons, and in the order listed:

- New students to the school
- Current students with vacant hours in their schedule
- Students misplaced as a result of failure/no prerequisite course
- Reasons deemed necessary by the principal and or guidance counselor

All changes are to be made during the first week of each semester if possible. The Secondary Principal must approve any deviation from this policy. A student request for a change that does not fit one of the above criteria may be declined for the current semester but they may request a change of classes for the upcoming semester. OCS does not allow "shopping" for classes or teachers.

DIGITAL TEXTBOOKS AND CLASSROOM RESOURCES

Students (grades 10 -12) will be expected to purchase iPads for use of classroom resources and digital textbooks, understanding this may require students to limit personal apps and media. A higher capacity iPad is recommended for students who wish to store large amounts of personal media and apps on their devices in addition to their school resources. Students should expect to bring iPad Air 2, WiFi (2014) or newer model required, with recommendation of iPad 2017, WiFi (2017) or newer. At least 32GB capacity is required. Higher capacity devices are recommended. iPad devices must be capable of running Apple Classroom and also must be capable of running the latest version of iOS or iPadOS as determined by OCS. iPad Pros are not recommended nor are iPads with cell/data service. iPad Minis and "Jailbroken" iPads are not allowed. A high-quality, shock-resistant case, suitable for engraving one's name, and a screen cover are needed (i.e. OtterBox Defender). Additionally, OCS may require the installation of Mobile Device Management software on student iPads to help ensure compliance with the school computing policy. 6th thru 9th grade students will be issued a Chromebook to be used as a classroom resource including textbooks, apps, etc.

DUAL ENROLLMENT

Dual Enrollment is an opportunity to allow students who have completed 10th grade or later to take college level classes while enrolled in high school. An OCS application and an application to the College or University are both required. See the guidance counselor for specific information and guidelines.

AP PROGRAM

Through the College Board, students can participate in a variety of college level classes (Advanced Placement). When students take AP courses and the ensuing exams, they demonstrate to college admission offices that they have sought out a demanding educational experience. Most colleges accept successful exam scores for credit or advanced placement. Parents and students should check college AP credit policies to understand how AP credits may be applied. AP courses are offered both in-house and online for credit. The course catalog provides more details about the AP program.

STUDENT SERVICES

Student services at OCS seeks to offer biblically based and responsible assistance in meeting both academic and social/emotional challenges. Student Services regularly assists students in five major areas: college and career planning, academic planning and growth, achievement testing, social emotional education, individual and group counseling.

An OCS student or family has multiple ways to access members of the Student Services team.

- The Guidance Counselor helps students with college and career planning, academic planning, achievement testing and works with students and their families who may have an medical or educational diagnosis that impacts academics.
- The Licensed Professional Counselor (LPC) coordinates the social emotional education and individual and group counseling. The LPC may be involved in the restorative discipline process after general procedures have not been effective.
- Educational Support Teachers are licensed teachers who provide individual or group academic support to students who have been referred. This service is provided to families at an additional cost. Please contact the Guidance Counselor for more information.

BEHAVIOR POLICIES

DISCIPLINE

The Board grants responsibility 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 replacing undesirable behavior with positive behavior. Initial corrective measures will be addressed by teachers on an individual basis. More serious, recurrent, or unusual situations, such as major violations will be referred to the Secondary Principal.

Levels of Behaviors and Consequences – The offenses listed below are to be considered examples of the various classes or levels of offenses; no claim is made that these constitute an all-inclusive list. The disciplinary consequences listed as appropriate for each level of offenses are not listed in the order in which they may be employed by school

personnel. Rather, the consequences listed merely constitute a range of potential responses, within each level, from which school authorities may choose. The choice to administer a particular consequence will be based on the administration's judgment of the seriousness of the offense and what consequence may be most useful to remedy the situation. Any offense not specified will be categorized by the appropriate OCS personnel. Decisions concerning consequences at all levels of behavior will be at the discretion of the Secondary Principal.

Level I

- **Behaviors:** Tardiness to class, drinking or eating in undesignated areas, talking in class without permission, scuffling and/or horseplay, running and/or making excessive noise where or when prohibited, failure to bring required materials and/or assigned work to class, failure to take school communications home, dress or grooming code violations, failure to obey classroom rules, being in a restricted area on campus, automobile or parking violations.
- **Possible Consequences:** Verbal reprimand, redirection, verbal/written warning, behavior check, conference with student, change in seat assignment, separation in the classroom (temporary), loss of class privilege/senior lunch, written or telephone communication to parent, conference with parent at school, detention or other disciplinary techniques approved by the Secondary Principal, or Head of School.

Level II

- **Behaviors:** Level I behaviors not corrected by Level I consequences, Throwing objects, General Insubordination and/or, Disrespect, Possession of distracting items, Leaving the classroom without permission, lying, unacceptable displays of affection, forgery, vandalism, lunchroom disturbance, bus misconduct, cursing, abusive language, or obscene gestures between students, students in unauthorized areas: Students are responsible for remaining in areas of the school authorized by their schedule or teacher and staff permission. A student who is granted a pass to the restroom, for example, should not be found in the library under the restroom authorization. It is important that staff be aware of student whereabouts as a matter of security and smooth operation of the school environment. Students found outside of authorized areas will be subject to disciplinary action.
- **Possible Consequences:** Verbal reprimand, verbal/written warning, conference with student, written or telephone communication to the parent, conference with the parents, detention, loss of school transportation privileges, removal from class, exclusion from co-curricular activities, disciplinary probation, in-school suspension, other disciplinary techniques deemed appropriate by the Secondary Principal, or Head of School.

Level III

- **Behaviors: Any of these behaviors may be considered a Level IV offense, depending on the severity of the incident.** Level II behaviors not corrected by Level II Consequences, excessive detentions, truancy or leaving campus without approval, fighting, cheating, plagiarism, lying, possession or use of any tobacco or vaping products, gambling, hazing, activities that seriously threaten the safety of the student or classmates, deliberately accessing or creating any obscene or objectionable, information, language or images. This includes information on web pages, blogs, Twitter, Instagram, Facebook.com, or other publicly accessible sites, bullying, cyber bullying, intimidation, harassment, threats, verbal abuse (i.e. name calling, ethnic or racial slurs, teasing, derogatory statements), possession or distribution of media that is immoral, vulgar, pornographic, or indecent (this includes written media or electronic material on laptops, cell phones, cameras, etc.) extortion, a threat or attempt to do harm, on or off campus or online, directed at an OCS student, faculty or staff member, administrator, school facilities, or property, cursing, abusive language, or obscene gestures directed toward an OCS student, faculty or staff member, administrator, visitor, classmate or school representative directly or indirectly including online, hacking (illegal, unauthorized or attempted entry into computer files or network).
- **Possible Consequences – Administrator Intervention:** Communication to parent by note or telephone, conference with parent at school, exclusion from co-curricular activities, in-school suspension, off-campus suspension, disciplinary probation, referral for consideration of expulsion, referral to law enforcement agencies, other disciplinary measures approved by the Secondary Principal, or the Head of School.

Level IV

- **Behaviors:** Level III behaviors not corrected by Level III Consequences, Opening a secure door to let someone in the building, Unauthorized use of teacher issued electronic device, Arson or attempted arson, Assault, Burglary or attempted burglary of the school, Activities outside the school which call for police intervention, on or off-campus misconduct seriously detrimental to the reputation of OCS, major vandalism or criminal mischief, Possessing, delivering, using, or being under the influence of alcohol, any dangerous drug, or any controlled abusable substance or reasonable suspicion of such, possessing, delivering, or using any firearm, explosive, knife, or other weapon on school property, excessive number of accumulated detentions, sexual harassment, inappropriate sexual behavior, gross insubordination or defiance, and stealing.

- **Possible Consequences:** Administrator intervention, recommendation of expulsion, exclusion from co-curricular activities, restitution or restoration of damage, off-campus suspension, disciplinary probation, referral to law enforcement agencies, compulsory drug testing within one week of drug or alcohol-related offense, and other disciplinary measures approved by the Secondary Principal or Head of School.

Detention Hall (D-Hall)

If a student has repeatedly committed a Level 1 offense and has not complied with teacher interventions to correct the issue thus far, the teacher may issue the student a D-Hall Notice. D-Hall dates and times will be assigned by school personnel.

- **D-Hall Expectations:**
 - Students must bring something to work on (homework, studying, reading, NOT sleeping, talking, gaming, or browsing the internet)
 - Students may NOT use cell phones during D-Hall.
 - Student iPads or Chromebooks may be monitored by Apple Classroom and/or Securely while in D-Hall.
 - If a student does not show up to his/her assigned D-Hall, a referral will be sent to the Principal
 - If a student shows up late to D-Hall, it is treated as not attending. A referral will be sent to the Principal.
 - Students should not leave D-Hall during the 30 minutes.

Suspension

May be determined by the administration when a serious or repeated violation of school policy has taken place. Suspension may also be issued to allow time for the student(s) involved to be off campus while further investigation by school personnel is conducted.

Expulsion

Permanent removal from school will be considered for serious infractions. The administration may, at its discretion, involve local police in cases that violate law. Parents may appeal an expulsion decision to the Head of School

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, backpacks, and desks under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search. Student lockers are school property and remain at all times under the supervision of the school; Students should not expect privacy regarding items placed in or on school property, including school grounds and parking areas, since school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. The student and/or their personal effects (e.g. purse, book bag, personal computing device, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be given to the proper legal authorities for ultimate disposition. Administration may periodically use OCSD drug enforcement procedures to search the campus. This may include, but is not limited to, the use of canine detection during or after the school day.

BEHAVIORS DEFINED

Abusive behavior

is behavior that can harm another person and may take the form of verbal, physical, or sexual abuse, neglect or assault.

Bullying

is written or verbal expression, or physical acts or gestures, directed toward another person(s) to intimidate, frighten, ridicule, humiliate, or cause harm to the other person. Bullying may include, but is not limited to, taunting, threats of harm, verbal or physical intimidation, hate speech, racial slurs or comments, cyber-bullying through emails, texting instant messages, social media or websites, pushing, kicking, hitting, spitting, or taking or damaging another's personal property. Bullying behavior may also constitute a crime.

Cell Phones and Other Electronic Devices (Not Educational iPad and Chromebooks)

Student cell phones, and other electronic devices must be silenced in the school building during the school day. Cell phones or airpods are not allowed in classrooms, lunchroom, or chapel. Cell phones and cameras are strictly prohibited in locker rooms and restrooms. If a cell phone or airpods are brought to school, they must remain in the student's locker.

Cheating

Intentionally using or attempting to use unauthorized material, assistance, or study aids in academic work. Cheating includes the copying of another student's work and then submitting it as their own. of privacy and are strictly prohibited. School discipline will result if students improperly use cell phones and cameras during the school day. Teachers may, at their discretion, have students put all technology away while in class. Cell phones must not provide a "hotspot" at any time. Virtual private networks are not allowed during the school day.

Cyber-Bullying

constitutes the sending of mean, hurtful or threatening messages or images about another person through the use of electronic media; posting sensitive, private information about another person, or pretending to be someone else in order to create a negative impression about that person.

Harassment

is the intentional, improper interference with a person's ability to perform, exist, believe, and pursue goals within one's basic rights. Harassment can take the form of verbal, physical, cyber, and/or visual harassment.

Plagiarism

The act of representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source. Submitting work through the use of another person's password/login is illegal. Any assignments, work, or projects posted while using another student's login will be considered plagiarism. Misrepresentation of data by submitting false data or sources is considered plagiarism.

Public Display of Affection

The general rule is "HANDS OFF" and includes hand holding, kissing, embracing, etc. After an initial reprimand or a re-occurrence parents will be notified and, if behavior continues, discipline will occur. Advances of affection including physical, verbal, cyber, or visual will not be tolerated. An offended party must report unwelcome incidents to the administration immediately.

Sexual harassment

is the unwelcome sexual advance through interference, intimidation or offensive behavior to another student. Unacceptable behavior includes:

- teasing, remarks, innuendoes of a sexual nature
- unwelcome pressure to date or engage in a relationship
- unwelcome notes, letters, or phone calls
- electronic communication and postings
- deliberate touching, cornering, pinching, or fondling

Any student who has witnessed or experienced harassment or abusive behavior should immediately report the situation to a teacher, administrator, or counselor. Reports will be promptly investigated by the administration. If allegations are found to be true, disciplinary action will follow including possible expulsion from school.

An accusation of harassment that is determined to be false will also be handled as a form of harassment.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Athletics play an important role in developing healthy bodies, growing wholesome interpersonal relationships, handling pressures with maturity and managing success and failure. Athletes will be expected to promote a Christ-like spirit in sportsmanship and attitude while displaying a cooperative spirit with the faculty, student body and school administration. If students choose to become a part of these programs, they must understand that they are accepting the privileges and benefits of participation and dually appreciate that they have also assumed specific obligations and responsibilities. A student/athlete at Oakland Christian School is first and foremost a student, requiring sufficient time and energy to achieve acceptable grades. A student/athlete who does not meet the standards set by Oakland Christian School and its teaching staff will not be eligible to participate in extracurricular activities. The minimum standards of academic eligibility for Oakland Christian School are as follows:

M.H.S.A.A. Requirements:

- Pass 66 percent of the normal student load.
- High school students who have transferred to Oakland Christian School after the start of 9th grade are subject to participation limits. Contact the Athletic Office for specifics.
- A current Physical Exam form signed by a physician dated after April 15, of the previous school year, is legal for the entire current school year

Oakland Christian School requirements for eligibility in addition to M.H.S.A.A. rules:

- A semester GPA above a 1.7 with no failing of a semester class
- Must be enrolled in a minimum of 7 classes
- Students who receive an incomplete on their report card will not be eligible until that work is complete. Special consideration will be given when the incomplete was due to illness.
- When behavior is grossly contrary to Oakland Christian School standards in competition or inside and outside of school, eligibility may be revoked.

High School students (9-12):

- Grade progress will be monitored during the quarter.
- A student falling below the 1.7 GPA or failing a class will be required to raise their grades above the standard within the week or they will be removed from participation in interscholastic contests.
- A student that has been removed will be allowed to return to interscholastic competition by raising their grades above the standard on subsequent grade checks.
- A student who falls below the 1.7 GPA or failed class standard for the semester grade will be removed from competition. They will have the opportunity to return to competition if at the 4-week grade check they are above the grade standards in their classes.

Middle School Student (6-8):

- Middle School (grades 6-8) student eligibility will be monitored during the quarter.
- A student falling below the 1.7 GPA or failing a class will be removed from participation in interscholastic contests.
- Eligibility can be regained within the semester providing the ineligible middle school student has earned passing grades at the regular checking periods.

Athletic Attendance:

- Students must attend school for the entire day in order to participate in extracurricular activities or practices of that day. An exception will be made when the absence is excused by a doctor (note), or the student attended a funeral. Occasionally students must be dismissed early from class in order to participate in an early game. Athletes will be expected to make prior test and homework arrangements with each teacher before dismissal from class. Students may not leave earlier than the time announced.

CLUBS

All clubs must be approved by the administration and led by an approved adult sponsor. Meetings dates and times as well as club-sponsored events or trips will be coordinated by the club sponsor and school administration.

FIELD TRIPS

Students are required to return completed permission slips and other requirements before being permitted to attend the field trip. Trips paid but not attended will not be refunded. Any approved adult who wishes to volunteer or attend field trips

is required to submit and pass an ICHAT and Central Registry background check prior to the trip (see website for applications).

YEARBOOK

Yearbooks are produced under direction of the yearbook class and attempt to capture the school's student life in pictures. The advisor will be in charge of its production and make necessary appointments. Students can choose Yearbook class as an elective.

MUSIC

Music classes are offered for credit in both vocal and instrumental music. Periodically before or after school rehearsals may be held in order to prepare for performances.

MISCELLANEOUS

Student Dress Code

School approved Dennis uniforms (tops that have the approved OCS school crest or bottoms that have the "Dennis" tag) are to be worn during the school day. Other variations of OCS spiritwear, athletic ware are not considered part of the approved school uniform policy unless communicated otherwise, etc. The final authority to interpret dress code is the administration. Uniforms may be purchased online at <https://www.dennisuniform.com/schools/HOC> or on location at 1532 N. Opdyke Rd.

- **SHOES**
 - Dress, casual or athletic shoes are permitted, having full front, back and sides. Crocs, sandals, high heels and immodest or patterned or textured hosiery are unacceptable.
- **HAIR**
 - Must be neatly groomed and not covering a student's eye(s). Highlights, tip dips, and hair color must be a natural color. Extreme hairstyles such as spikes, tails, and sculpted designs are not permitted. Male students are not permitted to wear their hair in a bun.
- **MISCELLANEOUS ITEMS**
 - Dennis uniform skorts and shorts but me a modest appropriate length.
 - All student dress or accessories must not contain any perceived human or social rights issues or political statements.
 - If a shirt is worn underneath the Dennis uniform shirt it must be a solid, coordinating color t-shirt. (no extremes).
 - Hats, coats, jackets, hoodies, sweatshirts and blankets are not permissible during the day.
 - Visible body piercing jewelry (except female students with ear piercings) are not permitted. Nose piercings must have a clear plug and be unnoticeable.
 - Tattoos must not be visible.
 - Extremes or excessive jewelry are to be avoided.
- **JEANS DAYS/SWEAN DAYS**
 - From time to time special dress days will be announced with guidelines provided. Jeans, when permitted, must be neat and clean without any holes, designs, rips, tears, or fraying. A Dennis uniform shirt must be worn during regular jeans days. A 'swean' is defined as loose-fitting sweatpants or jeans. Students may wear OCS approved Spirit Wear as their top on assigned jean/swean days. This includes any Spirit Wear apparel that is created, sold, or distributed by or through OCS. OCS hoodies may be worn but the hood must not cover the head during the day. Hats may not be worn during the school day.

Guidelines for Food/Drink at school

Food and/or drinks (except water) are not permitted in the classroom. Exceptions include a teacher directed event or meeting. Food delivery services are not permitted during the school day (examples include DoorDash, GrubHub, UberEats, etc.).

Guidelines for Dances

Students may invite one guest, at least high school age but under 21, from outside of Oakland Christian School and are required to complete a Guest Application Form to be kept on file in the office. When bringing a guest from outside of OCS or an underclass-person, it is the responsibility for the OCS student to inform the guest of banquet guidelines (including

appropriate attire), expectations, and standards for behavior during dances. The guest will arrive with, accompany, and leave with the OCS student who invited them. All dance styles must comply with standards of modesty, safety, and appropriateness. Specific attire guidelines will be provided prior to the event.

Matthew 18 Principle

We encourage the use of the Matthew 18 Principle when handling disagreements. If a student, parent, or teacher is offended by the words or actions of another, the offended must go to the offender and share the concern, as stated in Matthew 18:15. If, after consulting together for mutual understanding, there is no reconciliation, then they should go together to counsel with a supervisor.

Student Driving/Parking Lot

Students who drive are required to register their vehicle in the office and post a parking permit on their rear-view mirror. Driving in the parking lot should be safe and courteous. Oakland Christian School reserves the right to deny parking and driving privileges to school in the case of erratic, unsafe, or unlawful driving. When students arrive by car, they have to lock their cars. Students may not go to the parking lot during school without office permission.

EMERGENCY SITUATIONS

School Closing

- If, for any reason, it becomes necessary to close school on short notice, parents may secure details from the following:
 - Email notification to all OCS Families, Facebook: <http://www.facebook.com/ocschool>
 - Twitter: <http://twitter.com/ocschool>, Instagram: @oaklandchristian
 - Local TV and radio stations

In addition, a text alert system will be used. Please refrain from calling the school during emergency situations, if possible. If inclement weather causes serious transportation problems, parents are not expected to risk the safety of their children due to weather conditions. If school is closed, scheduled after-school activities that day are canceled unless otherwise notified.

Fire Drills

When the alarm sounds, the teachers will check to verify that the halls are safe, then dismiss students to leave the building in a quiet, orderly manner, according to instructions. Students should take only personal belongings with them. All books, bags, and supplies should remain in the room. Class groups should remain together as they move outside. When the "all clear" signal sounds, students will return to the class they left in a quiet, orderly manner, where attendance will again be taken.

Tornado Drills (held during tornado season)

For a tornado drill, students will quietly file to the main hall, and assume a kneeling position with the head toward the wall. Students must not kneel below windows and they should not be more than three persons deep. During the drill, strictest discipline and silence must be maintained.

Run, Hide, Fight, also known as Avoid, Deny, Defend

This is designed to empower citizens to evaluate active-shooter and other dangerous situations. Because not all situations are identical, *Run, Hide, Fight* teaches potential victims how to evaluate a situation and respond in the safest way possible to protect themselves and others.

Student Injury or Illness

- Injuries
 - The injured pupil is to be sent or brought to the office/Nurse's Clinic 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 pupil will not be moved until the proper medical aid arrives.
- Illness in school
 - Should a child become ill during the day, they will be sent to the office/Nurse's Clinic for observation/evaluation and either sent home or sent back to class. It is essential that the emergency information be kept current as parents will be contacted immediately in cases of injury or illness. A student who has been ill should not return to school until 24 hours after symptoms have passed. If under doctor's care for serious injury or illness, a doctor's medical release must accompany the child upon their return.

- **Medication Policy**
Ideally all medication should be given at home. If prescribed medications are to be given during school hours, the following regulations must be observed:
 - A "Medication Authorization" form must be completed by a physician detailing the name of the drug, dosage, time interval that the medication is to be taken, and diagnosis or reason for the medication is to be given. -Written permission must be provided by the parent or guardian requesting that Oakland Christian School comply with the physician's orders.
 - Medication should be brought to school in a container appropriately labeled by the pharmacy or physician.
 - All medications will be kept in a secured area in the office/Nurse's Clinic and distributed by a designated school authority/School Nurse.
 - Non-prescription or over-the-counter drugs such as aspirin, ointments, and cold tablets, will not be given without a completed "Medication Authorization" form.
 - PLEASE NOTE: the dispensing by school personnel of any prescription without written orders from a physician and written permission of the parent or guardian, or any over-the-counter medication without written permission of the parent or guardian is PROHIBITED BY LAW.
- **Bloodborne Facts**
 - Persons who have direct exposure to blood or other potentially infectious materials run the risk of contracting bloodborne infections from hepatitis B virus (HBV), human immunodeficiency virus (HIV), which causes AIDS, and other pathogens. Although the risk of exposure may be low, students should first contact a teacher to handle these situations. No one should ever allow exposure to potentially infectious materials without personal protection equipment (gloves, eye protection, etc.).
- **Nut-Restricted Policy**
Due to life-threatening allergies, the entire OCS campus environment is a Nut-Restricted zone. We are committed to offer children with nut allergies a safe, comfortable place to enjoy their friends, even at snack and lunchtime. Please check all ingredients before bringing any snack to the classroom, lunchroom, or school environment.

Gym Policies

The teacher will give specific rules for gym dress: Black, gray, or dark green shorts that are mid-thigh to knee length or dark sweats (no-spandex, or yoga pants); Any OCS t-shirt or a plain colored t-shirt with no design (no tank tops or crop tops allowed); visible socks; non-marking athletic shoes are required; An OCS sweatshirt may be worn over your t-shirt. Modesty and safety are the priority-too short, too tight and too revealing are not permitted. Hair MUST be out of their eyes at all times. Girls must have hair tied back.

Parent's Clubs and Organizations

- **PARENT-TEACHER FELLOWSHIP (PTF)**
 - will meet at various times throughout the year. The purpose of the fellowship is to provide parents and teachers with the opportunity to become better acquainted so that they might work together more effectively to provide the best education for each student. PTF also provides the opportunity for parents to participate in projects that are essential for the ongoing of our school. It is important that parents attend these meetings so that they may take an active role in the education of their children.
- **MS Core Parent Group**
 - offers tremendous opportunities for leadership, volunteering, and assisting for those who actively take part in this ministry.
- **Prayer Group**
 - Parents are encouraged to join the parent prayer group as they gather to pray for the school. The meetings typically take place on campus each week, but parents should contact the group for information About the schedule and location. Interested parents should contact the school office for further information.

Lost and Found

Secondary Lost and Found items are located in the cabinet on the third (3rd) level stairwell next to the Student Loft. Student uniforms, lunch boxes, athletic wear etc. items will be stored in the cabinet. Valuable items such as jewelry, glasses, phones, iPad's, money, etc. are kept in the secondary office. Monthly unclaimed items left in the lost and found will be discarded or donated to a charitable organization. Please note that some lost athletic items may also be claimed from the Athletic Department.

Student Fund-Raising Activities

All student fund-raising activities must be cleared through the Development Office. Forms are available in the office to apply for permission to have a fund-raising activity. Since Oakland Christian School is involved in several of its own fund-raising activities, we ask that fund-raising for other organizations be conducted off campus.

Visitors on Campus

The intention of OCS is to encourage visits to school by alumni, parents, community partners, and prospective families that are cordial, safe, and purposeful. Persons wishing to visit the school should make advanced arrangements with the appropriate supervisor(s). Upon arrival, visitors will report to the main entry reception area to check in and then connect with the desired school personnel. Drop-in visits must check in with the main entry receptionist to arrange a meeting as the appropriate personnel become available. Parents of OCS students who desire to bring a visitor must contact their principal prior to the visit, providing written approval and contact information of the visitor's parent or guardian before expectations of dress and conduct are explained and permission to visit is granted.

Lockers

Lockers are the property of the school and are furnished for students in the secondary grades at no cost. Combination locks for physical education lockers are issued through the athletic/P.E. department to each student enrolled in P.E. classes. Out of respect, students should not open other students' lockers. Lockers may be inspected by the administration, and unannounced periodic locker checks may be made throughout the year. Decorations and pictures on lockers must be neatly displayed and consistent with the values of Oakland Christian School. Magnets **MUST** be used. Students may not move to or switch lockers of fellow students without office approval. Book bags must not be stored on the hallway floors. Locker doors should be closed upon leaving the locker and coats, jackets and supplies should be placed inside. No supplies or garments should be hung on the locker doors. Marking, scratching or defacing of the school locker will result in both discipline and a fine to cover the cost of restoring the locker.

Elevator

The elevator is off-limits to students unless administrative permission is given. Students needing use of the elevator may invite one (1) friend to help carry books and materials.

MS AND HS BELLS SCHEDULE

Green Schedule (Typically Mondays, Tuesdays, and Fridays)

7:45 - 7:55 Homeroom
7:59 - 8:46 1st Hour
8:50 - 9:37 2nd Hour
9:41 - 10:28 3rd Hour
10:32 - 11:19 4th Hour
11:19 - 11:41 HS Lunch 11:23 - 12:10 MS 5th Hour
11:45 - 12:32 HS 5th Hour 12:10 - 12:32 MS Lunch
12:36 - 1:23 6th Hour
1:27 - 2:14 7th Hour
2:18 - 3:05 8th Hour

HS ODD Schedule (Typically Wednesdays)

7:45-7:55 Homeroom
8:00 - 9:21 1st Hour
9:26 - 10:47 3rd Hour
10:47 - 11:13 HS Lunch
11:18 - 12:13 HS Chapel
12:18 - 1:39 5th Hour
1:44 - 3:05 7th Hour

MS ODD Schedule

7:45-7:55 Homeroom
8:00 - 9:21 1st Hour
9:26 - 10:47 3rd Hour
10:52 - 11:47 MS Advisory
11:47 - 12:13 MS Lunch
12:18 - 1:39 5th Hour
1:44 - 3:05 7th Hour

HS EVEN Schedule (Typically Thursdays)

| | |
|---------------|-------------|
| 7:45-7:55 | Homeroom |
| 8:00 - 9:21 | 2nd Hour |
| 9:26 - 10:47 | 4th Hour |
| 10:52 - 11:47 | HS Advisory |
| 11:47 - 12:13 | HS Lunch |
| 12:18 - 1:39 | 6th Hour |
| 1:44 - 3:05 | 8th Hour |

MS EVEN Schedule

| | |
|---------------|-----------|
| 7:45-7:55 | Homeroom |
| 8:00 - 9:21 | 2nd Hour |
| 9:26 - 10:47 | 4th Hour |
| 10:47 - 11:13 | MS Lunch |
| 11:18 - 12:13 | MS Chapel |
| 12:18 - 1:39 | 6th Hour |
| 1:44 - 3:05 | 8th Hour |

Schedule Senior Lunch concludes at 12:13 pm**HS Late Start ODD/EVEN Schedule**

| | |
|---------------|----------------------|
| 8:45 - 8:55 | Homeroom |
| 9:00 - 10:21 | 1st or 2nd Hour |
| 10:26 - 11:47 | 3rd or 4th Hour |
| 11:47 - 12:13 | ODD HS Lunch |
| 12:18 - 1:39 | ODD 5th or 6th Hour |
| 11:52 - 1:13 | EVEN 5th or 6th Hour |
| 1:13 - 1:39 | EVEN HS Lunch |
| 1:44 - 3:05 | 7th or 8th Hour |

MS Late Start ODD/EVEN Schedule

| | |
|---------------|----------------------|
| 8:45 - 8:55 | Homeroom |
| 9:00 - 10:21 | 1st or 2nd Hour |
| 10:26 - 11:47 | 3rd or 4th Hour |
| 11:52 - 1:13 | ODD 5th or 6th Hour |
| 1:13 - 1:39 | ODD MS Lunch |
| 11:47 - 12:13 | EVEN MS Lunch |
| 12:18 - 1:39 | EVEN 5th or 6th Hour |
| 1:44 - 3:05 | 7th or 8th Hour |