

“Testify”

2 Timothy 1: 6-14



**Rigorous & Relevant Academics,
Christ-centered Relationships**

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PREFACE

The purpose of this handbook is to clarify a standard of behavior for each OCS student. Within the framework of this handbook, and according to the guidelines and limitations provided, students may operate freely and express their individuality in a variety of ways. The intent is not to demean, harass, or impose unnecessary restrictions upon the student body, but to encourage a thriving educational atmosphere free from the discord that would result without basic rules.

The rules of conduct are not intended to produce a group of stereotyped individuals, and it is fully recognized that spiritual growth is never the result of superimposed rules.

Some of the rules and practices are necessary simply for the smooth and efficient operation of the school. Others are guidelines to Christian conduct, building of character, forming of good habits, promoting personal safety, and the rounding out of a student's education.

While teachers and administrators are charged with the responsibility of enforcing the policies and rules, students with legitimate and properly phrased questions may seek interpretations from the administration. The administration stands ready to discuss specific questions or offer help when needed.

STATEMENT OF MISSION

Oakland Christian School engages students in a rigorous and relevant education that builds Christ-centered relationships and prepares students to fulfill their unique God-given purpose in our shared world. **Tagline:** Rigorous and Relevant Academics, Christ-centered Relationships

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 people and glorifying to God.

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.

BOARD INVOLVEMENT

Our school desires to work in harmony with home and church. In keeping with this principle, parents and staff members may attend Board meetings except during executive session.

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 seven core values:

- God's Word as Truth
- Rigorous, Relevant, and Relational Academics
- Community that Exemplifies Love and Grace
- Individual Uniqueness
- Integrity in Financial Stewardship
- Christian Families
- Learning through Qualified, Christian Instruction

GUIDANCE AND SPIRITUAL GROWTH

God has given to many the task of directing young people into God's truth and His will for their lives. The counseling staff at OCS seeks to offer biblically based and responsible assistance in meeting the challenge.

Student Support Services are available in five major areas: spiritual guidance, personal counseling, college and career planning, academic growth, and testing. Professionally trained counselors/teachers are available to all students in grades 6-12. They regularly assist students with spiritual, personal and academic concerns.

Juniors and seniors are also helped with applying for financial aid and preparation for College Entrance exams. Information is readily available concerning Christian and secular colleges/universities. All students are regularly assessed to measure achievement, aptitude and interest. Parents are urged to consult often with the support staff regarding their child's progress during the school year.

Every student will have a scheduled Bible class and weekly chapels. All subjects are taught recognizing God's truth and are integrated with biblical concepts. Human relationships (student/teacher and student/student) will be built on the basis of God's teachings, whether in the classroom, on the athletic field or in a social relationship.

Every Christian is "God's workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them." Ephesians 2:10 (NIV) There will be opportunities for student groups to go out from the school to present programs, to participate in chapel services at the school, etc., and we also encourage each student to be active in his home church and in a neighborhood ministry.

STATEMENT OF FAITH

The Statement of Faith stands as foundational to the biblical teaching of Oakland Christian and that students will be taught accordingly.

- 1) 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).
- 2) WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Matthew 28:19).
- 3) 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, Thessalonians 4:13-17); and in establishment of Christ's final consummated kingdom (Revelation 21).
- 4) 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.
- 5) 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).
- 6) 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).
- 7) 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).
- 8) WE BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

STUDENT AGREEMENT WITH OAKLAND CHRISTIAN SCHOOL

(to be signed by OCS secondary students)

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

- 1) I promise to abide by the standards and rules of Oakland Christian School. My promise includes abstaining from smoking, drinking, profanity, sexual misconduct, or doing anything that would harm the Christian testimony of the school. I understand that Oakland Christian School has "zero tolerance" toward involvement with alcohol, illicit drug use, sexual misconduct, and/or assault or use/possession of a weapon.
- 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 requires regular church attendance, and pledge to attend regularly.
- 4) I understand that attending Oakland Christian School is a privilege afforded me by my parents, and that failure to abide by the standards of the school may result in my expulsion from the school.
- 5) By signing this agreement, I willingly surrender any rights that I may have to file a lawsuit against Oakland Christian School 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, I promise to resolve any disputes involving or affecting the school, its employees or its volunteers privately or through the mediation or arbitration procedure available through Peace Ministries ® or the American Arbitration Association.

- 6) I understand that this document is a legally binding agreement with Oakland Christian School, my parents or guardians and me, and that it will remain in effect for as long as I am a student at Oakland Christian School.

PARENT/GUARDIAN AGREEMENT WITH OAKLAND CHRISTIAN SCHOOL

(to be signed by all OCS parents)

One parent or guardian must profess Jesus Christ as Savior to consider their child's admission.

1. We understand that the school requires weekly attendance at a Bible-believing, Christ-centered church. We agree to comply with this policy, and we recognize that failure to comply may result in our child's removal from the school.
2. We accept the school's regulations in behalf of our child. Further, we subscribe to the School's Statement of Mission (see page 1).
3. OCS is an extension of the Christian home; therefore, we recognize the importance as parents 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).
4. 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.
5. We grant Oakland Christian School the authority to discipline our child as needed in accordance with the OCS student handbook. Further, we agree to cooperate with the school by disciplining our child at home.
6. We understand that the school reserves the right to discipline or expel any student who does not cooperate (or whose parents do not cooperate) with the educational process, on or off campus. 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 further understand the school has "zero tolerance" toward student involvement with alcohol, drugs, sexual misconduct, and/or assault or use/possession of a weapon.
7. We agree to insure 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 seven (7) days in a trimester without a written doctor's excuse may result in failure for the trimester.
8. 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.
9. 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 any outstanding balances are paid in full. We also understand that assessments will be made if our child is responsible for damage to any school property.
10. Because the Bible states that disputes among believers shall be handled within the church and not in the secular courts (1 Corinthians 6:1-8), we agree that all our family members' disputes involving or affecting Oakland Christian School shall be settled privately.
11. We understand that this agreement will remain in effect for as long as our child is a student at Oakland Christian School, and that its contents cannot be revoked or altered by any party without the written consent of the other parties.

COMPUTER USE AGREEMENT

Oakland Christian School, referred to as OCS, is entering into this Computer 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 between the parties, their representatives, and any successors in interest.

General Consideration

OCS is making resources of its computer systems 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 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 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.

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 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 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 (if applicable) 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/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 use by the student of any 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 the Computer Systems Use Agreement 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 the Computer Systems Use Agreement resulting in disciplinary action.
- The school has the right to approve or deny the use of any student-owned devices on the school computer system and Internet.
- The student takes full responsibility for his or her 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 solely for appropriate (or directly related to their school work) purposes.
- Technology devices must be in silent mode while on school campuses 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 one’s 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 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 (GAFE) accounts and Schoology a learning management software service. GAFE 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. Your student’s teachers will be using GAFE for lessons, assignments, and communication. Also, teachers will be using Schoology for digital classroom work. OCS student GAFE 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 GAFE, email accounts, and Schoology access.

STUDENT AGREEMENT

(to be signed by OCS secondary students)

The student signifies by signing this Agreement that he/she has read this document carefully before signing it. The student’s signature further signifies that in the event of any questions about the terms or meaning of this Agreement he/she has had the opportunity to ask questions of his/her guardian/parent and/or the OCS systems administrator. The student further understands that any violation of this Agreement and/or any laws applicable to the use of the Internet (including copyright or licensure laws) is inappropriate and may constitute a criminal offence. In the event of such a violation, the student understands that a loss of computer privileges may result and/or school disciplinary action may be taken. It is further understood that any such violation by the student may be subject to legal action.

PARENT/GUARDIAN AGREEMENT

(to be signed by all parents of OCS)

I hereby signify that I am the parent or guardian of the student entering into this Computer Systems Use Agreement. I understand that the Internet access is intended only for appropriate (or directly related to their school work) purposes. I recognize that it is impossible or unreasonably difficult for OCS to eliminate student access to all controversial material on the Internet. I agree that OCS will not be charged liable for the responsibility for material acquired on the network, either directly or through dissemination by other users.

I hereby give permission to allow my son/daughter/ward to use the OCS computer systems and Internet. I further agree to remain responsible for any charges incurred by my son/daughter/ward in the course of his/her Internet use. By signing this Agreement, I am verifying that I have fully read this Agreement and I intend to be bound thereby.

I. ADMISSION POLICIES, PROCEDURES AND WITHDRAWAL

A. Notice of Nondiscriminatory Policy as to Students:

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

B. Prerequisites for Admission: The Application Fee, Parent-Student Agreement, Statement of Faith, Permission to Photograph, Family Service Agreement, Concussion Information Sheet, Release of Records, student’s last report card, a copy of a current transcript, Academic & Social Recommendation Form, Affirmation of Prior Discipline Record, Financial Agreement, Computer Systems Use Agreement, Copy of Immunization Record and Birth Certificate must be submitted along with the Application Form BEFORE an admission interview will be scheduled.

C. Application and Enrollment Procedures: The application and enrollment procedure provides the following process whereby attitude, scholarship, and spiritual awareness can be determined:

1. Demonstrate the ability to function successfully in the grade to which student is assigned.
2. Complete the required admission testing under the direction of a staff member to verify the student’s ability to function at grade level. Arrangements for testing are made within the registration procedure.
3. Provide educational information from school records, a current report card and most recent academic transcript.
4. Communicate evidence by the student applicant and one or both parents of a relationship with Jesus Christ.
5. Participate in a student and parent interview. Parents of new students will be informed after testing and interview as to the status of their application (accepted, not accepted, or wait list). Each new student to OCS is placed on a one trimester probation to confirm academic, social, and spiritual compatibility.

E. Re-enrollment Procedure: The administration reserves the right to choose the students that are a proper fit. The fact that there may be openings in a particular grade level does not guarantee admittance or re-admittance.

F. Outstanding Tuition or Fees: A student will not be re-admitted if there is an outstanding tuition balance or fees from the previous year.

G. 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 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.

II. ACADEMIC INFORMATION

A. Promotion Policy

1. Middle School Promotion (Grades 6, 7, & 8)
 - a) Students will be required to obtain passing grades in all core academic subjects in order to be promoted to the next grade.
 - b) Any middle school student deemed by the administration to be lacking or deficient in the necessary skills for promotion may be asked to complete certain course(s) in an approved course recovery program.
 - c) A passing grade per trimester in a course where the course requirements have been completed will receive credit for that course.
 - d) Failure of the approved course recovery program will result in that student's being required to repeat that year of school. A grade of "C" will be required of students enrolled in a recovery course in order to earn that credit.
 - e) Band, choir, symphonic band, and other performance-based classes may require completion of the full year commitment in order to receive credit.
 - f) A student being promoted to the next level of math must meet the current prerequisites listed in the Course Description Handbook in the current math class, or obtain teacher permission.
2. Senior High Promotion (Grades 9 - 12)
 - a) Senior High students will be promoted according to the acquired credit totals each year. Class standing is based on the following:
Freshman.....Fewer than 7 credits
Sophomore.....7-13 credits
Junior.....13.3-19.6 credits
Senior.....20 or more credits
 - b) All high school courses are considered trimester courses even when the course consists of three trimesters. Students who receive a failing grade for a trimester will not receive credit for that trimester and must repeat the trimester or complete an approved equivalent in order to receive credit. A grade of "C" or better will be required in order to make up a failing grade. Failure of two trimesters of a three-trimester class will require that the student retake the entire class.
 - c) A passing grade per trimester in a course where the course requirements have been completed will receive credit for that course.
 - d) Band, choir, symphonic band, and other performance-based classes may require completion of the full year commitment in order to receive credit.
 - e) A student being promoted to the next level of math must meet the current prerequisites listed in the Course Description Handbook in the current math class, or obtain teacher permission. State and OCS minimal requirements for graduation include successful completion of four high school math classes including Algebra II and Geometry.
3. Course Recovery: Required course recovery, approved by the principal, will count in the GPA calculations. Non-required courses or courses not approved can be placed on the transcript at the discretion of the principal, but will not count in GPA calculations. Both situations will count toward credit totals for graduation.

B. Grading Scale

1. A. GRADING SCALE

All grading is based on percentages in a given trimester. Report card grading is based on percentages but recorded with the letter grade equivalency as follows:

PERCENTAGE	LETTER GRADE	GPA GRADE	WEIGHTED GPA GRADE
93-100	A	4.0	4.40
90-92	A-	3.7	4.07
87-89	B+	3.3	3.63
83-86	B	3.0	3.30
80-82	B-	2.7	2.97
77-79	C+	2.3	2.53
73-76	C	2.0	2.20
70-72	C-	1.7	1.87
67-69	D+	1.3	1.43
63-66	D	1.0	1.10
60-62	D-	0.7	.77
Below 60%	F	0	0

2. Student Transcripts reflect trimester grades only and also utilize a letter grade based on the grade computation as explained in the "Grading Scale," Section 1:
 - a) Trimester grades are based on homework, tests, projects, and a final exam (20%) as assigned and graded by the teacher within a trimester.
 - b) Trimester grades are calculated by converting the trimester letter grade to a numeric value and multiplying by 80%. Exam letter grade is converted to a numeric value and multiplied by 20%. If the trimester exam is waived, the trimester grade counts 100% of the final trimester grade.
 - c) Grade point average is the system used to compute a student's average grade for a trimester, 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 - 0.0. In calculating GPA, each letter grade is assigned its numerical equivalency, totaled, and divided by the total number of credits.
 - d) 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.
3. Attendance deficiencies can result in loss of credit for the trimester and/or year (see Attendance Policy).
4. Students are advised to keep graded papers or digital copies until grades for the trimester are complete. Assignments will aid in exam preparation and will prove that assignments have been completed if there are grading discrepancies.
5. WF (Withdrawal Failing) grade on the report card will be recorded as an F (0) for the trimester average.
6. Citizenship grades will be given by each teacher in order to evaluate the student cooperation, behavior, and effort. The following scale has been adopted to convey student citizenship:
 - O—Outstanding behavior, attitude, and cooperation
 - S—Satisfactory behavior, attitude, and cooperation
 - N—Needs improvement in behavior, attitude, and cooperation
 - U—Unsatisfactory behavior, attitude, and uncooperative

C. Late Assignments and Incompletes

Late assignments and assignments required in order to receive credit for a course must be completed by the date assigned unless there are extenuating circumstances that are approved by the teacher prior to the deadline or in the event of a major, prolonged illness. A teacher has the right to refuse any late assignment (after ZAP) if that is the stated policy. Students who do not submit major assignments, projects, or class requirements are in danger of receiving a failure for the course. Overdue assignments are required to be completed for reduced credit (ZAP). Failure to make up a test on the assigned day will result in an "F" (0) for the missed test. All work must be made up by the close of the trimester.

If assignments are not submitted by trimester's end because of illness or an emergency situation, the student may receive an "incomplete" on the report card. Two weeks will be allowed for the work to be submitted. Work not received within the extension period will receive a zero and is recomputed on the student's report card.

D. Secondary Requirements

1. **Middle School (grades 6-8)**, requires each student take and pass the subjects as listed in the MIDDLE SCHOOL COURSE DESCRIPTION HANDBOOK.
2. **High School (grades 9-12)**, requires successful completion of the requirements, as part of the 28 credits required for graduation, listed in the HIGH SCHOOL COURSE DESCRIPTION HANDBOOK. Requirements vary based upon student qualification of diploma: General; College Preparatory; AP Capstone (beginning 2020). Oakland Christian was approved to offer an AP Capstone™ diploma program based on two yearlong AP courses: AP Seminar and AP Research, designed to complement other AP courses that the AP Capstone student may take. Added to specific subject knowledge, AP Seminar and AP Research use an interdisciplinary approach to develop the critical thinking, research, collaboration, time management, and presentation skills students need for college-level work.

E. Commencement Requirements

1. Oakland Christian School requires a total of 28 units of credit to be earned in grades 9-12.
2. Oakland Christian School requires that high school students spend at least four years (12 trimesters) to complete the required curriculum for graduation.
3. Seniors must pass all required classes AND earn 28 credits in order to be eligible to participate in Commencement exercises.
4. The school will monitor each student's credits, but the responsibility that all requirements have been met lies with the student and parent.

F. Reports to Parents

1. Report cards will be posted at the end of each trimester. An email notification will be sent when the report cards are available to view or download. Report cards and NetClassroom are blocked from viewing when students have outstanding lunchroom charges, fines, library fines, athletic fees (including athletic uniforms) or unpaid tuition.
2. Communication between parents and teachers is encouraged, as this contact is extremely important. Parents are encouraged to initiate contact as needed throughout the year. Parent Teacher Conferences are held in the fall, however, teacher appointments are available when necessary.
3. Students' grades, attendance, and conduct are updated approximately every three (3) weeks on "NetClassroom," an online service that secondary families may use to retrieve their student's grades. The Secondary Office will issue codes to students and parents to allow use of Net Classroom. Please make use of this service, as it is a good communication tool between the home and school.
4. Daily work, announcements, and grades are available to parents through the Schoology Learning Management software.

G. Academic Probation (See also School Discipline)

Academic probation will result when a student earns lower than a 1.7 average in academic course work for a trimester. If a student remains on academic probation for three trimesters, it may result in dismissal from the school. A student placed on academic probation will not participate in extra-curricular activities.

H. Honors

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

1. Christian Life Award – 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.
2. Graduate Honors

Summa Cum Laude	3.85 and above
Magna Cum Laude	3.7 – 3.849
Cum Laude	3.5 – 3.699
3. Valedictorian – earned by the senior with the highest cumulative GPA, completing the college preparatory graduation requirements, having attended OCS as a full time student for their sophomore, junior and senior years consecutively. OCS has a formula to configure hierarchical distinctions between Co-Valedictorians if necessary. 10.

4. Salutatorian – earned by the senior with the second highest GPA, completing the college preparatory graduation requirements, having attended OCS as a full time student for their sophomore, junior and senior years consecutively. In the case of Co-Valedictorians, OCS will not recognize a Salutatorian.
5. Honor Roll – for "Honors", students must earn at least a GPA of 3.3 for the trimester; for "High Honors", students must earn at least a GPA of 3.7 for the trimester.
6. Presidential Academic Excellence Award – awarded to seniors with at least a 3.6 GPA, who score in the 80th percentile or above on the ACT. At the Middle School level, the PAEA is awarded to eighth grade students who have a minimum 3.6 GPA and who score in the 80th percentile or above on standardized testing.
7. John Philip Sousa Award – awarded to the senior who has displayed the greatest instrumental ability while participating with the OCS Band.
8. National School Choral Award – awarded to the senior who has displayed the greatest vocal ability while participating in the OCS Choir.
9. National Honor Society – (Grades 11 and 12)
The National Honor Society of Oakland Christian School recognizes positive character, service, scholarship and leadership. National Honor Society encourages student participation in school activities and upholds the spiritual principles upon which the school was founded. The National Honor Society was established to honor outstanding students in grades 11-12 who meet the following criteria:
 - a) The student must have a cumulative GPA of 3.65.
 - b) The student must maintain a minimum 3.65 average or above after induction to NHS.
 - c) The student must be an active member in the school community and participate in extra-curricular and service activities.
 - d) The student must display an attitude of leadership in his/her class and school events and document examples of actual leadership.
 - e) The student must demonstrate Christian characteristics in the classroom, extra-curricular and social activities.
 - f) The student must document consistent examples of volunteer service.
 - g) 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.
10. 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.
11. Departmental Awards
 - a) Course Awards - presented to the student maintaining the single highest achievement in that course (regardless of the number of sections of the course offered).
 - b) Senior Department Medal - 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 chairperson.
12. The Principal's Award – presented to one student in each grade who exhibits outstanding leadership and maintains a GPA above 3.5.
13. School Character Awards
 - a) Chaplain's Award – awarded to one student per grade (6-12) who:
 1. maintains a GPA of 2.0 or higher
 2. exhibits leadership
 3. exhibits a willingness to serve
 4. exhibits spirituality and growth
 - b) Stephen Award – awarded to one student per grade (6-12) who demonstrates the following:
 1. positive attitude in class
 2. willingness to help
 3. spiritual development
 4. Christian character qualities
 5. a GPA of 2.0 or higher

- c) Philip Award – awarded to one student per grade (6-12) who demonstrates the following:
1. positive attitude in class
 2. character consistent with OCS Student Agreement
 3. willingness to help others
 4. spiritual development
 5. willingness to learn
 6. a GPA of 3.5 or above
14. ACT Medal- awarded to seniors earning ACT scores in the 90th percentile.
- I. 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. Since there are many testing dates for both examinations, such dates and times will be posted in the Student Support Services Office, the school calendar, and announcements. The school code for OCS is 233-049. OCS plans to offer the PreAct, PSAT, and ACT on site.
- J. Schedule Changes and Course Withdrawal**
Schedule changes are to be made only for the following reasons, and in the order listed:
1. New students to the school.
 2. Current students with vacant hours in their schedule.
 3. Students misplaced as a result of failure/no pre-requisite course.
 4. Reasons deemed necessary by the principal and or counselor.
- All changes are to be made during the first week of each trimester if possible. The Secondary Principal must approve any deviation from this policy. Students requesting a change that does not fit one of the above criteria will be declined for the current trimester. They may select a change of classes for the next trimester. OCS does not allow “shopping” for classes or teachers.
- K. Digital Textbooks and Classroom Resources**
Students (grades 6-12) 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. All students should expect to bring iPads (Air 2 or newer model) capable of iOS 11.3 (for Apple classroom) and should have a minimum of 32GB capacity. 64GB or higher is recommended. iPad minis are not recommended. A high-quality, shock-resistant case, suitable for engraving one's name, having no exposed corners 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.
- L. Homework**
Homework is assigned so that students have an opportunity to practice and be evaluated on their individual use of new skills and content. Students who do not practice these skills are less likely to gain mastery of these new concepts, and are less capable of contributing to the classroom environment. Therefore, all students are required to complete homework assignments. “ZAP” (Zeros Aren’t Permitted) is implemented to provide motivation for students to complete their assignments and to meet their academic responsibilities. When homework is not completed on time, or partially done but incomplete, the homework is “ZAPPED”. If a teacher observes that effort was not applied on an assignment, the homework can be “ZAPPED”. The student must arrange to complete the “ZAPPED” homework with the teacher usually from 2:45-3:15 p.m. in the teacher’s room. Students will then receive a partial credit grade after the homework is complete.
-When a student is absent from school due to illness or a family emergency, they will be granted to have the same number of days to make up the assignments that were missed by the excused absence. Students must submit completed work when returning to school if the assignment due was long-term in nature or if advance notice was given to the student. The teacher’s discretion will be followed. The burden of responsibility for make-up work rests on the student.

M. Online Learning

While online learning is much like learning in a normal classroom, there are some key differences. Online success requires a significant amount of self-discipline in order to stay on track with assignments, quizzes, and exams. Online learning encourages confidence in technological skills, as well as reading and writing ability, and skills in time management and organization. Daily grades will consider individual progress, ability to maintain a schedule and the display of behavior that is conducive to a serious academic setting. Students will be required to follow the guidelines for behavior set by Oakland Christian School, as well as any additional expectations and requirements by the online institution and instructor providing the course content. Below is a list of general infractions, as the consequences of committing the following can result in loss of grade points, removal from the course, an “F” in the course, and/or disciplinary action.

A. Online Infractions

1. Plagiarism is 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.
2. Cheating is intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. Cheating includes the copying of another student’s work and then submitting it as their own.
3. Performing work or taking an examination for another student OR having another person perform your work or take your examination will result in consequences for both parties.
4. Falsification and/or misrepresentation of data by submitting false data or sources is considered plagiarism.
5. Computer crimes include damaging computer programs, hacking, constructing viruses, introducing viruses into a system, or copying programs.
6. Inappropriate use of email, discussion forums, or synchronous chat rooms will not be tolerated.

B. Code of Conduct for Online Students

Freedom of speech and expression is valued not only throughout society but also, and particularly, in the academic setting. Equally valued is the respect given to Oakland Christian computer systems and information technology. To that end, students will adhere to the following online code of conduct:

1. Access online courses only with legal intent.
2. Respect the privacy of other members of the class and other students.
3. Respect the integrity of the School’s computer systems.
4. Respect the diversity of opinions among the instructor and members of the class, responding to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and a form of verbal abuse.
5. Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments (includes email or discussion boards and other postings) of sexual, ethnic, religious, racial, and gender intimidations.
6. Abide by all rules and regulations published and communicated by Oakland Christian School with awareness to disciplinary actions as described in the Student Handbook.

N. Dual Enrollment

Dual Enrollment is an opportunity to allow students in grades 9-12 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 Student Support Services Office.

O. AP Program

Through AP, students can participate in a variety of college level classes. 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. AP courses are offered both in-house and online for credit.

III. 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 the student's 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. The following policies will serve to emphasize the importance we place on attendance and will also serve to clarify attendance regulations at OCS. Parents should understand that it is their obligation to insure that students arrive at school on time each day and further understand that it is their responsibility to see that regular attendance is maintained. Please be aware that absences in excess of seven (7) days in a trimester will be considered unexcused unless the student has a prolonged illness, and may result in failure for the trimester. Reminder: Absences are recorded per class period in the secondary school. Students that are more than fifteen minutes late to a class or leave more than 15 minutes early from a class will be recorded as absent for that period.

A. Excused Absences – Prolonged or frequent excused absences will be treated seriously, and parents will be contacted to assist in changing this pattern.

1. An absence will be excused for the following reasons:
 - a) Personal illness of student
 - b) Doctor or dental appointment
 - c) Death in family
 - d) Unavoidable crisisThe administration reserves the right to make individual judgments concerning the validity of these requests. A phone call simply explaining an absence will not excuse that absence. On the morning of a child's absence, a phone call to the school office stating the reason for the absence is required. The REASON determines whether the absence is excused or unexcused.
2. Pre-arranged absences may be excused at the discretion of and with the approval of the administration. Reminder: Pre-arranged absences count toward the maximum of seven (7) absences per trimester.
 - a) The school must be notified prior to the absence in writing, by email, or by phone from parents to the receptionist/office, and the student must complete a pre-arranged absence form with their parents and teachers.
 - b) If this procedure is not followed, the absence will be considered unexcused.
 - c) Parents are encouraged to plan family activities and medical and dental appointments to coincide with the school calendar so grades do not suffer.
 - d) The administration will make final decisions regarding the excused status of pre-arranged absences.
 - e) The school does not honor pre-arranged requests on exam or retreat days.
3. Cases of long-term illness will be evaluated by the administration on an individual basis.
4. Students must attend school for the entire day in order to participate in extra-curricular 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.
5. Make-up Work for Excused Absences: The student will have one (1) school day for every day missed to a maximum of four (4) days to complete make-up work. For example: If a student misses Monday and Tuesday of a given week the student will have Wednesday and Thursday to make up the work missed.
6. Students missing classes for field trips, early dismissal for sports or music practice, etc. must make prior arrangements with the teacher for missed assignments or tests.

B. Unexcused Absences

Absences requiring prior notice will be considered unexcused unless prior notice is given.

1. Truancy and Class Cuts
Class work and homework will be subject to the teacher's ZAP policy credit on the day of the unexcused absence. Major tests and assignments must be made up within the same time period allotted for excused absences. Excessive unexcused absences may result in parent contact, school discipline, or suspension. Students who skip school or class, or leave campus without permission from the school office will be considered unexcused and the school will not be responsible for them while off campus. To leave the campus during the school day, students must have verbal (office) or written permission from their parents. In all cases, students must sign out in the lobby. Class or lunch cuts will be closely monitored. The consequence to class or lunch cuts is as follows:
 - a) Suspension - 3 days for the first cut.
 - b) Daily assignments and homework missed will follow the teacher's ZAP policy.
 - c) 1% grade reduction for each class missed with an unexcused absence including the days of suspension.
 - d) Repeated class cuts will result in expulsion from OCS.
2. Unexcused absence with parental permission
Parents may elect to vacation or allow a student to miss regular classes in what the administration may determine as an unexcused absence. In such a situation, major assignments and tests must be made up in the same time frame as an excused absence and there will be a 1% per day report card grade reduction for each unexcused absence. Excessive unexcused absences will result in a conference with the principal and/or loss of credit for the trimester.
3. Unacceptable Excuses for Absence
Listed below are several common excuses not accepted as excused absences:
"We had to go shopping."
"I over-slept."
"I had to finish my assignment."
"My parents needed me to do chores."
"I had a hair appointment."
"He was too tired to come and needed the day off."
These and other similar excuses will be classified "unexcused".
4. Students who are suspended will be considered unexcused for the class time missed. The 1% grade penalty, and ZAP policy for daily work will apply in this case.

C. Tardiness

1. Punctuality to school is important. Students that are less than 15 minutes late to school should report directly to their classroom, and are considered tardy. Students are allowed seven (7) "to school" tardies per trimester. On the eighth and all subsequent "to school" tardies, a student will receive a detention for each tardy. Students that are more than fifteen minutes late to a class or leave more than 15 minutes early from class will be recorded as absent for that period. If tardiness is persistent, the parent will be contacted.
2. Classroom Lateness
Students who arrive after the bell are considered late to class unless they carry with them an excused note from the office or a teacher. Students who enter class after the starting bell are considered unexcused tardy. Teachers will assign a detention each time a student is unexcused tardy to class.

D. Early Dismissals

When a student has a need to leave school before the end of the day, a phone call, a dated note, or email must be received from a parent or guardian to the receptionist stating the reason and time for the early dismissal. The student should present this note before the start of school and 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 should call or come to the school office to request early dismissal.

Students who need to leave school must come to the office/lobby and the office will contact a parent for permission to leave. Any student who leaves the campus without complying with the early dismissal policy will be truant. (Parents will pick up their children in the lobby). The same rules concerning grades and make-up work for missed classes apply to early dismissals. Students whose classes end before school dismissal must leave the building or remain in a supervised area. They may not reenter until the school day is complete. Students not leaving in a timely manner, or who return, will be assigned a detention. Students who leave class more than fifteen minutes early will be recorded as "absent" for that period.

E. Absence Procedure

1. When a student is absent from school, a parent must call the school office either before 7:30 a.m. to leave a voice-mail, between 7:30 and 9:00 a.m. to report the absence to the receptionist. For any absence unreported by 9:00 a.m., parents will be contacted by the receptionist.
2. If the absence is unexcused, each teacher will make the proper grading adjustments with regard to tests and assignments.
3. Upon return to school a student should report directly to scheduled classes. (It is the responsibility of the student to make arrangements for missed work).

F. Excessive Absences

Any number of absences in any class exceeding seven (7) per trimester may be grounds for loss of credit in that class. Any absence over seven (7) per trimester that is not due to a prolonged illness (doctor note required) will result in a 1% grade reduction per class per day for that trimester.

IV. SCHOOL DISCIPLINE

A. Discipline

1. 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.
2. Deliberate disobedience, disrespect, lack of courtesy, cheating, and behavioral problems in the classroom will be handled by the individual teacher. More serious recurrent or unusual situations, such as major violations will be referred to the principal for disciplinary action which may result in suspension or expulsion.
3. Detentions will be assigned for violations of Handbook policy. Detention packets can be picked up in the Main Office at the end of the school day. Students should complete the packet and return it to the Main Office before the start of classes on the following day. Students will not be allowed to return to class unless the packet is completed and returned the following day. Detentions will be recorded and noted on the student's NetClassroom conduct tab. Parents will be notified by email when a student has acquired their third detention of a trimester. Upon receipt of the fifth detention a conference will be scheduled with the principal and parents to discuss disciplinary options. In the event of the sixth detention of a trimester, the student will receive a one-day suspension. Upon receipt of the seventh detention of a trimester, the student will receive a two-day suspension. If there are further detentions, the student may be asked to withdraw or the administration will initiate discipline proceedings with the School Board.
4. Counseling: When general procedures of correction do not seem to be effective, parents will be notified and students may be referred to the counselor, director of spiritual life, principal, executive director, or the family pastor, professional counselor, medical doctor for offsite guidance and instruction. The administration may require counseling as a condition for continued enrollment or re-enrollment to Oakland Christian School.
5. Probation may be invoked upon a student when there is a serious problem and the administration feels that the opportunity should be given to correct the problem. Probation will be considered for the following reasons:

- a) Academic – When progress with grades or study habits is insufficient as determined by the principal or counselor, or when parents fail to comply with recommended professional help in areas of academic deficiency.
- b) Attitude and Social - When a rebellious non-conforming spirit continues in class or in the case of a negative or bad influence on other students.
- c) Disciplinary - Continued breach of conduct inside or outside of school, or a failure of parents to comply with disciplinary procedures of the school.
- d) New Student Probation - The first trimester of every newly enrolled student will be monitored in order to better insure a smooth adjustment to OCS. Academic and disciplinary probation will be invoked following a conference with the principal, parents, and the student involved. A contract will be drawn and signed by the three parties involved. Progress will be monitored. In most cases, student activities will be limited while privileges and positions of trust and responsibility will be relinquished. A satisfactory improvement by contract's end will remove the student from probation. Unsatisfactory compliance will result in a recommendation for withdrawal from Oakland Christian School.

6. Suspension may be determined by the administration when a serious violation of school policy has taken place. Suspensions are unexcused absences, resulting in unexcused absence consequences.
7. The following infractions (not intended to be all-inclusive) may result in a suspension:

- | | |
|----------------------------|--|
| Improper Dress | Harassment or abusive behavior |
| Insubordination | Theft |
| Willful Misconduct | Use or possession of fireworks or explosives |
| Tobacco/e-cigarette/Vaping | Forgery |
| Excessive Detentions | Plagiarism |
| Truancy | Reckless driving on campus |
| Sexual Misconduct | Endangering the health or safety of others |
| Cheating | Destruction of property |
| Fighting | Profane or obscene language/gesture |
| School Pranks | Bullying |
- Behavior or words antagonistic to school objectives or resulting in adverse effects on others at Oakland Christian School.

8. Expulsion: When the seriousness of an offense, offenses, or attitude is determined to warrant removal from Oakland Christian School, the parent(s) will be notified immediately and asked to take the student from the school premises and sign a permanent withdrawal form. Expulsion (permanent removal from school) will be considered for more serious infractions. The following serious infractions (not intended to be all-inclusive) will result in immediate expulsion or permanent withdrawal:
 - Possession, sales, or use of illegal drugs or alcoholic beverages
 - Harassment
 - Sexual immorality
 - Possession or use of a weapon on campus/Criminal Acts

The administration may, at its discretion, involve local police in cases that violate law. If parent(s) refuse to sign the permanent withdrawal form, the student will be suspended until the School Board approves the expulsion. A hearing with the School Board will be held as soon as possible, which shall include the following: Parent(s), Student, Teacher(s), Principal(s), and Head of School. The decision of the School Board will be final.

B. Harassment and Abusive Behavior

Oakland Christian School is committed to providing an environment that is free from discrimination. With this in mind, Oakland Christian School will maintain a policy prohibiting harassment or abusive behavior.

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.

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

Sexual harassment is the unwelcome sexual advance through interference, intimidation or, offensive behavior to another student.

- a) Unacceptable behavior includes:
 - teasing, remarks, innuendoes of a sexual or racial 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
- b) 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 investigated by the administration. If allegations are found to be true, severe disciplinary action will follow including possible expulsion from school.
- c) An accusation of harassment that is determined to be false will also be handled as a form of harassment.

C. Cell Phones and Other Electronic Devices (Not Educational iPad)

Student cell phones, and other electronic devices must be silenced in the school building during the school day. Any electronic devices turned on or used during a class hour or chapel will result in a detention and the device will be confiscated and only returned to the parents. Cell phones and cameras are strictly prohibited in locker rooms and restrooms. School discipline will result if students are seen using cell phones and cameras during the school day without permission. Students should ask for permission to use their cell phones in the school offices. Cell phones must not provide a "hotspot" or virtual private network at any time. Each student's educational device is an iPad that is registered with the school's network infrastructure. Each student and their parent will be required to sign an Acceptable Use Policy Agreement prior to being allowed access to use of the Internet and computers.

D. Anti-Bullying Policy

OCS is committed to creating a safe and nurturing learning and social environment in which students may achieve their God-intended, individual potential. OCS expects all members of its community to treat each other with dignity and respect. The intention of OCS is to strictly enforce a prohibition against bullying, including cyber-bullying and all forms of violent, harmful, or disruptive behavior throughout the school system. Evidence or concerns regarding bullying by student(s) against other student(s) or the school community that may occur inside or outside of the school setting should be brought to the attention of OCS administration, teachers, or school staff. Bullying in the school will not be tolerated by OCS. Bullying is considered any 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, 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. 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.

E. Public Display of Affection

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

F. Student Dress Code The final authority to interpret dress code is the administration.

1. YOUNG MEN

- a) SHIRT: A Dennis Uniform shirt is required at all times. Button down shirts, short and long sleeve are to be well-fitted and worn tucked in. Polo shirts, short sleeve and long sleeve, are available in a variety of school approved colors. A solid color t-shirt may be worn underneath (no extremes). Sweater vests, crew neck sweaters, cardigans, ¼ zip uniform sweatshirt and the microfleece, vest, jacket, and pullover are available and can be worn during school.

- b) PANTS & SHORTS: Only Dennis Uniform pants or shorts may be worn and are available in navy and khaki colors. Pants and shorts must be worn at the appropriate waist height.
- c) SHOES: Dress, casual or athletic shoes are permitted, having full front, back, and sides (no boots or platforms). Extremes are not permitted.
- d) MISCELLANEOUS ITEMS:
 1. Hair must be cut so that it is no longer than the top of a traditional collar allowing part of the ear to show without being tucked behind the ear and hair must be out of the eyes. Sideburns, mustaches, and beards must be neatly groomed. Extreme hair in style and color are unacceptable. Highlights, tip dips and hair color must be a natural color. Unacceptable hairstyles include extreme spikes, tails, buns, and sculpted designs.
 2. Hats, sweat bands, and bandanas of any type are not permitted.
 3. Extremes or excesses in jewelry are to be avoided. Only one, normally sized necklace or chain is permissible around the neck (no large beads, large chains, multiple chokers, or multiple chains). No body piercing jewelry of any type, including earrings, is to be worn on school property. Jewelry that reflects non-Christian standards is unacceptable. No visible tattoos or stickers are permitted.
 4. Coats, jackets (including varsity) sweatshirts, hoods, and blankets are not permissible during the school day.

2. YOUNG WOMEN

- a) BLOUSE/SHIRT: A Dennis Uniform shirt is required at all times. Button down blouses and shirts, short and long sleeve are to be well-fitted and worn tucked in. Polo shirts, short sleeve and long sleeve, are available in a variety of school approved colors. A solid color t-shirt may be worn underneath (no extremes). Sweater vests, crew neck sweaters, cardigans, ¼ zip uniform sweatshirt and the microfleece, vest, jacket, and pullover are available and can be worn during school.
- b) SKIRT, SKORT, SHORTS, OR SLACKS: Only Dennis Uniform slacks, skirts, skorts, and shorts may be worn. The skirt and skort are available in carden plaid, navy, and khaki and must never be rolled. Slacks and shorts are available in navy and khaki colors. Immodest skirt/skort/shorts length is not permitted.
- c) SHOES: Dress, casual or athletic shoes are permitted having full front, back, and sides (no boots or high heels). Immodest or inappropriate hosiery are unacceptable. Extremes are not permitted.
- d) MISCELLANEOUS ITEMS:
 1. Extreme hairstyles in style and color are unacceptable. Highlights, tip dips, and hair color must be a natural color.
 2. Hats and sweat bands of any type are not permitted.
 3. Excesses or extremes in jewelry are to be avoided. Other than pierced ears, no jewelry related to body piercing is permitted. Jewelry that reflects non-Christian standards is not permitted.
 4. No visible body tattoos or stickers are permitted.
 5. Coats, jackets (including varsity), sweatshirts, hoods, and blankets are not permissible during the school day.

3. JEANS DAYS

Jeans, when permitted, must be neat and clean without any holes, designs, or fraying. Students must wear their uniform top and shoes unless otherwise stated. In all cases where there is a question, the final authority to interpret the dress code lies with the administration.

4. GUIDELINES for Banquet Dress/Dances/Guests

Students may invite one guest, 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, expectations, and standards for behavior during dances. The guest will arrive with, accompany, and leave with the OCS student. All dance styles must comply with standards of modesty, safety, and appropriateness.

YOUNG WOMEN:

1. Dress length and slits must be no more than 3 inches above the knee (from the highest point of opaque fabric to the crease of the back of the knee). Tightness will be assessed case by case.
2. Midriffs must be covered and two-piece outfits must cover the skirt even with arms raised.
3. Necklines must be modest and must not reveal cleavage and backs must not be lower than the bottom of rib cage. Immodest dress will not be admitted to the banquet. Sides of the dress must extend from the front of the dress under the arm so there is no flesh to flesh contact between the arm and torso.
4. Girls, whether a guest or from OCS, must bring the banquet dress that they will wear to be approved by the Dress Code Supervisor.
5. Tattoos must not be visible.

YOUNG MEN:

1. Must attend in formal attire. A sport jacket, dress slacks and shoes are a minimal expectation. Earrings are not permitted and tattoos must not be visible.

G. 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 offended and share the concern with him, 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.

H. Lunchroom Rules

1. Lunches are to be eaten in the lunchroom.
2. Students are responsible to pick up trash and deposit it in the containers.
3. Talking above a normal conversational level is not permitted.
4. Students are to remain seated at the table during the lunch period.
5. When there is a meeting during lunch, the supervising teacher should communicate the meeting plans to the lunchroom supervisors.
6. OCS and the lunchroom are to be Nut-Restricted. Please do not bring nuts on the OCS campus.

I. Media Center Rules

1. The Media Center will be open to students and teachers from 7:00 a.m. to 3:15 p.m. each school day.
2. No library materials may leave the library without being checked out by the librarian.
3. Grade reports cannot be accessed until overdue items are returned and fines are paid.
4. Overdue notices will be issued. (Do not wait for an overdue notice to return materials. Check the due date on the slip to avoid fines.) The maximum fine for lost materials is the cost plus \$3.00.
5. The library is to be treated as a center for study and research. Students will be expected to work quietly.

J. 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. All 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. Students are required to park within the parking lines in the lower athletic parking lot. When students arrive by car, they are to lock their cars. Students may not go to the parking lot during school without office permission.

V. EXTRA-CURRICULAR ACTIVITIES

A. Athletics

Athletics play an important role in developing healthy bodies, growing wholesome interpersonal relationships, handling pressures with maturity and managing of 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 the 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 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:

a) M.H.S.A.A. Requirements:

- pass 66% 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 signed by a physician dated after April 15 of the year in use.

b) Oakland Christian School requirements for eligibility in addition to M.H.S.A.A. rules are as follows:

- a trimester GPA above a 1.7 with no failing of a trimester of 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.

c) High School students (9-12):

- Any student with a failing trimester grade or a GPA of 1.7 or lower will be declared ineligible for the following sports season. For example, if a student fails the fall trimester, ineligibility begins with the winter sports season. If a student is ineligible for the fall season and passes all fall trimester classes, eligibility will begin with the winter sports season.
- Failing spring trimester grades and/or a GPA lower than 1.7 can be made up in summer school to establish fall eligibility.
- At the six week grade pull, if a high school student is failing a class they will become ineligible for a minimum of one week or until the student has earned a passing grade in that class on a subsequent weekly grade pull.
- If a student-athlete ends a trimester below the Oakland Christian School standard but above the M.H.S.A.A standard he or she has the ability to regain eligibility in the following trimester. On the 6 week grade pull, if the student-athlete is passing all classes and has a GPA of 2.0 or higher, he or she can regain eligibility. If on subsequent grade pulls the student falls below the Oakland Christian School standard of a 1.7 and passing all classes, the student-athlete loses eligibility immediately. Student-athletes can receive this exemption only one time during his or her high school career.
- e) Middle School (grades 6-8) student eligibility will be determined every three weeks. Eligibility can be regained within the trimester providing the ineligible middle school student has earned passing grades at the regular checking periods.
- e) 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.

B. Clubs

All clubs must be approved by the administration and led by an approved adult sponsor.

C. 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).

D. 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.

E. Music

Music classes are offered for credit in both vocal and instrumental music. Many other music organizations practice before and after school to prepare for performances.

F. High School Student Council

High School Student Council consists of five (5) seniors, four (4) juniors, three (3) sophomores, and two (2) freshmen. Each class elects a representative in the spring. Previous members in good standing remain on the Council. Nominees must have a 2.7 GPA, be nominated by 10 of their classmates, demonstrate leadership and involvement at OCS, be of good reputation and be accepted as a candidate by the outgoing seniors on the Council. The Council may remove members by a 2/3 vote for improper conduct, developing a negative reputation, or for failing to meet their responsibilities to the Council.

VI. MISCELLANEOUS

A. Emergency Situations

1. School Closing

If, for any reason, it becomes necessary to close school on short notice, parents may secure details by listening to local radio, watching local television stations, or checking the Oakland Christian School web site. Please refrain from calling the school during emergency situations if possible. If inclement weather causes serious transportation problems, the student will be considered excused upon parental request. 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.

2. 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 roll will again be taken.

3. 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.

4. Student Injury or Illness

a) 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.

b) 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 note must accompany the child upon their return.

5. 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.

6. 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.).

7. Nut-Restricted Policy

We are committed to offer children with nut allergies a safe, comfortable place to enjoy their friends, even at snack and lunchtime. The Oakland Christian School environments are Nut-Restricted in all areas of the school building. 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, lunchroom, or school environment.

8. ALICE response to unauthorized intruder

- Students are taught to follow directions promptly.
- ALERT students to stop, look, and listen for announcements and information. Teachers and students are empowered to take action based on the circumstances, following ALICE principles.
- In a LOCKDOWN situation, be quiet and listen to directions from the teacher. Be ready to barricade, move or evacuate if a situation dictates, always ready to share and INFORM of changing scenarios.
- In a COUNTER situation involving an intruder, the best line of defense is to keep moving, make noise, increase distance, and throw items at the intruder.
- EVACUATION is the best defense if information indicates it is safe to do so. Students have been and will be shown on the campus where to go when evacuating. Students can head to these points with or without an adult. They are to look for other students (identified by school uniform) or school staff (identified by OCS staff badge) that can help them.
- Aspects of ALICE taught to students:
 - Alert**—announce information and listen for information
 - Lockdown**—barricading doors, locking doors, remaining silent, preparing to counter, stay away from view line of windows and doors, spreading out.
 - Inform**—Listen for information and share information as you learn it.
 - Counter** (when faced with the intruder)--Throwing objects, making noise, moving around, creating distance.
 - Evacuate**—If safe to do so, leave the building moving in a zig-zag pattern to our rally point. Know several exit options (doors, windows).

B. Gym Policies

All students will be expected to participate in gym class unless they have a documented medical restriction. The student's grade will be affected by non-participation in gym. The teacher will give specific rules for gym dress: Dark green or black mesh shorts that are mid-thigh to knee length or dark sweats or warm up full length pants are required (No cut off pants, spandex, or yoga pants of any kind). An OCS t-shirt or OCS t-shirt from Dennis Uniform (shirts must be long enough to tuck in and stay in); visible socks; non-marking athletic shoes; (must be completely laced and tied properly) are required. Loose fitting, untied or dirty shoes will not be permitted. Sweatshirts (appropriate logo) may be worn over your OCS 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 (No large metal objects in your hair). There will be a \$4.00 gym locker rental fee, refunded at the end of the school year upon return of the lock.

C. Parent's Clubs and Organizations

1. 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.
2. Oakland Christian School ATHLETIC BOOSTER CLUB directly and actively supports the entire athletic program, and is a vital link in that program's development and progress. We strongly encourage parents to inquire concerning membership and related information.
3. MS Core Parent Group offers tremendous opportunities for leadership, volunteering, and assisting await those who actively take part in this ministry.
4. Parents are cordially invited to attend all concerts, chapels, games, and honors events as scheduled by the school, especially when their children are involved.

D. Lost and Found

Information regarding lost and found items may be obtained in the Media Center. Unclaimed items left in the lost and found over two weeks may be discarded or donated to a charitable organization. Please note that some lost athletic items may also be claimed from the Athletic Department.

E. 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.

F. Visitors on Campus

Students who wish to bring a visitor to school must make arrangements with the Office before the day of the visit. The visitor must have written permission from a parent or guardian and school administrative approval. Visitors must comply with the dress code and other school policies. OCS welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the building, it is necessary to invoke visitor controls. Persons wishing to visit a school or a class should make arrangements with the school office at least 24 hours in advance. Upon their arrival at the school, visitors must register in the reception area where they will receive instructions and a visitor's pass. 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 something, should never go directly to the classroom. All visitors should report to the receptionist and office personnel will make certain that the student receives what is needed. School personnel will also contact the classroom so that the student can meet parents or visitors in the office. The Visitor Policy must receive full compliance in order to prevent disruption of class and to insure the safety of each student. Any approved adult, including parents, who wish to volunteer or attend field trips with students are required to submit and pass an ICHAT and Central Registry background check prior to volunteer service or the field trip.

G. 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 to be rented through the athletic/P.E. department by each student enrolled in P.E. classes. Combination locks for hall lockers are available upon request in the office. 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 in lockers must be neatly displayed and consistent with the values of Oakland Christian School, and may not be taped to the locker. All decorations must be inside the locker. OCS suggests the use of magnets to hold decorations. 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.

H. 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.

VII.

SCHEDULES

Green Schedule (Typically Mondays, Tuesdays, and Fridays)

7:45 – 8:30	1st Hour	
8:35 – 9:20	2nd Hour	
9:25 – 10:10	3rd Hour	
10:15 – 11:00	4th Hour	
11:00 – 11:25	HS Lunch	11:05 – 11:50 MS 5th Hour
11:30 – 12:15	HS 5th Hour	11:50 – 12:15 MS Lunch
12:20 – 1:05	6th Hour	
1:10 – 1:55	7th Hour	
2:00 – 2:45	8th Hour	

HS Gold Schedule (Typically Wednesdays)

7:45 – 9:05	1st ¹ Hour
9:10 – 10:30	3rd Hour
10:30 – 10:55	HS Lunch
11:00 – 11:55	HS Chapel
12:00 – 1:20	5th Hour
1:25 – 2:45	7th Hour

MS Gold Schedule

7:45 - 9:05	1st Hour
9:10 - 10:30	3rd Hour
10:35 - 11:30	Advisory
11:30 - 11:55	MS Lunch
12:00 – 1:20	5th Hour
1:25 – 2:45	7th Hour

HS White Schedule (Typically Thursdays)

7:45 – 9:05	2nd Hour
9:10 – 10:30	4th Hour
10:35 – 11:30	HS Advisory
11:30 – 11:55	HS Lunch
12:00 – 1:20	6th Hour
1:25 – 2:45	8th Hour

MS White Schedule

7:45 - 9:05	2nd Hour
9:10 - 10:30	4th Hour
10:30 – 10:55	MS Lunch
11:00 - 11:55	MS Chapel
12:00 – 1:20	6th Hour
1:25 – 2:45	8th Hour

White Schedule Senior Lunch concludes at 11:55