2026-2027
Secondary School
Student Handbook



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

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INTRODUCTION

PREFACE

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

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

MISSION STATEMENT

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

CHRISTIAN PHILOSOPHY OF EDUCATION AND CORE OUTCOMES

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

CORE VALUES

Oakland Christian School is a distinctively Christian learning community that values a biblical worldview and is committed to the highest academic standards. OCS asks its parents, students, faculty and staff to embrace our four core values:

- We put **Faith First**, cultivating a Christ-centered environment.
- We **Aim High**, pursuing excellence in everything we do.
- We **Work Hard**, growing each day in knowledge and truth.
- We **Care Deeply**, serving God and each other in community.

STATEMENT OF FAITH

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

- WE BELIEVE the Bible to be verbally inspired in its original form, the only infallible authoritative Word of God (II Timothy 3:16-17, II Peter 1:20-21).
- WE BELIEVE that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Matthew 28:19).
- WE BELIEVE in the Deity of Christ, (John 1:1-14, John 14:9, Colossians 1:15-17); in His conception by the Holy Spirit (Luke 1:35); in His virgin birth (Matthew 1:18-25); in His sinless life (II Corinthians 5:21); in His miraculous works (John 11:47); in His substitutionary death through His shed blood (I Peter 2:24); in His literal, bodily resurrection (John 20:20-29); in His bodily ascension to the right hand of the Father (Mark 16:19, I Timothy 2:5); in His bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:26, I Thessalonians 4:13-17); and in establishment of Christ’s final consummated kingdom (Revelation 21).
- WE BELIEVE that man was created in the image and likeness of God, but through Adam, man has inherited a sinful nature and is unable in his own power to remedy his lost condition (Jeremiah 17:9, Romans 3:23); and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works. (Ephesians 2:8-10, John 3:3-7, John 1:12-13, Titus 3:5-7); the evidence of which is works of righteousness.
- WE BELIEVE that all who receive, by faith, the Lord Jesus Christ as personal Savior are born again of the Holy Spirit and thereby become children of God (John 3:5, 15; Romans 3:21-30; Galatians 4:4-7).
- WE BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding (John 17:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13).

- WE BELIEVE in the resurrection of both the believer and the unbeliever; they that believe unto the resurrection of life (John 5:28-29, I Corinthians 15:12-58).
- WE BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13)
- We BELIEVE that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4).
- We BELIEVE that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

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

STUDENT AGREEMENT WITH OAKLAND CHRISTIAN SCHOOL

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

- I promise to abide by the standards and rules of Oakland Christian School. My promise includes abstaining from smoking (including vaping), profanity, involvement with alcohol, illicit drug use, promotion or participation in any sexual misconduct (including personal or electronic), and/or assault or use/possession of a weapon. I will also refrain from any activity that would harm the Christian testimony of the school, or its name and standing in the community.
- I will strive to work to my ability as a student and will maintain a cheerful, cooperative attitude while a student at Oakland Christian School. The faculty will receive my respect and obedience.
- Oakland Christian School encourages regular church attendance, and I agree to attend church regularly.
- I understand that Oakland Christian School grants the privilege afforded me by my parents, to attend and that failure to abide by the standards of the school may result in dismissal.
- By signing this agreement, I willingly surrender rights that I may have to file a lawsuit against Oakland Christian School, its officers, directors, shareholders, employees, agents, volunteers, successors, and other affiliates, for any present or future legal claim involving or affecting the school. Instead, because the Bible commands Christians to settle their disputes privately or within the church, any controversy or claim involving or affecting the school, its employees, or its volunteers, including claims based on tort, civil rights, or other causes of that may arise, will be resolved privately or through an available mediation or arbitration procedure.

PARENT/GUARDIAN AGREEMENT WITH OAKLAND CHRISTIAN SCHOOL

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

- OCS encourages that families regularly attend worship at a Bible-believing church and agree to regularly worship as a family by attending church.
- We accept the OCS regulations on behalf of our child. Further, we subscribe to the OCS Statement of Mission.
- We recognize the importance of parental responsibility to teach and maintain a lifestyle consistent with biblical principles. The Bible prescribes a lifestyle of purity in marriage and clearly forbids involvement in sexual immorality, which specifically includes fornication, adultery and homosexuality. The Word of God gives clear guidelines for a loving marital relationship as one between a man and a woman and conversely one of sexual abstinence and purity for single heads of households (I Cor. 6:18-20, I Thess. 4:3; 1 Corn. 11:3; Romans 1:24-32).
- We agree to support the high academic standards of the school by encouraging our child to complete homework and other school assignments, and by providing a quiet place for our child to study.
- We grant Oakland Christian School the authority to discipline our child as needed in accordance with the OCS Student Handbook. Further, we agree to appropriately discipline our child at home.
- We understand that the school reserves the right to discipline any student who does not cooperate (or whose parents do not cooperate) with the educational process. We understand the school does not tolerate conduct that violates biblical principles, dishonors God, or casts a poor reflection on the name and reputation of the school.
- We agree to ensure that our child arrives at school on time each day. We further agree to see that our child maintains regular attendance, and we understand that absences in excess of ten (10) days in a semester without a written doctor's excuse may result in grade reduction for the semester.
- We pledge to pay our financial obligations to Oakland Christian School, and we understand that a $50 monthly late fee will be assessed if tuition is not received on time. We understand that if our account is 60 days delinquent

without special payment arrangements our child will not be allowed to attend class. We also understand that FACTS will assess a $30 returned payment fee for the first time an individual payment fails.

- We understand that when a student is withdrawn or expelled, the current month's charges are due and payable, and our child's academic records will not be released until outstanding balances are paid in full. We also understand that financial assessments will be made if our child is responsible for damage to school property.
- By signing this agreement, I willingly surrender rights that I may have to file a lawsuit against Oakland Christian School, its officers, directors, shareholders, employees, agents, volunteers, successors, and other affiliates, for present or future legal claims involving or affecting the school. Instead, because the Bible commands Christians to settle their disputes privately or within the church, any controversy or claim involving or affecting the school, its employees, or its volunteers, including claims based on tort, civil rights, or any other causes of action that may arise, will be resolved privately or through an available mediation or arbitration procedure.
- We understand that this agreement will remain in effect while our child is a student at Oakland Christian School, and that its contents cannot be revoked or altered by any party without written consent of the other parties.

HOME-SCHOOL COMMUNICATION

ParentSquare

Beginning with the 2026-27 school year, Oakland Christian School will use ParentSquare as its official communication platform for current families. ParentSquare (formerly *Remind*) brings school and classroom communication together in one place, making it easier to stay informed and connected. Parents will continue to receive communications by email (or based on their notification preferences), while also having the ability to view all school communication in the ParentSquare app or website.

TECHNOLOGY USE

General Consideration

The Educational Technology Acceptable Use Policy governs the use of school-provided technology, including Chromebooks and chargers, software and programs, and network access. This policy applies both on and off campus. Oakland Christian School enters into the Educational Technology Use Agreement with the student and the student's parent/guardian, to provide mutual understanding about the use of the Internet and the OCS educational technology systems. The school makes resources of its educational technology systems and the Internet available as part of its overall educational program in a manner consistent with its Mission and Values and in conformity with the highest level of intellectual development. Fundamentally, we, as a school community, aim to use technology to impact the world for Jesus Christ, to teach students discernment and ethical use of technology, and to improve the quality of learning. Therefore, all students are expected to adhere to the Oakland Christian behavior policies outlined in this Student Handbook, which emphasize honorable and ethical equipment use aligned with the school's mission and values. Use of school-provided technology is a privilege, not a right. This privilege can be revoked or restricted for any policy violations.

Cell Phones and Other Electronic Devices

The OCS campus will continue to be a phone-free learning environment for students at all grade levels during school hours. This means students will not be able to access their cell phones or any other supporting devices, including smart watches and Bluetooth earbuds, during the school day. We feel confident this will continue to support our efforts in fostering an environment that increases our students' social interaction and community presence with one another, improves their academic performance during the school day, betters their mental health and wellbeing, and minimizes their distraction. We use a secure classroom storage system for student cell phones. This was successful in our middle school classrooms last year, and will expand to high school classrooms this year.

- Students are ABLE to use their phones before school and after the final dismissal bell of the day, except for in locker rooms and bathrooms where they are always prohibited.
- Cell phones cannot be used during the school day. This includes passing time, lunch, and free periods.
- If a student needs to contact home, they should go to the front office or school nurse to make a call.
- Parents can contact their student during the school day by calling or emailing the front desk or one of the school offices and leaving a message. (*Please note that in any urgent situation, the front desk, secondary office and teachers can communicate via classroom landlines and/or handheld radios almost instantly.)

Agreement for Acceptable and Appropriate Use of Technology

As we think about responsible stewardship with the resources God has given us at Oakland Christian School, it is essential to understand what is acceptable and appropriate use of school-issued equipment, and what is not. At the end of this Policy, the student/user of the OCS computer system will acknowledge, understand and agree to make acceptable and appropriate use of the Internet and educational technology systems in conformity with legitimate and appropriate purposes.

It is foundational to acknowledge and embrace that the classroom teacher is the leader of each student's learning. Respecting and obeying rules and instructions from the teacher regarding acceptable use of technology is the basic and required responsibility of each and every student, even if the teacher has additional, specific expectations that extend beyond the scope of the generalized list below.

Acceptable and appropriate use of educational technology is, *at a minimum*, the following:

- Users must use technology in a safe, responsible, and ethical manner. This includes respecting the privacy of others, using appropriate language, and refraining from cyberbullying.
- 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.
- 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.
- The school's internet filtering attempts to restrict access to inappropriate content, social networking sites, games, and video sites. However, these filtering restrictions do not give OCS total control over the extent and nature of all accessible material and information on the Internet.
- The Internet is to be used only for appropriate purposes. No commercial or illegal activities are allowed. Utilization of the internet is to be used solely for appropriate education-related purposes.
- 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 policies regarding plagiarism.
- 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 and directly related to their school work.
- Downloading software to a school device is not permitted unless approved by a teacher or principal.
- School educational technology 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 Educational Technology Systems Use Agreement and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network filters and/or security policies is in violation of the Educational Technology Systems Use Agreement and will result in disciplinary actions.
- Users are prohibited from using VPNs to bypass school restrictions.
- Technology devices must be in silent mode while on school campus. If sound is needed, students must use their own personal, wired earbuds.
- 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 only access the Internet using the OCS wireless connection during the school day.
- The student acknowledges that the OCS content filters will be applied to his/her 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 behavioral or technological problems or being the source of an attack or virus infection.

Account Security

Safety and security are important to us. It is essential that Oakland Christian School is a safe and secure learning environment, physically, emotionally, and virtually. In order to maintain this environment, it is essential that students and staff pay close attention to account privacy.

- Student passwords (if applicable) must be kept private and must not be used by anyone other than the student who owns the password. Sharing accounts or passwords is strictly prohibited.

- The privacy of all users of the Internet is to be respected and upheld. 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.

Device Responsibility

As students mature throughout their formative years, increasing amounts of responsibility are expected. Particularly in the secondary grades, it is the student's responsibility to manage him or herself well, being mindful of school property, including school-owned devices and networks. *(continued next page)*

- The school has the right to approve or deny the use of any student-owned devices on the school educational technology system and Internet.
- For cases in which Oakland Christian School allows personal devices on the network, the school is not responsible for their functionality, safety, or privacy. The school is also not required to offer technical support for personal devices.
- The student takes full responsibility for his or her personal technology device. As previously mentioned, 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 educational technology systems, including the Internet.
- Users are responsible for the physical care of school-issued devices. Oakland Christian School has a tiered repair policy with increasing costs for subsequent repairs.

Device Repair and Replacement

Technology devices do not last forever. All school-issued devices have an expected lifespan which can be extended or reduced based on the carefulness or carelessness of the user. There are routine repairs that are expected for each device, eventually leading up to a refurbished or replacement device for students while they are enrolled in the school. However, these repair and replacement costs can be expensive. Therefore, the information below outlines the policy and associated costs for repairing and/or replacing a device based each occurrence of damage. Please note that it is in the student's and/or parent's best interest to report all issues as soon as they happen. The need for repairing multiple issues increases the chances of a device being deemed unrepairable, leaving the family responsible for paying the full replacement fee.

Below you will find the device repair steps with associated costs:

- First damage repair (if repairable) - Free
- Second and third damage repairs (if repairable) - $50 each
- Beyond the third occurrence of damage, Chromebook will be replaced - $300
- Chromebook is lost or stolen - $300
- Chromebook charger is lost, stolen, or damaged - $30

Monitoring and Privacy

As previously stated, the school reserves the right to monitor all network activity, including internet usage, email, and files stored on school devices. Privacy is not guaranteed.

Google Apps/Email and Schoology

Regarding access to the Internet, email, and learning management systems, the following points outline the various accounts provided by the school.

- OCS furnishes Elementary students with an educational technology device to be used in class during the school day. Each student will receive a Google and Schoology account for educational purposes. Since devices stay within the classroom, digital activity is closely monitored by the classroom teacher.
- OCS furnishes Middle School and High School students with Google and Schoology accounts for school use only. Google accounts are freely provided, managed solely by OCS. These accounts include free, 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 Google apps and Schoology for lessons, assignments, and communication. At this time, all OCS student Google 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 OCS Schoology class section can only receive communication from the course teachers and other students. All Secondary students must obtain parent/guardian permission BEFORE receiving Google and Schoology account access.

Consequences of Policy Violations

It is understood that sometimes it is possible to unintentionally violate one of the aforementioned tenets of this Policy. In such cases, grace is extended. In cases of willful violation of the Policy, the following actions may be taken by school administration.

- Any deliberately inappropriate use of the OCS educational technology systems can result in cancellation of such privilege and/or other school disciplinary action.
- Violations of this Policy may result in disciplinary action, including the loss of technology privileges, suspension, or even expulsion in extreme cases. Legal action may also be pursued in cases of illegal activity.
- 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 offense. In the event of such a violation, the student understands that a loss of educational technology 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.

No Expressed or Implied Warranties
Living in a technology-rich society has great benefits, but there are also obvious risks. One of those risks is vulnerability to receiving or viewing unwanted content, solicitations, or recommendations, particularly from algorithms built in to online search engines, for example. It is impossible to filter everything on the Internet.

Oakland Christian School, therefore, is not making any warranty either expressed or implied, for the information, data, or experience obtained by the student in using the educational technology 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 educational technology 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 any claims by other users of the Internet for any and all damages, which may be unintentionally incurred or intentionally sought out by the user.

RE-ENROLLMENT AND WITHDRAWAL PROCEDURES

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

Withdrawal Procedure
Withdrawal will take place by informing the supervising Principal. A Withdrawal form can be obtained in the elementary or secondary office and should be submitted upon withdrawal. Families withdrawing a student after re-enrollment (returning students) or acceptance (new students) are responsible for all payments due through the month the withdrawal took place. Tuition paid in full is refundable for the months following the month of withdrawal. Attendance during part of a month is considered a full month for refund purposes.

ATTENDANCE POLICIES

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

ABSENCES

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

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

Any number of absences in any class exceeding ten (10) per semester not due to a prolonged illness (doctor note required) will result in a 1% grade reduction per class per day for that semester. Cases of long-term illness or other special circumstances will be evaluated by the administration.

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

Families will be sent communication via FACTS after a student's seventh (7) absence and tenth (10) absence for any class for the semester. It may also include a phone call from the Secondary Principal.

PARENT REPORTING

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

PRE-ARRANGED ABSENCES

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

ACADEMIC MAKE-UP WORK AFTER AN ABSENCE

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

COLLEGE DAYS

Juniors and Seniors are encouraged to visit colleges. Pre-arranged Absence Forms for College Days must be turned in 24 hours in advance of the actual day absent for the visit. Documentation (signature from college admissions representative) as validation of the visit to those institutions must be provided to the Secondary School Office to ensure these absences are not included toward the 10 days of absence. Any visits beyond two (2) needs a conference with the academic advisor or principal for approval.

TARDINESS

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

ABSENCE APPEAL PROCESS

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

ACADEMIC INFORMATION

SECONDARY REQUIREMENTS

Middle School (grades 6-8)

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

High School (grades 9-12)
OCS expects successful completion of courses listed in the High School Course Catalog to graduate. Additional qualifications are listed in the High School Course Catalog for the AP Capstone™ Diploma. For information regarding AP Capstone Diploma, contact the academic advisor.

COMMENCEMENT REQUIREMENTS

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

REPORTS TO PARENTS

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

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

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

PROMOTION POLICY

Middle School Promotion (Grades 6 - 8)

- Students will be expected to obtain a minimum of a D- in all core academic subjects (Math, Science, English, and Social Studies) both semesters during the school year.
- If a passing grade (minimum D-) in both semesters is not achieved, it may result in administrative intervention with requirements of skill building or involvement of the academic support team.
- Some middle school students may meet high school graduation requirements by taking one of our approved high school level courses while in middle school. These courses must be passed with a minimum grade of D- to meet said requirements.

High School Promotion (Grades 9 - 12)

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

ACADEMIC PROBATION

Students' academic performance is monitored approximately every three to four weeks of a quarter. This process is called a "grade pull." Students receiving a percentage grade of 69 percent or below or below are flagged. Our goal is to intervene early to help all struggling students. We strongly encourage our teachers to develop a plan with a student to increase

academic achievement. If the student continues to struggle for more than one grade pull, they may be referred to the Student Support Office for intervention. Procedures and decisions from there will be handled on a case-by-case basis.

GRADING SCALE AND OTHER ACADEMIC POLICIES

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

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

Percentage Grade	Letter Grade	GPA	Weighted GPA
93-100	A	4.00	4.40
90-92	A-	3.70	4.07
87-89	B+	3.30	3.63
83-86	B	3.00	3.30
80-82	B-	2.70	2.97
77-79	C+	2.30	2.53
73-76	C	2.00	2.20
70-72	C-	1.70	1.87
67-69	D+	1.30	1.43
63-66	D	1.00	1.10
60-62	D-	.70	.77
0-59	F	0	0

Academic Appeal Process

Any student who wishes to appeal a report card grade must do so under the following guidelines:

- The appeal must be submitted in writing to the instructor of the course within two (2) weeks of the end of the quarter/semester. If the matter cannot be resolved at that level, the student may then appeal to the principal who will assemble a committee of three faculty. The student will have the right to address the committee.
- No grade appeals will be permitted outside of these time parameters. Appeal to the principal must take place within five (5) days following the decision rendered by the appropriate faculty member.

Final Exam Exemptions SENIORS ONLY

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

- A minimum overall course grade as determined by the teacher, but no lower than 85 percent.

- Students in violation of the OCS attendance and/or tardy policies are not eligible for exam exemptions in any class.
- Seniors are not required to attend classes during exam week if they meet exemption requirements.

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

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

HONORS AND AWARDS

Oakland Christian School presents the following awards each year to honor those who have consistently excelled academically, spiritually, or in character. OCS seniors may only wear cords and other medallions that are OCS issued or OCS sponsored during the high school award ceremony and graduation.

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

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

Graduate Honors

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

**The determining GPA is calculated based on the cumulative grade point average at the end of first semester of senior year. Exact GPA will be applied.*

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

- **Scholar of Highest Distinction**
  - Weighted GPA of 4.0+
  - 5 AP Courses (Class of 2026+ AP Eng Lang & Comp is required)
  - 3 consecutive years of the same world language
  - ACT composite score of 30 or higher OR SAT total score of 1340 or higher
- **Scholar of Distinction**
  - Weighted GPA of 3.8+
  - 4 AP Courses (Class of 2026+ AP Eng Lang & Comp is required)
  - 3 consecutive years of the same world language
  - ACT composite score of 28 or higher OR SAT total score of 1300 or higher
- **Scholar of Achievement**
  - Weighted GPA of 3.6+
  - 4 AP Courses (Class of 2026+ AP Eng Lang & Comp is required)
  - 3 consecutive years of the same world language
  - ACT composite score of 25 or higher OR SAT total score of 1220 or higher

AP Capstone Graduates
Awarded to successful graduates of the AP Capstone Program.

National Honor Society
To be considered for the National Honor Society (NHS) at OCS, students must have a minimum cumulative GPA of 3.65 by the second semester of their junior year. Eligible students will receive a Student Information Packet by mail. This is not a competitive application—students are evaluated individually and may opt out of consideration with a parent-signed form.

Eligibility is based on four NHS pillars: Scholarship (GPA), Leadership, Character, and Service. Academic and disciplinary records will be reviewed, and teachers provide anonymous feedback on each student. All materials are compiled by the Chapter Advisor and reviewed by a confidential Faculty Council of five teachers from diverse academic areas. The council evaluates each student holistically and votes on membership. A minimum of three affirmative votes is required for selection. Final decisions are mailed to all considered students. Those seeking more information may request a meeting with the Chapter Advisor.

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

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

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

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

National Art Honor Society
NAHS members must be in grades 10-12, earn a 90% or higher in art classes, earn an art teacher recommendation, maintain a 3.3 or higher cumulative gpa, have 1 year of credit in art, and participate in meetings and projects run by NAHS.

President's Award for Educational Excellence (PAEE)
Founded in 1983, the President's Education Awards Program (PEAP) honors graduating elementary, middle and high school students for their achievement and hard work. The program has provided individual recognition from the President and the U.S. Secretary of Education to those students whose outstanding efforts have enabled them to meet challenging standards of excellence.

This award recognizes academic success in the classroom. Awarded to any graduating senior with at least a 3.7 GPA who scores in the 85th percentile or above on the NWEA MAP Reading and/or Mathematics assessments during the Spring testing administration of their 11th grade year.

President's Award for Educational Achievement (PAEA)
Founded in 1983, the President's Education Awards Program (PEAP) honors graduating elementary, middle and high school students for their achievement and hard work. The program has provided individual recognition from the President and the U.S. Secretary of Education to those students whose outstanding efforts have enabled them to meet challenging standards of excellence.

This award recognizes students that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. Awarded to juniors who demonstrate unusual commitment to learning in academics despite various obstacles, who achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science, etc., or who demonstrate achievement in the arts such as music or theater.

John Philip Sousa Award
The National School Orchestra Award recognizes outstanding contributions and dedication to the ensemble and superior musicianship. This award is the highest honor you can bestow upon a member of the high school orchestra.

National School Orchestra Award
The National School Orchestra Award recognizes outstanding contributions and dedication to the ensemble and superior musicianship. This award is the highest honor you can bestow upon a member of the high school orchestra.

National School Choral Award
The National School Orchestra Award is the highest honor for high school choral performers. It recognizes the dedication and musical achievement of the top choral student.

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

Global Seal of Biliteracy (Functional and Working Fluency) & Michigan Seal of Biliteracy

- Global Seal of Biliteracy at the Functional Fluency level, students must prove their world language proficiency by earning at least a "5" in each of the four categories of the STAMP 4S test (reading, listening, speaking, and writing). This Seal then provides students with the opportunity to "power up" as they continue in their language training by aiming for a Global Seal of Biliteracy at the Working Fluency level, where students must earn at least a "7" in each of the four categories.
- The Michigan Seal of Biliteracy is obtained by using the same STAMP 4S test, and students must score a "6" in each category to earn the state seal. The Seal of Biliteracy is currently implemented by 40 states and the District of Columbia.

COLLEGE TESTING

College examinations will be made accessible for secondary students. The school will administer the SAT and PSAT during the school day. Therefore, registration for those tests is done by the school. For all other tests, such as the American College Testing (ACT), the family must register and make arrangements for students to take those at an alternate location. Dates and times for the SAT and PSAT will be announced prior to the testing date. The OCS school code for registration for college readiness tests is 233-049. Any additional details can be obtained from the academic advisor and/or principal.

SCHEDULE CHANGES AND COURSE WITHDRAWAL

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

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

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

DIGITAL TEXTBOOKS AND CLASSROOM RESOURCES

Students receive a school-managed Chromebook and charger from the school. The basic expectation is that students will arrive at school with a fully-charged Chromebook, ready to learn each day. Many classes require the use of Chromebooks to access digital textbooks, and to complete classwork and homework. It is essential that students maintain and care for these school-owned devices, as described in the aforementioned Technology Use section of this handbook.

DUAL ENROLLMENT

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

AP PROGRAM

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

STUDENT SERVICES

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

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

- The academic advisor helps students with college and career planning, academic planning, achievement testing and works with students and their families who may have a medical or educational diagnosis that impacts academics.
- The Licensed Master of Social Work (LMSW) coordinates individual and group counseling. The LMSW may be involved in the restorative discipline process after general procedures have not been effective as directed by the principals.
- Educational Support Teachers are licensed teachers who provide individual or group academic support to students who have been referred. This service is provided to families at an additional cost. Please contact the Student Support Office for more information.

BEHAVIOR POLICIES

DISCIPLINE

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” (Heb. 12:11) Taken from the same root word as the word “disciple”, discipline is established and maintained at OCS with the intent to train and build into the lives of students. Our goal is to see students grow toward maturity in Jesus Christ. Hebrews 12 makes it very clear to us that God disciplines his children in love and with love. We are motivated to employ discipline here at Oakland Christian School for similar reasons. The administrators, despite their human limitations, endeavor to discipline in the context of Christian love and for the betterment of the individual student(s) and the OCS community. In the heart of restoration, leadership will utilize a variety of both internal and external resources which may include expectations for professional counseling with parents covering the expense.

The Board grants responsibility to the administration to develop and enforce discipline as it deems necessary for the effective operation of the school in accordance with its stated philosophy. An important aspect of discipline is to aid the student in replacing undesirable behavior with positive behavior. Initial corrective measures will be addressed by teachers on an individual basis.

Disciplinary Sanctions
The commission of or participation in any of the activities listed in this section of the handbook, while a student is enrolled at OCS is prohibited. This includes the commission of or participation in any of these activities at all off-campus, non-school sponsored activities including, but not limited to: social gatherings, parties, etc. This also includes online behavior. Disciplinary action will be taken by school officials regardless of whether or not criminal charges result.

Disciplinary Consequences
Disciplinary action by the school authorities may result when student behavior takes on the handbook listed forms of misconduct. The handbook categories are general in nature and are not all-inclusive. There are minor and major infractions in each category, resulting in different progressive, redemptive discipline actions. Unique situations may call for unique consequences.

Guidelines on Discipline
- Administrators will seek first to get the facts, which may include interviewing students and staff involved in a discipline issue if applicable.
- Administrators will contact parents to discuss the charges, the facts, and possible disciplinary action.
- Administrators will determine needed disciplinary actions within the policies and inform the student and parents in writing, including plans for a satisfactory return.
- Parents must be told they may appeal to the superintendent within three days of the principal's decision.

Classification of Infractions
It must first be determined if an infraction of any kind is classified as minor or major. Some infractions have mandatory consequences separate from the following. The following is a guideline for administrative use when corrective progressive action is necessary:

MINOR INFRACTIONS May result in and of the following with reoccurrences progressing as deemed necessary	**MAJOR INFRACTIONS** May result in and of the following with reoccurrences progressing as deemed necessary
● Personal Conference ● Parent Contact ● Work Detention (teacher issued) ● Detention (D-Hall) ● Referral ● Probation ● In-School Suspension ● Out-of-School Suspension	● First Offense: 1-5 day suspension ● Second Offense: 3-7 day suspension ● Third Offense: 7-10 day suspension and/or possible recommendation for expulsion

Expulsion is the removal from school for 180 days or permanently. There may come a time when an expulsion is required. This could be a result of a single egregious act or a result of persistent disobedience.

In cases where disciplinary action may affect a field trip experience for a student, administration will communicate directly with the parent(s). Restrictions may include mandatory parent chaperone, and/or limitations and boundaries placed on a student. Safety will always be a priority in our decisions.

Detention Hall (D-Hall)
If a student has repeatedly committed a minor infraction and has not complied with teacher interventions to correct the behavior, the teacher may issue the student a D-Hall Notice. After a student receives three D-Halls, the principal will escalate the minor infraction with additional actions items.

D-Hall dates and times will be assigned by school personnel. Typically it will be held after school from 3:00 - 3:30 pm. Students will be directed to serve D-Hall in room 314.

- **D-Hall Expectations:**
    - Students must bring something to work on (homework, studying, reading, NOT sleeping, talking, gaming, or browsing the internet)

- Students may NOT use cell phones during D-Hall.
- Student iPads or Chromebooks may be monitored by Apple Classroom and/or Securely while in D-Hall.
- If a student does not show up to his/her assigned D-Hall, a referral will be sent to the Principal
- If a student shows up late to D-Hall, it is treated as not attending. A referral will be sent to the Principal.
- Students should not leave D-Hall during the 30 minutes.

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

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

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

ACTIVITIES DEFINED

**SPECIAL NOTE - As general disciplinary timelines are impacted by the end of a student's senior year, the level of consequence for an infraction will be directly tied to traditional end of the year events for seniors. This may include missing prom, missing the Awards Ceremony and even walking at graduation.

INFRACTIONS THAT CAN RANGE FROM MINOR TO MAJOR

Electronic Device Misuse
Student cell phones, and other electronic devices must be silenced in the school building during the school day. Cell phones or airpods are not allowed in classrooms, lunchroom, or chapel. Cell phones and cameras are strictly prohibited in locker rooms and restrooms. Refer to page 5 for full cell phone policy.

Failure to comply with classroom or school expectations and/or policies
- Disrespect to an authority figure is defiance, including hostile speech and cold silence, talking back, not following classroom/school procedures, etc.
- Swearing/cursing, racial slurs, verbal abuse, inappropriate gestures, etc.
- Willful destructive behavior, including but not limited to social media and electronic devices.
- Insubordination: The failure to carry out a reasonable request by a faculty/staff member.
- Obscenity/Vulgarity: Using coarse gestures or obscene language in verbal, non-verbal, or written form, including social media.
- Repeated Dress Code violations.
- General disruptive conduct that interrupts student learning.
- Horseplay.

Plagiarism
- The act of representing another's ideas, words, expressions, or data in writing or presentation without properly acknowledging the source, including the unauthorized use of AI.
- 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

- Misrepresentation of data by submitting false data or sources is considered plagiarism.
- The giving or copying of any answers regarding an assignment. This would include everything from daily homework to major research papers. Students are not to copy other students' work and must submit their own work.

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

AUTOMATIC MAJOR INFRACTIONS

Arson
is the willful and malicious burning of, or attempting to burn, any building or property or material within the building.

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

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

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

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

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

Sexual harassment
is the unwelcome sexual advance through interference, intimidation or offensive behavior to another student. Unacceptable behavior includes:
- teasing, remarks, innuendoes of a sexual nature
- unwelcome pressure to date or engage in a relationship
- unwelcome notes, letters, or phone calls
- electronic communication and postings
- deliberate touching, cornering, pinching, or fondling

Any student who has witnessed or experienced harassment or abusive behavior should immediately report the situation to a teacher, administrator, or counselor. Reports will be promptly investigated by the administration. If allegations are found to be true, disciplinary action will follow including possible expulsion from school.
An accusation of harassment that is determined to be false will also be handled as a form of harassment.

Substance use and/or distribution
Students using, in possession of, or under the influence of substances. OCS reserves the right to require drug testing of any kind at the expense of the student's family.
- Tobacco - any form or alternative form such as but not limited to e-cigarettes/Juul/vapes.

- Alcohol - any and all forms of alcohol.
- Drugs - prescription medications, over the counter medications, anabolic steroids, dangerous controlled substances as defined by state statute, or any substance that could be considered a look alike controlled substance or drug. Including drug paraphernalia.

Theft
Dishonestly acquiring the property of another or unauthorized possession of property belonging to another.

Vandalism
Willful or malicious destruction of property belonging to others.

Weapons
Possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.
- This policy includes any explosives or weapons brought onto school property or to co-curricular events (home or away), including even those used solely for hunting and contained in student vehicles (cased or uncased),
- any weapon/explosive that is unassembled, or "look-a-like" weapons or instruments.
- When staff or administration hears about possible possession, students are subject to search and seizure procedures immediately. Law enforcement officials will be notified.

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

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

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

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

High School students (9-12):
- Grade progress will be monitored during the quarter.
- A student failing a class will be required to raise their grades above the standard or they will be removed from participation in interscholastic contests.
- A student who failed a class for the quarter grade will be removed from competition. They will have the opportunity to return to competition if at the regular grade pulls they are above the grade standards in their classes.

Middle School Student (6-8):
- Middle School (grades 6-8) student eligibility will be monitored during the quarter.
- A student failing a class will be removed from participation in interscholastic contests.

- Eligibility can be regained within the quarter providing the ineligible middle school student has earned passing grades.

Athletic Attendance:

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

CLUBS

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

FIELD TRIPS

Students are required to return completed permission slips and other requirements before being permitted to attend the field trip. Trips paid but not attended will not be refunded. Any approved adult who wishes to volunteer or attend field trips is required to submit and pass an ICHAT and Central Registry background check prior to the trip (see website for applications).

STUDENT DRESS CODE

School approved uniforms - tops that have the approved OCS school crest or bottoms from *Kids' Choice Apparel* or the Oakland Christian approved uniforms from *Lands' End* are to be worn during the school day. Other variations of OCS spiritwear, athletic ware are not considered part of the approved school uniform policy unless communicated otherwise, etc. The final authority to interpret dress code is the administration.

- **Shoes**
  Dress, casual or athletic shoes are permitted, having full front, back and sides. Crocs, sandals, high heels and immodest or patterned or textured hosiery are unacceptable.
- **Hair**
  Must be neatly groomed and not covering a student's eye(s). Highlights, tip dips, and hair color must be a natural color. Extreme hairstyles such as spikes, tails, and sculpted designs are not permitted. Male students are not permitted to wear their hair in a bun.
- **Miscellaneous Items**
  - School official uniform skorts and shorts must be a modest appropriate length.
  - All student dress or accessories must not contain any perceived human or social rights issues or political statements.
  - If a shirt is worn underneath the school official uniform shirt it must be a solid, coordinating color t-shirt. (no extremes).
  - Hats, coats, jackets, hoodies, sweatshirts and blankets are not permissible during the day.
  - Visible body piercing jewelry (except female students with ear piercings) are not permitted. Nose piercings must have a clear plug and be unnoticeable.
  - Tattoos must not be visible.
  - Extremes or excessive jewelry are to be avoided.
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- **Sweans Days**
  From time to time special dress down days will be announced with guidelines provided. These dress down days are a means to support pre approved clubs, groups, activities and missions of Oakland Christian School, by small monetary donations to wear the jeans or sweans. *Spirit Wear is defined as any apparel that is created, sold, or distributed by or through OCS. OCS hoodies may be worn but the hood must not cover the head during the day.

  - **SWEANS** are defined as **loose-fitting** sweatpants or jeans **without ANY holes, designs, rips, tears, or fraying.**
  - **OCS Spirit Wear** is defined as apparel that is created, sold, or distributed by or through OCS. OCS hoodies may be worn but the hood must not cover the head during the school day.

- Hats, coats, jackets, blankets, and pajama pants may not be worn during the school day.
- Shoes must have a full back and side. Crocs, sandals, slides etc. are not permissible on sweans days. or any other school day.
- **Student athletes** if you are wearing your game day jersey and sweans you are still required to pay $3.00.
- Bottoms from *Kids' Choice Apparel* or the Oakland Christian approved uniforms from *Lands' End* uniform shorts are allowed to be worn on sweans days

- **Gym Dress Code Policies**
  Dress code is athletic-wear clothing, which consists of sweat pants, shorts, t-shirts, & athletic shoes. Modesty and safety are the priority - too short, too tight and too revealing are not permitted. NO UGGS, boots, slides, or sandals.. Hair MUST be out of their eyes at all times.

EMERGENCY SITUATIONS

School Closing

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

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

Fire Drills

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

Tornado Drills (held during tornado season)

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

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

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

Student Injury or Illness

- Injuries
  - The injured pupil is to be sent or brought to the office/Nurse's Clinic so that the proper authority may be summoned to administer first aid. If the injury involves a broken limb or an undetermined injury of a serious nature, the pupil will not be moved until the proper medical aid arrives.

- Illness in school
  - Should a child become ill during the day, they will be sent to the office/Nurse's Clinic for observation/evaluation and either sent home or sent back to class. It is essential that the emergency information be kept current as parents will be contacted immediately in cases of injury or illness. A student who has been ill should not return to school until 24 hours after symptoms have passed. If under doctor's care for serious injury or illness, a doctor's medical release must accompany the child upon their return.
- Medication Policy
  Ideally all medication should be given at home. If prescribed medications are to be given during school hours, the following regulations must be observed:

    - In compliance with State of Michigan regulations, OCS has updated our medicine administration policy. The updated regulations now state that ANY medication to be administered during school hours requires a physician's signature. If your student requires any medication during school hours, ***prescription and non-prescription (over the counter) medication,*** this MEDICATION ADMINISTRATION AUTHORIZATION FORM must be completed fully, with both physician and parent authorization, to allow OCS to administer the required medication. Additional information and the complete medication administration policy are also contained in this form.
    - PLEASE NOTE: Oakland Christian staff can no longer accept medication or administer medication without documentation from a physician. Should your healthcare provider directly fax or send the form electronically to the school, please stop by the nurse clinic within 5 days to complete the parent signature portion on the same form.
- Bloodborne Facts
    - Persons who have direct exposure to blood or other potentially infectious materials run the risk of contracting bloodborne infections from hepatitis B virus (HBV), human immunodeficiency virus (HIV), which causes AIDS, and other pathogens. Although the risk of exposure may be low, students should first contact a teacher to handle these situations. No one should ever allow exposure to potentially infectious materials without personal protection equipment (gloves, eye protection, etc.).
- Nut-Restricted Policy
  Due to life-threatening allergies, the entire OCS campus environment is a Nut-Restricted zone. We are committed to offer children with nut allergies a safe, comfortable place to enjoy their friends, even at snack and lunchtime. Please check all ingredients before bringing any snack to the classroom, lunchroom, or school environment.

MISCELLANEOUS

Guidelines for Food and Drinks at school
Food and Drinks (except water) are not permitted in the classroom. Exceptions include a teacher directed event or meeting. All food and drinks brought to school will remain in the student lockers. Students can bring their lunch from home or purchase it through the lunchroom. Food delivery services are not permitted during the school day (examples include DoorDash, GrubHub, UberEats, etc.) Please remember, we are a nut-restricted school.

Guidelines for Dances
- Guests - Students may invite one guest, at least high school age but under 21, from outside of Oakland Christian School and are required to complete a Guest Application Form to be kept on file in the office. When bringing a guest from outside of OCS or an underclass-person, it is the responsibility for the OCS student to inform the guest of banquet guidelines (including appropriate attire), expectations, and standards for behavior during dances. The guest will arrive with, accompany, and leave with the OCS student who invited them.
- Dance styles - Must comply with standards of modesty, safety, and appropriateness.
- Attire guidelines will be provided prior to the event.
- Students leaving early may not return to the dance and must leave school property.
- Students exhibiting inappropriate behavior will be sent home without a refund of their ticket and may be prohibited from attending future dances.
- Smoking and drinking are prohibited at any school-sponsored activity. If students have been suspected of drinking, a breathalyzer will be used, their parents will be notified, and if necessary the police will be contacted. School discipline may include suspension, social probation and/or possible expulsion.

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.
    - Cars without a parking permit may be at risk for losing parking privileges.
- Driving in the parking lot should be safe and courteous. Oakland Christian School reserves the right to deny parking and driving privileges in the case of erratic, unsafe, or unlawful driving.
- Students may not go to the parking lot during school without office permission.
- Oakland Christian School is not responsible for damage or theft to vehicles on our property.

Lost and Found
Secondary Lost and Found items are located in the cabinet on the third (3rd) level stairwell next to the Student Loft. Student uniforms, lunch boxes, athletic wear etc. items will be stored in the cabinet. Valuable items such as jewelry, glasses, phones,

iPad's, money, etc. are kept in the secondary office. Monthly unclaimed items left in the lost and found will be discarded or donated to a charitable organization. Please note that some lost athletic items may also be claimed from the Athletic Department.

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

Lockers
Lockers are the property of the school and are furnished for students in the secondary grades at no cost. Combination locks for physical education lockers are issued through the athletic/P.E. department to each student enrolled in P.E. classes. Out of respect, students should not open other students' lockers. Lockers may be inspected by the administration, and unannounced periodic locker checks may be made throughout the year. **Decorations and pictures on lockers must be neatly displayed and consistent with the values of Oakland Christian School. Magnets MUST be used.** Students **may not move to or switch lockers** of fellow students. 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. Marking, scratching or defacing of the school locker will result in both discipline and a fine to cover the cost of restoring the locker.

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

ADDITIONAL INFORMATION

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

Parent-led/Student-led Demonstrations/Protests/Rallies/etc.
Parent-led/Student-led or initiated demonstrations, protests, or rallies are prohibited on campus (and off-campus if using Oakland Christian School's name or identity) unless first requested and approved by principals, superintendent, and school board.

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

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

2026-27 Middle School and High School Bells Schedule

Green Day (all 8)	
1st hour 7:45-8:32	
2nd hour 8:36-9:23	
3rd hour 9:27-10:14	
4th hour 10:18-11:05	
HS Lunch 11:05-11:30	MS 5th hour 11:09-11:59
HS 5th hour 11:34-12:24	MS Lunch 11:59-12:24
6th hour 12:28-1:16	
7th hour 1:20-2:08	
8th hour 2:12-3:00	
Block Chapel Day	
MS Chapel 7:45-8:30	HS Instruction 7:45-8:30
HS Chapel 8:34-9:19	MS Instruction 8:34-9:19
1/2 Block 9:23-10:38	
HS 3/4 Block 10:42-11:57	MS Lunch 10:38-11:03
HS Lunch 11:57-12:22	MS 3/4 Block 11:07-12:22
5/6 Block 12:26-1:41	
7/8 Block 1:45-3:00	
Block Odd/Even Days	
1/2 Block 7:45-9:06	
3/4 Block 9:10-10:31	
HS 5/6 Block 10:35-11:58	MS Lunch 10:31-10:56
HS Lunch 11:58-12:23	MS 5/6 Block 11:00-12:23
7/8 Block 12:27-1:55	