

Oroville Christian School

3785 Olive Highway, Oroville, CA 95966

T: (530) 533-2888 F: (530) 533-4155 E-mail: office@ocseagles.com

EIN: 94-2515004

Parent / Student Handbook

2017-2018 School Year



Est. 1977

OCS is a ministry of the Evangelical Free Church of Oroville.

OCS is a member of the Association of Christian Schools International.

Welcome to

Oroville Christian School

We are truly grateful to the Lord for allowing us the privilege of being partners with parents in the education of their children. Communication between the school and home is a vital ingredient in a successful experience for both OCS students and parents.

This handbook contains basic information for each student and parent.

Please read this handbook carefully. The information given here will help you to have an enjoyable, productive year as a member of the OCS community.

Notice of Nondiscriminatory Policy as to Students

Oroville Christian School admits students of any race, color, 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, nationality and ethnic origin in administration or its educational policies, scholarship, athletic, and other school-administered programs.



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Dear Parents,

Oroville Christian School exists to glorify God and to bless the community we serve. We seek to do this by providing an excellent, Christ-centered education to students in Preschool through 8th grade. We are grateful and humbled that God has entrusted us with the education of so many young people for 40 years.

OCS was founded in 1977 by a group of visionary people who wanted to start a Christian school that would reach out into the community and impact families and the larger society for Christ. At present we offer classes for Preschool through eighth grade on campus and a Private School Satellite Program for kindergarten through grade twelve.

While this handbook will provide information and answers to most of the questions about rules, policies, and procedures, School Board policy is the final authority concerning rules and procedures. It is important that every parent and student read through the entire handbook and become familiar with its contents. If your child is too young to read, please be sure he/she understands the essentials. Of course not every conceivable situation is covered in the handbook and the administration reserves the freedom to interpret and apply our policies and procedures with grace and fairness.

Your support and cooperation is appreciated.

In Jesus' Matchless Name,
The OCS School Board

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Statement of Faith

We Believe that the Bible is the only infallible, verbally inspired Word of God and that it is, therefore, our final authority in matters of faith and practice.

We Believe in the eternally existing, triune God: Father, Son, and Holy Spirit.

We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection and in His ascension to the right hand of the Father, where He acts as Mediator and Advocate.

We Believe in the personal, imminent return of our Lord Jesus Christ for His own, in His later return in power and glory with His own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost - those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

We Believe that Heaven is the place of eternal blessedness for the saved and that Hell is the place of eternal, conscious punishment for the lost.

We Believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and that all who receive the Lord Jesus Christ by faith are born again and become the children of God.

We Believe in the present ministry of the Holy Spirit by whose indwelling in all believers enables them to live godly lives.

We Believe in the spiritual unity of believers in our Lord Jesus Christ and in the necessity of His followers to maintain good works as evidence of faith.

Vision Statement

Oroville Christian School seeks to glorify God by offering a high-quality elementary Christian education to the families of the greater Oroville Area.

Mission Statement

Our mission is to assist parents in preparing their children for life by leading them to Christ, equipping them with strong academic skills, developing a sound biblical worldview, and nurturing godly character.

Philosophy of Education

“Jesus increased in wisdom (academically), and in stature (physically), and in favor with God (spiritually), and man (socially).” ~ Luke 2:52 (ESV)

Our objective is to provide a Christian school for children that will:

Instruct

We strive to excel in teaching and in motivating children to their highest levels of achievement, while recognizing the God-given uniqueness of their gifts, abilities, and learning styles.

Interpret

We determine to present all subject matter from a Biblical perspective: daily lessons are anchored in the belief that the whole physical universe was created by an eternal God and that life is governed and sustained by Him and that His creation demonstrates His character and unlimited power.

Integrate

We purpose to train and equip the children to be of service to others by learning to conduct themselves in *all* their relationships; in the home, church, school, business, society, government, and recreation in such a way that their *personal lives* will bring honor to God and will give evidence of active faith in the Lord Jesus Christ.

Introducing Board Members, Staff, and Faculty

Oroville Christian School Board

Joe Avery

Rick Gentry

Linda Moore

Victoria Smith

Michael Commander

Kirk Sundahl (Elder Liaison)

PTPF (Parent Teacher Prayer Fellowship)

Membership - All parents/guardians having children in the school are automatically members. Teachers in the school are also automatically considered members.

Administration and Faculty

Dr. Jerry Keene – Administrator

Donna McCoy – Secretary

Virginia Cook – Bookkeeper

Samantha Hendricks – Food Services

Shelli Smith–Home School Director (PSP)

Laurel Ferretti – Band

Janis Maasen – EDSS

Teachers and TA's

Jolene Sylva – Director/Teacher Pre-K

Stephanie Cole – PreSchool

Elisabeth Worthington – Kindergarten

Lisa Long – 1st Gr. Teacher

Marta Goodwin – 2nd Gr. Teacher

Debra Ward – 3rd Gr. Teacher

Alison Phillips – 4th Gr. Teacher

Cindy Hammonds – 5th/6th Gr. Teacher

Jonathan Dow – 7th/8th Gr. Teacher

Cathy Turner – Librarian/Teacher's Assistant

Cindy Rodney – Teacher's Assistant

Jolie Krampitz – Teacher's Assistant

Sara Poblano – Teacher's Assistant, PE

Janis Maasen – Teacher's Assistant, PE

School Schedule

Daily Class Schedule

K – 8th gr. M, T, TH, F 8:30 am to 3:15 pm

K – 8th gr. W 8:30 am to 1:30 pm

Lunch

K – 3rd gr.: 11:45 am to 12:25 pm

4th – 8th gr.: 12:05 pm – 12:45 pm

Days with Noon dismissal - No lunch served

Recess

Morning: K – 4th 9:55 am – 10:15 am
5th – 8th 10:15 am – 10:35 am
Afternoon: Teachers Arrange

Lighthouse Library

Tuesdays: 11:00 am – 3:15 pm
Thursdays: 11:00 am – 3:15 pm

Physical Education – *Subject to Change*

Kindergarten	2:00-2:45(M), 12:25-1:05 (Th)
1st	1:00-1:45(M), 10:45-11:30 (Th)
2nd	2:00-2:45(T), 2:15-3:00 (Th)
3rd	1:00-1:45 (T), 1:15-2:00 (W)
4th	2:15-3:00 (T), 12:45-1:30 (Th)
5th/6th	10:30-11:15 (M,T,Th)
7th/8th	11:20-12:05 (M,T,Th)

Minimum Day

Wednesdays - 1:30 pm dismissal

What We Teach

In addition to the core academic subjects, the curriculum at OCS includes Bible, computers, arts and crafts, music, health/physical education, and character training. Enrichment occurs through chapels, band, Christmas programs, special assemblies, field trips, special projects, and guest speakers. Emphasis is placed upon character development and mastery of academic fundamentals. God's Word is applied to every phase of a child's life.

Oroville Christian School teaches the traditional courses of Phonograms (phonics-based), reading, writing, grammar, literature, math (through Algebra II), science, history, and Bible. OCS primarily uses Christian publications in its curriculum, namely ABeka Book, Bob Jones, Biblical Choices, Associate Christian Schools, Int. (ACSI), and Purposeful Design. Oroville Christian School offers band starting in the fourth grade. ***Fourth & fifth grade students are required to take band.*** Children are encouraged to stay in the OCS band through their eighth grade year.

Private School Satellite Program (PSP)

OCS provides a year-round home school for children in kindergarten through grade twelve. Text books are ordered by parents for these students from the same publishers and catalogs as our on-campus students. Families pay a small participation fee and have access to on-campus activities such as band, field trips, sports, P.E. etc. We have a PSP Director who meets with each family each trimester to answer questions and to finalize paperwork. Our on-campus library is also made available to students during the day when other classes are not scheduled.

At times and especially with older students, parents have difficulty understanding enough of a particular subject to teach it effectively to their child. In cases such as these, parents may desire to have their child taught on campus for one or more subjects. This policy applies to any academic subject in which K-8 students regularly receive a grade. In these cases, OCS offers these guidelines as policies to govern.

- A meeting of the parents, PSP Director, Administrator, and applicable teacher(s) will occur to discuss the particulars of the situation and, if needed, draw up a plan of implementation.
- Classroom space is limited and enrollment per classroom is always to be a consideration. If room is available in the desired grade level, the student will be considered. If the classroom is deemed full, the student will be denied the request to take the class on campus.
- The cost per class per year will be no less than one-third the annual tuition for a full-time, on-campus student.
- The PSP family will assume all supply costs for their student to take the class on campus. These include but are not limited to the following: textbooks, necessary supplies, etc.
- This program is limited to students enrolled in the OCS PSP.

Bible Instruction

We believe and teach that the Bible is the God-breathed, totally trustworthy manual for what we believe and how we live. Every man-made machine has a manual. Created by God with marvelous complexity and capability, man needs an Owner's Manual – the Bible (the English Standard Version is the translation that OCS uses). It is the foundation for life and as such gives direction to our teaching. In other words, everything your child needs for successful living is in His powerful Word. It is hoped that each OCS student will learn to dig deeply and skillfully into the treasure of the Bible and discover God's will for true success.

Chapel

The primary purpose of chapel is to teach children to worship the LORD. So we ask them to come reverently and be attentive. We want them to learn to love the LORD, to magnify His name, and to enjoy Him forever.

Chapel is held on Fridays from 8:45 to 9:30 am. Parents, grandparents, and friends are cordially invited to all chapels. In chapel, children are trained in reverence and love for God and His Word through worship, music, skits, Bible stories, drama, puppets, and guest speakers.

Children are permitted to sit with their parents or grandparents during chapel, unless the students are going to be on stage with their class performing, in which case they should sit with their class. We respectfully request that visiting adults abide by the no talking and no food or drink rules for chapel. We also want to remind adults to silence their cell phones during chapel. Occasionally there will be a chapel date change which will be announced ahead of time via the Eagle Express.

If you plan to attend a chapel that your child's class is leading, please check with the teacher or with the school secretary to be sure the schedule hasn't changed. Anyone visiting the campus must sign in at the school office and check out a visitor's badge. Siblings are welcome to join us for chapel, but they must be seated with their parent/guardian at all times. Please do not allow your child to walk around the sanctuary during chapel in order to show respect to the speaker at all times.

All adults who lead the children on stage are asked to be in chapel dress to set a good example. Children are required to wear chapel dress all day on chapel days.

School Pledges

OCS believes in old fashioned patriotism that includes respect for our flag. Students raise the American and Christian flags daily on the school grounds. In chapel, students give pledges to both flags and the Bible.

American Flag Pledge – I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

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

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

School Events

Athletics

OCS offers a varied athletic program for students in K-8th grades. Fifth through eighth grade boys and girls may participate after school in basketball and volleyball games/tournaments . Flag football is offered to boys in the 5th-8th grades. *Student athletes must be in school on game day in order to play. Exceptions will be made for doctor appointments and family emergencies.*

Eligibility

- A. No student may participate in the organized leagues of the opposite sex. There shall be no boys on girl's league teams and no girls on boy's league teams.
- B. No student may participate in scheduled games unless the participation fee has been paid.
- C. Students must maintain a seventy percent (70%) average in all subject areas in order to participate in a sport.
- D. A student will be ineligible if their behavior and/or cooperation in class are unacceptable to at least one of the classroom teachers. The same rules of eligibility will apply to behavior as to academics.

Character/Conduct

OCS athletes are students who model not perfection but an honest effort to succeed in both their conduct and academics. In addition to the academic requirements, OCS athletes will conduct themselves in a manner consistent with the teaching of the Scripture.

Music, Science Fair, & Christmas Programs

Band is available for students in grades 4-8th. Beginning band is required the entire year for 4th & 5th grade students. Science Fair (grades K-8) is offered to students in the appropriate grade levels. Every year OCS presents Christmas programs, involving Preschool through sixth grade students, as an outreach to families, friends, and our community. We ask that during the programs, parents keep their non-participating children with them at all times. We want to be respectful of the students/teachers during the programs.

Graduation & Celebration Ceremonies

Eighth grade graduation is an important event at OCS. Graduation is held at the end of the school year to celebrate the successful completion of the students' last year at OCS. Kindergarten also has a program to celebrate the end of their first year of school.

Historical Sites Tour (HST)

The Historical Sites Tour is another highlight at OCS. Every other spring our seventh and eighth grade students, their parents, and school staff travel to the East Coast to learn about the Christian influence in the foundation of our country. This unforgettable tour teaches our children the truth about our godly heritage and prepares them to be good Christian citizens who will defend what God has given us. Students will see the marks of Providence everywhere, even etched in marble on the sacred memorials and on the walls of the Supreme Court. Students/Parents participate in fund raisers to help finance this trip. *Future HST trips: 2018, 2020, etc.*

Grandparents' Day Celebration

Every other fall we celebrate Grandparents' Day. This is a special day where grandparents of our OCS students are invited to come to school and spend time with their grandchildren. OCS students present a special program that honors all grandparents, and then grandparents are invited to join their grandchildren for a time of fun and fellowship.

Discipline

*"Even a child is known by his actions, by whether his conduct is pure and right."
~ Proverbs 20:11*

School's Responsibility

Everyone is a person of worth because he or she is created by God. Therefore, students should learn to respect not only adults, but all other students who are uniquely created beings. One of the most important lessons for any student to learn is how to properly respond to all authority: parents, school personnel, other authority figures and, most importantly, God. In order to accomplish this goal, we set discipline standards that are based on Scriptural principles and are enforced fairly, consistently, and lovingly. All of us need to be trained to obey the Lord in this matter or choose to receive the consequences. We need to appreciate each other's good qualities and be patient with each other's weaknesses. Students at OCS should expect parents and teachers to love them by helping them to face and to overcome their own weaknesses and faults. Students can rightfully expect teachers and parents to be faithfully praying for them.

Teacher's Responsibility

Each teacher explains expectations and consequences to their students. Although each set of classroom rules and consequences may vary, our common goal is to develop self-controlled students who consistently do what is right. Teachers develop a classroom discipline plan and submit it to the administration. Each plan outlines a system of progressive steps to deal with unacceptable or inappropriate behavior. Parents visiting the campus are to yield the discipline of the students to the school personnel.

Students are to respect the personal property of others and ask permission before using it. Students will strive to practice courtesy with others and respectfully obey rules for recess, playground, chapel, classroom, and off-campus events. Children may be spoken to firmly, but never harshly. Well-chosen words given by a firm, loving spirit is often the only discipline needed. ***The goal is for God's authority to extend to every phase of leadership, so that children sense remarkable unity and, consequently, love and security.*** Whenever possible we teach children to solve their own problems or they never learn how to become responsible. Children learn best by experiencing natural consequences for mistakes, neglect, or disobedience.

Parent's Responsibility

All disciplinary decisions are made prayerfully. It is of the utmost importance that the parents support the teacher and/or the administration in matters of discipline. If a disagreement arises in the corrective measures taken, a parent should not voice that disagreement to the child until after speaking with the teacher or Administrator, first. It is important that we teach our students, through our own example, to submit to the authority established by God. (*Romans 13*)

Student's Responsibility

Each student is expected to maintain a high level of behavior and personal responsibility requiring very little disciplinary action by the school. Basic responsibility for discipline rightly belongs to the home, but at school and school events, children are under the parent-delegated authority of the school. The goal is for the child to see the school and the home as a strong, unified team. OCS will seek the counsel of parents and support parental discipline as much as possible, and hope for the same response from parents.

Classroom Discipline

Classroom discipline procedures vary from class to class, although each teacher strives to be consistent, firm, and fair.

The school's discipline policies include instruction, correction, punishment, and reward. All of these elements are biblical principles, and a balance between punishment and reward is essential. *"Even a child is known by his actions, by whether his conduct is pure or right" (Proverbs 20:11).*

The teacher will keep in close communication with the parents of children who have significant or escalating discipline problems. The goal of the discipline will always be to reach the heart of the child rather than just change the behavior.

Classroom Discipline and Instruction

- Students are expected to promptly follow directions and instructions given by teachers or others in authority. There is to be no back talk or disrespect toward any teacher, staff member or adult.
- Differences of opinion are to be resolved quietly and courteously.
- Teachers train students to be courteous during class discussions; only one person talks after being called upon.
- Students in group projects must work cooperatively, industriously, with a low voice volume.
- Individuals entering a classroom will do so quietly and promptly without any disturbance.
- When a class is preparing to enter a room, students will line up by the door in an orderly manner (*hands off one another, eyes forward*) and enter as directed.
- Hats are not to be worn inside buildings.
- Running and other disturbances are not allowed in the classroom.
- No eating or drinking in the classroom, unless given permission by the teacher for special occasions.
- When students are at recess, they are not allowed back into their classroom for their jacket, homework, etc. unless specifically told by their teacher and their teacher is present.

Office Referrals

A teacher may send a student to the office if ordinary classroom discipline is not effective. The Administrator weighs each situation carefully. If the office visit is officially recorded on the Administrator's discipline record as an "Office Referral," then the student's behavior that was recorded will be monitored. If the Administrator records the visit as an Office Referral, parents and teachers will be notified. *Three (3) Office Referrals in one (1) trimester may result in a suspension.*

Students may be placed on academic or behavioral probation at the discretion of the Administrator. These students will be monitored closely with the intention of correcting the problem prompting the probation. Students with excessive office referrals may be asked to withdraw from OCS or to not return the following year.

Suspension

Suspension from school disqualifies a student from Honor Roll for the trimester in which the suspension occurred. Serious misbehavior, such as disrespect, profanity, or fighting, may result in a direct Office Referral or an immediate suspension that bypasses other discipline procedures. At the discretion of the Administrator, a student may be suspended from school for up to three (3) days, pending a parent conference.

The suspension may be “in house” (at OCS, but out of class) or at home, depending on the severity of the problem. Suspended students may be readmitted only after a successful parent/Administrator conference. Daily assignments due during the suspension receive a zero grade, but they must be completed satisfactorily before the student is readmitted to class. **A student who is suspended from school, more than twice during the school year, may be expelled for the remainder of the school year, subject to the OCS Board review.**

Playground Discipline and Instruction

- Play safely by the rules. Be considerate of others in games or while waiting in line for games and playground equipment.
- Use playground equipment according to the rules. Playground equipment is not allowed in the restrooms.
- Food is to be eaten at the lunch tables, not in the restrooms or on the playground.
- Students who swing on the swings must do so facing the same direction, no twisting or jumping from moving swings
- No kicking balls in the primary playground located behind the fence by the restrooms without proper supervision.
- All playground activities are under adult supervision, whether on the field, fenced play areas, or in other approved areas.
- Students must keep an adult supervisor in sight at all times.
- Students will need to get permission from their teacher or supervising aide to come and go from anywhere on campus. Students who enter the school office are to come through the front door and quietly wait to be recognized.
- Restrooms or hallways are not to be used for games or “meetings”. Balls will be left outside.

- Students are to keep off of the lawns.
- Keep garbage picked up (lunch sacks, fruit peelings, wrappers, etc.)
- Explosives, knives, guns, pornography, alcohol, tobacco products, etc. are not allowed on campus. ***If a child is caught with any of the above, an Office Referral will be issued automatically. Parents and those in authority will be contacted.***
- No running on walkways, crosswalks, in hallways, classrooms, or in the sanctuary.

Dress Code

Why Does OCS have a uniform dress code?

A uniform dress code is necessary for modesty, discipline, safety, and to offset rapidly changing fashions that are too expensive for parents already sacrificing to send their children to a Christian school. Without indulging in fads, we want our appearance (*staff as well as students*) to reflect modesty and good taste. Studies have shown that students who are appropriately dressed at school usually behave better and study better. Home school students must also conform to the uniform code when participating in school functions – on-campus activities and field trips.

The uniform dress code will be enforced graciously and firmly so that all of us can focus on what is really important – the heart of a child. Conformity to the uniform dress code, the surrender of preferences, is a way of honoring the team instead of the individual – a way of saying “look at **us**” rather than “look at **me**.”

When a student receives a dress code notice, the notice is sent home for a parent signature (which must be returned the next school day) and a phone call is made to the parents asking them to bring a change of clothes. If a child arrives to school in the middle of the day and he/she has violated the uniform dress code, only a notice will go home with the student.

Students who are out of uniform may not be admitted to class when given a second Dress Code notice. A conference will be scheduled with the Administrator to discuss the dress code issue(s). The Administrator has the final authority regarding uniforms.

P.E. Clothing

Kindergarten through 4th grade students do not have P.E. uniforms. Fifth through 8th grade students are required to wear P.E. uniforms (red shirts and navy-blue shorts). Shoes that are worn during P.E. must be laced up securely. *Sandals are not to be worn during P.E.* In the winter months, students may wear loose-fitting sweat suits over their P.E. uniforms. P.E. clothes are not to be worn over or in place of school uniform. Because of safety issues, girls are not to wear any jewelry during P.E. *NOTE: Shorts and sweat bottoms with printing on the rear are not allowed because it draws attention to that specific area.*

OCS Uniform Code

Uniform Colors: Navy Blue, True Red, White, Khaki (not similar colors)

GIRLS

Bottoms: Color of all bottoms must be **Navy Blue** or **Khaki** (*not similar colors*). Fabric should be a twill or similar material - no denim, stretch or cotton knits. Fit must be full-leg or boot cut, not snug, slim leg or skinny leg. Must be neat in appearance, no holes.

- Slacks: Flat-front, Pleated, or Cargo.
- Capri/Gauchos should be hemmed.
- Shorts/Skimmers– Should be finger-tip length or longer. Flat front or Pleated.
- Skorts/Jumpers/Skirts/Dresses– Should be no higher than 4" above bended knee.
- All waistbands should fit and not slip below the waist.
- Mandatory that shorts or leggings be worn under dresses, jumpers, and skirts. (Must be uniform colors. Leggings can be black, no prints.)

Tops: Must be **True Red**, **White**, or **Navy Blue** solid color (*not similar colors*). Must have a collar and at least two buttons and may be long or short sleeved. All shirts must cover the stomach when arms are raised.

- Any uniform top may be worn under jumpers.
- Polo dresses are to be one of the top colors.
- Turtlenecks or Undershirts (including tank tops or camisoles) may be worn under any approved uniform top, but not by themselves. Must be uniform top color.
- Sweatshirts/Sweaters– Uniform top colors. Solid color (no writing unless it is an OCS logo) with zip-up, button, or pull-over with or without hoods. These sweatshirts may be worn in the classrooms. All other outerwear that does not conform to this standard will be worn outdoors only.
- Hoods will not be worn on the head inside buildings.
- For modesty, developing girls must wear bras.

General Appearance:

- No make-up will be allowed at school or school activities (including but not limited to powder, foundation, lip gloss, mascara, etc.)
- Items that are considered “Gothic” such as black nail polish, studs or spikes on hats, belts, wristbands, shirts, pants, etc. are not allowed.
- All sandals and shoes must be laced up or have a back strap for safety reasons. Heels on shoes or sandals may only be 1 inch in height or less. Heels or sandals may not be worn for P.E. Shoes with wheels are not allowed at school.

- Students' hair coloring should be natural. No extreme styles or coloring.
- No tattoos, permanent or temporary.
- Hats are not to be worn backwards or in buildings.
- Leggings must be covered by outer wear which is no more than 4" above the bended knees, and the outer wear must not be see through. (Must be uniform colors or black, no prints.)

Chapel Dress:

- Bottoms – Dress slacks, dresses, jumpers, or skirts in uniform colors. (**No cargos, shorts, or capris**)
- Tops - Follow uniform code. Red, navy, or white blouses are required under jumpers.
- Uniform compliant sweatshirts may be worn in Chapel.

BOYS

Bottoms: Color of all bottoms must be **Navy Blue** or **Khaki** (*not similar colors*). Fabric should be a twill or similar material - no denim, stretch or cotton knits. Fit must be full-leg or boot cut, not snug, slim leg or skinny leg. Must be neat in appearance, no holes.

- Pants – Full length Flat-front, Pleated, or Cargo.
- Shorts – Finger-tip length or longer. Flat front or Pleated, Chino or Cargo.
- All waistbands should fit and not slip below the waist.

Tops: Must be **True Red, White, or Navy Blue** solid color (*not similar colors*). Must have a collar and at least two buttons and may be long or short sleeved. All shirts must be tucked while inside.

- Sweatshirts/Sweaters– Uniform top colors. Solid color (no writing unless it is an OCS logo) with zip-up, button, or pull-over with or without hoods. These sweatshirts may be worn in the classrooms. All other outerwear that does not conform to this standard will be worn outdoors only.
- Hoods will not be worn on the head inside buildings.
- Turtleneck/long-sleeved shirts of approved top colors may be worn under any approved uniform top, but not by themselves.
- Ties must reflect positive, wholesome, Christian standards. Ties may be worn any day and are encouraged to be worn on Chapel days.

General Appearance:

- Items that are considered “Gothic” such as black nail polish, studs or spikes on hats, belts, wristbands, shirts, pants, etc. are not allowed.
- Hair styles should not extend lower than the eyebrows, nor hang over the shirt collar, nor extend lower than the mid-ear. No extreme styles (numbers, ridges, Mohawks, etc.).

- Students' hair coloring should be natural.
- Earrings are not allowed.
- All sandals and shoes must be laced up or have a back strap for safety reasons. (No sandals for P.E.). Shoes with wheels are not allowed at school.
- No tattoos, permanent or temporary.
- Hats are not to be worn backwards or in buildings.

Chapel Dress:

- Follow Bottoms uniform code. No cargos, shorts, or athletic pants.
- Follow Tops uniform code. White, Navy Blue, or True Red dress shirts may be worn (*not similar colors*).
- Uniform compliant sweatshirts may be worn in Chapel.

FREE DRESS DAY

Bottoms: Pants and shorts are to be hemmed, neat in appearance and without holes. No form fitting or skin tight clothing.

- Waistbands on shorts or pants should fit and not slip below the waist.
- No writing on the backside of pants or shorts.
- Shorts must be finger-tip length or longer.
- Skirt and dresses should be no more than 4" above the bended knees.

Tops: Shirts are to be neat in appearance and without holes. No form fitting or skin tight clothing.

- No jerseys, unless a t-shirt is underneath.
- Sleeveless shirts are to be three inches wide on shoulders.
- Shirts must cover midriff, no low necklines.
- All shirts and designs must reflect positive, wholesome, Christian standards.

General Appearance:

- Shoes must have a back strap.
- *Girls-* No makeup

Report Cards, Progress Reports, & Homework Information

Homework Habits

Teachers will make assignments as clear as possible, *but students must take the initiative to understand and satisfactorily complete their assignments*. Homework may help students develop good study skills and habits. Third through eighth grade students are required to use assignment books to keep up with the responsibility of writing down homework and class information. These are provided to students by the school.

Grade Reports

Progress Reports and Report Cards are issued each trimester. At the mid-point of the first trimester, all students will receive a Progress Report. Parent/Teacher conferences are mandatory for parents and are scheduled during the first trimester with each teacher to accommodate families that have more than one child at OCS. *Please do not meet the teacher at the door at the end of the school day to talk about the student's progress*. Parent/Teacher Conferences will be scheduled throughout the year as needed.

Grading Scale - (3rd through 8th grades)

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	Below 60

Primary grades use a rubric style report card which shows students progress.

Honor Roll

Honor Roll status begins in third grade. There are three levels of Honor Roll: 1) Scholar Roll, all “A’s” and no more than one “B” 2) High Honors, all “A’s” and “B’s” 3) Honorable Mention, all “A’s” and “B’s” and no more than one “C”. OCS Honor Roll students will be recognized at Awards Assemblies, which are scheduled at the end of each trimester. Parents will be notified if their student will receive an award so they can attend the assembly.

Homework Information

Parents requesting homework and class work for an absent student are to call by 10:00 am to give the teacher plenty of time to prepare homework for their child. ***Homework is to be picked up in the school office after school.***

Homework Policy

Homework is assigned to reinforce lessons taught in class, to provide practice skills, and to teach sound study skills. Late homework or long-term assignment deadlines vary with each teacher. Please be sure to look over the information that your child's teacher provided for you on Back-To-School Night. *The following policy was adopted by the OCS School Board to be used when a student is absent from school (School Board Policy Manual Section 4.015):*

Student is <u>present</u> when assignment is given	One Night Assignments	Long Term Assignments
	1 day late = 75% max. grade 2 days late = 0% grade	1 day late = 85% max. grade 2 days late = 75% 3 days late = 65% 4 days late = 55% 5+ days = 0%
Student is <u>absent</u> when assignment is given	Excused Absence (Health Related)	"Unexcused" Absence (Family Vacation, etc.)
	<ul style="list-style-type: none">○ Due date extended one school day for each school day absent○ No grade reduction	<ul style="list-style-type: none">○ Due date extended one school day for each school day absent○ Teachers will not provide advance lessons○ Students may have lower grade due to missed classroom intensive projects○ Otherwise, no grade reduction

Students who will be absent due to a vacation will not receive class work before they leave. Assignments will be given to a student upon his/her return. All work must be completed and returned as determined by the classroom teacher. The student may have some academic losses for those lessons that can only be completed due to discussions in class or projects completed in the classroom.

Approximate Homework Time Per Day

Kindergarten	- 20 minutes
1st grade	- 20 minutes
2nd grade	- 30 minutes
3rd grade	- 45 minutes
4th grade	- 1 hour
5th/6th grade	- 1 hour, plus book report reading & projects
7th/8th grade	- 1½ hours, plus book report reading & project

Attendance Information

Absences

Regular class attendance is essential for successful school work. Frequent absences cause hardships on student and teacher alike. Please make every effort to ensure your child's regular attendance. We understand there are absences for reasons of illness or family emergencies, but even chronically excused absences may take a toll on your child's progress. If a child is absent from school because of a sickness for **FIVE** or more days, a doctor's note is required to return to school.

Excused / Unexcused Absences

Excused absences include those events that cannot be avoided: illness, death in the family, doctor appointments, and other emergencies. If your child comes to school after 12:00, they will be considered absent for 1/2 a day, or if they should go home sick before 12:00 they will be considered sick for 1/2 a day.

Unexcused absences. Vacations and other "plan-able" events are unexcused even though they offer wonderful educational benefits worth the loss of class time.

Half day absences will be considered excused or unexcused using the same criteria as above. After a child has been absent from school (no matter the amount of days) a note is to be presented to the school secretary. The absence note will be logged into the attendance program on the computer and then given to the child's teacher. Parents must submit a note to the office within five school days from the time the student returns to school following an absence in order to secure an "Excused" absence.

Makeup assignments for absent students must be completed as stated on pages 24 and 25 of the Parent/Student Handbook.

Excessive absences are considered truancies. The California Education Code requires all children to be in school. *The following policy is established to address our legal obligations:* **EIGHT** or more “Unexcused Absences” in a trimester may require a parent conference with the Administrator and a subsequent plan to bring absenteeism under control. The student may be placed on probation, which will consist of a critical examination and evaluation.

Any student with unexcused absences of more than **15%** of any trimester (*about 8 absences*) is subject to dismissal. Thirty (30) or more absences in the school year will likely result in retention.

** It is very important that students not be absent during the first two weeks of the school year, the two weeks during Terra Nova testing, and the last two weeks of the school year.*

Excused / Unexcused Tardies

Frequent tardiness is detrimental to a child’s character development, and it disrupts the learning process of other students. **Students may be considered tardy if they are not in their classroom by the 8:30 am bell.** The parent or driver must report to the office with the student to sign him/her in. Students that are tardy may only be admitted to class once they receive a “Tardy Slip” from the secretary.

It is the parents’ responsibility to plan accordingly and make every effort to have their child at school and on time. An individual student’s tardy is considered excused **ONLY** in cases of: emergencies, early morning doctor/dentist appointments, a memorial/funeral service, or other extenuating circumstances.

The following policy is established to address our legal obligations: **FOUR** or more “Unexcused Tardies” in a trimester will require a parent conference with the Administrator and a subsequent plan to get tardies under control.

If tardies double in a trimester (8) the student may be placed on probation.

Communicable Sickness/Diseases

Students who have the following diseases will need written consent from either a physician or the health department to return to school: measles, mumps, chicken pox, whooping cough, pin worm, scabies, ringworm, impetigo, strep throat, pink eye, etc. If a child has poison oak, it must be covered if it is seeping. If your child had lice, they must be nit free to return to school.

Please do not send your child to school if he/she has a fever, has had a fever, vomiting or other flu-like symptoms within twenty-four hours, or show signs of other serious discomfort that would distract the child from effectively learning as well as expose others to disease.

If your child becomes ill during school, the secretary will phone the parents for immediate pick up of their child. ***Please be sure that all of your emergency numbers are kept up-to-date.***

Is your child taking any Medication?

The school will not administer any medication: 1) unless the parent has indicated it on their child's Medical Information & Emergency form 2) without a written statement from a physician, parent, or legal guardian detailing specific instructions. Instructions to the school secretary must have the following: date, student's/parents' names, type of medication, how much to administer and the time to administer.

* All medications must be brought to the office and maintained there. No student is permitted to self-medicate. This applies to aspirin, Tylenol, inhalers, and specifically over-the-counter medicines as well as prescriptions. If a student is diabetic, and in case of an emergency cannot make it to the office to medicate, then their medication may be taken with proper adult supervision.

If your child has allergic reactions to bee stings, pollen or other substances, please inform the office by writing the information on their Medical Information and Emergency Form.

EDSS

Extended Day Student Supervision

Before and after school child care is provided through our EDSS program. EDSS is available from 7:30 am to 8:00 am Monday through Friday and 3:30pm to 6:00pm Mondays, Tuesdays, Thursdays, and Fridays; and every Wednesday from 1:45pm to 6:00pm. If you are interested in our EDSS program, applications along with a schedule of fees are available in the school office. The registration fee is \$15 per child/per school year. EDSS charges are sent to the parents on a monthly basis.

Our EDSS Coordinator is trained in CPR and First Aid and the program is managed to provide a safe and caring environment for families needing childcare. Students will be expected to work on homework while also having the freedom to take time out for snacks and after school activities. It is the policy of OCS that all students must be under adult supervision while on our school campus. School and playground rules still apply during EDSS hours.

**Students under adult supervision or involved in after school tutoring, sports, or other approved school activities, are excused from EDSS and payment.*

Food Services

Hot Lunch Program

Hot lunch is available on regular school days. The meal consists of a main entrée, fruit or veggies, dessert, and a drink (milk, water or juice). On the rare occasion of a conflicting event scheduled on campus, such as a funeral, a hot lunch may be cancelled. Food Services will endeavor to announce any cancelled hot lunches in advance. Parents should watch for announcements in the Eagle Express and via email.

If you are bringing a lunch to school for your child, please bring it to the office. We will make sure your child receives his/her lunch at the appropriate time.

Parents are more than welcome to bring their child a lunch or sign them out for lunch. Please remember that your child has a scheduled lunchtime and that getting back in time for class is very important. (See lunch schedules on pg. 10). For health reasons, students are not allowed to share or trade lunches with each other.

Please note: if your child purchases lunch but leaves early or remembers they didn't need to purchase lunch, Food Services must be notified before 10:30 am that same day in order to cancel the purchase. Otherwise the charge will remain on the account.

Prepaid Lunch / Drink Cards

Prepaid lunch/drink cards may be purchased each morning in the school office. Drink cards are sold for \$6 and lunch cards are sold for \$17.50 or \$35.00.

If a student has used up their meal ticket, and they or their parents are expecting them to get a lunch that day, a lunch will be provided and charged to the parents. Parents will be informed of this charge and billed for it. The OCS administrator will be informed of circumstances that are beyond three lunch charges per trimester for grades K-4th, and two lunch charges per trimester for 5-8th grade. If necessary he will determine steps to resolve this problem with parents.

When students are running low on drink/lunch cards, notices will be sent home for the parent to purchase new cards.

The Eagle Express Newsletter

Every Wednesday your child will bring home a home/school communications envelope – The Eagle Express. It is the parents' responsibility to read all contents, and sign the envelope. It is the student's responsibility to return it to school the next school day. There usually is pertinent information in your child's Eagle for the next school day. *All handouts should be read the day they are sent home.*

Students must return their weekly Eagle envelope by Friday of the same week it was sent home. If the envelope is not returned to the teacher by the next Wednesday, one week later, a \$2 fee may be charged to the student's account and a new envelope will be issued. If the other Eagle envelope is found, the student will simply have two Eagle Envelopes.

Lost and Found

Backpacks, notebooks, lunchboxes, carrying cases, and other personal belongings (coats, sweaters, etc.) should be labeled with the child's last name. OCS has a lost and found that is located in the teachers' workroom, which is in the school office. Unclaimed items will be given to charity during Christmas and Easter vacations as well as at the end of the school year.

Student Withdrawals

When a parent is withdrawing a student from OCS, the parent must make an appointment to meet with the Administrator and fill out a Withdrawal Notice stating the date the child last attended school and the reason for the withdrawal. **If a student is not properly withdrawn from school, payments will continue to be billed to the parent and the child will still be considered enrolled in the school.**

Field trips and Insurance for field trips

We require our field trip drivers to adhere to the California Law .

Educational field trips are planned as an extension of class study. Because transportation is often hard to come by, every seat needs to be taken by a student, driver, or chaperone. If you are in fact driving for a field trip and your spouse will be coming along, please make note of that on your child's permission slip. Field trips are limited to:

1) OCS students, at the grade levels for whom the trip was designed 2) Pre-approved chaperones and drivers. Siblings of students or unauthorized passengers are not allowed on school field trips.

From the beginning of the field trip to the end, the teacher is in charge. Parents, students, and chaperones are to adhere to all assignments and rules made by the teacher while on field trips.

Parents will be given the opportunity to drive on field trips. This is indicated on your child's Field trip Permission Slip where you may simply mark either "Yes" or "No". Please keep in mind that if you mark "Yes" to drive, the teacher may not need you to drive for that

particular field trip. In this case, the teacher will simply keep those drivers in mind for the next class field trip. The teacher is solely responsible for assigning students with drivers on field trips.

** Field trip permission slips must be back to the teacher by the due date listed on the permission slip so driving roster assignments can be completed and parents can be checked for the proper insurance amounts.*

Changes to the driving roster will not be made the day of the field trip. All drivers must be at least 25 years of age and have the following on file in the office: 1) vehicle information 2) a copy of their current proof of insurance policy with amounts and 3) a copy of a valid driver's license.

Insurance Requirements for Field trip Drivers

- ☞ **Medical** – \$10,000 each individual passenger in the event of an accident.
- ☞ **Bodily Injury** - \$100,000 each person / \$300,000 each accident
- ☞ **Property Damage Liability** - \$100,000
- ☞ **Uninsured Motorist** - \$100,000 each person / \$300,000 each accident

Assessment Testing

New students entering OCS in the K-8th grades are required to take an assessment test prior to acceptance. This test will determine the grade placement and maturity level of the child. The kindergarten teacher will test incoming kindergarteners. Students going into the first through eighth grades will be tested by the Administrator.

The cut off date and age for children entering kindergarten is age five by September 1st.

Terra Nova for first through eighth grades and the *InView* for grades three, five, and seven are widely used standardized tests, which are administered annually in April. The test scores, which become part of the child's permanent record, are mailed out to parents when received by OCS (this is usually in June).

Tutoring

School-approved tutors are available for hire to tutor OCS students. Teachers may be able to tutor students throughout the school year. If you feel that your child is in need of one-on-one

attention, please make an appointment to meet with their teacher or notify the school secretary. A list of tutors is available in the school office.

Emergency Procedures

Drills: Fire, Earthquake, & Intruder on Campus

OCS practices safety procedures for fire, earthquakes, and intruders on campus. Fire drills are scheduled once a month along with Earthquake and Intruder on Campus drills three times a year (one each trimester). All campus visitors must participate in all drills.

Emergency Closing Procedures

The following stations will give emergency and school closure information: KPAY (1060 AM or 95.1 FM) and KHSL TV 12.

You can also check our website or facebook page.

In the event of an emergency school closing after students have arrived, parents will be contacted by phone and asked to pick up their child from their classroom as soon as possible and in an orderly fashion. Parents are to knock on the classroom door (quietly) and wait for the teacher to answer. The parent will sign out the child from the classroom.

If an emergency school closing occurs after school hours, the Administrator will notify the school board members and the school secretary, who will then notify the teachers. The teachers will notify their “Phone Tree Captains” who will then notify the parents they have on their phone- tree lists.

Please keep your family’s emergency information current with the school secretary. An up-to-date emergency form can prevent unnecessary confusion and will be invaluable in emergencies. Notify those adults who are on your child’s authorization list and confirm that they are available to pick up your child in case we cannot get a hold of you.

IMPORTANT! If the person picking up your child **IS NOT** on his/her emergency pick up list in the office, or you have not notified the school secretary, your child **WILL NOT** be released into their custody! *Relative or NOT!* Anyone picking up your child must be prepared to show I.D.

Lighthouse Library

Tuesday: 11:00 am to 3:15 pm

Thursdays: 11:00 am to 3:15 pm

The Lighthouse Library serves the OCS faculty, home school/on-campus students, and their families as well as EFC families. Most books may be checked out for two weeks at a time, and may be renewed. They may not be renewed if someone else has requested a “reserve” of that book. Books will not be checked out to patrons with existing fines or overdue books.

Books need to be returned to the Library or the box inside the school office. Books are considered “overdue” the day after the due date on the computer. Overdue books will be fined at a rate of \$.10 a day (up to \$.40 a week). *Books that are not returned will be considered lost and the patron will be billed the cost of replacing the book including shipping and a \$10 handling fee.*

Report cards will be held until all library obligations are met!

Overdue / Fine Notices

Overdue and Fine Notices are printed on Tuesday of each week to be ready for Wednesday’s Eagle Express. Overdue books are usually printed on “pink” paper and fines are printed on “green” paper. Fines may be returned in the Eagle Express addressed to the Library.

Damaged Books

Charges for damaged books vary with the damage. When students damage books beyond repair, the borrower is charged the same cost as the lost book. When a textbook is returned with greater than normal wear but still usable (i.e. torn pages, writing that cannot be removed, etc.) students are charged a percentage of the cost of replacing the book based on the expected use-life of the book.

Objectionable Material

If an objection is raised about material(s), the material(s) in question will be temporarily removed from circulation while the answers to the following questions are submitted to the librarian in writing.

- Name of person objecting
- Date
- What grade was this material designed for?
- What is the material title?
- Barcode of material

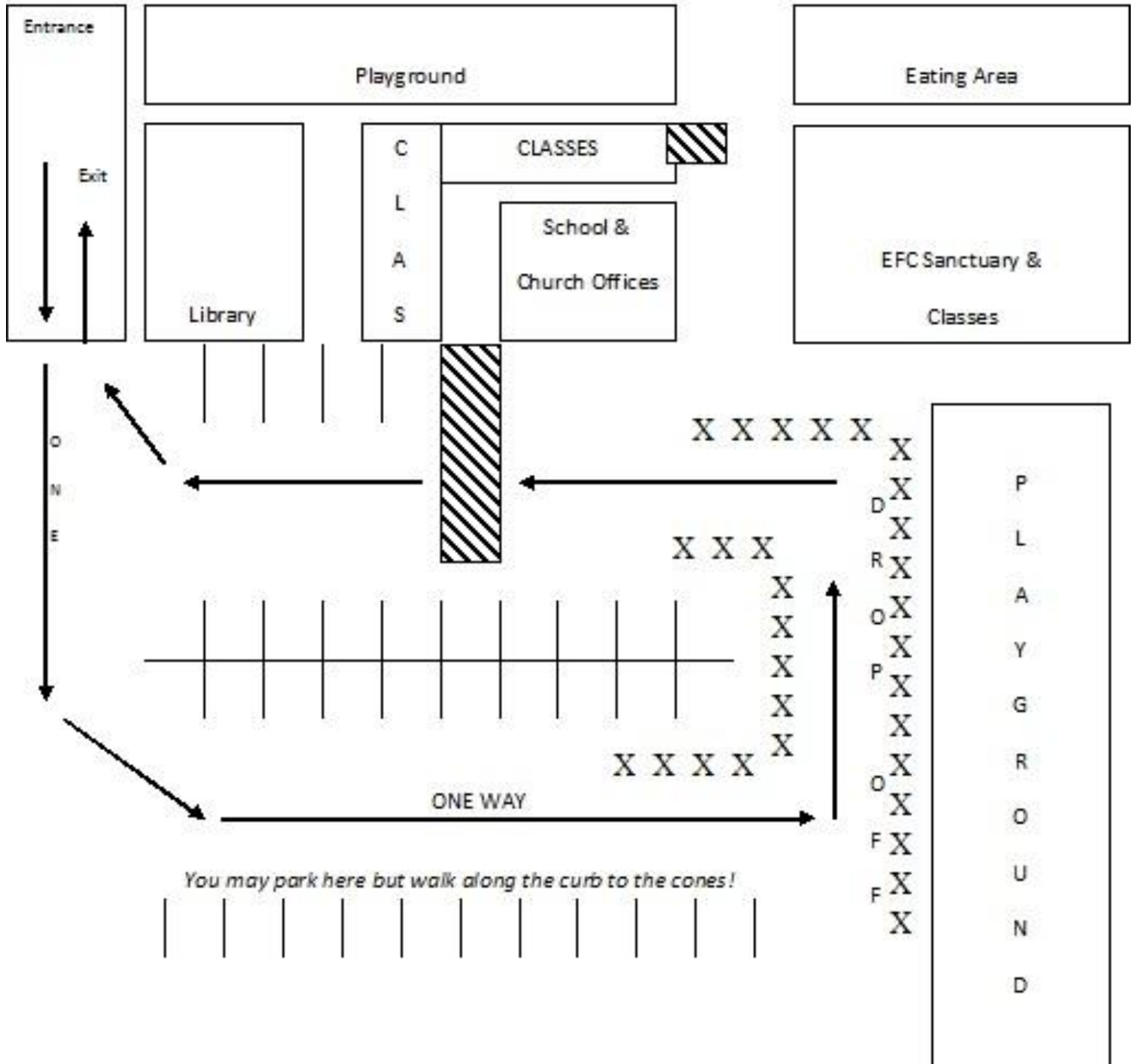
Traffic Route and Rules

1. The traffic plan we have instituted helps eliminate confusion and danger.
2. Follow the arrows while driving in the parking lot! One way, single file traffic. Please park in a parking space.
3. Drive **very slowly** at all times, and please observe the traffic pattern.
4. Be sure to have your child exit nearest the blacktop playground. When students are on school grounds they must abide by school rules.
5. When dropping off, pull as far forward as possible. When picking up, wait for your child to come to the car.
6. Drivers who plan to stay longer should park at the beginning of the parking lot (where you enter), away from the congestion of cars. Do not park in driving areas and do not delay cars waiting behind you.
7. Parents who intend to pick up their children immediately are to park by the playground area where you will be seen easily.
8. Students and Parents are to use the crosswalk and always walk! Our safety patrol is instructed to respectfully admonish anyone who does not obey the traffic rules!
9. Parents may wait in their vehicle for their 1st - 8th grade children, if the teacher can see them.
10. Kindergarten parents are to get their child from the teacher and escort them to the car using the crosswalk.
11. Children are **NOT** allowed to play on the blacktop (parking lot) or with the tether balls after school. Children may play on the swings and field **ONLY** if they are supervised by a parent!
12. Ease **forward** out of your parking space, rather than backward. If you must back out of the space, do so slowly and carefully.
13. Please do not conference with or otherwise distract teachers or other traffic directors during their after school duties.
14. Once your child has found you, please keep them in your vehicle. Children walking among parked cars cause significant and unnecessary danger.

Morning Drop Off

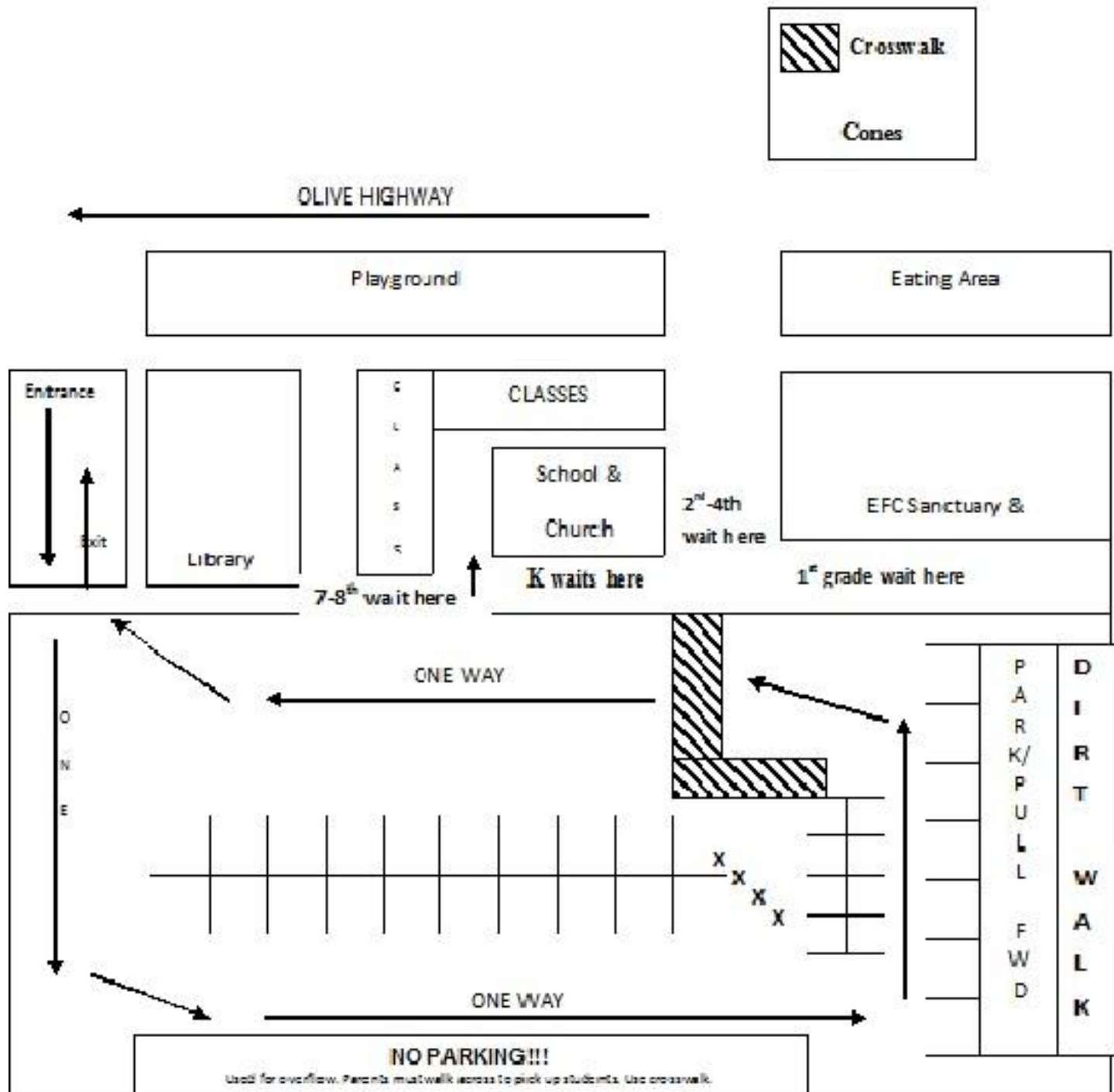
Arrivals

OLIVE HIGHWAY

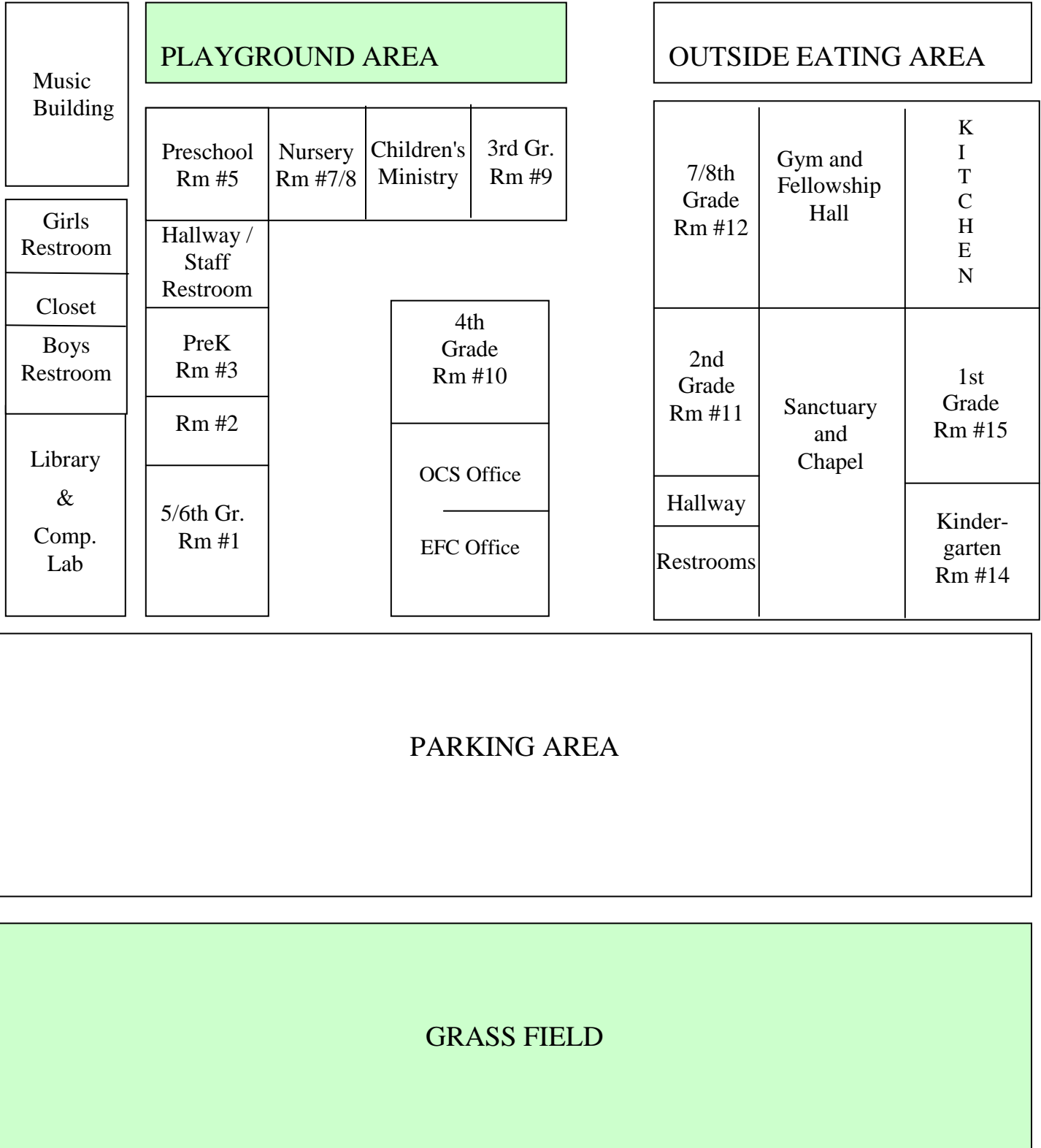


Afternoon Pick Up

Departures



Campus Map



Oroville Christian School



*But those that wait upon the Lord shall renew their
strength; they shall mount up with wings as eagles;
they shall run, and not grow weary;
and they shall walk, and not faint.”
(Isaiah 40:31)*