

# **OVERLAND CHRISTIAN SCHOOLS INFORMATION AND BASIC POLICIES**

## **Welcome to OCS!**

Welcome to Overland Christian Schools! It is a pleasure to have you as a member of the family! OCS is your school! We are here to give you a quality education in a spiritual environment. We want you to do your very best to make this school year a successful and memorable one.

## **SECTION I** **GENERAL INFORMATION**

### **Accreditation**

Overland Christian Schools holds full accreditation with the Association of Christian Teachers and Schools. The Association of Christian Teachers and Schools accreditation includes a self-study by local school educators, an on-site visit by a team of Professional Christian Educators, and an evaluation of documents and reports by the ACTS Board and Accreditation Commission and includes the following areas of Christian school excellence: School Philosophy, Governance, Curriculum and Instruction; School Staff; Media and Technology; Finances; School Facilities; Admission Procedures and Policies; Records; Student Activities; Publications; and Health, Safety and Security. Upon recommendation by the ACTS Accreditation Visiting Team, the ACTS Board awarded Overland Christian full-accreditation for a five-year period beginning May 15, 2014. Accreditation is maintained by submitting a Continuous Accreditation Report prior to September 1st of each school year.

### **Affiliation**

Established by the Church of God (Holiness), OCS participates with its sister schools in ISAAC (Inter-School Academic and Athletic Competition) and ACSI academic and athletic meets and is also a member of the local Mo-Kan Conference.

### **Faculty Statement**

The faculty is made up of exemplary Christians who are well-trained teachers. They have chosen to teach at OCS so they may be free to help their students in all aspects—their spiritual lives as well as their classroom learning. We expect our graduates to live useful and godly lives ministering in ever broadening circles to others, thus reproducing the good they have received while attending Overland Christian Schools.

### **Location**

Overland Christian Schools is located on the campus of Kansas Christian College in Overland Park, Kansas at Seventy-Fourth Street and Metcalf Avenue. OCS is in the center of the Shawnee Mission School District.

## **Mission Statement**

The mission of Overland Christian is to provide a strong educational foundation from a biblical perspective and to prepare young people for service as they pursue God's will for their lives.

## **Objectives**

Following are the primary objectives of Overland Christian Schools:

- To offer a high quality education firmly based on a thoroughly Christian philosophy and worldview, in a spiritual environment, under the instruction of conscientious, godly instructors.
- To provide instruction and discipline that will contribute to development of strong moral character based on definite personal, Biblical convictions.
- To establish young people thoroughly in the doctrine of the Bible.
- To emphasize the necessity of a personal relationship with Jesus Christ and the necessity of spiritual growth to maturity.
- To develop social grace becoming to a Christian.
- To teach all subjects in a manner which creates in each student an awareness of God's supreme authority over all creation.
- To present the Bible, God's Word, as the only reliable and true revelation of God's nature and His redeeming purpose and will for mankind.
- To provide spiritual training from a Wesley-Armenian perspective and to foster the development of Christian character in each student.

Every effort is made to closely coordinate school work and spirituality which is considered of paramount importance. For this reason, class is opened with prayer, and regular chapel services are held each week. Attendance at chapel services is mandatory.

## **Organizational Memberships and Affiliations**

Overland Christian Schools is a member of ACSI (Association of Christian Schools International), which is an internationally recognized association of over 5,000 Christian schools in 100 different countries. ACSI is a professional resource for member schools and also provides organization for academic competition. In addition, OCS is a member of ACTS (Association of Christian Teachers and Schools). Like, ACSI, they are also a professional resource for member schools and provide continuing education for member schools' teachers. Because we believe so strongly in the importance of a Christian education and offering every child an education centered on a biblical worldview, we became affiliated with *Renewation* in 2011. Their stated mission is this: "to offer every child a biblical worldview."

## **Philosophy of Education**

Overland Christian Schools adheres to the philosophy that it is the responsibility of our school to provide an environment that ministers to the whole person: spiritually, academically, socially, and physically.

Spiritual ministry should be the very heartbeat and lifeblood of the school. It is our responsibility to provide God-centered education that produces good discipline, moral absolutes, and strong character training. It is also our responsibility to do everything possible to spiritually

train our students in the time that they are entrusted to us. This necessitates that our school place a strong emphasis on Biblical worldview training.

Academic excellence is one of the most important cornerstones in a Christian school for reaching families with the gospel of Christ. It is one of our primary means of outreach. If we don't take pride in our academics, it sets a bad example to the families to whom we minister. The academics at Overland Christian are designed to challenge the students to reach their highest potential. This potential is reached through an academic program that focuses on Biblical worldview, critical thinking skills, developing a love for learning, and integrating technology.

Social development in the students requires that we ensure that they are in an environment that is conducive to their growth in relationships. It is important that they develop a positive self-image with the understanding that they were created in God's image. The school should also help them develop in their relationships with each other and with God in fulfillment of the Great Commandment (Matthew 22:36-40).

Physical development is also an important part of ministering to the whole person. Our school strives to provide plenty of opportunities for our students in this area. It is for this reason that a physical education program is an important part of our academic program. Furthermore, we seek to help them develop physically through the Athletic Program at OCS.

At all times, we believe that it is important to maintain high standards of conduct in our school environment. It is our responsibility to train the students for the Lord and not for the world. We must set our standards high and maintain them at all costs. High standards are vital to our ministry and we must do everything to honor the Lord. "And whatsoever ye do, do it heartily, as to the Lord, and not unto men. (Colossians 3:23).

## **Statement of Faith**

We believe in the Trinity, consisting of God the Father who is Creator of all things and in whom all things exist; Jesus Christ, the only begotten Son of God, who is the Supreme Head of the Church, which He redeemed unto God by His own Blood; and the Holy Spirit, the Third Person of the Holy Trinity.

We believe in justification through faith in the Lord Jesus Christ. We believe in sanctification as a second definite work of grace wrought in the heart of the believer. It includes a complete consecration to God on the part of the believer, and the work of grace itself cleanses from the principle of sin and fills the void with the Holy Spirit.

We believe in water baptism as an outward sign that an inward work has taken place. We believe in the second advent of our Savior, Jesus Christ, in physical and visible form.

We believe that there is only one true church composed of those who savingly believe in the Lord Jesus Christ.

We believe in the divine inspiration of the Holy Scriptures, both Old and New Testaments, infallibly true as originally inspired, constituting our only divinely authorized rule of faith and practice.

## **Gender Identity**

The Overland Christian Schools policy regarding sex, sexuality, and gender identity is grounded in the teachings of the Bible as understood in OCS's doctrine established in the Wesleyan

theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues.

We recognize our obligation before God to love all persons, understanding such love in the context of the Bible, God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct biological sexes: male and female. We also recognize that due to sin and human brokenness, our experiential perception of our gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will.

Within the biblical understanding of the act of mankind's creation, the biblical description of the fall of mankind and God's act of redemption, we only support or affirm the resolution of a psychological gender identity in harmony with one's biological birth sex. Therefore, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian institution of learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will, however, make institutional decisions in light of this policy regarding housing, athletics, facilities, student admission and retention, and other matters.

## **SECTION II**

### **GENERAL SCHOOL POLICIES**

#### **Accident Insurance**

A portion of the Student Fees covers accident insurance. This is a secondary policy and will usually pay for services not covered by other policies covering the student. Nonresident students are covered for any injury which occurs:

- While on the school premises during the hours and days when classes are in session and while participating in or attending any school activity, including athletics, sponsored by the school.
- While away from the school premises if participating in a school-sponsored, supervised activity, including athletics and field trips.
- While commuting directly from their place of residence and school for regular school-day sessions.
- While traveling to or from any school-sponsored, directly supervised activity, including athletic events, in a school-authorized vehicle.

Any illness, accident, or injury occurring at school or at any school sponsored function should be reported to the office immediately.

#### **Address or Phone Number Change**

When a student's home address or phone number changes, the school office should be notified as soon as possible.

#### **Application and Admission Process**

A student who wishes to enter Overland Christian High School should contact the school office and request an application packet. If possible, this information should be secured in time that all

forms may be completed and returned to the office by June 30. Additional specific policies and procedures dealing with the admission of students to OCH are included with the application and registration materials which may be obtained from the school office. Each application must be countersigned by a parent or legal guardian who will guarantee payment of the student account.

New students are required to submit immunization records before they will be formally accepted to OCS. These records and the transcript of grades should be obtained from the previous school of attendance. Eighth grade completion is required for application to the ninth grade. Students transferring from other high schools will not be considered permanently enrolled until transcripts from their previous high school have been received by our office. Credits are accepted from any high school accredited by its state or any regional agency, upon receipt of an official transcript. The principal will evaluate credits from non-accredited schools. Entrance examinations or sequence courses may be required of students from non-accredited high schools. Such students will be granted diplomas upon completion of the final four credits of work at Overland Christian High School.

Overland Christian High School requires that reference forms be filled out for each student applying to Overland Christian Middle or High School. These forms are included in the application packet and should be completed by persons who are not members of the student's family. At least one of these should be filled out by the student's pastor (or youth pastor) and one should be filled out by a previous educator. Also, students applying for admission at Overland Christian Middle or High School may be required to meet with the principal for an interview. This interview will be set up by the OCS secretary after all application and reference forms have been received and approved.

Any student who does not plan to conform to all the rules and requirements of Overland Christian High School as given in this handbook need not apply for admission. Any student who maintains a resistant attitude toward school standards or spiritual life may be placed on probation or denied entrance during the following semester. Any student, whose schooling has been discontinued for reasons of poor conduct, nonattendance, or lack of progress, may reapply for admission in a subsequent term. The application will be favorably considered if there is sufficient evidence to show that the cause of the deficiency has been removed. A student having failed one-half or more of the class work in which he is enrolled will be placed on academic probation the following semester. If no improvement is seen, the student may be dismissed.

### **Before and After School**

Students should arrive no earlier than 8:00 each morning. Please be advised, however, that students will not be permitted to enter the building until 8:20 each morning when the doors open. An exception to this rule may be made during extreme weather conditions. Upon arriving at school each morning, students are to go immediately to their classrooms. Visiting and quiet activities are appropriate. All students must be in their seats ready for school to begin at 8:35 a.m.

Upon dismissal riding students are to board their vehicles, non-riding students are to leave the school grounds for home immediately, and children of KCC/OCS employees are to go to their parents. Any remaining students who are waiting for rides will be supervised. Parents of riding students should pick their children up promptly by 3:35 p.m.

If for any reason a student will not be leaving school in the afternoon by his normal means of transportation (e.g., a student going home with another student, a person other than the regular

person picking the child up, a child walking who normally rides, and so on), the parents should notify the school. This will enable us to see that students leave by the means their parents intend and also relieve us of the responsibility of acting solely on a student's word.

## **Calendar**

A school calendar with all important dates is issued at the beginning of the school year and is available upon request at the office. The school asks that this calendar be posted in a prominent place in the home for easy reference. Notification regarding changes in the calendar will be made by the school in writing. In addition, the school calendar is available on the school's website.

## **Computers**

The school operates a computer lab as well as classroom computers that provide for individual and group instruction. Computers are used to support learning and enhance instruction. All computers are to be used in a responsible, efficient, ethical, and legal manner. Vandalism will result in immediate loss of all computer privileges and restitution of damages.

Although the program is well supervised, it is important for students to demonstrate a high level of self-discipline in using this technology equipment.

## **Internet Usage Policy**

The Internet is to be used appropriately and for educational purposes only.

Internet Users:

- May use the Internet to research, assigned classroom projects
- May use the Internet to research approved personal projects
- May NOT use the Internet for any illegal purpose
- May NOT use impolite or abusive language
- May NOT violate the rules of common sense and etiquette
- May NOT change any computer files that do not belong to the user
- May NOT send or receive copyrighted material without permission
- May NOT download or install a file, program, game, etc., without permission
- May NOT send anonymous messages of any kind
- May NOT access a file that contains pornographic pictures/materials
- May NOT send/receive messages that are racist, sexist, or obscene

In most cases, students will be given a verbal warning following the first offense. Any repeated offenses may result in a detention and loss of non-class work computer privileges for a quarter (no less than thirty (30) school days). Any additional offenses may result in permanent school dismissal.

Please note that certain violations with the computer and the Internet could result in more severe discipline and immediate reporting to the legal authorities. Certain violations on the Internet could violate State and Federal laws. Appropriate action would take place at that time.

## **Enrollment Procedure**

- Complete and sign the following forms:
  - Application (new students only)
  - Re-enrollment form (returning students)
  - Financial Agreement
  - Field Trip Consent Form
  - Medical Consent Form
- Receive a *Parent-Student Handbook*
- Pay the nonrefundable registration, application, and student services fees.
- Provide a copy of the necessary records (birth certificate, transcripts, and health record) upon enrollment.
- Acknowledge full agreement with school standards, policies, and procedures by signing the appropriate forms.

## **Financial Information**

### **Tuition Charges**

Current tuition information is available on our website ([www.overlandchristian.org](http://www.overlandchristian.org)) or by contacting the school office (913-722-0272 x8729).

### **Payment Options:**

The following three options are available for payment on accounts:

#### *Option 1 – Full Payment*

Full payment by August 10 – \$100 discount!

#### *Option 2 – By Semester*

Half payment each semester (August and January). Exact payment dates will be determined each year by the office. If you select this option and miss the payment date, you will be required to pay the balance through the F.A.C.T.S. tuition payment plan.

#### *Option 3 – Through F.A.C.T.S.*

This plan involves signing an automatic withdrawal agreement that authorizes monthly tuition payments (not textbooks and fees) to be drafted from a checking or savings account, or for payment to be made on a debit or credit card. Details are available in the business office. This option is not available for sponsors of foreign students who have foreign bank accounts. A minimal fee is charged for this service.

### **Student Fees**

In addition to the cost of textbooks, all students at OCS are charged annual academic and student services fees. These fees vary and are established prior to the beginning of the school year and are listed in the tuition and fee schedule for the year. No student will be allowed to begin the school year until these fees are paid. For more information about these fees, please contact the school office.

### **Textbooks**

Textbooks for students enrolled at OCS may be purchased through the school office. A book list is provided prior to each school year detailing the cost of the textbooks for each grade level or high

school class. All textbooks remain the property of the student. Non-consumable textbooks may be re-sold to other families desiring to purchase used textbooks. All students at OCS are required to have textbooks to attend class. No student will be allowed to begin the school year until they have paid for the cost of their textbooks, or provide sufficient proof that they possess used copies of the non-consumable texts.

### **Timeliness of Payment**

All payments due to the school are to be kept current. If payments are not kept current, either or both of the following steps may be taken until satisfactory arrangements are approved by the School Administrator and/or the Director of Finance:

1. The student will not be permitted to continue attending OCS until satisfactory arrangements have been made.
2. The student will not be permitted to enroll for the following school year.

### **Tuition Discount**

OCS is pleased to offer a \$200 tuition discount to any family who refers a new family to the school. This discount is applied *after* the new family has successfully enrolled a student at OCS.

### **Tuition Refund Policy**

Students planning to withdraw early from OCS should contact the school office for a withdrawal form and notify the administration of their decision. Refunds for tuition are prorated as of the official withdrawal date. A student who attends any portion of a month will be charged for the entire month. Refunds are not given for any textbook or fee charges on the student account. Please be advised that OCS reserves the right to withhold student records until arrangements have been made to pay the account in full.

### **Fire/Tornado Drills**

Fire drills will be conducted monthly and tornado drills will be conducted occasionally. Instructions concerning these drills will be posted in each classroom and in the library. Teachers will discuss procedures to be followed with students. Fire and tornado drills are serious and are to be treated as such.

### **Fundraisers**

The OCS faculty and students join together for at least two fundraisers each year. The funds generated are used for specific educational, motivational, or recreational needs throughout the school. There may also be other small fundraising opportunities presented throughout the school year for various projects or improvements. Considering that everyone benefits from these funds, all are encouraged to participate and do their best to work toward the common goal.

### **Get Acquainted Evening**

Prior to the beginning of the school year, a Back-to-School Bash will be scheduled for parents, students and teachers (see school calendar). Both parents are urged to attend; however, it is required that at least one parent from each family be present. The purpose of this evening is to give parents the opportunity to become acquainted with faculty members and other parents. It



also serves as an orientation for parents, as teachers use this opportunity to familiarize them with certain policies and procedures that they will need to be concerned with at school.

## **Health Services and First Aid**

The school employs a nurse on an “on-call” basis. There are also teachers available who are trained in first aid procedures for emergency situations. In the case of an extreme emergency, emergency services will be called. The school is equipped with a first aid center to be used in case of minor emergencies. Should a student become sufficiently ill at school that it is necessary for him or her to go home, the parents will be called; it is the parents’ responsibility to provide transportation. Periodic vision and hearing screening may be provided. Parents will be notified in writing concerning any problems requiring attention. Follow-up and/or correction is the total responsibility of the parents.

## **Immunizations**

All students are required to have on file in the school office the standard health immunization form completed by their physician or personal records that are validated by a doctor or clinic. Students must be fully immunized against certain diseases or must present a certificate issued by the state for medical reasons or reasons of conscience as to why the student will not be immunized.

## **Lockers**

Student lockers are provided for the convenient, temporary storage of books and clothing. It is strongly recommended that lockers not be used as a place to store money, wrist watches, or other such valuables. Opening another person’s locker is unacceptable conduct and will not be tolerated. Other students’ lockers should be treated as personal property. The principal or other authorized faculty or staff may check one or more lockers as it is considered necessary and as it relates to evidence of misconduct. It is recommended that students secure their lockers at all times with a lock provided by the OCS office. Overland Christian is not held liable for any personal items stolen or damaged while on the school premises or at a school function.

## **Lost and Found**

Lost and found items are taken to a designated place on a regular basis. Students who have lost an item should check at the office. Periodically, unclaimed items will be donated or discarded, as appropriate. Since students should be responsible to keep track of their possessions, a nominal fee may be charged to reclaim a lost item.

## **Medicine in School**

To ensure the safety of all students, all prescription medication must be brought to the office. Staff will ensure that the medication is stored and secured. When possible, doses should be scheduled during a student’s break times. Parents are required to provide a written note to the office and/or classroom teacher that gives permission for the medicine to be given at the school. This note must include the following information:

- purpose of medication
- time of daily administration
- number of days medication will be taken by student
- any special circumstances or side effects

## **Non-Discrimination Policy**

The admission policy of Overland Christian Schools is without regard to race, color, sex, or national origin. The school is nonsectarian in character. Any young person who is clean in all manner of living and is willing to work and to cheerfully obey all rules of the school is welcome.

## **Parent-Teacher Fellowship**

The Parent-Teacher Fellowship (PTF) is an organization for all parents or guardians and teachers to assist in support of the school through various means. At least five public meetings will be held each school year. Notice of these meetings will be placed in the *Wednesday Weekly* prior to the date, and are also listed on the school calendar. All parents are strongly encouraged to attend to show support for their students. More information about the PTF may be obtained through the school office.

## **Phone Policy**

Students must receive permission before using any phone during school hours (8:30 am-3:20 pm). The phone is to be used for urgent or emergency calls only, not social calls to friends. If a student is feeling sick, he is to first report to the office. Permission may be granted for him to call his parents if necessary.

If a student needs to be contacted at school, the individual must call our 722-0272 switchboard. If there is an emergency, the student will be called to the phone immediately. Otherwise, a message will be taken and relayed to the student. If the situation is urgent, the student will be granted permission to return the call as soon as possible.

## **Cell Phone Policy**

Cell phones are to be turned off and not used during school hours (8:35-3:20). This restriction remains in effect for all school functions during school hours, whether on or off campus, unless specific alternate permission has been granted by an OCS Administrator. This is a no-tolerance policy; no warnings will be given. Violation of this policy will result in the following disciplinary actions:

- **First Offense** – The cell phone will be confiscated and turned in to the office. The student will serve one day of In-School Suspension (ISS). The cell phone will be returned to the student when the ISS has been completed or may be retrieved earlier by a parent or guardian of the student.
- **Second Offense** – The cell phone will be confiscated and turned in to the office. The student will serve one day of Out-of-School Suspension (OSS) and will be ineligible for participation in extra-curricular activities for one week. The cell phone must be retrieved by a parent or guardian of the student.
- **Third Offense** – The cell phone will be confiscated and turned in to the office. The student will serve three days of Out-of-School Suspension (OSS) and will be ineligible for participation in extra-curricular activities for four weeks or the remainder of the quarter,

whichever is longer. The cell phone must be retrieved by a parent or guardian of the student. For the remainder of the school year, the student will be required to turn his or her cell phone in to the office each morning before school begins and may retrieve it at the end of each school day. Failure to abide by this consequence will be treated as an additional offense.

- **Fourth Offense** – The cell phone will be confiscated and turned in to the office. The student will serve five days of Out-of-School Suspension (OSS) and will be ineligible for participation in extra-curricular activities for the remainder of the school year. The cell phone must be retrieved by a parent or guardian of the student. The student will not be allowed to return to any classes or school functions until his or her parent(s) or guardian(s) have met with the OCS Administration to formulate a plan to prevent future offenses. If such a plan cannot be agreed upon, the student will be subject to expulsion.
- **Fifth Offense** – The student will be expelled for the remainder of the school year.

## **Registration**

Registration for currently enrolled students will take place in the spring of each year. General registration begins at the Fun Fair. Students may be enrolled in the school at any time in the school year, although they are encouraged to enter at the start of a new school year.

The school strongly discourages enrollment of new students after the third quarter. This late transition is difficult not only for the child but also for the classroom. Exceptions may be considered if the child is intending to reenroll for the following school year or by special arrangement with the teacher.

## **School Pictures**

A photographer will take student pictures each fall. Photos will be offered for sale to the family. For cumulative school record purposes, all students must have their pictures taken, whether or not the family intends to make a purchase.

## **Sick Policy**

In order to protect the entire group of children at school as well as your own child, we ask that parents do not send students to school if they are ill. Students should not be sent to school if they are experiencing any of the following symptoms:

- Fever of over 100 degrees
- Signs of a serious cold or cough or difficulty breathing
- Diarrhea, vomiting, or upset stomach
- Unusual or unexplained rash or skin irritation
- Red eyes or unusual discharge from the eyes

A student kept home because of any of these symptoms should not be sent back to school until he or she has been symptom free for twenty-four hours. Please notify the school office if you are keeping your child home due to illness. We will be alert to similar symptoms which may appear in school children. Generally, if a child is well enough to attend school, he or she is expected to participate in all activities of the day. If your child develops any of the above named symptoms or similar symptoms, you will be contacted to come to the school to pick up your child. Any student

who misses school due to illness will not be allowed to participate in any extra-curricular activities on that same day.

If your child has a communicable or contagious illness, you are REQUIRED to have a Certificate of Health Evaluation for Work/School Attendance, signed by your physician, before your child is permitted to return to school. This assures us that the illness is properly being treated prior to being around other children at school. This certificate should be presented to the office personnel or the child's teacher.

## **Treatment of School-related Injuries**

It is the policy of the school to treat minor injuries (scrapes, insect bites, bruises, bumps, etc.) with cold compresses, ice, first-aid cream, or Band-Aids as the need arises. In addition, staff members will contact a nurse when necessary. Parents will be notified about minor injuries at the discretion of the administration.

When confronted with major injuries, school staff will address the child's needs, contact parents, notify the nurse, and, if required, make provision to transport the student to the nearest hospital emergency department. It is the responsibility of parents to update school medical information (allergic reaction to medication, inoculation, and so on). A form for this information is provided for each student.

## **Visitors**

Parents and young people who might be interested in Overland Christian School are welcome to visit the school. However, no visitors are permitted to attend classes unless they have permission from the office. Parents are not to go directly to the classroom, but should first come to the office and check in as a visitor. If a student brings a school-aged guest to school, he or she should make arrangements with the office prior to the day of the visit.

All guests must report immediately to the office and receive permission to attend classes. Any visitor not wishing to attend classes must report to the office and register with the secretary. All school-aged guests attending classes should follow the student's daily schedule and MUST adhere to the guidelines of conduct for OCS.

## **Weekly Newsletter**

The *Wednesday Weekly* will be published throughout the school year as a means to communicate regularly and efficiently with OCS families. Parents are urged to review all applicable sections of each edition for up-to-date information relative to them and their child(ren) and OCS.

## **Final Grade Reports and Transcripts**

Grade reports and transcripts are available upon written request by a parent or guardian or a student who is over the age of eighteen. OCS reserves the right to withhold a student's final Grade Report and Transcript if all tuition, fees, and charges have not been paid in full for that student.

## **Parent/Teacher Conferences**

Shortly after the end of the first and third grading periods, parent-teacher conference days are scheduled (see the school calendar). Parents are encouraged to attend as grade and attendance reports will be given out at these conferences. Parents should not, however, feel restricted to these

two scheduled conferences but rather should always feel free to consult with the teacher about any problem or question that concerns the welfare of their children.

Teachers are not permitted to carry out parent-teacher conferences during class time. This interferes with the educational process of the entire class. An appointment may be made for a conference during any non-class time that may be agreeable with the particular teacher a parent wishes to see.

### **Progress Reports**

The purpose of our reporting system is to give parents and students an indication of the progress which is being made. A Progress Report will be issued shortly after the close of each grading period. In addition, midway through each grading period, a Mid-Quarter Grade Report is issued. As another way of monitoring progress, parents should insist that students bring home papers, tests, projects, and other graded items for them to see.

### **School Closing/Snow Days**

In the event of hazardous weather conditions, school may be closed. Parents should listen to radio station KLJC (88.5 FM) or KMBZ (980 AM) or channels 4, 5, or 9 for Overland Christian Schools' closing announcement. You may also check our website at [www.overlandchristian.org](http://www.overlandchristian.org) or our Facebook page at [www.facebook.com/overlandchristian](http://www.facebook.com/overlandchristian) for a closing announcement. Typically, if an announcement has not been made by 7:00 a.m., school will be in session as usual at the regular time.

### **Withdrawal**

Students withdrawing from school before the end of the semester will not receive a refund of fees paid. However, upon presentation of a dated receipt of request from the Principal to the Bookkeeper, they may receive a refund of tuition on a monthly pro-rata basis to the nearest half month.

## **SECTION III** **ATTENDANCE POLICIES**

### **Attendance Requirement**

The Board of Trustees and the Kansas State Department of Education requires the attendance of all students in their assigned classes and activities. Provisions have been made for occasions when it is absolutely necessary for a student to be absent. All absences must be restricted to essential causes. Grades will be affected by unexcused absences and tardies.

### **Absence Procedure**

If parents know in advance that a child is going to be absent for any reason, they should seek the approval of the principal before it occurs, regardless of whether the absence will be excused or unexcused. The office will notify the teachers so they may plan for the student's absence. If no phone contact has been made by the parents, a note must be presented to the office upon the

student's return to school explaining the reason for any absence. All matters of truancy will be referred to the proper authorities.

When a student is absent from school, the following procedure must be followed:

- It is expected that a parent or guardian call the office before 10:00 AM of the day the absence occurs to notify the school of the absence.
- The following information is required by the OCS Office Staff and if voice mail is reached should be included on the voice mail message:
  1. The student's name (first, middle, and last) and grade.
  2. The name of the person making the call and the relationship to the student.
  3. The reason for the absence, the date(s) of the absence(s) and periods if not the entire day.
  4. A telephone number so the call can be verified.
  5. If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school.
- All phone calls and verification notes must be received by the Office within 72 hours of the student's return to school in order for the absence to be excused. If a note or phone call is NOT received within 72 hours, the absence will be considered UNEXCUSED. The day of return is the first 24 hours. The attendance voice mail is available 24 hours a day, seven days a week. It is the responsibility of the student and parents to report absences to the school promptly.
- A student will have one day per excused absence to make up work. It is the student's responsibility to seek out the teacher and get a list of make-up work available to them. If a student has had at least 72 hours of notice for a test or quiz and misses class on the date given, the student is required to make those exams up on the day he or she returns. If the notice is less than 72 hours, the makeup day is at the discretion of the instructor.

Athletes who miss the day following a game will be assigned an unexcused absence unless they have a physician's letter.

### **Excused/Unexcused**

The decision as to whether or not an absence is excused is left to the principal and secretary. While there may be many possible valid reasons for a student to be absent, the following are the most common ones:

- Illness (parental verification required)
- Serious illness or death of a family member
- Family emergencies which require the student to stay home
- Religious observances which have been prearranged with the office
- Unusual opportunities for educational experiences not available at other times if prior arrangements have been made with the school.
- School-sponsored trips or activities
- Medical and dental appointments if it is impossible to schedule these during non-school times.

This list is by no means exhaustive. However, most other absences will be labeled "unexcused."

A note from either parent stating the reason for an absence should be presented to the principal or secretary unless the absence was cleared before it occurred. If the absence was not

cleared in advance and a note is not brought by the student's third day back, the absence will be counted unexcused.

### **Truancy Law (as found at <http://da.jocogov.org/truancy>)**

Truancy is prosecuted as a Child in Need of Care case. Under state law, children between the ages of 7 and 18 are required to attend school. If a child is deemed truant by their school, then a referral is made to the District Attorney's Office. Upon receipt of a truancy referral from the school, the District Attorney's Office has discretion about how that case is processed.

Kansas statutes provide that a student is "truant" if they are absent without excuse, for a "significant portion" of the school day, for three consecutive days, or five days in a semester, or seven days in a school year. When that occurs, then the school is to provide notice to the student's parent or guardian. Once notice is received, then any further absences without excuse triggers a report to the District Attorney's Office.

If a truancy case is filed in District Court, then the assigned Judge has discretion to formulate a plan designed to meet the child's needs and get the child to attend school. In some instances, the State may proceed informally and refer the child to services. In other instances, the court will direct the child be monitored on a formal "truancy plan." If the child is placed on a truancy plan, a court services officer would supervise a child's attendance, and work with the child and family to make sure the child attends school. In extreme cases, the court has the authority to place a child outside the home to make sure the child gets an education.

### **Early Dismissal**

In order to leave school early, the student's parent or guardian must notify the OCS office in advance. The student will be issued office permission to give the teacher of the class which he needs to leave early.

## **SECTION IV** **STUDENT CONDUCT AND DISCIPLINE**

### **Bullying**

It is the policy of Overland Christian Schools to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

Definition: Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. Examples of bullying are as follows:

- Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
- Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.

- Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors

Students who violate this policy will be subject to disciplinary action, up to, and including suspension or expulsion.

## **Expression of Opinion**

All persons are encouraged to speak up about matters of concern to the teachers, administrators, or student government. This school has been improved in a variety of ways because of people who cared enough to give thought to ways of improvement, expressed their opinions constructively, and devoted some effort to the improvements they saw were needed. Negative and derogatory comments, however, seldom profit anyone and will not be tolerated.

## **Grievance Policy**

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Overland Christian Schools. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Overland Christian Schools' operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration and school board.

The following scripture (among others) serves as a basis for our understanding of resolving conflict:

*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. (Matthew 18:15-17)*

### **Students/parents to teachers:**

1. Concerns about the classroom should first be presented to the teacher by the parents, or if the student is mature enough, by the student themselves. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal (elementary or high school). If the student brings the concern, they must have permission from their parents to do so.
3. If the problem is not resolved, the parents or student may bring the concern to OCS Administrator. If the student brings the concern, they must have permission from their parents to do so.
4. If the problem is not resolved, the parents or student may bring the concern to the President of Kansas Christian College (the parent organization of Overland Christian Schools). The response of the President reflects the final decision of Kansas Christian College, and subsequently Overland Christian Schools.



### **Parents/patrons to administrator:**

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should express their concerns to the OCS Administrator.
2. If the problem is not resolved, the parents or student may bring the concern to the President of Kansas Christian College (the parent organization of Overland Christian Schools). The response of the President reflects the final decision of Kansas Christian College, and subsequently Overland Christian Schools.
3. This procedure applies to Board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.
4. This procedure applies to all faculty members who are acting in their capacity as parents/patrons, and not as representatives of the school.

### **Philosophy of Discipline**

We attempt at OCS to understand and interpret all that we do from a Christian perspective. The conviction that God has created man and the world is fundamental to our Christian philosophy of life. Individuals, organizations, and communities accordingly develop rules as a guide toward their goals. Rules also help to put into practice our basic moral and social principles. The necessity for rules, evident in everyday life, is rooted in the nature of man and society as creations of God. We adopt specific rules on the basis of our theological position and basic moral principles as well as social and cultural influences.

Beyond the general revelation about man and society, the genuine Christian regards the Bible as the specially revealed Word of God and as his final rule of faith and practice. The Bible identifies some things as right and some as wrong (Ex. 20:1-17; Ps. 19; Matt. 5:17-20; Rom. 7:7 - 8:4; II Tim. 3:16, 17).

Some of our rules have to do with unchanging moral laws. The Bible also informs us that it is wrong to disobey government, except in the most unusual circumstances when civil obedience would conflict with obedience to God. Civil law is therefore binding on the Christian today, as it was in biblical times (Rom. 13:7; 1 Peter 2:11-17).

Some of our rules have to do with civil law. The Bible instructs that it is wrong to do what is inexpedient or imprudent because of the damaging consequences, even though the action is not wrong in itself. Christian liberty must act wisely in these matters, going the second mile in love (Acts 15:1-31; Rom. 14; I Cor. 8-10).

Some of our rules reflect judgments of prudence based on a consideration of the consequences to the individual or the school rather than the right or wrong of a practice. Rules, then, are to be viewed not as legalistic impositions that degrade the person, nor as a means to self-justification, but rather as an attempt to do what is right, to act out of love, to consider the effect of what we do on ourselves and other persons, to pursue our goals in an orderly fashion, and so to glorify God in all that we do. For the Christian, God's grace through the indwelling Holy Spirit enlivens and motivates this kind of life (I Cor. 6:15-20; Rom. 8:2-5).

### **Respect for Authority**

All students are expected to show proper respect for teachers, faculty, staff, and administrators at all times. Any show of disrespect will NOT be tolerated.

## **School-Wide Rules**

### **Classroom Rules**

Students will be in their rooms and ready to work when the bell rings. Students will follow teachers' directions and will not disrupt, impede, or interfere with the instructional process. Paper or objects will not be thrown in the building.

### **Chapel Behavior**

Students are always expected to display respect for faculty and staff. However, when we come to chapel, not only are we quiet out of respect for authority, but also out of reverence for Jesus Christ. Any witnessed or reported disruptive behavior, excessive talking, or any other irreverence during chapel will result in appropriate disciplinary action. There is zero tolerance of irreverence during chapel.

### **Disciplinary Action**

In-School Suspension will be assigned for more serious infractions of school regulations and for serious violations of the dress code. Students will be given a warning prior to in-school suspension.

The school may suspend a student for a period of time for each offense. The length of time will be determined by the teacher and the administrator. A formal letter will be sent home informing the parent or the guardian of the action taken. A suspension is a severe form of discipline.

Probation is an evaluation period during which a plan will be developed and implemented for the correction of unsatisfactory behavior or a negative attitude. The length of probation will be determined by the administration. When circumstances dictate, it may be necessary to expel a student who does not abide by the rules and regulations of the school and who is not concerned with behavior that is damaging to the Christian testimony of the school. Permitting such a student to remain in school can have severely negative effects on fellow students.

The administrator will expel a student only after consultation with the teacher and parent. A letter will be mailed to inform the parent or the guardian of the action taken. Expulsion would occur after a probation period that failed to create improvements in the behavior or attitude. When normal classroom methods fail, the following behaviors, in the extreme, may lead to suspension and/or expulsion from OCS:

- disobedience to or open defiance toward school authority
- fighting or use of profanity and vulgarity
- indecent or immodest attire
- defacing or injuring property belonging to the school, school personnel, or fellow students (including writing on desks, walls, etc.)

The following behaviors are considered extreme and are grounds for automatic expulsion with no probationary period:

- stealing, cheating, or lying
- the possession, use, or distribution of alcoholic beverages, tobacco, illegal drugs, or obscene literature
- conduct that is not in keeping with the moral standards taught in the Bible

When a student has been expelled, he or she will not be allowed to apply for readmission at OCS until the beginning of the next term. A readmitted student is automatically placed on probation for two full terms.

### **Electronic Devices**

The classroom teacher is the person in charge. Fully respect the position. Conduct reflects a person's character. Therefore, conduct off campus is as important to us as conduct on campus. No radios, CD players, cassettes, CD's, iPods, mp3 players, or other electronic devices at the direction of the administration are to be brought to school or to any school-sponsored activity (this includes games, student activity days, etc.) unless by teacher's request or specific office permission. Students who have been granted permission to use electronic dictionaries or translators must use them only for their intended purposes.

### **Standards of Conduct**

Students, by virtue of their enrollment, become citizens of the OCS community and agree to live within the stated standards of conduct of the school. While some may not have personal convictions in accordance with these standards, agreeing to observe them obligates the student to assume responsibility for honorable adherence to them while under the jurisdiction of the school. Students enrolled at OCS should exercise the courteous consideration and self-discipline which are necessary to make it possible to achieve the aims and objectives of the school.

In keeping with the philosophy of the school, the following standards are expected of all students:

- Christian principles of morality should govern every personal relationship. Any student found to be involved in illicit sexual activity will be referred to the student development committee for appropriate disciplinary action.
- Persons who are found to be involved in homosexual activity will be referred to the student development committee for appropriate disciplinary action.
- Profane language and gambling are not permitted.
- Stealing or abuse of another's property is not tolerated.
- Disorderly assembly or disruptive activity is prohibited.
- The possession, use, or distribution of alcoholic beverages, tobacco, illegal drugs, or obscene literature is strictly prohibited.

No code of conduct, no matter how lengthy, could list all the matters in which choices and decisions must be made. For that reason, any areas of student conduct not specifically covered in this *Handbook* are left to the discretion of the OCS principal and the KCC administration.

### **Uniform Guidelines**

Students at OCS are required to wear uniforms as prescribed by the administration. The uniform policy is in effect any time the student is attending school or is participating in a school-sponsored activity whether on campus or off campus, unless office permission to do otherwise has been granted. Since fashions and apparel fads change constantly, the standard of dress is intended to maintain modesty and also be a standard that does not draw attention to oneself or create a distraction or hindrance to members of the opposite gender.

Good grooming is the standard of dress at OCS. Students are expected to observe the principles of simplicity (not extravagant), modesty, moderation, and cleanliness in all aspects of their appearance. Students should dress appropriately in order to avoid a sexually suggestive or otherwise distracting environment. In order to promote the distinction of the sexes, OCS requires boys to wear boys' clothing and girls to wear girls' clothing.

### **General Guidelines (Grades 1-12)**

When purchasing uniforms, please keep the following items in mind:

- The top for both boys and girls will be a long or short-sleeved plain classic, polo shirt of any solid color. Shirts with stripes, decorative colorations, logos, graphics, writing (except for small manufacturer's logo) or that are sleeveless are not permitted.
- Should students find it necessary to wear additional clothing items in order to keep warm during colder weather months (typically October through February), they may choose one or both of the following options:
  - A sweatshirt or sweater may be worn on top of the student's polo shirt.
    - Sweatshirts or sweaters with pictures, logos, or messages that are not in keeping with the values and objectives of OCS will not be permitted. The following items are specifically prohibited:
      - Pictures of or advertising for secular rock bands, music artists, or television shows.
      - Skulls and crossbones and their equivalents.
      - Grotesque, gory, obscene, or violent images.
      - Lewd, profane, or unkind slogans or messages.
  - A long-sleeve shirt may be worn underneath the student's polo shirt.
- Girls may choose to wear either tan, black, or navy skirts, jumpers (grades 1-6 only), or ankle-length pants provided the following guidelines are met:
  - Pants must not be tight or form-fitting. Yoga pants, leggings, or any Spandex-style items are prohibited unless properly covered.
  - Skirts must be loose-fitting and sufficient in length to rest easily at the top of the knee when the student is seated. Skirts should not be made of any sheer material and should have a straight hemline.
  - Skirts or pants should be similar to typical school uniforms—not simply meeting the color scheme requirements. Denim is not permitted.
- All boys must wear tan, black, or navy ankle-length pants.
  - Pants should be well-fitted (neither excessively tight nor baggy) and worn properly (i.e., no sagging pants).
  - Pants should be similar to typical uniform pants—not simply meeting the color scheme requirements. Denim is not permitted.
- Clothing items must not be obviously ripped or torn. Holes in clothing are not acceptable.
- Any jewelry worn must not be gaudy and must avoid the appearance of extravagance. Therefore, only minimal jewelry is permitted.
  - Students (grades 1-12) may wear no more than one ring.
  - Girls (grades 1-12) may wear one set of stud earrings. Hoop or dangle earrings are not permitted. Plugs/gauges and other facial and body piercing jewelry are prohibited.

- Students in grades 7-12 may wear necklaces unless they are involved in activity in which the necklaces would pose a danger to them.
- Students in grades 7-12 may wear no more than one metal bracelet. Bracelets made of other materials (such as friendship bracelets or silicone/rubber wristbands) may be worn in moderation.
- In the interest of student safety, elementary students (grades 1-6) may not wear necklaces or bracelets during the school day or during any school sponsored athletic activity before or after school.
- Medical alert jewelry items may be worn as necessary.
- Students in grades 7-12 may not wear hats or hoods in the classroom, library, or chapel. Students in grades 1-6 will refrain from wearing hats indoors unless, with permission, for a special school activity. Hats with pictures, logos, or messages that are not in keeping with the values and objectives of OCS will not be permitted. The following items are specifically prohibited:
  - Pictures of or advertising for secular rock bands, music artists, or television shows.
  - Skulls and crossbones and their equivalents.
  - Grotesque, gory, obscene, or violent images.
  - Lewd, profane, or unkind slogans or messages.

### **Shoes**

- All shoes should have non-marking soles.
- Grade school students may not wear shoes that have open toes or open heels.
- Junior high and high school students shall not wear flip-flops or slides except on casual days.
- Junior high and high school boys shall not wear shoes that have open toes or open heels except on casual days.

### **P.E. Uniforms / Athletic Attire**

All junior high and high school P.E. students will be required to wear a specific P.E. uniform while participating in P.E. class as follows:

- Students may choose to wear P.E. uniform shirts purchased from the OCS office, wear an OCS T-shirt, or wear a plain (free of graphics, slogans, etc.) T-shirt of any solid color. No other shirts are acceptable for P.E. class.
- Students are responsible to provide their own wind pants, sweat pants, or shorts.
  - Wind pants, sweat pants, or shorts should be a solid color. (Decorative striping of another color and/or a manufacturer's logo are acceptable.)
  - Shorts must have at least a nine-inch inseam, must rest easily at the top of the knee when the student is seated, and must be loose-fitting. Bike shorts or Spandex-style shorts are not permitted unless properly covered.
  - Wind pants or sweat pants must be loose-fitting. Yoga pants, leggings, or any Spandex-style items are prohibited unless properly covered.
- In the interest of student safety, jewelry items are prohibited while students are participating in P.E. classes or other athletic activities.

Students who are not in proper P.E. uniform will be required to participate in P.E. class in their regular school uniforms.

There is no specifically designated PE uniform for elementary students. Athletic attire consists of knee-length shorts and either an OCS or plain t-shirt.

### **Casual Day**

From time to time, the OCS office will announce casual days. Students are not required to wear their uniforms on these days. Other than the exceptions listed below, all dress and appearance guidelines remain in effect. The specific guidelines for casual dress are given below.

- Denim is acceptable.
- Wind pants, sweat pants, or other athletic pants are not acceptable.
- T-shirts, polo shirts, sweatshirts, or button-up “dress” shirts are acceptable casual day attire. However, shirts with pictures, logos, or messages that are not in keeping with the values and objectives of OCS will not be permitted. The following items are specifically prohibited:
  - Pictures of or advertising for secular rock bands, music artists, or television shows.
  - Skulls and crossbones and their equivalents.
  - Grotesque, gory, obscene, or violent images.
  - Lewd, profane, or unkind slogans or messages.
- Junior high and high school students may wear flip-flops when the weather permits.

### **Inappropriate Attire**

Regardless of intent, the following items may be perceived as sexually suggestive or distracting and are therefore inappropriate:

- sleeveless, strapless, backless or low-cut clothing (unless properly covered)
- cut-off shirts or shorts
- shirts with openings that expose the chest, abdomen, midriff, etc.
- visible undergarments (including the wearing of undergarments on top of acceptable clothing)

### **Appearance Guidelines**

Neat, well-groomed hairstyles are expected of OCS students. Extremes in hair styles and dye colors that do not occur naturally in humans (blue, green, pink, etc.) are prohibited. Men’s hair (including facial hair, if worn) must be kept short, neat and trim (clearly distinguishable as masculine). Women’s hair styles should be long (clearly distinguishable as feminine).

Any cosmetics worn must promote a natural appearance, not drawing undue attention to oneself.

Students involved in performance groups or public relations activities may be required to adopt a more professional or formal standard of appearance for special events (such as school programs).

Existing tattoos that are offensive or inconsistent with the mission and values of OCS must be covered. Students are not permitted to obtain tattoos while enrolled.

Overland Christian Schools endeavors to teach students to adopt a careful, thoughtful approach to modesty and simplicity. To cultivate a supportive community of believers, we recognize our Christian duty to present ourselves in a manner of genuine love and concern for our brothers and sisters in Christ. Still, we acknowledge modesty runs deeper than a dress standard, and begins with remaining pure in mind and heart regardless of the way another is dressed. These guidelines are not intended to be all-inclusive. Questions about appropriate attire should be directed to the OCS Administration. Any uniform- or appearance-related issue not covered in these guidelines is

at the discretion of the OCS Administration. Any questions or concerns from prospective students or their parents regarding these appearance guidelines should be discussed with an administrator prior to enrollment at OCS.

## **Uniform Violations**

Any student found in violation of the uniform policy will be sent directly to the school office. Penalties for uniform violations may include a verbal warning, a change of clothing, detention, suspension, or expulsion for repeated offenders. Students are considered absent from class without excuse for any time spent in the office because of a uniform violation.

## **Weapons Policy**

### **I. Introduction**

Overland Christian Schools considers student possession of, use of, or threats of use of weapons as a serious offense and will not tolerate such by anyone enrolled as a student on school property or at school events. Statements made by a student claiming or boasting of a weapon at school or at school events will be dealt with in the same manner as a “threat,” as defined below.

### **II. Student Action**

Students who possess a weapon or who carry, exhibit, display, draw, or threaten the use of any of these items apparently capable of producing bodily harm in a manner which manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

### **III. Definitions**

“Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property (such as on the student’s body, in his/her clothing, purse, backpack, gym bag, or vehicle); or (c) under the student’s control, or accessible, available to, or hidden by the student. School personnel who live in private campus residences shall not be prohibited from having legal firearms within their residences nor shall they be prohibited from the safe transport of firearms from those residences for sporting activities off campus.

“Threat” includes, but is not limited to (a) a statement of personal bodily harm with a weapon; (b) a statement indicating that friends or acquaintances with weapons will commit bodily harm; (c) or the statement of possessing a weapon at school or a school function.

A “weapon” is any device designed to inflict bodily harm. For purposes of this policy, a non-functional replica that appears to be an actual weapon is included. Examples of weapons include but are not limited to firearms, knives, martial arts weapons, non-lethal weapons intended for self-protection, and all explosives including fireworks.

### **IV. Incident Reporting and Action**

Any faculty member, staff member, or administrator with knowledge of possession, threat, or use of weapons as described above shall immediately report to the building principal/director/designee, who shall, immediately remove the student(s) from class, investigate thoroughly, and, when necessary, (a) submit a report to the appropriate jurisdictional police

authority, and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

## **SECTION V**

### **INTERNATIONAL STUDENTS**

#### **Admissions and Academics**

All international students admitted to Overland Christian must meet grade level academic standards or be willing to be placed where best suited academically.

An international student's academic record must include an officially translated transcript to assist in placement. The certified transcript should be issued directly from the previous school and include a certified English translation, if not in English. All translated documents should include a certification stamp **and** include marking values such as:

- 10-8 = High mark
- 7-5 = Average mark
- 4-3 = Low mark
- 2-1 = Failing (no credit)

International students must demonstrate acceptable English language ability by submitting a handwritten English essay written by the student and a completed English teacher recommendation form, as well as a copy of one of the following assessment reports:

- a. SLEP score report
- b. TOEFL *Junior*
- c. TOEFL iBT score report
- d. A Skype or telephone interview may be required to evaluate oral or conversational English ability for students who do not have easy access to these assessment tools, have low English assessment scores or for students below grade 7. Students who currently reside in the Kansas City area will be included in a face-to-face interview to assess oral English ability.

To be considered as a candidate for graduation, the international student must

- a. Attend Overland Christian for at least three semesters (having a total of four years of high school), earning a minimum of six credits not having an "ESL" label  
OR
- b. Have attended another acceptable U.S. high school for a year prior to attending Overland Christian (a total of three years of high school plus their senior year at OCS), earning a minimum of six credits not having an "ESL" label  
AND
- c. Must meet all graduation requirements for the state of Kansas and for Overland Christian Schools.

#### **Financial Policies**

International students must submit a completed application and pay the \$200 application fee in order to be considered for admission.

International students, who need an I-20 Form in order to obtain an F-1 student visa, must submit a completed application and meet all admission requirements before an I-20 will be issued.



A one-time fee of \$600 is assessed for the issuance of an I-20 Form. This fee is due at the time of issuance and it is non-refundable.

All international students must pay the International Student Services Fee prior to their first day of school. This fee covers various costs associated with the international student program (including textbooks) and is non-refundable.

First-year international students are expected to pay the annual tuition in full before their first day of class. Returning international students may make semi-annual payments (before first day of class in Fall semester and by January 1 for the Spring semester).

First-year students who are residing in the dormitory are expected to pay the annual room and board in full before they move in to their room. Returning international students may make semi-annual payments.

## **Health Records and Insurance**

International students must provide documentation for all necessary health records and immunizations required by the state of Kansas and Overland Christian Schools. Records must be translated into English and be received by Overland Christian Schools on the appropriate health and immunization forms.

International students must provide proof of medical insurance during their stay in the United States in the event that medical treatment is necessary. (Note: The school provides Student Accident Insurance for injuries which occur during the school day or during school-sponsored events, including athletics.)

## **ESL Class**

International students in grades 7-12 are required to take an ESL course each semester they are enrolled at OCS unless they meet the following ESL exemption requirement: a score of 57 or higher on each of the content areas of the TOEFL or a score of 23 or higher on each of the content areas of the iBT.

# OVERLAND CHRISTIAN HIGH SCHOOL SPECIFIC POLICIES

## SECTION I GENERAL INFORMATION

### **Athletics**

Overland Christian High offers opportunity for athletic involvement in the following sports (assuming there is adequate interest and participation):

- Varsity boys' basketball (full season)
- Varsity girls' basketball (full season)
- JH boys' basketball (full season)
- JV boys' basketball (full season)
- Varsity boys' soccer (full season)
- Varsity girls' volleyball (full season)
- Boys' and girls' track (at least one competition)

Overland Christian High is a member of the Mo-Kan Conference and participates in conference games and tournaments in both basketball and volleyball. Tryouts for each team are held each year by the coaches. Coaches for each team are approved by the principal or the athletic director.

### **Academic Probation/Eligibility**

Student-athletes are encouraged to make sure that their academic performance takes priority over their athletic performance. Therefore, student-athletes at OCS must meet certain academic eligibility requirements in order to participate in athletic contests. Grades and GPA's for student-athletes will be checked at the end and mid-point of each quarter (every 4½ weeks). Students who fail to meet the following two criteria will be ineligible to participate in athletic contests or to travel with the team to away games. Ineligible students may continue to participate in practices at the discretion of their parents, the OCH athletic director, and the head coach of their team.

- The student must have a minimum of a 2.50 GPA in all classes.
- The student may have no grade lower than 63 percent in any class.

Students who fail to meet the eligibility requirements for two consecutive grade checks for the same sport will be removed from the team roster and prohibited from further participation in team activities.

Student-athletes who have a GPA of 2.50 or greater but have any grade lower than 70 percent and higher than 63 percent will be placed on academic probation. Students who are on academic probation will have their GPA's and grades checked weekly and may continue to participate in all team activities provided they meet the following criteria:

- The student's GPA must remain at or above 2.50.
- The student's grade percentage in the affected class(es) must not decrease.
- The student must continue to meet all the requirements for eligibility established above.

Students on probation who fail to meet these criteria will become academically ineligible until the next grade check.

Students who are ineligible or on academic probation will be notified in writing by a member of the OCS Administrative Team. Any student who knowingly participates in athletic contests in violation of these guidelines will be removed from the team roster and prohibited from further participation in team activities for the sport involved.

### **Athletic Fees**

For students who choose to participate in athletics at OCH, a nominal fee will be charged for each sport in which the student participates. This fee will cover basic expenses incurred by the athletic department throughout the season. In addition, athletes are required to purchase their own uniforms for each sport in which they play. A fee schedule is available in the OCS office.

### **Awards**

Recipients of the following awards have their names engraved on plaques displayed in the hallway of OCH.

#### **Valedictorian and Salutatorian**

The top two ranking members of the graduating class receive special recognition. In order to qualify for the honor of being named salutatorian or valedictorian, the student must have earned eight credits from this institution during his or her junior and senior years, must be a “traditional” (on-campus) student, must not be on ESL status, and must have a cumulative grade point average of 3.0 or higher for all four years of high school. Graduates must have spent their entire senior year at OCH in order to be eligible for these honors. These students are announced at Commencement and will have their names added to a plaque that is displayed in the OCS hallway.

#### **Graduation with Honors**

High School graduates with a cumulative GPA of 3.70-3.79 will have conferred upon them the distinction of graduating with honor. Students attaining a GPA of 3.80-3.89 will have conferred upon them the distinction of graduating with high honor, and those with a GPA of 3.90 and above will be honored as graduating with highest honors. Announcement of these honors will be made during the commencement exercises.

#### **Honorary Scholastic Torchlight Society**

Members of the graduating senior class with a cumulative grade point average of 3.67 or above become members of the Honorary Scholastic Torchlight Society. These students are announced at Commencement and will have their name added to a plaque that is displayed in the OCS hallway.

#### **Student of the Year**

The Overland Christian High School Student of the Year is nominated by the OCH faculty and staff and selected by the entire OCH student body. Candidates must meet certain academic requirements and conduct guidelines; must be a junior or a senior; should be outstanding in achievements or offices held in classes, clubs, or athletics; and should have manifested outstanding character in school and social life.

### **Athlete of the Year**

Presented on the basis of athletic contribution and sportsmanship while participating in OCH athletics, this award is reserved for juniors and seniors. The Athlete of the Year is chosen by the various coaches and physical education teachers and is presented at the Awards Assembly at the end of the school year. This student will have their name added to a plaque that is displayed in the OCS hallway.

### **Before and After School Policy**

Students are not to arrive at school before 8:00 a.m. or enter the classroom building before 8:20 a.m. After the final bell has sounded for dismissal from school, students have fifteen minutes to leave the campus (unless they are remaining for an OCH team practice). If a transportation problem makes it necessary for a student to be picked up later, arrangements should be made to pick the student up off campus. In any case, students are required to leave campus no later than fifteen minutes after dismissal unless specific arrangements have been made for the student to be properly supervised on campus. Loitering is not permitted. In other words, students should not be roaming the campus before or after school without supervision.

### **Gym Policy**

The primary purpose of the gymnasium is for physical education, team athletics, and recess periods. These activities take precedence over any individual's desire to play or exercise in the gym. The gym is closed at dismissal each day. No student is permitted to remain in the gym after that time. The gym will be open to OCH team members 15 minutes prior to any regularly scheduled practice so that the athletes may warm up and prepare, provided appropriate adult supervision is available.

After dismissal time, the gym may be used by OCH students only if the following conditions have been met:

- Permission has been granted by an administrator.
- There is a faculty or staff member present and supervising.

### **Hot Lunch**

A hot lunch program is available for students. Lunches may be purchased daily or in advance. No student is to leave campus during lunch hour (except those seniors who have parental consent forms on file). All other students are to report to and remain in the cafeteria during lunch time.

## **SECTION II** **ATTENDANCE AND TARDY POLICIES**

### **Attendance Policy**

Research indicates there is a positive correlation between attendance and grades. Parents are encouraged to maintain a close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems. A student's attendance is essential to learning— learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of the students to understand and

gain insight from the classroom experiences, and the student's ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interests in the continuing program.

## **Excessive Absences**

OCH students will be considered academically jeopardized when they reach a specific number of absences in a class. These absences (excused AND unexcused) will result in an academic penalty. The penalties will be assessed in the following manner:

- 15% of classes missed per semester will result in a 10% reduction in grade. For example if the student earned a 95% (A) in the class, but was absent 15% of the class periods, the highest the grade can be for the semester is an 85% (B).
- When a student has missed 25% of class during the semester due to absences (Excused AND Unexcused) the student will receive ZERO credit for the class and a failing grade (F) will be recorded on the student's transcript.
- Any appeals due to extenuating circumstances may be addressed to the OCH Administration who will then look at the extent of the coursework, and interview the teacher, student, and parent before making a final decision.

## **Tardy Policy**

One goal of this administration is that the school shall help each student to achieve maximum development of individual knowledge, skills, and competence, and to learn to demonstrate behavior patterns which will enable him/her to be a responsible member of society. The success of this goal is lessened when a student is unnecessarily tardy resulting in an interruption of the educational process.

A student is considered late to a class once the tardy bell rings. Students who are late due to circumstances beyond their control should communicate with the instructor who will evaluate the situation and determine whether or not a tardy should be assessed. If a faculty or staff member detains a student so that the student will be late to class, the faculty or staff member will communicate with the instructor of the class so that a tardy will not be assessed. Students who arrive more than 20 minutes late to any class throughout the school day will be assigned an absence, (excused or unexcused will be determined by administration).

As part of students' responsibility to be prepared, they should make sure they bring all necessary supplies and materials when they arrive at class before the tardy bell rings. Any student who must leave the classroom to retrieve a forgotten item will be assessed a tardy. In addition, students should use their break between classes to use the restroom. Unless extenuating circumstances exist, students will not be allowed to leave class to use the restroom. If a student must go to the restroom, he or she will be assessed a tardy. The teacher is responsible to determine whether a tardy should be assessed.

A student who is tardy to the same class twice in the same week will be assessed an eighth hour. Any student who is assessed five eighth hours for tardiness during the same quarter will be required to attend a before-school detention (7:30-8:20) on a date determined by the administration. Failure to attend this detention will result in a five percent reduction of the

quarter grade for the class in which the tardies were assessed. The eighth hours given due to tardies will not be included in the accumulation of eighth hours leading to further disciplinary action as stated in another section of this handbook.

## **SECTION III** **ACADEMICS AND GRADING**

### **College Equivalency**

Overland Christian High seniors who maintain a GPA of at least 3.0 (in their high school classes) for two semesters have the opportunity to enroll in college classes offered by Kansas Christian College. Upon payment of specified tuition and fees (which includes purchasing the textbook) and upon successful completion of the courses, bona fide college credit can be earned. This dual credit option is only by the approval of the high school principal and KCC Academic Dean.

### **Curriculum**

In order to meet the varied needs of the students, Overland Christian High School offers a wide assortment of classes ranging from the traditional curriculum to specialized courses in homemaking, journalism, computer science, business, music, and religion. In the core subject areas, OCS uses the *Bob Jones University Press* curriculum where available. Computer and foreign language classes are offered every year on the course schedule, subject to a minimum enrollment number.

### **Final Exams**

Teachers are responsible to schedule final exams for their classes, usually during the final week of the semester. Only under extenuating circumstances will a student be allowed to take his final examinations at a different time. Each teacher will determine the material to be given on their final examination and the student will be given ample notice to prepare himself for these tests. Graduating seniors who have an *A* in a class prior to the final exam for the second semester may be excused by the instructor from taking the final in that class. However, they may take the exam if they so desire.

### **Grade Point Averages**

Grade point averages, with the exception of grades for advanced courses, will be computed as follows.

A	4 points	C	2 points
A-	3.67 points	C-	1.67 points
B+	3.33 points	D+	1.33 points
B	3 points	D	1 point
B-	2.67 points	D-	0.67 point
C+	2.33 points	F	0 points

Final grade point averages are computed by semester for students in grades 7-12. Only courses receiving the letter grades A, B, C, D, and/or F will be used in determining grade point averages.

## Grade Reports

OCH issues-Progress Reports during the fifth week of the grading period. These reports are tools to keep the parents informed of progress and alert them to any problem areas that may need their attention before the quarterly grades are issued. Should there be any questions, the parents may call the school and make an appointment with the issuing teacher. Grade Reports are issued to the parents at the close of each quarter's grading period along with attendance reports.

## Grading Scale

The following grading scale is used for computing grades in all classes:

A+ >99	B- 80-82	D+ 67-69
A 93-99	C+ 77-79	D 63-66
A- 90-92	C 73-76	D- 60-62
B+ 87-89	C- 70-72	F 0-59
B 83-86		

It should be recognized by students, parents, and teachers that standards of performance are neither raised nor lowered by percent scales. Standards are determined by instructional objectives and teacher expectations which are challenging but realistic.

## Grading System

The following grading symbols are used on OCH Grade Reports:

- A – Excellent / Superb
- B – Good / Satisfactory
- C – Average / Mediocre
- D – Poor / Unsatisfactory
- F – Failing / Unacceptable
- I – Incomplete

All grades earned at Overland Christian High School are placed on the permanent record. Grades of incomplete will only be given when extremely unusual circumstances prevail. Any incomplete not replaced with a passing grade within two weeks of the close of the grading period will be changed to an F.

## Promotion to High School

In order to graduate from junior high and begin earning high school credits, a student must earn the following junior high credits:

English.....	2 JH units
Social Sciences.....	2 JH units
Mathematics.....	2 JH units
Science.....	2 JH units
*Bible.....	1 JH unit
Electives.....	2 JH units
<b>TOTAL.....</b>	<b>11 JH units</b>

\*The student must earn ¼ credit of Bible for each semester he or she is enrolled as a junior high student at OCS.

## Graduation

Graduation from Overland Christian High School indicates that the student has completed twenty-four (24) units of high school credit, including the courses listed below which meet the requirements of both the Kansas State Department of Education and the KCC Board of Trustees.

<b>English</b> .....	<b>4 units</b>
<b>Social Sciences</b> .....	<b>3.5 units</b>
* <i>World History</i> .....	1 unit
* <i>American History</i> .....	1 unit
* <i>Kansas History</i> .....	½ unit
* <i>American Government</i> .....	½ unit
* <i>Economics</i> .....	½ unit
<b>Mathematics</b> .....	<b>3 units</b>
* <i>Algebra I</i> .....	1 unit
* <i>Math Course with Algebra I as prerequisite</i> .....	1 unit
<b>Science</b> .....	<b>3 units</b>
* <i>Biology</i> .....	1 unit
<b>Foreign Language</b> .....	<b>1 unit</b>
<b>Phys. Ed./Health</b> .....	<b>1.5 units</b>
<b>**Bible</b> .....	<b>2 units</b>
<b>Electives</b> .....	<b>6 units</b>
<b>TOTAL</b> .....	<b>24 units</b>

\* required courses

\*\*To be eligible for graduation, a student must earn at least one quarter credit of Bible for each semester he or she is enrolled in Overland Christian High School.

Special exceptions or substitutions of required credits can only be arranged and approved by the high school administration. Students must meet graduation requirements to participate in the commencement exercises. Under no circumstances may a student receive a diploma before his class is scheduled to graduate. The Board of Trustees, working through the administration, is the final authority in the granting of diplomas which are the documentary evidences of graduation from high school.

## Honor Roll

Any student having earned a 3.0 to 3.66 grade point average for any quarter will be placed on the *School Honor Roll*. All students having earned a 3.67 or above grade point average for the quarter are placed on the *Principal's Honor Roll*. Any student with a grade of D, F, or I in any class will not be placed on any honor roll. Junior and senior high students, who achieve any OCS Honor Roll distinction, will receive special recognition of their efforts in a chapel assembly following the end of each quarter. In addition to public recognition, students who make the *School Honor Roll* will receive one (1) Casual Day Pass. Students who make the *Principal's Honor Roll* will receive one (1) Casual Day Pass and one (1) Athletic Attire Pass. All OCS junior and senior high students who earn any honor roll distinction in **two (2)** of the first three (3) quarters will also receive one (1) Afternoon Skip Pass. This skip is subject to teacher, parent, and office approval and must be used by April 15th.



## **Honors/Advanced Courses**

Honors and Advanced Placement courses place greater responsibility on students because of higher expectations and greater sophistication. Grade points for certain advanced courses designated with an (H) or (AP/H) shall be computed as follows:

A	5 points	C	3 points
A-	4.67 points	C-	1.67 points
B+	4.33 points	D+	1.33 points
B	4 points	D	1 point
B-	3.67 points	D-	0.67 point
C+	3.33 points	F	0 points

Outside classes will be designated as “honor” only with prior approval of the principal.

## **Intellectual Dishonesty Guidelines**

### **Definition of Intellectual Dishonesty**

Intellectual dishonesty (sometimes called “cheating”) includes any effort on the part of a student to receive credit for work that is not his or her own or any unauthorized use of any form of short- or long-term storage method (electronic or otherwise) for the purpose of giving oneself an intellectual advantage on any test, quiz, project, or assignment. Intellectual dishonesty also includes the unauthorized sharing of answers among students.

### **Categories of Intellectual Dishonesty**

Intellectual dishonesty may occur on homework assignments as well as on more major items like tests, quizzes, and projects.

### **Intellectual Dishonesty on Homework Assignments**

OCS recognizes the importance of allowing students to assist one another in authorized ways in completing homework assignments. It is permissible for students to work together on assignments provided each of the students contributes approximately equally to the entirety of the assignments. Failure to do so constitutes intellectual dishonesty. For example, students are welcome to work together to find the answers to questions they are assigned. They may not, however, divide the assignment among or between themselves, then simply copy the answers prepared by other students.

### **Intellectual Dishonesty on Tests, Quizzes, and Projects**

While this list is not exhaustive, the following are examples of intellectual dishonesty.

- Giving **or** receiving answers on any test, quiz, or project without the express permission of the instructor.
- Using notes, books, or study guides on any test, quiz, or project without the express permission of the instructor.
- The unauthorized use of any translator, cell phone, or other electronic device for the purpose of storing and retrieving test or quiz material.
- Obtaining or attempting to obtain copies of tests or quizzes in advance.
- Possession or use of answer keys for quizzes, or tests.

- Maintaining copies of tests or quizzes for the purpose of sharing them with a future class.

The OCS administration has the final judgment as to whether or not a specific action rises to the level of intellectual dishonesty.

### **Damage of Intellectual Dishonesty**

Intellectual dishonesty is an effort to receive credit for work the student has not done. Often, it is a “shortcut” used by students who have not adequately and/or properly prepared themselves for their required studies. Not always, but often, intellectual dishonesty is a result of laziness, procrastination, or pride (wanting to appear academically superior). Students are under a great deal of pressure to perform well academically, but this is no excuse for resorting to dishonest means.

It is the clear teaching of Scripture that all forms of dishonesty are sin. As OCS is a Christian community, intellectual dishonesty is clearly intolerable. Intellectual dishonesty is also a blight on the character of a person. It is obvious, then, that intellectual dishonesty is something to avoid in the pursuit of academic and moral excellence.

While seeming to give a student an immediate advantage (a good score on a test, quiz, assignment, or project), intellectual dishonesty is actually quite disadvantageous. Students who fall into this trap soon find themselves struggling to keep up with the rigors of academia since they have not actually learned the previous material. This is a clear illustration of the principle of sowing and reaping taught in Galatians 6:7.

Intellectual dishonesty disrupts the teacher’s ability to fairly evaluate the students in a class. If a student or group of students is receiving artificially inflated grades, the students who are not participating in these activities seem to underachieve when, in fact, they may have a better grasp on the subject matter of the class.

### **Consequences of Intellectual Dishonesty**

When a student is found to be guilty of intellectual dishonesty on a test, quiz, or project, the disciplinary actions listed below will be taken. These consequences accumulate yearly per class. The classroom teacher will be responsible for recording and tracking all incidents of intellectual dishonesty.

- **First Offense:** The student will receive a grade of zero for the test, quiz, or project involved.
- **Second Offense:** The student will receive a grade of zero for the test, quiz, or project involved. The student will be prohibited from participating in any extra-curricular activities for the remainder of the semester or three months (whichever is longer).
- **Third Offense:** The student will be ineligible for any academic or citizenship honors for the remainder of the school year and will be ineligible for semester credit for the class in which the offense occurred. The matter will be referred to the OCS administration (who may consult with the KCC student development committee as necessary) for further possible consequences including, but not limited to, suspension or expulsion.

When a student is found to be guilty of intellectual dishonesty on a homework assignment, the disciplinary actions listed below will be taken. These consequences accumulate yearly per class. The classroom teacher will be responsible for recording and tracking all incidents of intellectual dishonesty.

- **First Offense:** The student will be required to redo the assignment by the beginning of the next class period and will receive credit for the assignment. If the student fails to redo the assignment by the beginning of the next period, he or she will receive a grade of zero.
- **Second Offense:** The student will be required to redo the assignment by the beginning of the next class period, but will receive a grade of zero. Failure to turn in the assignment by the beginning of the next class period will result in an eighth hour.
- **Third Offense:** The student will receive a grade of zero for the assignment involved and will be required to redo the assignment and complete an additional assignment as determined by the classroom teacher and the OCH administration during an eighth hour.

A student need not confess to be considered guilty of intellectual dishonesty. If such action is observed by any OCS/KCC faculty or staff member or if there is clear evidence that intellectual dishonesty has occurred, the student will be considered guilty. The OCS principal and the chairperson of the student development committee shall have final judgment as to whether or not there is sufficient evidence that intellectual dishonesty has occurred.

## **Library Media Center**

The Library Media Center occupies a section of the Palmer Education Building. It is fully computerized and staffed by qualified personnel available to assist students. The book collection consists of over 20,000 volumes. In addition, the collection includes periodicals, maps, videos, DVDs and CDs. Several computers are available for student use.

## **Circulation Policy**

Each secondary student is assigned a patron number by which to check out materials. The loan period varies from three days to two weeks, depending on the resource checked out. Materials should be returned by the due date in the "Book Return" slot in the workstation. Overdue charges will accumulate at the rate of ten cents per school day for books; materials with shorter loan periods have higher fines. Materials must be renewed by the due date in order to avoid fines.

Lost books should be reported to the librarian as soon as possible in order to stop overdue charges from accumulating. If the book is not found by the end of the semester, the student is responsible for the replacement cost of the book with a minimum charge of \$10.00. All books must be returned and fines paid by the end of the semester in order for a student to obtain his grades.

## **Schedule Changes**

Students desiring to change their schedule by adding or dropping a class must complete a Schedule Change Form by the end of the fourth week of the semester. This form must be approved and signed by the principal and signed by all teachers affected by the schedule change. In addition, the student's parent or guardian must also sign the form. Credit will only be given for courses in which the student has successfully completed a full semester. No partial credit will be given unless the class is specifically designated as a partial credit course.

## **Student Classification**

Each student's academic classification is determined at the beginning of the fall semester (or when he or she enrolls at OCS), and will remain at that level throughout that school year. The following classifications will be used:

- Freshman (ninth grade) – fewer than 6 credits
- Sophomore (tenth grade) – more than 6 but fewer than 12 credits
- Junior (eleventh grade) – more than 12 but fewer than 18 credits
- Senior (twelfth grade) – 18 or more credits, or the ability to complete the necessary courses for graduation during that school year.

## **Transcripts**

Each student will have a permanent record on which are recorded class grades. Transcripts are updated each semester and are available to students upon request. Transcripts will not be released unless the student's financial account is in good standing with the school. A nominal fee may be charged for processing student transcripts.

# **SECTION IV** **STUDENT CONDUCT AND DISCIPLINE**

## **Eighth Hours**

Eighth hours will be given for minor infractions of the school rules. Eighth hours are to be taken very seriously. Comprehensive records are kept in the office of all incidents. The following penalties will be assessed for incidents resulting in eighth hours for any reason:

- 3 Eighth Hours in a Semester – 1 day suspension
- 5 Eighth Hours in a Semester – 3 day suspension
- 7 Eighth Hours in a Semester – possible expulsion

All students must make arrangements to serve any eighth hour they are assigned. If a student fails to show for one eighth hour, it becomes two. If the student fails to show for the second or third eighth hour, it becomes one day of in-school suspension.

## **Social Life**

The highest principles of Christian propriety are to be maintained by each student in his relationships with others both on and off the campus. Courtesy, friendliness, and mutual respect must be maintained at all times. Each student should feel that at school he has several good friends.

If a dating relationship is to be carried on by high school students, it is not considered appropriate that romantic activities take place here at school. This means that no physical contact is to take place between members of opposite sexes, even if the two individuals are not in a dating relationship. It is emphasized that the school has no intention of destroying existing friendships. Far to the contrary, we wish to encourage young people to be an interested, active part of the larger group during their middle and high school years.

# **OVERLAND CHRISTIAN GRADE SCHOOL SPECIFIC POLICIES**

## **SECTION I** **GENERAL INFORMATION**

### **Before and After School Care (BASC)**

Before/after school care (BASC) is available for students ages 3 - 12 on school days from 8:00 a.m. to 8:25 a.m. and from 3:35 p.m. to 5:30 p.m. A general overview of the BASC program is outlined in the sections below. For more detailed information please request the detailed copy of the Overland Christian Before and After School Care Guidelines.

### **BASC Fees**

Current fee information is available upon request from the school office.

### **BASC Registration**

A BASC Registration Form will be provided for parents who wish to enroll their children in the program. There is a non-refundable registration fee per family to enroll in the program, payable at the time of registration.

In order to have their children involved in the BASC program, parents are required to review the policies and procedures information relating to the BASC program and submit a signed consent form which indicates agreement with such policies and procedures.

Whenever possible, parents not using the service on a regular basis should communicate with the school office concerning any days they expect to use the service. To avoid after school care fees, students must leave the school grounds or their parents and/or the vehicles they are riding in must have arrived at the school by 3:35 p.m.

In any event, all parents using the service must arrive to pick up their children by 5:30 p.m. Late charges after 5:30 p.m. will be assessed. Please remember that children must be signed in and out each day.

### **Birthday Celebrations**

If parents offer to send a treat on their child's birthday, please confine it to the lunch period or the final twenty minutes of the school day.

### **Chapel Services and Assemblies**

Attendance at weekly chapel services and other assemblies is required of all students. Chapel will be held once each week and parents are welcome to attend these services. Chapel is a time of group worship, and students are to be on their best behavior, participating appropriately in each portion of the service.

Each classroom will be responsible for at least one chapel presentation during the school year. Homeroom teachers will give students specific instructions for conduct relating to chapel services and assemblies and will remind them of such from time to time as necessary.

### **Drop Off and Pick Up**

When dropping off or picking up children, parents may park next to the curb in the drive leading up to the Palmer Education Center and wait. Children should use the curb side and sidewalk to exit and enter a vehicle. Vehicles are not to be left unattended. Parents or approved adults (18 years of age) desiring to leave their vehicle must park in the designated parking lot(s) before leaving their vehicles.

### **Field Trips**

Field trips complement the school curriculum and will be taken periodically by each grade during the year. Parents will be notified in advance that the field trip will be taken. By request of the teacher or administrators, some parents may be permitted to accompany field trips in order to provide more supervision of children.

A permission slip is to be signed before each trip. Small fees may be charged to cover the expense of some field trips. All field trips will begin and end at the school. Students will not be released to go home directly from the site of a fieldtrip visit without prior approval from the principal.

### **Lunch**

A hot lunch program is available for students. Lunches may be purchased daily or in advance. The homeroom teacher keeps records and takes the lunch money during the first part of each day. A menu will be sent to parents at the beginning of each month. Students who prefer to bring a lunch from home may do so. When packing lunches, please keep in mind the following:

- Milk and other beverages may be purchased at the cafeteria.
- Students may not keep lunches in the school refrigerator. Meals that do not need refrigeration are recommended.
- All lunches are to be eaten in the cafeteria.

Proper manners are to be used and will be promoted. Homeroom teachers will discuss with students other specific rules for conduct during lunchtime. Lunch times are scheduled for each class between 11:30 and 12:00 to allow sufficient time for the servers to care for all the students without a long waiting line.

### **Music Lessons**

Piano lessons are offered by the semester to interested students in grades one through six. Parents may enroll their children by completing the enrollment materials presented at the beginning of each semester. Additional information concerning scheduling, payment, and materials is made available upon request by the parent.

### **Lesson Scheduling**

Lessons are scheduled weekly on school days during normal school hours, when possible. No lessons are given on holidays or during school vacation periods. Fourteen lessons (approximately one half hour in length) are guaranteed on the school's part for each semester. Normally, fifteen to

sixteen lessons will be scheduled per student per semester. This will allow some schedule conflicts on the school's part such as emergency closings, teacher illness, or other situations in which rescheduling are not practical. If, for any reason on a student's part, lessons are missed, the minimum number of guaranteed lessons will be reduced by the number of missed lessons.

### **Recitals**

As an important part of the music lesson program, two evening recitals may be scheduled each year. All students in the program are required to participate in these recitals.

### **Financial Policy**

The music lesson fees will be arranged through the office. It shall be included in the payment plan of your choice. Students entering or withdrawing from the program in the middle of a semester shall be charged an amount determined on a prorated basis. Students must enroll at the beginning of each semester. If, for any reason on the school's part, the minimum number of guaranteed lessons (reduced for lessons missed on the students part) per semester are not given, a refund or credit shall be issued.

### **Instruments and Materials**

Lesson materials and instruments are not stocked and distributed or rented through the school. All such materials and instruments shall be obtained by the student independently of the school as requested by the music teacher.

### **Recess**

A noon recess is scheduled each day for all grades. Morning recesses are left to the discretion of the teacher. All recess times will be held outside except for days that are too cold or rainy. Recess will be moved to the gym during inclement weather. Temperatures of 32 degrees Fahrenheit will generally be considered too cold for outdoor activities. Students should come prepared with proper clothing. During the winter months this would include warm coats, hats, boots, and gloves or mittens.

### **Room Parents**

At the beginning of each school year each parent has the opportunity to volunteer as a Room Parent. A Head Room Coordinator (who is appointed by the principal or his designee) will help each teacher and the room parents with special activities. The room parent is responsible to plan four parties per year (Fall, Christmas, Valentine's Day, and one additional party) in cooperation with the various classroom teachers. They also may assist the teacher on field trips. In addition, they help in planning the annual Teacher Appreciation Week.

The teacher is responsible at all times for the discipline of the class. All volunteers are asked to respect that authority and not to interfere with the regular system of discipline established by the teacher.

## **SECTION II**

### **ATTENDANCE AND TARDY POLICIES**

#### **Leaving the Campus**

Once a student has arrived at school in the morning he or she is not permitted to leave the school grounds until dismissal without specific parental permission.

#### **Perfect Attendance**

Students with excellent attendance records will be recognized for their accomplishments. A Certificate of Perfect Attendance will be awarded at the end of the school year to all students with no absences and not more than eight tardies for the school year.

#### **Release from Class**

When it is necessary for the parent to take a child out of class for any reason during the day, communication with the child's teacher or the OCS office must proceed release. No student will be released to anyone except through the school office. Medical and dental appointments should be made for non-school times when possible.

#### **Tardies and Absences**

Being on time is important. Classes begin promptly at 8:35 each morning. Students who are not in class at 8:35 a.m. will be marked tardy by the teacher. A parent or driver of a vehicle arriving late should communicate the reason for the tardy to the office at the time the tardy occurs. If no such communication is received, the tardy may be counted unexcused regardless of the reason. A student who accumulates 8 unexcused tardies during the year will be required to serve a detention. A student who accumulates 16 unexcused tardies during the year will be required to serve an in-school-suspension (ISS).

Excessive unexcused absences and/or tardies will result in action on the part of the school and may lead to the student being withdrawn. If a child is absent more than 20 days during the year, including both excused and unexcused absences, his promotion may be in jeopardy. (Eight tardies are considered the equivalent of one absence.)

## **SECTION III**

### **ACADEMICS AND GRADING**

#### **Curriculum**

Bible study is a fundamental requirement for all students at OCG. Therefore, a planned program of Bible study is incorporated into the daily instruction. OCG uses the *Bob Jones Press* curriculum which includes each of the subjects listed below for first through sixth. All subjects are considered from a Christian perspective, giving each student a well-rounded, Bible-centered education.

The grade school curriculum includes reading, phonics, language, spelling, writing, arithmetic, science, health, social studies, and Bible. Additionally we offer specialized classes for elementary



students once the core curriculum is completed each day. These classes include music, physical education, computer, art, and library.

## **Grading System**

The percentage grades for each letter grade are as follows:

A+ >99	B- 80-82	D+ 67-69
A 93-99	C+ 77-79	D 63-66
A- 90-92	C 73-76	D- 60-62
B+ 87-89	C- 70-72	F 0-59
B 83-86		

## **Homework**

Homework is assigned to reinforce skills that are taught in school. To facilitate the completion of homework the school uses the following procedures:

- Each teacher is at liberty to give homework to help each student advance in his studies.
- Homework must be completed by the student.
- If children are having difficulty completing the homework assigned or an inordinate amount of time is being spent on homework, parents should contact teacher immediately so that a plan may be developed to assist the child.
- Work for children who are absent will be sent home with a sibling or will be left at the school office to be picked up by the parents at the dismissal time.
- Please notify the office by 10:00 a.m. if homework for an absent child should be sent with a sibling or if parents will pick it up.

## **Honors for Achievement**

Each grading period an Honor Roll will be posted with the names of students who have all *A*'s and *B*'s in all academic areas. For those students who have all *A*'s, in all academic areas, a Principal's Honor Roll will be posted for each grading period. A Certificate will be awarded to all students making either the Principal's Honor Roll or the Honor Roll for a particular grading period.

## **Library**

Library books generally may be checked out for two weeks and renewed one time for an additional two weeks. Books to be renewed must be presented in the library before they will be renewed. Students may have only two books checked out in their name at any given time. A fine of five cents per school day will be charged for overdue books. Students will also be charged for lost or damaged books.

Reference materials including those housed in the various classrooms may not be checked out by students. Other specific rules concerning library material and student conduct are posted in the library and will be discussed with students.

## **Materials**

### **School Supplies**

School supply lists are generated for each grade level and made available to parents by July 15 each summer. Students are responsible to provide their own supplies.

### **Art/Activity Materials**

Special art/activity materials will also be needed in addition to those basic materials furnished by or for each student as described above. Some of these materials will be furnished by the school with other specific items to be obtained by students upon the request of the teacher.

### **Requirements for Grade Promotion**

In order to progress to the next grade level, the student is expected to do at least passing work (D-) in all subjects and to be recommended by the teacher. If subjects are failed and the teacher thinks the student can go on to the next grade, the school will consult with the parents about makeup work or tutorial help.

### **Testing**

All students, first through grade six, are required to take a standardized achievement test each spring. Results of these tests will be available to parents. The office should be consulted if information is desired.

## **SECTION IV** **STUDENT CONDUCT AND DISCIPLINE**

### **Student Conduct**

Included in this handbook are some basic guidelines for student conduct. Our teachers encourage proper behavior on the part of the students and they are at liberty to establish guidelines for their own classrooms.

### **General Regulations**

- Students are to respect and obey those who are in authority.
- Students are expected to be reverent during chapel.
- Students are to show courtesy and kindness to others.
- Students are to refrain from chewing gum while at school.
- Students are always to be truthful and honest.
- Students are to be good stewards of school property.
- Students are to conduct themselves in a safe manner at all times.
- Students must secure permission from the teacher before bringing pets to school.
- Students are to leave weapons (including toy weapons), guns, pocket knives, electronic video games, radios, dangerous toys, inappropriate pictures, magazines, or books, etc., at home.

- Students should refrain from eating in the halls at any time, whether before, after, or during school.
- Students are to remain in the school building until dismissed by the teacher.
- Students are not to use the pop machines in the cafeteria at lunchtime.

### **Playground Regulations**

- Students are to remain within the designated play area and secure permission of the teacher on duty to leave that area for any reason.
- Students are to engage in safe activities and to use playground equipment as designed.
- Students are to respect the rights of fellow students at all times. Sportsmanship is to prevail at all times.
- Students are not to enter or play in the designated preschool play area.
- Students are to be modest while playing on the climbing equipment or swings.

### **Gymnasium Regulations**

- Applicable playground regulations are in effect while in the gym.
- The stage, all stairways, stacked chairs, and bleachers are “off limits” to children playing in the gym.
- Restrooms may only be used by permission of the supervisor on duty.
- Balls are not to be bounced off the walls around the office areas or thrown at the lights or windows.
- Gym shoes (or other soft-soled, non-marking shoes) must be worn in the gym for recess or P.E. classes. No hard-soled shoes may be worn on the gym floor at any time for play due to the danger of slipping. Students may not remove their shoes to play in their socks as that is also dangerous.

### **Discipline Code**

OCG reserves the right to intervene in the event of inappropriate student behavior. Various forms of discipline may be administered, depending on the nature of the offense and frequency of commission.

Disciplinary action may range from a reprimand up to and including expulsion from school. When the teacher has exhausted other means of correction, the child is sent to the principal’s office for counsel and/or corrective measures. When these attempts to correct the problem at school fail, the parents are contacted and the matter is discussed.

Several forms of discipline for major or repetitive infractions may be:

- In-School Suspension (I.S.S.) – Student spends all day in school without interaction with other students.
- Out-of School Suspension (O.S.S.) – Student may not attend school or any school-related activity or be on school property for a period of one to three days, as determined by the OCS administration.
- Expulsion: The student’s enrollment in Overland Christian Schools is terminated for the current school year.

In all cases of discipline, the personnel involved will clearly discuss the offense with the child, point out Scriptural applications, and have prayer after which the corrective action will be taken.

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