

Introduction 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.

Location

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

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.

ACSI Membership

Overland Christian Schools is a member of the Association of Christian Schools International (ACSI) and participates in their various activities including the area Teachers' Conventions and Academic Meets.

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.

Doctrine

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.

Objectives

Following are the primary objectives of Overland Christian Schools:

- To offer a high quality education firmly based on a thoroughly Christian philosophy, 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 experience of justification and a second definite work of grace.
- 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 conservative holiness viewpoint 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 twice each week. Attendance at chapel services is mandatory.

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).

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 college, the following standards are expected of all students:

- Christian principles of morality should govern every personal relationship.
- 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.
- Persons who are found to be homosexual will not be allowed to continue enrollment.

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 KCCBS administration.

School-Wide Rules

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, cassette players, CD players, cassettes, CD's, 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 (See Phone Policy).

Additionally, all students who are on campus for any reason or are involved in any school-sponsored activity whether on campus or off campus are to be in school uniform unless office permission to do otherwise has been granted.

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. In a case where a student is facing a second suspension, the teacher may recommend to the administrator that the student be expelled.

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 administrator or teacher.

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.

Faculty

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.

Payment Options

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.

11-month payment plan (August through June) through F.A.C.T.S. tuition payment plan. More information or brochures about F.A.C.T.S. are available in the KCCBS business office.

NOTE: No child will be allowed to enter school without the first monthly tuition installment paid.

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.

Textbooks

Textbooks are supplied by the school. Non-consumable books remain the property of the school. Consumable textbooks may be taken home at the end of the year (or when a child withdraws from school). Students will be charged for the total cost of replacement for lost textbooks. Non-consumable textbooks are to be returned in as good condition as when received, allowance being made for wear caused by careful use. No marks are to be made in them and covers are to be kept clean. Damaged non-consumable textbooks will be assessed and the student will be billed for any damages.

Attendance Policy

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.

All students should report to the office upon returning after an absence. The office will issue a readmit slip which will allow the student to gain access to his classes. This readmit slip does not guarantee an excused absence. It is simply permission to return to class. The student must have each teacher sign

the readmit slip and return it to the office at the end of his first day back to school.

A student whose absence has been excused will be given the same number of days that he or she was absent to make up any work missed (unless the homework is a pre-assigned and/or long-term assignment). However, the student must take the responsibility to seek out missed assignments from the teacher or other students in the class. If necessary, assignments will be prepared for long-term absences.

If a student's absence is labeled "unexcused," he will not be permitted to receive credit on assignments given during that class period.

A student who is absent for more than 15 percent of a class during a semester will receive no credit for the class.

Excused and Unexcused Absences

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 pre-arranged 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.

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.

Progress Reports

The purpose of our reporting system is to give parents and students an indication of the progress which is being made. A Grade Report will be issued shortly after the close of each grading period. In

addition, midway through each grading period, a Deficiency Report will be sent home for any subject in which a student is doing work below C average.

As another way of monitoring progress, parents should insist that students bring home papers, tests, projects, and other graded items for them to see.

Final Grade Report and Transcript

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.

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. Membership consists of parents of students in the school who pay the annual dues of \$3.00 each.

At least five public meetings will be held each school year and will be held on the second Tuesday evening of the month. Notice of these meetings will be placed in the *Wednesday Weekly* prior to the date. 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.

School Directory

A School Directory is published each school year by the Parent Teacher Fellowship, and a copy is given to each person paying the annual membership dues. This book lists all students of Overland Christian Schools by grade, the employees of OCS and KCCBS, the school calendar, and other pertinent information. Addresses and phone numbers are also recorded with employee and student lists.

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.

Yearbook

Each year a yearbook is published and presented to each child as a record of the memories of the school year. A portion of the Student Services Fee is designated for this book; however, additional copies (if available) may be purchased by family and friends.

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. Students may borrow a lock from the office if a lock is desired. No other locks will be permitted.

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.

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.

Lost and Found

Lost and found items are taken to the office 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.

Fire and 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.

Computers

The school operates a computer lab as well as classroom computers that provide for individual and group instruction. Although the program is well supervised, it is important for students to demonstrate a high level of self-discipline in using this high-technology equipment. As with damages to all school property, charges for malicious damage will be billed to parents.

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 written permission to attend classes. Any visitor not wishing to attend classes must report to the office and register with the secretary. All guests should follow the student's daily schedule and **MUST** adhere to the dress code and guidelines of conduct for OCS.

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 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.

Early Dismissal

In order to leave school early, a student must bring a note signed by a parent. The student will be issued office permission to give the teacher of the class which he needs to leave early.

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.

Students are permitted to bring cellular telephones to school, but these are to be used to make calls only in case of extreme emergency; students should not

receive any calls on their cellular phones during the school day. Improper use of these items will result in their confiscation and revocation of the cell phone privilege for the student involved. Students needing to make phone calls during the school day should seek permission to use the phone in the school office.

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.

Accident Insurance

The Student Services Fee covers accident insurance. Student accident insurance will pay for the most reasonable and customary care service involving medical and surgical treatment, hospital confinement, drugs, and medicines, ambulance expense and dental treatment for sound natural teeth. This is a secondary policy and will 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.

Medicine In School

To ensure the safety of all students, parents are required to provide a written note to the office or classroom teacher that gives permission for 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

Single doses in individually labeled containers (unbreakable) must be provided each day for the student. All medication taken by the student will be monitored by a staff member. The staff will ensure that the medication is stored and secured; therefore, all medication must be brought to the office. No

medication is to be in the classroom. Doses are to be scheduled during student's break times. The OCS office is supplied with common pain medications such as ibuprofen, acetaminophen, and naproxem sodium and may dispense these to students who complain of headaches or other body aches with permission from the student's parents. Parents should fill out a "Permission to Dispense Medicine" form during the registration process.

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 will 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.

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 creme, 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.

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 99 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.

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.

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.

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.

Weapons Policy

I. Introduction

Kansas City College and Bible School and Overland Christian Schools consider 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" includes, but is not limited to (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide, or other gas, or any items which appear to be realistic firearms or air guns; or (c) a slung shot, which is a piece of metal or a stone fastened to a short strap, chain, or thong, used as a weapon; or (d) a sling shot, which is a forked piece of wood, metal, plastic, or similar substance having an elastic band fastened to the prongs for shooting small stones and pebbles; or (e) a sand club, or (f) chains, or (g) metal knuckles; or (h) a device commonly known as "throwing stars," multi-pointed metal objects designed to embed upon impact; or (i) any knife or cutting or stabbing instrument with a sharp blade set in a handle; or (j) a dirk, which is a type of dagger; or (k) any devices commonly known as "nunchuka sticks," consisting of two or more lengths of wood, metal, plastic, or any similar substance connected with wire, rope, or other means; or (l) a stun-gun; or (m) any explosive device, 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 (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.

Student Grievance Procedure Policy

Kansas City College and Bible School offers a grievance procedure whereby students may reveal their concerns, problems, and complaints with the confidence that there will be a full, fair, and prompt effort to resolve the grievance.

Principles

- A. Every student complaint, problem, or grievance is important enough to be of concern to the administration, faculty, and staff of Kansas City College and Bible School.
- B. Every grievance should be resolved as soon as possible and as close to the source as possible. The time limits are imposed to make this a reality.

Procedure

- A. All concerns, problems, or complaints presented by one or more students may proceed through Steps One, Two and Three of this procedure. If the student does not think he can talk to his advisor, or if he thinks his advisor is involved in the problem, he may begin the grievance procedure with Step Two.
- B. If the grievance relates to either the Academic Dean or the Business Manager, the student may begin the procedure with Step Three.
- C. If the grievance relates to the President, the student may submit a written grievance to the chairman of the School Board who will investigate the grievance and report to the student, President, and the School Board.
- D. The documentation of all grievances which reach Step Three or above are to become a part of the official school documents and shall be accessible to the School Board and to the School's accrediting agency.

Step One

1. The student begins by making an informal presentation of the problem to his advisor.
2. The advisor discusses the problem with the student, investigates the matter, and then gives a response as quickly as possible.
3. If the answer does not satisfy the student, he may proceed to Step Two within five working days.
4. If the student does not proceed to Step Two within five working days, the matter will be considered closed.

Step Two

If the grievance relates to personnel or policies under the authority of the Academic Dean, the student pursues the matter through the Academic Dean. If the grievance relates to personnel or policies under the authority of the Business Manager, the student pursues the matter through the Business Manager.

1. The student prepares a "written grievance," which is given to the Academic Dean/Business Manager as soon as possible after receiving a response from the advisor.
2. The Academic Dean/Business Manager discusses the grievance with the student, does further investigation, and returns a written response within five working days.
3. The Academic Dean/Business Manager may either support or reverse the answer given in Step One.
4. If this response does not satisfy the student, he may proceed to Step Three within five working days.

Step Three

1. The student presents a written grievance to the President as soon as possible after receiving a response from the Academic Dean/Business Manager.
2. The President discusses the grievance with the student, does further investigation, and then returns a written response within ten working days.
3. The President may either support or reverse the answer given in Step Two.
4. The response of the President reflects the final decision of Kansas City College and Bible School.

Home School Satellite Program

Overland Christian Schools offers a program designed to supplement the efforts of parents who choose to home school their children. By operating as a "satellite" of OCS, home school students can participate in laboratory science classes, athletics, field trips, and so on. Additionally, they may well as have their grades recorded in the office so that they may receive a transcript and/or diploma and/or graduate from OCS. More information is available at the office.

High School Information

Admission Process

A student who wishes to enter Overland Christian High School should write or call the school office and request an application packet. 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 prior to the first day of classes. 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, every student applying for admission at Overland Christian Middle or High School will 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 catalog and any other handbook publication 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, non-attendance, 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.

Unexcused Absences

Two (2) unexcused absences from a class in a quarter will result in the grade for that class being lowered one letter grade. Four (4) unexcused absences from a class in a quarter will result in the grade for that class being lowered two letter grades. Should a student be inexcusably absent from a class more than five (5) times during a quarter, he or she will not qualify for a passing grade in the class. Remember also that if a student's absence is labeled "unexcused," he or she will NOT be permitted to receive credit for assignments due or test or quizzes given during that class period.

Tardies

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.

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.

Students who are tardy for classes may accumulate one tardy per quarter without incurring penalty. The second tardy for each class will result in an eighth hour, the fourth tardy will result in one day of in-school suspension, and the sixth tardy will result in one day of Saturday detention to be served from 8 a.m. until noon on a date designated by the office. Any tardies above six in a class will result in further disciplinary action at the discretion of the principal who will confer with the student's parents.

The classroom teacher is responsible to keep track of tardies for each student. Students may ask the teacher for a report of how many tardies they have accumulated if they do so before or after class so as not to interrupt the educational process. Teachers will

also submit a report of absences and tardies to the office on a quarterly basis.

Tardies which are a result of extended chapels or academic testing will not be counted against the student's record, provided that this type of tardy has appropriate administrative/faculty approval. Also, if a teacher requires a student to stay after class, the teacher will issue a pass to be taken to the student's next teacher and no tardy will be recorded provided the student arrives in a reasonable amount of time after being dismissed.

Chapel Attendance

All full-time middle and high school students will attend chapel. Part-time/HSSP students who attend class just prior to chapel and who remain on campus during chapel time are also expected to attend chapel services.

Student Classification

To be classified as a high school senior, the student must have attended a minimum of five (5) semesters in the senior high grades (9-12) and have completed 17 units of high school credit. To be classified as a high school junior, the student must have attended a minimum of three (3) semesters in the senior high grades (9-12) and have completed 10½ units of high school credit. Special classification is considered only relative to the credits earned prior to the start of each semester.

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. 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.

Grade Reports

OCH issues either Progress Reports or Deficiency 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 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.

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.

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.

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.

Each student is encouraged to choose a course of studies from our track program by their sophomore year. The choices are College Prep, Business, and General Education. These tracks are simply a guideline to direct students as they enroll in classes each semester.

OCH juniors and seniors have the opportunity to enroll in college classes offered by Kansas City College and Bible School. This allows the student

to get a “head start” towards college while fulfilling the requirements for high school graduation. Such students must get the approval of the high school principal.

Correspondence

Under normal circumstances a maximum of four (4) units of correspondence study will be accepted toward high school graduation.

College Prep

Each student is encouraged to reach his/her fullest educational potential. The following classes provide the highest standard for college preparation:

Algebra I.....	1 unit
Algebra II.....	1 unit
Geometry	1 unit
Trigonometry	½ unit
Pre-Calculus	½ unit
Computer	½ unit
Typing I	½ unit
Speech.....	½ unit
Biology	1 unit
Physics.....	1 unit
Chemistry.....	1 unit
English	4 units
American Government.....	½ unit
Kansas History.....	½ unit
World Geography.....	1 unit
American History.....	1 unit
Health.....	½ unit
Physical Education.....	1 unit
Fine Arts.....	1 unit
Foreign Language.....	2 units
Electives.....	2 units
Bible	2 units
Total.....	24 units

Business Track

Consumer Math	1 unit
Accounting I	1 unit
Accounting II	1 unit
Algebra I.....	1 unit
Computer	½ unit
General Business.....	1 unit
Typing	1 unit
Biology	1 unit
Physical Science.....	1 unit
English	4 units
American Government.....	½ unit
Kansas History.....	½ unit
World Geography.....	1 unit
American History.....	1 unit
Health.....	½ unit
Physical Education.....	1 unit
Fine Arts.....	1 unit
Electives.....	4 units

Bible	2 units
Total.....	24 units

Final Examinations

The last week of the semester is set aside in the school calendar for the administration of final examinations. 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.

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.

College Equivalency

Overland Christian High juniors and 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 City College and Bible School. 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 KCCBS Academic Dean.

Honor Roll

Principal’s 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. These students are given the opportunity to take one skip day (7 different class periods) during the following quarter. These days must be arranged in advance with both the office (with a parental permission note or phone call) and all of the student’s teachers affected by the skip. An honor roll skip may not be used during the final week of the quarter or carried over to another grading period. The student cannot use an honor roll skip after an absence has already taken place. Students having

four (4) absences from a class during a quarter forfeit the privilege of taking an honor roll skip from that class. Any student with a grade of D, F, or I in any class will not be placed on any honor roll.

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. These students are given the privilege of a half-day skip (4 different class periods) during the following quarter. These days must be arranged in advance with both the office (with a parental permission note or phone call) and all of the student’s teachers affected by the skip. An honor roll skip may not be used during the final week of the quarter or carried over to another grading period. The student cannot use an honor roll skip after an absence has already taken place. Students having four (4) absences from a class during a quarter forfeit the privilege of taking an honor roll skip from that class. Any student with a grade of D, F, or I in any class will not be placed on any honor roll.

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 KCCBS Board of Trustees.

English	4 units
Social Studies	3 units
American History*	1 unit
American Government*	½ unit
Kansas History*	½ unit
Social Science Elective	1 unit
Mathematics.....	2 units
Biological Science.....	1 unit
Physical or Natural Science	1 unit
Physical Education.....	1 unit
Health.....	½ unit
Computer	½ unit
Bible	2 units
Electives.....	9 units

* = required courses

Special exceptions or substitutions of required credits can only be arranged and approved by the high school principal. 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.

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. Graduates must have spent their entire senior year at OCH in order to be eligible for these honors. Scholarships from the PTF of OCS and from KCCBS accompany these honors. These students are announced at Commencement.

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.

Student of the Year

This award is presented on the basis of personality, integrity, spirituality, scholastic ability, and personal conduct. Student of the Year candidates are nominated by the faculty and voted on by the student body. This award is presented during the Commencement exercises.

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 on the last day of school.

Transcripts

Each student will have a permanent record on which is recorded class grades, test scores, honors earned, and other academic achievements. This information is the basis for recommendations made to other schools and colleges.

Library Media Center

The Library Media Center occupies an air-conditioned section of the high school building. The book collection consists of over 20,000 volumes. The LMC currently receives more than 100 periodicals. The audio-visual collection includes approximately 1,000 audio tapes, 300 filmstrips, and 500 video cassettes. The LMC also maintains an extensive vertical file on over 350 subjects. The LMC has been recently upgraded and remodeled and is fully computerized and staffed by those who are efficient and eager to assist the students.

Circulation Policy

Each high school student is issued a patron number in the computer. Students may check out a maximum of five items. Normal checkout time

for students is two weeks, plus a five-day “grace period.” Materials with restricted checkout periods incur overdue charges immediately from due date. Books should be returned by the due date in the “Book Return” slot in the workstation. The maximum overdue charge is \$5.00 per book. Overdue charges will accumulate at the rate of ten cents per school day.

A courtesy notice is distributed once weekly on the high school lockers to advise students of overdue books and charges. If books are returned or renewed at the time of the first notice, it will probably be within the “grace period” and not result in an overdue charge. If a book has not been put on hold, it may be renewed by contacting the librarian.

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

Student Pass Procedure

A pass slip may originate in a class or a study hall. The student will explain his need to the teacher. Only those students with apparently valid reasons will be issued a pass by the teacher. Trips to lockers and, under normal circumstances, visits to the restroom are not sufficient reasons for leaving class or study hall.

If the pass is for a destination outside of the building, the student MUST check out in the office prior to leaving and check back in upon return. All pass slips should be returned to the issuing teacher. Prior to the dismissal bell, no one will be permitted to leave the classroom without a pass slip having been issued.

Special School Days

Harvest Home Day (see Calendar of Events), is considered a day of school. Any student who cannot be present at Harvest Home should furnish the office a written explanation of the conditions which prevent attendance signed by his parent. Pupil attendance is also taken on Field Day and at the Awards Assembly held near the end of the school year.

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. If this is not possible, parents must place the student in the after-school day care program and pay any appropriate charges. Loitering is not permitted.

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 10 minutes after 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.

The gym will be closed at 3:30 p. m. each day with the exception of regularly scheduled OCH team practices. On occasion, the gym may be open during the lunch hour or in the evening. However, 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.
- Students observe dress code regulations.

Athletics

Overland Christian High offers opportunity for athletic involvement in the following sports:

- Varsity boys’ basketball (full season)
- Varsity girls’ basketball (full season)
- JV boys’ basketball (full season)
- Varsity girls’ volleyball (full season)
- Boys’ and girls’ softball (one tournament)
- Boys’ and girls’ track (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.

Athletic Eligibility

To participate in athletic contests students must have no grade lower than a D+ (D, D-, or F) and maintain at least a C (2.00) GPA in their classes. Eligibility is established at the mid-term (Progress/Deficiency Report time) and at the end of each quarter.

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 the cafeteria during lunch hour. No students are to be in the classroom building during the lunch hour until after

the 12:35 p.m. warning bell sounds. If Chapel delays the lunch hour, the required time to return to class will be announced.

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.

Student Dress

On certain occasions, students will not be required to wear uniforms to school. At those times, the following dress code must be followed. Good grooming is the standard of dress at OCH. The student is expected to dress with simplicity (not with extravagance), modesty, and cleanliness. Dress should always present a pleasing appearance that does not draw undue attention to itself, thus emphasizing the more important qualities of personality. Personal appearance should not disrupt the mood or atmosphere of the activity being attended.

Athletic t-shirts, athletic sweatshirts, or athletic jerseys are not to be worn to school except when the student is engaged in manual labor, athletics, or physical education, or on special student activity days. Other shirts must have traditional or banded collars.

The dress code is in effect at all times. Off-campus students must be properly attired when on campus, no matter what occasions their return to campus. Students enrolled in performance groups may be required to adhere to dress codes peculiar to that group. Special events may require appropriate attire, which will be announced. Exceptions must be approved by the principal.

Hair color must be natural and not give the appearance of following the color fads of the "pop" culture. Extreme hairstyles are not permitted. (Special applications may be used for drama or school spirit days with prior approval of the principal.)

Boys

Boys are to wear dress shirts or neat sport shirts with collars and with sleeves that come to the elbow

or below. Shirts are to be buttoned and tucked in if so designed. Trousers that are neat and properly fitted are to be worn. Belts are to be worn if the trousers are designed with belt loops. No sweats or running pants may be worn except when engaging in athletic activities. Clean and nice-appearing jeans may be worn except on chapel days.

The wearing of ornamental jewelry is prohibited. Hairlines are to be kept above the eyebrows, off the ears, and neatly trimmed in the back. Hair should be sufficiently trimmed to avoid a shaggy appearance. Sideburns may be no longer than the bottom of the ear opening and are to be kept straight (not flared) and neatly trimmed.

Girls

Girls are to wear skirts and dresses that will cover the knees well in all positions normally assumed, with sleeves that come to the elbow or below, and with modest necklines. If a skirt has a slit, the slit must end below the knee. The wearing of slacks, pant suits or tight-fitting or sheer dresses or blouses is not permitted. Hose must be worn at all times unless the legs are covered, except that athletic socks and loose-fitting culottes (not to resemble shorts in any way) may be worn during PE classes, when participating in athletics, and on special student activity days.

The wearing of ornamental jewelry (which includes, but is not limited to rings, necklaces, and earrings) or decorative cosmetics (which includes, but is not limited to, rouge, blush, eye shadow, mascara, lip color, nail color, and eye liner) are prohibited. A light application of foundation may be used to cover blemishes. All women students are to refrain from cutting their hair. Ladies with uncut hair may wear it up or down as long as it is kept neat. Ladies whose hair has obviously been cut will be required to arrange it in a manner that minimizes the appearance that it has been cut.

Uniforms

In accordance with and in addition to the above-prescribed dress code, students at OCS are required to wear uniforms as prescribed by the administration. The uniform should be worn at all times while the student is on campus—even if school is not in session—and on all school-related trips. Any and all exceptions must be approved in advance by the principal. Those students involved in P.E. classes and OCH sports teams will be required to adhere to an athletic uniform. Students who are not properly attired in their P.E./sports uniforms will not be allowed to participate in the P.E./sports events. A description of the current OCH uniform may be found on the insert at the back of this handbook or by contacting the school office.

Uniform Violations

Students will not be admitted to class unless they are in uniform. Any student found in violation of the uniform will be issued a Dress Code Violation “pink card.” If issued a pink card, the student is to report directly to the high school office. There is to be absolutely NO DEBATE or DISCUSSION with the person who issued the pink card or any other student. Penalties for uniform violations will be as follows:

- First pink card–Warning. However, student will be required to comply with the proper dress. If this cannot be accomplished, a parent will be contacted to bring the appropriate attire.
- Second pink card–In-School Suspension. A parent will be contacted to bring the appropriate attire. The student will serve an in-school suspension that day.
- Third pink card–Suspension. A parent will be contacted to pick up the student immediately. The student will be suspended from school for one to three days. He/she will not be readmitted to school until a conference has been arranged with his/her parents.
- Fourth pink card–Expulsion. Proceedings will take place with the Student Development Committee for expulsion from school. This will take place according to the guidelines of the Handbook.

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.

Grade School Information

Registration

Registration for currently enrolled students will take place in the spring of each year. General registration begins at the Parent Appreciation Dinner. 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.

Enrollment Procedure

- Complete and sign the following forms:
 - Registration
 - 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) by the first class day.
- Acknowledge full agreement with school standards, policies, and procedures by signing the appropriate forms.

Get Acquainted Evening

Prior to the beginning of the school year, a Get Acquainted Evening will be scheduled for parents 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.

Before and After School

Students should arrive no earlier than 8:20 each morning when the doors open. 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.

After school, students are to leave for home as soon as possible. Upon dismissal riding students are to board their vehicles, non-riding students are to leave the school grounds for home immediately, and children of KCCBS/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 at dismissal time. Parents will be charged an after school fee if they do not arrive to pick up their children by 3:35 p.m. as presented in the Before and After School Care section.

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.

Before and After School Care (BASC)

Before/after school care (BASC) is available for students on school days from 6:00 a.m. to 8:25 a.m. and from 3:35 p.m. to 6:00 p.m. (1:15 p.m. to 6:00 p.m. on days school is dismissed at 1:00 p.m.). Fee information is available at the office. Fees will be charged on a pro-rated basis with each child being charged for each fifteen-minute increment of time or portion thereof at one-fourth of the hourly rate.

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 child to enroll in the program, payable at the time of registration.

Parents wishing to use the service are required to use the daily attendance log sheet posted in the care facility. Monthly charges are accrued based on the number of hours indicated on the daily attendance log sheet and are billed to each parent on a monthly basis near the end of the month.

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. (1:15 p.m. on days school is dismissed at 1:00 p.m.).

In any event, all parents using the service must arrive to pick up their children by 6:00 p.m. Late charges after 6:00 p.m. will be assessed.

Please remember that children must be signed in and out each day. Data entry and attendance is

done in the office once daily and will not be repeated. Parents who do not sign their children in/out will be charged for the total amount of daycare:

Full School Day

6:00 a.m.-8:25 a.m. = Before-School Care
3:30 p.m.-6:00 p.m. = After-School Care

Half School Day

6:00 a.m.-8:25 a.m. = Before-School Care
1:15 p.m.-6:00 p.m. = After-School Care

No-School Days

6:00 a.m.-6:00 p.m. = Daycare

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 personally 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.

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.)

Release from Class

When it is necessary for the parent to take a child out of class for any reason during the day, a note, phone call, or visit to the Principal must precede 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.

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.

Fundraisers

The grade school faculty and students join together for both a fall and a spring fundraiser. 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.

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.

Special Events

The attendance of all students will be required at certain events throughout the school year. If attendance by students is required at a particular event, it will be noted in the *Wednesday Weekly* prior to the event. Some of the events included are Harvest Home, Christmas Musical, Grade School Field Day, Spring Musical, and Awards Assembly. A student's absence from any of the musical presentations may adversely affect his music grade. The preparation and presentation of these programs constitutes a significant portion of the music instruction.

In addition to these required events, there may also be some events in which the children will want to participate. These include special PTF presentations by selected classes, performances by classes at the annual Country Store Day directed by the PTF, and academic competition with area schools (i.e., spelling bee and art competition).

Chapel Services and Assemblies

Attendance at weekly chapel services and other assemblies is required of all students. Chapel will be held once each week from 8:45 a.m. to 9:30 a.m. 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.

Pledges and Devotions

Each morning as the school day begins, pledges to the Bible, the American flag, and the Christian flag are recited by all students. Devotions will also be held.

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 each week. Students who prefer

to bring a lunch from home may do so. When packing lunches, please keep in mind the following:

- Milk may be purchased at the cafeteria. A child who prefers other drinks should bring them from home.
- 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 11:00 and 12:00 to allow sufficient time for the servers to care for all the students without a long waiting line. Following lunch period, students have a recess for a limited time.

Recess

A morning recess is scheduled for each day as well as the noon recess for all grades. Afternoon recesses are left to the discretion of the teacher and may be used as rewards for good behavior.

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

One or two parents per classroom are appointed by the Head Room Coordinator (who is appointed by the principal) to help each teacher with special activities. They are responsible to plan four parties per year (Fall/Thanksgiving, Christmas, Valentine's Day, and Spring) in cooperation with the various classroom teachers. They also assist the teacher on field trips or arrange for others to do so. 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 to not interfere with the regular system of discipline established by the teacher. Parents who volunteer to help in any of these activities are asked to respect the following guidelines:

- Men shall wear long pants and shirts with sleeves at least to the elbow.
- Ladies shall wear dresses or skirts and blouses with sleeves at least to the elbow.

A portion of the student service fee is designated for the cost of the parties. Any gifts which the children wish to give will be their choice.

Parties

We do not encourage parties for every holiday and/or special occasion that occurs during the school year. However, if parents offer to send a birthday treat, please confine it to thirty minutes or less. Students are not to bring large amounts of food to any party. All parties must be orderly and relatively quiet in consideration of neighboring classes. An exception will be made for the four traditional parties (Fall/Thanksgiving, Christmas, Valentine's Day, and Spring), which may be held for a longer period of time. The room parents will plan the parties and relieve the teacher of much of the responsibility. However, it must always be understood that the teacher is responsible for the class at all times and is to take charge if students become unruly.

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 *A Beka* curriculum which includes each of the subjects listed below for grades kindergarten through six. All subjects are considered from a Christian perspective, giving each student a well-rounded, Bible-centered education.

Kindergarten

The kindergarten curriculum is a complete educational program in which children are taught to read phonetically. In addition to reading and phonics, the curriculum also includes writing, arithmetic, science, art, music, and Bible.

Grades One through Five

The grade school curriculum includes reading, phonics, language, spelling, writing, arithmetic, science, health, physical education, social studies, art, music, and Bible.

Materials

School Supplies

Basic school supply materials are prepackaged for each grade level and are to be purchased from the school. Payment is due upon receipt of the package.

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 from the student service fee with other specific items to be obtained by students upon the request of the teacher.

Music Lessons

Piano lessons (as well as some other selected instruments) 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. 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 is 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 are scheduled each year (see school calendar). 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.

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 field-trip visit without prior approval from the principal.

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.

Weekly Newsletter

The *Wednesday Weekly* will be published throughout the school year as a means to communicate regularly and efficiently with OCG 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 OCG. A menu for the following week is also attached to the *Wednesday Weekly* along with other special announcements.

Grading System

The percentage grades for each letter grade is 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		

In some subjects an alternative marking system is used. The key to this system is as follows:

- E – Excellent Progress
- S – Satisfactory Progress
- N – Needs to Improve

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.

Testing

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

Honors for Achievement

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

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.

Appearance Code

General Appearance

Students are expected to come to school in clean clothing and to be properly groomed. Students are to dress with simplicity and modesty. Clothing shall be free of rips, tears, and frayed edges and should not be excessively faded or worn. Ornamental jewelry, cosmetic makeup, or fingernail polish shall not be worn.

General Dress Regulations

- Clothing shall be neither sheer nor form-fitting.
- Clothing that bears slogans, pictures, or advertisements shall not be worn.
- Girls' blouses and boys' shirts shall be buttoned properly. They shall be worn tucked in unless they are specifically designed to be worn outside.
- T-shirt or athletic shirts are not permitted to be worn either by boys or girls except for P.E. class.
- Boys' shirts must have traditional or banded collars.
- Shirts without collars are not permitted unless they are turtle neck, sweaters, or dressy polo-type shirts.

- Both boys and girls may wear athletic-type shoes.
- Hats shall not be worn during indoor classes by either boys or girls.

Hair Regulations

- Boys shall not have long hair. It shall be worn off the collar and ears, and above the eyebrows; sideburns shall not be longer than mid-ear. Extreme hair styles are not to be worn.
- Girls are encouraged to refrain from cutting their hair during the school year. Hair should be worn in a controlled manner. Extreme hair styles are not to be worn.

Kindergarten through Grade Four

- Girls shall wear skirts or dresses of at least knee length. Socks, tights, or knee socks shall be worn.
- Boys shall wear socks and full length pants.
- Both girls and boys are permitted to wear short sleeves, but no sleeveless item is permitted to be worn.

Grades Five and Six

- Girls' skirts or dresses shall cover the knee whether sitting or standing. Socks, tights, knee socks, or full length hose shall be worn.
- Boys shall wear socks and full length pants.
- Boys and girls shall wear one-third length or longer sleeves. No sleeveless item shall be worn.

Uniforms

In accordance with and in addition to the above-prescribed appearance code, students at OCG are required to wear uniforms as prescribed by the administration. The uniform should be worn at all times while the student is on campus—even if school is not in session—and on all school-related trips. Any and all exceptions must be approved in advance by the principal. A description of the current OCG uniform may be found on the insert at the back of this handbook or by contacting the school office.

Student Conduct

Our school cannot serve God and patrons effectively without some guidelines concerning student behavior.

Obviously it is impossible to list rules to encompass the complete behavior of all students; however, the rules and regulations of this handbook will serve as some basic guidelines for student conduct. Teachers are charged with the responsibility of maintaining proper behavior on the part of the students in their classes and are at liberty to establish rules for classroom conduct in addition to the rules in this handbook.

General Regulations

- Students shall not show disrespect for authority.
- Students shall always obey when given a direct command by a superior.
- Strict reverence is to be observed during chapel.
- Students shall be courteous to each other. No student will be permitted to either start or engage in fighting while at school.
- Students are not to chew gum during school.
- Cheating, lying, and stealing are strictly forbidden.
- School property is not to be defaced or abused.
- Students are not to run, throw any objects, or engage in horseplay or boisterous activities in the halls, classrooms, restrooms, library, cafeteria, etc.
- No profane, abusive, or vulgar language may be used.
- No pets may be brought to school unless permission has been granted by the classroom teacher.
- Students are not permitted to bring play guns, pocket knives, playing cards, electronic video games, radios, dangerous toys, inappropriate pictures, inappropriate magazines, inappropriate books, etc., to school.
- There shall be no eating in the halls at any time, whether before, after, or during school.
- Students are not to use the front parking lot as a playground before or after school.
- Students are not to use the pop machines in the cafeteria at lunchtime.
- Students are strongly encouraged NOT to bring valuables to school as any damage or loss is the owner's responsibility.
- Use of tobacco, alcohol, or habit-forming drugs shall be considered sufficient grounds for dismissal from school without credit for the semester.

Playground Regulations

- The boundaries of the playground will be discussed with students each year. No student may leave the designated play area to chase a ball, etc., without permission of the supervisor on duty.
- Students are to respect the rights of fellow students at all times. Excessive teasing or pestering is forbidden. Sportsmanship is to prevail at all times.
- Students are not to engage in unnecessary roughness such as pushing, tackling, wrestling, tripping, etc. Senseless "daredevil" type acts are not permitted. Throwing stones or sticks is absolutely forbidden.
- Playground equipment is to be used safely.
- Older children (first through sixth grades) are not to enter or play in the designated preschool play area.

- Girls are to be properly covered at all times 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 reasonably discipline students that fail to comply with any of the rules and regulations of the school or that engage in any other behavior that is less than desirable.

Various forms of discipline will 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.

Each teacher has the privilege of devising his/her own system of reward or correction for behavior. Very often, a low key reprimand is all that is needed to maintain order. Usually, "time out" is sufficient to correct a small infraction, but occasionally a student will need a stronger means of discipline.

In-school suspension is a disciplinary action used to help the student who persists in disruptive behavior. When discipline requires more than one "time out," the parents may be notified. If the situation persists, they will be notified.

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. If it is believed to be in the best interest of either the student or the school, the student will be withdrawn from school.

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

Athletics

Physical education is an important part of our educational program. OCG offers grade school basketball during the winter months. A special Field

Day is also planned in the spring at which time awards are given for various sports activities throughout the day.

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