

HANDBOOK COVER

SEE: MICROSOFT EXCEL FILE
OFFICE DOCUMENTS
APPLICATION AND REGISTRATION

WELCOME

Dear Parents and Students,

Oakhill Christian School is committed to training your child up in the ways of the Lord. However, the Christian education that your child receives at Oakhill is but one part of a three-stranded cord that encompasses the larger umbrella of Christian education. Ecclesiastes 4:12 states, *“Though one may be overpowered, two can defend themselves. A cord of **three** strands is not quickly broken.”* The three strands of Christian education are the family, your church, and the Christian school. As you can see, what we do during the day is not the entirety of Christian education. We are just one part of the process. Though we are one part, the Christian School is still vitally important. Note the progression in the scripture from Ecclesiastes. **The family is the most critical component yet, if it stands alone, it may be overpowered.** God intends a greater strength to uphold the family as it is united with the church. Together they can defend, as it says in the Biblical passage. But a child raised in a Christ centered family, growing in a spiritually vibrant church, and supported by Christian education is not ‘easily broken’. I believe that is God’s best.

We are grateful for the opportunity to work in partnership with the home and church to help young people develop their God-given abilities so they might become effective servant leaders of Jesus Christ.

The administration, faculty, and staff at Oakhill Christian School have committed this institution to the highest standards of Christian conduct. We are committed to allow and nurture an honorable community of students, faculty, and parents. An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle.

This student handbook contains important information concerning school policies and student regulations. Please take some time to familiarize yourself with this information, and if you have questions concerning anything not covered here, please feel free to contact the school.

Our goal is to create an environment which promotes learning and growth in every area—spiritual, social, physical and mental. We ask for your support and prayers as we labor toward this goal.

During the course of the year many activities are planned and **WE NEED YOU** to get involved. Your involvement as a parent is vital to **OUR SCHOOL**.

In His Service,

Jim Eaker
Principal

OAKHILL CHRISTIAN SCHOOL STUDENT HANDBOOK 2008-09

Updated: April 9, 2008

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THE FOUNDATIONS OF OAKHILL

MISSION, PHILOSOPHY AND PURPOSE

The mission of Oakhill Christian School is to provide a comprehensive education that equips students to:

- ~Discover truth through the lens of Scripture
- ~Develop their potential for further educational pursuits
- ~Become conformed to the image of Christ.

Serving Christ by developing the complete student: spiritually, socially, intellectually, and physically.

- **SPIRITUALLY**—to love God with all your heart, soul, and mind
- **SOCIALLY**—to love your neighbor as yourself
- **INTELLECTUALLY**—to analyze and evaluate all of life's issues in light of God's word
- **PHYSICALLY**—to develop self-control for the furtherance of God's Kingdom.

The following **PURPOSES** stem from our mission and philosophy:

1. To teach that the Lord Jesus Christ is to be pre-eminent in all of life, including education.
2. To assist parents in training their children to be effective Christians in the world, but not of the world, by developing within each student a discerning Christian mind.
3. To teach problem analysis and decision making from a biblical perspective.
4. To encourage the development of students' God-given talents and gifts, thereby promoting a healthy self image in each student.
5. To provide a positive, challenging, Christ-centered environment for learning.

“Jesus increased in wisdom and stature, and in favor with God and men”
(Lk.2: 52).

OCS STATEMENT OF FAITH

- We believe the Bible to be the inspired and only infallible authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- We believe that all are lost and sinful and that salvation is received by the grace of God through personal faith in the Lord Jesus Christ by the act of regeneration of life by the Holy Spirit
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe that the Church is the living body of Christ and exists to proclaim the Gospel to all persons everywhere, and to bring believers to maturity in Christ.
- We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of eternal punishment.
- We believe that Christ shall return to judge the world and to rule in righteousness.
- We believe in the spiritual unity of the believers in our Lord Jesus Christ through the power of the Holy Spirit as established in the Bible.
- We believe that the Lord Jesus Christ is the only mediator between God and man.
- We believe that support and participation in the task of fulfilling the great commission is the responsibility of all believers in the Lord Jesus Christ.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

Students deemed academically qualified and prepared to handle the program demands will be accepted. All parents must accept the Oakhill Christian School philosophy and statement of faith and the school's statement of family commitment.

FAMILY COMMITMENT STATEMENT

All families with students at Oakhill Christian School are expected to agree to the following commitment.

1. I as parent or guardian accept God's responsibility which says, *Train up a child in the way he should go and when he is old, he will not depart from it* (Proverbs 22:6) and do affirm that this training is carried on in the home. I promise that the home will provide a secure haven of safety, free from the very influences we recognize as harmful and focus on *whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy—think about such things* (Philippians 4:8).
2. I have carefully examined and endorse the Mission Statement and Statement of Faith of Oakhill and desire the school to work with me in the total education of my children.
3. In accordance with the philosophy of Oakhill, my student(s) and I will maintain active involvement in an orthodox, evangelical Christian congregation.
4. I pledge my loyalty to the aims and ideals of Oakhill and will bring any criticisms directly to the faculty and/or administration so that those in authority may properly consider them.
5. If for any reason my child does not meet the academic requirements or cooperate with the disciplinary standards in accordance with the procedures stated in the *Student Handbook*. I will cooperate with the administration as it handles these situations and will avoid discussion with those not involved, so as to avert a spirit of dissension and division at either my child's expense or the school's. Oakhill reserves the right to dismiss, suspend or otherwise discipline any student who does not adhere to the standards stated in the *Student Handbook*.
6. I agree with Oakhill's philosophy that participation in extracurricular activities is an important aspect of a well-balanced education--...*in wisdom, in stature, and in favor with God and Man* (Luke 2:52)—and, therefore, will encourage my student to participate in accordance to his/her interests and abilities.
7. I understand that Oakhill Christian School is a non-profit ministry. Tuition is kept as low as possible to make quality Christian education available to those who desire it for their children. While tuition and fees cover basic operating cost, additional funds and services are required to enable Oakhill to maintain the high quality and excellence of its programs. In full cooperation with Oakhill, I will actively participate in the promotion of Oakhill with a commitment of my time, talents, and financial resources and will uphold Oakhill consistently in family prayer.

We realize the importance of joining OCS in a partnership for the best education of my child.

We have read the Family Commitment carefully and hereby agree to its terms.

ENROLLMENT AT OAKHILL

NEW STUDENT REGISTRATION

In admission policies, OCS does not discriminate on the basis of race, sex, or social status. A student is admitted to OCS on the basis of an interview, former record, placement tests, enrollment forms, and an available classroom opening.

1. Initial contact with the school through administration or open house event.
2. Receive Information Packet
3. Complete and submit new student application.
4. Set up an appointment to view school. Receive a School Handbook.
5. If the parent decides to continue the enrollment process. Complete and return forms plus enrollment fee to OCS Office.
 - New Student Enrollment Fee (non-refundable)
 - Family Registration Form
 - Family Commitment and Statement
 - Student Commitment Statement (7-12 Grades)
 - Student Vehicle Policy/Registration (high school)
 - Pastoral recommendation (non-Oakhill Christian Church students).
6. Once all documents are received, arrangements will be made for grade placement testing:
 - a. Kindergarten and 1st grade evaluation will be done by OCS teachers. There is a \$10.00 testing fee.
 - b. 2nd – High school grade placement testing will be done by Huntington Learning Center at a cost of \$75.00 per student. Arrangements will need to be made by the family with Huntington. The office will provide information to contact Huntington. Upon enrollment at OCS the cost of the testing will be deducted from the first tuition payment.
7. Meet with principal and OCS board.
8. Receive final letter/phone call of acceptance and other information needed to begin school.
9. Administrator requests a copy of academic records/transcripts/report cards from previous school.

ADMISSION

- In order to insure quality education and close teacher-student relationships, class size is limited to approximately 10 students per grade (twelve students are allowed in Kindergarten).
- No child may be enrolled in Kindergarten who is not five years of age by September 1 (Wisconsin norm). No student may be enrolled who is more than two years older than the usual age for the intended grade level. No student may enroll after 11th grade.
- Students may begin attendance at Oakhill only at the beginning of the semester. Contacts concerning enrollment should be made at least three months prior to the beginning of a school year to allow for adequate time for interview, determination and preparation.
- Oakhill Christian School is a private institution, reserves the right to set and maintain its own standards of student conduct, dress, and scholarship.

TUITION AND FEES POLICY

Tuition alone does not support the entire cost of education at OCS. However, tuition is the primary means of supporting the school. The school also depends upon the generosity of families and the entire community of Rock County, Wisconsin to help make up the difference through various fund-raising events. *All donations to the school are fully tax-deductible.* OCS is recognized as a tax-exempt organization by the Internal Revenue Service.

Unpaid tuition and/or fees from prior year(s). All previously unpaid tuition and fees for a prior school year must be current by the first day of school before the student will be readmitted as a student for the new school year. Any request for an exception must be made in writing prior to August 1 to the School Board of OCS.

Delinquent Tuition. Tuition is due by the 1st of each month. A late fee of \$25.00 will be applied to all tuition payments received after the 15th of each month. Tuition that remains unpaid following 60 days of the due date will result in a suspension of the child or children from the school. Exceptions to the policy will be made on a case by case basis through a written request to the School Board of OCS.

Withdrawal. Students attending school for any part of a month are billed for the entire month.

ATTENDANCE AT OAKHILL

POLICIES AND PROCEDURES

Parents please recognize that whenever a child is absent, an extra burden is placed on the teacher and the student to help him/her to catch up on their work upon return. We will, therefore, ask parental cooperation in the following procedures:

- Parents are asked to telephone the school office by no later than 8:30 a.m. on the day a student is absent to insure the safety of the child and to notify the office of the reason for the absence. Please request your student's homework at this time and it will be ready by the end of the school day.
- If telephone contact has not been made between the parent and school office the day a student is absent, parents are requested to send a written excuse to the school office on the day the student returns to school. This is necessary to correct the school records to indicate an excused rather than unexcused absence.

SCHOOL HOURS

Grades K-12 8:00 a.m. - 3:00 p.m.
Office Hours..... 7:45 a.m. - 3:30 p.m.

Office Phone(608) 754-2759
School Fax Number (608) 754-2159

Kindergarten meets on Monday, Wednesday, and Friday from 8:00 to 3:00.

TARDINESS

The school day begins at 8:00 a.m. Students grades 9-12 arriving late **must sign in at the school office and receive a pass before going to their classes.** The Grades K-8 teachers will handle the attendance in their classrooms.

Excused tardiness include situations beyond control such as family emergencies, road or car trouble and weather conditions. Students arriving at school after 9:30 a.m. will be marked absent ½ a day. Students leaving the school before 1:00 p.m. will be marked absent ½ a day.

EARLY DISMISSAL

When it is necessary for a student to leave school early during a school day, a parent must call the school office or a written note from the parent must be brought to the office by no later than 8:15 a.m. the day of the early dismissal.

ABSENCE OR TARDY BECAUSE OF MEDICAL AND DENTAL APPOINTMENTS

Appointments should be arranged so that they will not interfere with classes. If this is impossible, an excuse will be honored as a 'pre-excused' absence only if the student brings a note from home (to the office for 9-12 or to the teacher in K-8). K-8 Students absent any two hour period during the day will be marked absent ½ a day. Students in 9-12 that are absent for more than one class period will be marked absent ½ a day.

LEAVING THE BUILDING OR SCHOOL PROPERTY

Oakhill Christian School has a closed campus policy. Excused/unexcused absence policies will be applied. Students will not be permitted to leave the school property for any reason during the school day with the exception of an emergency and Honors Lunch. Exceptions would be subject to school board approval.

EXCUSED ABSENCES

Students who miss one or more classes because of personal illness, death in the immediate family, or family emergencies will receive an “excused” absence upon returning to school and may have full ‘makeup’ privileges. These absences will be for reasons over which the student and his parents have no control.

If a test was scheduled and the student had knowledge of it and no new material was taught while the student was absent, the student may be required to take the test upon returning to school. Otherwise, students have one day, per day absent, to make up assignments.

PRE-EXCUSED ABSENCES

Absences can be arranged through the school office, if a student is going to be absent from school for a family or church activity, provided the request is received three days prior to the absence. All such absences will be treated as excused absences. Homework may or may not be available before the trip. Homework assigned before the absence will be due upon the student’s return to school. Assignments not available before the student’s absence must be completed upon return, with one day, per day absent, to make up that work. Pre-excused absences will not be granted during mid-term semester exams.

Procedures for obtaining a pre-excused absence:

1. K-8: Written note to teacher from the parent/guardian request absences and arranging for assignments.
2. 9-12: The pre-planned absence form may be obtained. The form must be taken to all of the student’s teachers to obtain, in writing, the assignments which will be missed. Return the form to the office with teachers signatures, no later than three days prior to the requested absence.

UNEXCUSED ABSENCES

All absences from school not covered in Excused or Pre-Excused absences above will be considered unexcused absences.

***Unexcused absences** include but are not limited to the following: oversleeping, work, schoolwork (projects, test preparation), college visits without approval, shopping, errands, and family days without advance written notification. (Others may be determined by the administration.)

The maximum that a student may earn on any homework assignment, quiz, or test missed due to an unexcused absence would be 70%. The student is responsible for any work missed on the day of the unexcused absence. Credit will not be given for any work not completed in a timely manner.

ACCUMULATED ABSENCES

Absences from class must not exceed 5 days per semester without a written doctor’s excuse. A student accumulating more than 5 days of unexcused absences is truant whether these are consecutive or not. State law requires that a school must report excessive truancy to Human Services, which may involve state sanctions on both the student and parent.

SCHOOL CLOSING

OCS attempts to use common sense for determination of weather related cancellations. Since each situation is different, parents are expected to make final decisions on withholding a child from school because of poor driving conditions. OCS will not question such parental actions.

Please listen to WCLO (1230 AM) or call the school voicemail system for information on school closings. As a general rule, OCS will close if the Janesville Public Schools close. Please do not call teachers or administration to inquire of closings.

PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students participating in extracurricular activities such as sports events and banquets will be expected to be in attendance at school on the day of the activity. Absences due to doctor appointments are excluded. In the event of a Saturday activity, the student must be in attendance on Friday.

MAKE-UP WORK

Upon returning from an absence, it will be the responsibility of the student to see each of his teachers to find out what work has been missed. All tests and quizzes on material covered during the absence will be due according to the discretion of the teacher. If a test was scheduled and the student had knowledge of it and no new material was taught while the student was absent, the student may be required to take the test upon returning to school. Otherwise, students have one day, per day absent, to make up assignments. Failure to complete the work in the allowed make up time will result in a zero (0%) being recorded for that work. Just a reminder, when a student returns they must stay current on work assigned as well, not just work on their late assignments.

ATTENDANCE IN ASSIGNED CLASSES

No student has the right on his own to change from a class to which he has been assigned. Any permanent change must be approved by the administration.

RE-ENROLLMENT

Re-enrollment/pre-registration for current OCS students occurs in early May following board approval of the tuition and fee schedules. Open registration for incoming students begins in January.

WITHDRAWALS

If it is necessary for parents to withdraw their children from OCS, they should immediately contact the administrator/principal, as well as submit a formal letter of withdrawal to the school office.

BANQUETS AND GRADUATION ATTENDANCE

Oakhill 7-12 grade students are required to attend both the annual Awards Banquets and Graduation. Dress is semiformal. The administration may require attendance at other functions.

A DAY AT OAKHILL

ARRIVAL AND DEPARTURE PROCEDURES

Parents are requested to have young people not arrive for school before 7:45 a.m. and should arrange to have them picked up **immediately** upon the conclusion of the school day at 3:00 p.m.

Oakhill Christian does not provide before school or after school day care for children. Also, the OCS staff is not able to provide supervision for students during the early morning or late after school. Parents need to make arrangements for after school pickup when their schedule does not coincide with the 3:00 p.m. dismissal times.

Parents are asked to drop off and pick up children at the designated locations on the provided layout of the facilities. **PLEASE FOLLOW THE TRAFFIC FLOW PATTERN FOR THE SAFETY OF ALL CONCERNED** (see following page). **MAXIMUM SPEED LIMIT IN THE PARKING LOT IS 5 M.P.H.**

Students are not permitted to enter the classrooms before 7:50 a.m. each day. During days of poor weather, doors will be opened early and students may wait in the library in an orderly manner. They are to remain there until they are dismissed to their classrooms by a teacher.

PLEDGES TO BE RECITED

Pledge to the American Flag:

*I pledge allegiance to the flag of the United States of America.
And to the Republic for which it stands;
One nation, under God; indivisible; with liberty and justice for all.*

Pledge to the Christian Flag:

*I pledge allegiance to the Christian flag
And to the Savior for whose Kingdom it stands.
One Savior, crucified, risen, and coming again, with life and liberty to all who believe.*

Pledge to the Bible:

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

PARKING, PICK UP AND DROP OFF GUIDELINES
(keep our children safe)

CHAPEL AND CHAPEL DRESS

OCS has a well-planned weekly chapel program that is Biblically sound, morally and spiritually edifying and inspirational. Pastors and Christian laymen from all walks of life participate. Students are required to follow chapel day dress standards. Parents are welcome to attend.

Chapel Day is considered a special day at Oakhill Christian School. Please no blue jeans. Students are encouraged to wear their "Sunday best". Dresses or skirts for the girls and ties and dress shirts for the boys are encouraged.

DRESS CODE

We have a dress code at OCS for many reasons, but the top two reasons are modesty and neatness. We enforce modesty for obvious reasons. We enforce neatness because we feel that a student studies and learns better when dressing a little nicer. The hard part about setting guidelines in these areas is that everyone has their own opinion of what is modest and what is neat. These following guidelines are in no means a standard of spirituality or being more a Christian or less of a Christian. We simply set these guidelines to make it easier to attain our standard of modesty and neatness, while at the same time making it easier for staff to enforce the code without spending all day focusing on minor dress code infractions. *Neatness defined: Orderly, clean, tidy, in good order. Modesty defined: Reserve or properness in speech, dress, or behavior.* Dressing in such a way as not to draw attention to one's self.

Final determination and interpretation of the dress code is at the discretion of the faculty and administration. Parents are asked to meet the dress code when volunteering at OCS.

There will be days when a more casual approach will be encouraged. We'll let those days come when it's appropriate.

- **School Attire** - It is primarily the responsibility of parents to make sure that students are dressed within the spirit of the dress code. Dress code should be followed before, during and after school as long as the student is on campus or attending an extra curricular activity.

- **General Guidelines** –
 1. **Students** should look neat and sharp, not sloppy and unkempt.
 2. **Unacceptable** school attire: sweat pants, warm-up pants, wind pants, pants made of flannel, velour, terry-cloth, mesh, etc.; see through or bare-midriff tops (no skin should be seen when arms are raised); tight-fitting clothing; halter, tank or sleeveless tops; down-filled or fleece vest, denim jackets, sloppy sweatshirts, coats, hoods (hooded sweaters and shirts are okay), hats or visors. Students may not wear casual attire during school hours except for recess or as otherwise designated.
 3. Clothes may not display logos larger than 3 inches. Avoid writing or characters, which give a dressed down look ("B.U.M. Equipment, Disney, Property of ..." etc.) No numerals of any size. *Logos and writing should conform to both the OCS "neat" look and Christian character.*
 4. Extreme "fads" are not acceptable.
 - **Tattoos**, temporary tattoos and similar markings are prohibited. No body piercing is allowed. Students may not draw or write on themselves.

- **Girls:** avoid excessive amounts of makeup and jewelry
 - **Boys:** do not wear earrings. Short chain necklaces worn under a shirt are acceptable.
 - 5. Sweatshirts (with no hood) may only be worn with fold-over collared shirts.
 - 6. Casual, sport type and leather sandals are allowed. Slippers and flip flops are not allowed.
 - 7. The only outer-garments that may be worn to keep warm are sweatshirts (without a hood) and sweaters. These must meet dress code guidelines.
 - 8. Undergarments should not be visible outside of clothing.
- **Girls –**
 1. Skirts and dress (including slits) should not be higher than the top of the knee while standing and should not rise more than 4 inches from the front of the kneecap when seated.
 2. Pants must be neat; not tight or low cut, no tears, rips, frays, etc. Please no leggings, or shorts. Avoid drawstrings. On special days girls may be asked to wear dresses or skirts, instead of pants.
 3. Blouses, shirts and tops should not be “see-through”, tight, or low-cut , off the shoulder or nearly off , low cut (back and front). *A good guideline for judging low cut tops: no more than three finger widths between the collar bone and the top.* Shirts may be unbuttoned to 3 inches from the top of the shirt if a matching shirt is underneath. Tops must come below the top of the skirt, dress, or pants at all times to avoid bare mid sections. No crew neck t-shirts alone. No sleeveless tops.
 4. Nylons or socks must be worn with all shoes unless the shoe has at least a 1 inch heel..
 5. Hair should be neat and well groomed and of natural color. Hair should be out of the eyes at all times.
 - **Boys –**
 1. Pants must be neat; not tight, no tears, rips, etc. (See General Guidelines). Avoid drawstrings, excessive zippers, pockets, and Velcro. Pants must be “pulled up”.
 2. Shirts must be polo style or dress shirts (no T-shirts) for the outer most shirt worn. All shirts may have the top 2 buttons unbuttoned if a matching t-shirt is underneath. No sleeveless shirts. *Dress shirts that have tails must be tucked in.*
 3. Socks must be worn with all shoes. Shoes must be tied.
 4. Hair should be neat and well groomed (combed and brushed), of natural color and out of the eyes at all times. *A good guideline would be no lower than the eyebrow.* Sideburns should not extend below the bottom of the ear. No facial hair.
 - **End of Summer Dress –** Regular dress code is not enforced until the First Monday following Labor Day. Until then, students must wear shirts, shoes and/or sandals; shorts must be at least to the middle of the thigh (a good general guideline would be for shorts to be no shorter than the end of the finger tips when arms are fully extended at the side). Avoid bare midsections at any time. Boys, no loose fitting, open armed tank tops.

- **Snow Dress for Grades K-6.** From the first snow fall, or as indicated by the school, until the end of the winter season, students in grades K-6 are to wear hats, mittens or gloves and boots. Snow pants are strongly recommended if they want to play on the snow. We recommend that you mark your children names in their outer clothes in case they forget them or misplace them at school.
- **School Function Attire –**
 1. General Events – No short skirts or short dresses. No low-cut tops or blouses. The principal will set standards for each function.
 2. Athletic Events – Cheerleaders may wear uniforms on game days. The coach will set standards for each event.
 3. Banquets and Graduation – Dress is semiformal. No denim material, please.
 - a. **Girls** are to wear dresses. Please be especially sensitive on these occasions by not wearing dresses short (no more than 2” above the knee), low cut, or “see-through”. Avoid strapless dresses without jackets, and/or those exposing excessively the back or shoulder. Please use discretion as to not offend other guests attending the function.
 - b. **Boys** are to wear sport coats and ties. No tennis shoes.

MUSIC

Oakhill Christian School believes that music is a gift from God to man. It is the aim of music education to develop the potential within a student to perceive, produce, enjoy, and direct music to the honor of God. The school does not promote music, which is not honoring to God. Lyrics, which promote sexual immorality, drugs, alcohol, suicide, rebellion, hatred, and the occult, are not promoted or permitted at OCS. We highly encourage parents to be aware of the music interests of their child.

LOST AND FOUND

At 7:30 a.m. daily, items found anywhere other than lockers or appropriate storage will be placed in Lost and Found. Students may retrieve items from the secretary between 7:50 and 3:10 for a fee of \$.50 per item. Parents of K-6 graders may check lost and found during any school day. Older students are responsible to claim item on their own. At the end of each semester, any unclaimed items will be sold. Items are not to be reclaimed without permission from the office.

LUNCH PROGRAM

Students may either bring lunches or buy lunches. Sandwiches, white and chocolate milk, fruit juices, and some snacks are available each day. Students may bring food to be heated in the school’s microwaves. Students must bring the food to be heated in a properly covered, microwave able container, i.e., ready to be placed in the oven without further preparation by the supervisor. Please do not bring heat-ups that require more than a couple of minutes to microwave. Elementary and first hour teachers take lunch counts for sandwiches and hot lunches. Secondary students may not use the kitchen, to buy food or drinks or use a microwave without permission. Provisions are made for forgotten lunches.

PLAYGROUND RULES

1. Playground use and recesses are privileges *not* rights. Children need to be aware that we are at school, and that there is a different sense of “play” in that we don’t go all out. i.e. dirt and water etc. need to be kept to a minimum. Attention to dress (shoes, clothing) is important.
2. Playground Etiquette
 - Prefer one another.
 - Give in to others desires.
 - NO back-talk. (what the supervisor says goes, no complaining!)
 - No abusive language. (teasing , badgering)
 - **SHARE!!!**
3. Safety is our main concern.
 - Stay away from cars and streets.
 - No pushing, shoving, bumping or wrestling allowed. Hands off, no roughness.
 - Swing rules- Regular: If someone is pushing, they may not pass under the swing. Tire: No more than three at a time. Use caution; no passing underneath.
 - Slide Ladder- one at a time. (danger of teeth getting knocked out.)
 - Slides- no standing up to slide. No running up slides. Slide down only forwards.
 - No throwing pea gravel.
 - Dress Code for climbing equipment: Because of the climbing equipment, it will be necessary for girls to either wear pants, or wear shorts under their dresses during recess.
 - No climbing trees.
 - No going back and forth for forgotten equipment, drinks, etc...

LOCKERS AND INSPECTIONS

Students in grades 7-12 are each assigned a locker in the hallway. Combination locks are available in the school office if desired. All combinations must be on file in the school office. The school reserves the right to inspect the lockers at any time to maintain standards of cleanliness and sanitation or for other appropriate reasons.

ELECTRONIC DEVICES

Cell phones may not be carried during the school day. Laptops may be used if teachers grant permission. Such devices are to be used for academic purposes only and are not to be used to listen to music, play games, etc. No student is to have a personal CD or tape player, Walkman radio or game boy at school on any day or at any school event or trip unless given permission by the supervisor. These devices will be confiscated and may be retrieved at the end of the school year. The school is not responsible for the security of any of these items.

SAFETY DRILLS Students are instructed on school safety by the school staff. Periodic safety drills are conducted throughout the school year.

STUDENT CONTACT/DATING

Physical contact and displays of affection between male and female students on campus or on school-sponsored activities off campus are not permitted. Couples should not attempt to find seclusion from teachers and other students.

HEALTH POLICIES

- **Contagious Conditions**
 1. Parents must notify the school office at the beginning of each school day their child will be absent.
 2. Children should be kept at home if they exhibit any of the following symptoms or conditions: Vomiting, Diarrhea, fever, Strep Throat, Scarlet Fever, Conjunctivitis (Pink Eye), lice, Impetigo, Chicken Pox, Measles, Mumps, Rubella, Whooping Cough, Hand, Foot, Mouth Disease, Mononucleosis.
 3. Children should be free of symptoms such as fever, vomiting and diarrhea before returning to school.
 4. When a child who has had a contagious illness returns to school, a note from the doctor should be obtained and sent to the school office. Documentation of treatment (i.e. antibiotic, etc...) by the child's doctor should be included in this note.
 5. See Disease Chart on the next page for specific policies.
- **Chronic Conditions** - If your child has a chronic medical condition, the school office should be notified in writing either by a note from home and/or by a report from the doctor's office. This ensures that we can properly care for your child in case of emergency.
- **Head Lice** - OCS has a head lice policy that requires students be removed from school for the entire time of infestation. We realize that an infestation of head lice requires hours of work in order to stop it from spreading, but students must remain out of school until they are properly treated and are nit-free.
- **Dispensing Medications** - The school office and teachers will under no circumstance dispense medications to a student without written permission from the parent. The following process should be followed when a student needs to take medicine during school hours:
 1. Any prescribed medication must be brought to teacher in grades K-6 or the school office for Grades 7-12. In addition, parents must also send a note authorizing the school to dispense the medication. The note or bottle of medication should include the following information:
 - a. Student's name
 - b. Drug name
 - c. Dose of Medication
 - d. Time it is to be administered.
 2. Teachers will not dispense non-prescribed medication (even Tylenol) without specific instruction. Health form approval constitutes permission for Tylenol.

IMMUNIZATION REQUIREMENTS

The Wisconsin Student Immunization law was recently changed. Two different vaccine requirements were added which may affect your child's compliance with the law. The change will go into effect this fall with beginning of the 2008-09 school year. Parents are required to have their children vaccinated or claim a waiver by indicating their choice on a Student Immunization Record that is available in the school office. Contact the school office for more information.

Insert Disease Chart

STUDENT VEHICLES

Students driving to and from school assume an extra responsibility for the safety of other students and for maintaining the respect of others. To encourage this safety and respect, our student drivers must follow these regulations:

1. All student drivers must register their vehicle with the school office.
2. Do not exceed 5 mph in the parking lot.
3. Park only in designated areas.
4. Follow the traffic flow; do not “drive around” in the parking lot. If at all possible do not back up.
5. Do not allow other students to drive your vehicle.
6. No horseplay or reckless driving at any time will be permitted on campus or adjacent roadways.
7. Permission from the office must be obtained to go to your vehicle during the school day.

TRANSPORTATION

Oakhill Christian School does not own and operate a school bus or any official school transportation. Recognizing that parents will probably provide much or all of the transportation themselves and that parents will probably want the administrator to help arrange transportation provided by parents, OCS requires that parents sign a permission form for all transportation.

1. Field and Class trips or academic meets: If students ride with schoolteachers or personnel, parents must sign a permission form. Similarly, if students ride with parents other than their own, parents must sign a request and permission form. A different form will be necessary for each individual event.
2. Sports and Extracurricular activity: OCS does not provide any transportation to or from any school related activities such as extra curricular sports or optional academic competition. This is absolutely the domain and responsibility of parents. No request and permission form is necessary unless students ride with teachers or personnel, parents must sign a request and permission form. A single form may be used for the entire school year.

COMMUNICATION AT OAKHILL

USE OF TELEPHONE

- Office telephones are for school business use. In the event of a student illness or injury, office staff will notify parents.
- Phone cards are mandatory for student phone calls. The cost is \$5.00 per card and is good for 20 phone calls (\$.25 per call). The cards are valid for the cardholder only, and may be purchased at the beginning of the year in the office. Students should not use the phone without permission.
- Cell phones will not be permitted on school property (7:30 AM to 3:00 PM). If a student is found in violation, the phone will be taken away from the student, and a parent may pick it up in the office.

PARENT CONFERENCES/VISITATION

Clear communication between the parents and the teacher is very valuable in the education of your child.

- Parents who desire to confer with their child's teacher should feel free to contact the teacher to set up an appointment. If a parent wishes to visit a class, he/she is requested to contact the school office ahead of time. Please do not go directly to the classroom without checking in the office.
- Conferences are held at the end of the first and third quarter grading periods. Teachers schedule conferences with parents of all students. Conferences for grades 7-12 are mandatory for students in any class with a grade below a "C-".
- Every spring OCS has Parent Observation Days when parents may visit classrooms. Parents may make arrangements through the office to visit and observe their child's classroom at other times. Notification should be given and approved one week in advance of the visitation day requested.

ALL-SCHOOL PARENT MEETINGS

Several times in the course of the school year all school parent meetings will be held in the evenings to share important instructions and updates. An annual "Back to School Night" (Parent Orientation) at the end of August will take place before the school year begins. Parents are expected to attend all of these important meetings.

VISITORS

All visitors, parents, and volunteers must check in at the office upon arriving to school.

Student visitors are permitted on a controlled basis throughout the school year. OCS students wishing to bring other students to school with them must FIRST receive permission in advance from the principal. Visitors must be dressed consistently with the school dress code and be willing to abide by the rules and regulations of the school. No visitors are permitted during achievement testing week, Spirit Week, or days immediately preceding vacation periods or semester exams.

An out-of-town guest of an OCS student may visit school with permission from the administrator. Please contact the office at least one day prior to the visit. Prospective students may also make arrangements to visit OCS by contacting the school office.

ACADEMICS AT OAKHILL

Each teacher is required to expect high standards of work from the students. Students are to be prepared for class with all materials, have homework done on time, work to achieve to their potential, follow guidelines and standards of quality work set by the classroom teacher, and respond with respect when guidance and correction are given by the teacher. Honesty and integrity are to be demonstrated by the students at all times in completing academic requirements.

Oakhill Christian School uses a variety of publishers for school approved curriculum materials. Christian publishers are used extensively.

CURRICULUM

Kindergarten is not a play-oriented program. The children learn Bible, phonics, math, spelling, reading, science, social studies, physical education, writing skills and art

The elementary program includes traditional sequential instruction in Bible and the major academic areas of language arts (spelling, grammar, reading/ literature, poetry, handwriting) mathematics, science and history. Instruction is also provided in physical educational/health, music (singing, theory, listening and music appreciation, etc.) and art. The elementary uses the A Beka, ACSI, Bob Jones University Press, and Positive Action for Christ curriculum.

The junior/senior high program offers courses in the major academic areas of Bible, English, social studies, advanced sciences and mathematics, computer science, Spanish, fine arts, and physical education. Students completing the senior high program will be well prepared for college if they choose to attend.

MINIMUM GRADUATION REQUIREMENTS

Upon the completion of the minimum prescribed course of study, the student is awarded a high school diploma at the annual graduation service. Oakhill will provide information regarding graduation supplies. Graduates must purchase their own caps, gowns and other supplies. High school students are required to attend the Commencement Service.

OCS requires the successful completion of an academic program to receive a diploma. Course units begin to count towards cumulative graduation credits in grade nine. To graduate from OCS a student must accumulate at least 28 credits during the ninth through twelfth grades. A part time student must take a minimum of 14 credits at OCS to earn an OCS diploma. Seven of the twelve must be during the junior and senior years. Because this is a Christian school, each student must be enrolled in and pass a Bible class each year while at OCS. Following the recommended course of study will also eliminate problems of meeting graduation requirements during the senior year.

Effective with the 2009 graduating class, the following graduation requirements are in effect:

| Course | General Course of Study Graduation Requirements |
|------------------|---|
| Bible | 4 Credits Bible 9, 10, 11, 12 |
| English | 6 Credits Grammar/Comp (.5 per year) Literature 9, 10, 11, 12 |
| Mathematics | 4 Credits Algebra I* Geometry* Algebra II* Consumer Math Advanced math course |
| Science | 4 Credits (any) Physics Physical Science Biology* Chemistry* Earth Science |
| Social Studies | 4 credits (any) History of Christianity Government/Economics World History US History |
| Phys Ed/Health | 2 credits (.5 per year) |
| Foreign Language | 2 credits* |
| Electives | 2 credit (.5 per year) |
| TOTAL: | |
| | 28 Credits |

Required courses for graduation at OCS. By doing so acceptance to most colleges is a greater.

Elective credits may include but are not limited to: accounting, yearbook, business machines, computer design, home economics, speech, art, music, pre-calculus and trigonometry.

All credits necessary for graduation must be completed before a student will be permitted to participate in the graduation exercises. Oakhill Christian School cannot be responsible for the inconvenience caused by a senior who fails courses during the last days of school. Students who plan to attend college should write the college of their choice to find out if there are special requirements for admission. Since each college has its own individual requirements, students will need to plan a school program to ensure fulfillment of particular college entrance requirements. The administration will assist the student in any way possible.

CREDITS FROM PUBLIC, PRIVATE, HOME SCHOOLS

OCS reserves the right to refuse or accept any or all transfer credits from public, private, or home schools. Though decisions are based on the comparable worth of courses, emphasis is placed on actual student achievement and ability. Home school parents expecting eventual student admission into and graduation from OCS should be aware of admission policy:

1. Elementary, K-6 – Admission and placement are based entirely on the student capability, ascertained by OCS by placement testing and personal interview. Students will be placed at a level to best meet the needs of the teacher, fellow students, and the entering student.
2. Secondary, 7-12 – At this level, OCS academics are passed and credited course by course. Any entering student may and must obtain OCS course credit in any of the following ways: (All tests and/or courses must be passed with a 77% average.)
 - a. Passage of a comprehensive exam prepared for that class and provided by OCS in order to determine achievement. The student must have actually taken that particular class at home. There will be a nominal fee per class to cover the teacher’s time.
 - b. Passage of chapter tests and final exams for that class and provided by OCS. The student will be actually taking the course at home, but testing under the supervision of an OCS teacher. There will be a nominal fee per class to cover the materials and the teacher’s time.
 - c. Passage of an OCS teacher approved test and/or program of parental origin.

GRADING AND REPORT CARDS

Each student receives two grades on his or her report card, academic and conduct. The academic grade is reflection of achievement in school; the conduct grade reflects effort and attitude. In grades 7-12, the semester grade on a report card is the average of the two quarters and semester exams. Only the semester grade is placed on a student’s permanent record.

During each quarter, *Three Week Reports* are issued to increase communication between school and home. Report cards are sent out at the end of each nine-week period. Honor rolls are published each quarter. The following scale and notations are used:

| Letter | Grade Value | Point Value | |
|--------|-------------|-------------|---|
| A+ | 100-99 | | A= Always I = Incomplete U = Usually P = Passing S = Sometimes WP = Withdrawn passing R = Rarely WF = Withdrawn failing N = Never |
| A | 98-95 | 4.00 | |
| A- | 94-93 | | |
| | | | |
| B+ | 90-92 | | |
| B | 89-87 | 3.00 | |
| B- | 86-85 | | |
| | | | |
| C+ | 84-83 | | |
| C | 82-79 | 2.00 | |
| C- | 78-77 | | |
| | | | |
| D+ | 76-75 | | |
| D | 73-74 | 1.00 | |
| D- | 72-70 | | |
| | | | |
| F+ | 69-65 | | |
| F | 64-55 | 0 | |
| F- | 54-0 | | |

HOMEWORK

Homework is not intended to be busy work. Homework is given by the classroom teacher to provide learning opportunities for the student, develop independent work habits, increase personal responsibility, and to create a sense of accomplishment for a job well done by the student. Industrious students often complete most, if not all, of their homework in study halls. Homework on Wednesday and Friday is generally reduced, but teachers may give it occasionally.

LATE WORK

For late assignments, a zero (0%) may be assessed at the teacher's discretion. If a student is absent, he is responsible for the material he missed during his absence. See Excused, Pre-Excused and Unexcused Absence Policies.

ACADEMIC HONESTY

Oakhill Christian School values academic honesty. Teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. They will inform students of procedures and practices relating to examinations, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce opportunities for dishonest behavior. Following are examples of dishonorable behavior:

Cheating: Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others.

- Turning in work that was not entirely done by the student and giving the impression that the work was done by the student.
 - Copying homework without the consent or approval of the teacher.
 - Using translation sites off the Internet or software in foreign language classes (without teacher's approval).
 - Using workbooks from a previous year with answers already written in.
 - Working with others on any assignment, which is intended to be an independent effort.
- Using a similar assignment from a past class (book report, essay, etc.)
- Allowing one's academic work to be used in place of another's.
- Having notes or textbooks visible during tests or quizzes.
- Giving or receiving information about a test, quiz, or other assignment prior to starting the assignment. (This includes receiving from someone unauthorized specific test questions or information about topics included in the assignment.
- Glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz.
- Using a calculator when instructed not to use it.
- Not telling your teacher that the score on your test is added wrong.
- Not telling your teacher when a wrong answer was not marked wrong.
- Instead of reading the original book or original literary work:
 - Reading a condensed version.
 - Seeing the film or video.
 - Using Cliff's Notes
 - Reading an English version of a work assigned in a foreign language.

Plagiarism: literary theft, misrepresentation, and falsification.

Explanations of plagiarism include, but are not limited to:

- To *plagiarize* is to **steal** someone's ideas or thoughts or to borrow dishonestly from another.
- To sign one's name to a daily assignment or major work is to declare that work totally one's own. By not clearly marking the source of the information, thoughts or ideas, a student commits plagiarism.
- To copy directly, paraphrase, or summarize with premeditation and without documentation is to deliberately plagiarize.
- Inadvertent documentation mistakes that allow another's words, thoughts, or ideas to be credited as one's own due to improper referencing is considered plagiarism.
- "Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent" ("Academic Writing at WFU: Statement on Plagiarism").
- Plagiarism is prevented when the proper form of documentation is followed.

TEXTBOOKS

Textbooks are to be covered by the end of the first week of school. Plain brown paper bag book covers or book covers provided by the school may be used for hardcover books. Students are to refrain from doodling on books/workbooks and take proper care of school property. Damage fees will be assessed in cases of excessive wear.

BIBLE CLASS

Each student must attend Bible class. Students who fail Bible are in danger of not being permitted enrollment the following semester or year. Bible class is not a religion class in which a denomination's particular doctrinal positions are studied. Students are encouraged to apply the truth of God's Word to their lives and to love the revelation of God in the Holy Bible. Issues of doctrine that divide sincere Bible-believing Christians are avoided in the sense that the school does not take dogmatic positions on them. The school uses the King James Version for all Scripture memorization in grades K-6. Students should bring the King James Version to class for study in grades K-6. Students are permitted to bring the KJV, NKJV, NIV, NLT or NASB to class for study in grades 7-12.

PHYSICAL EDUCATION PROGRAM

All students in grades 7-12 take physical education classes. Students must be properly attired in uniform. Students are graded on the basis of effort, participation, and progress. Conditioning and individual and lifetime sports are emphasized. No more than 3 consecutive days of physical education may be excused without a doctor's excuse. See section in the handbook on "Attendance."

SCHEDULE / SCHEDULE CHANGES

Students in the senior high may make schedule changes during the first full week of the semester without it affecting their transcript. In most cases, students will not be permitted to add a class after the first full week schedule change period. Withdrawing from a course after the first full week will be recorded on the student's transcript as either WF (withdrawn failing) or WP (withdrawn passing), but will not affect the student's grade point average. Students will not be permitted to withdraw from a course after the last day of the first quarter.

FINAL EXAMS

Exams are given to provide a major assessment of student retention and to maintain a major task, which challenges students to greater accomplishment, equipping them with self-confidence and experience as they advance in the world of education beyond Oakhill. Both Mid-term and Semester Exams cover two days. Semester exams have a unique exam schedule in which regular classes may not meet. Exams may be optional. Graduating seniors who have a B average in a particular class for the final semester are eligible for exemption from their final for that class. Exemption is made at the discretion of the teacher who may require any student to take the exam. Seniors below a B average must take exams.

SUPPLIES: Students receive a supply list at re-registration or during the summer indicating the school supplies needed for the year. Students are expected to have the needed supplies on the first day of school. Additional supplies may be required based on the needs of individual class work.

ACHIEVEMENT TESTING AND COLLEGE TESTING

All Oakhill students take standardized tests for the purpose of assessing achievement. The test results become part of the student's permanent record. All juniors must take the ACT test. Information regarding testing locations, dates, and costs is available in the office. Seniors may be required by the administration to retake their ACT test based on the prior year national average. The student assumes expenses for ACT testing. Testing results are to be sent to the school.

PROMOTION/RETENTION

Students must demonstrate satisfactory academic and behavioral progress and proper credit progression to be promoted to the next grade level or be classified at the next grade level.

Students K-6 may not advance to the next grade if:

1. Student is failing both semesters of either reading or math.
2. Student is failing three or more of the major subjects of Bible, reading, math, social studies, or science during the second semester.
3. Student with a 1.0 grade point average in the major subjects during the second semester.

The principal may retain a student in the same grade who has met the academic requirements for advancement if retainment is deemed in the student's best interest. Parents of students in danger of failing will be notified at the ends of the second and third quarters.

Course failure and make-up for 9-12 Students who fail secondary courses needed for graduation must make up those courses. A make-up fee is established by the board and must be paid before make-up can begin. Courses may be made up in any of the following ways:

1. The student may take the course during a subsequent school year if scheduling allows. The student may enroll as a part-time student and take the class during an extra year of school.
2. The student may take the course during summer school at an institution approved by the teacher and principal.
3. The student may make-up the course by taking an approved correspondence course upon terms agreed to by the principal, supervising teacher, and student.

A student with a grade point average of less than 1.5 is considered sufficient grounds for dismissal should the administration so choose.

HONOR ROLL

OCS publishes a quarterly honor roll. Part time students must carry at least 4 credits to qualify for the Honor Roll. Report card grades are used to compute the honor roll.

Grades have the following point values for honor roll and academic honors:

| | |
|--------------|--------------|
| A = 4 points | D = 1 point |
| B = 3 points | F = 0 points |
| C = 2 points | |

Seniors must have attended at least two years at OCS (one of these being the senior year) in order to receive academic honors. A senior must have a grade point average of at least 3.50 (grades 9-12) in order to qualify for Valedictorian or Salutatorian.

HIGH SCHOOL ACADEMIC GUIDELINES

1. A student must have at least a 2.0 GPA to be a teacher's aide and must have the administrator's approval as well as the recommendation of an OCS staff member.
2. Any student receiving a quarter grade of 'Incomplete' due to absences must make up all necessary work within two school days after the end of the quarter. Requests for extensions must be approved by the administrator and will only be granted if there has been an extended absence or other extenuating circumstances. Any grade, which remains incomplete after the specified grace period will be replaced with a permanent grade of "F."
3. Students will be put on an academic warning status or will not advance to the next class at the end of the year if they fail to achieve the stated minimum requirements.
4. Any student who at the conclusion of his or her sophomore and/or junior year is not within the parameters of the General Course Requirements towards Graduation, must have an approved plan indicating how he or she will meet graduation requirements. This plan may include summer school, correspondence work, repeating classes, etc. and must be approved prior to the student being advanced to junior or senior status.

PART TIME STUDENTS AT OCS

Students may enroll part time in OCS secondary subjects (grades 7-12). Registration and admission are subject to regular standards for full time OCS students. Attendance rules, dress codes, and other relevant OCS policy apply to part time students. Grades and credits earned are entered on students' permanent records just as those grades and credits earned by full-time students. Part time students must carry at least 4 credits to qualify for the Honor Roll. See the Tuition and Fee Schedule for registration fee, book fee and tuition cost per class.

DISCIPLINE AT OAKHILL

Discipline is necessary for the welfare of the student as well as the efficient operation of the entire school. It is impossible for learning to take place in a classroom unless control and good order are maintained. Therefore, each teacher is given the liberty of making and enforcing classroom regulations in the manner that he or she deems necessary in light of the standards and guidelines of God's Word and the guidelines of the school.

Oakhill Christian School operates with the understanding that the parent is responsible for the education of the child and that the school staff functions with the authority of the parent while the child is in the care of the school. OCS will not, however, seek to keep the parent from understanding and actively participating in the process of instruction and discipline. Consequently, if a child continues to misbehave or commits a serious act of misbehavior, the parents will be contacted to discipline the child and effect a change in the behavior of the child at school. If the misbehavior continues, it will be necessary for the school to end the student's enrollment at Oakhill Christian School.

Christ-like behavior is encouraged. It is the desire of OCS to not only have the students "put off" inappropriate behavior, but to "put on" those behaviors that mirror the character of Jesus Christ such as the following:

- Respecting people and property (Hebrews 13:17 and 1 Peter 2:17)
- Caring for the Temple of God (1 Corinthians 6:19)
- Giving no offense (1 Corinthians 8:13 & 2 Corinthians 6:3)
- Moral purity (1 Corinthians 6:18 & 1 Thessalonians 4:3)
- Appreciating good music (Ephesians 5:19)
- Attending Church (Hebrews 10:25)
- Dressing appropriately (Deuteronomy 22:5 & 1 Samuel 16:7)
- Making right friendships (1 Corinthians 5:9, 15:33, and 2 Corinthians 6:14)

In Ephesians 4, the Apostle Paul mentions behaviors we should "put off" as believers in Christ. OCS works in the implementation of its code of conduct to eliminate these non-Christian behaviors in students. The following cannot be tolerated in Christian school:

- falsehood (verse 25)
- anger (verse 26)
- stealing (verse 28)
- unwholesome talk (verse 29)
- bad attitudes such as insubordination, deliberate disobedience, negative attitude, criticism, and griping (verse 30)

Following are examples of unacceptable conduct:

Lying/falsehood - Any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive. Examples include, but not limited to:

- Making a false statement in an attempt to gain an unfair advantage.
- Giving false excuses and explanations for being absent or tardy.
- Bending the truth or pretending not to understand information that one is expected to know.

- Lying by omission. Leaving out pertinent information in order to gain an unfair advantage or to protect others.
- Receiving permission from a teacher to go one place and going someplace else.
- Forgery.

Stealing: Taking or attempting to take property, whether physical or intellectual, without right or permission. Examples include, but are not limited to:

- Taking something without permission of the owner even if the intention is to return whatever is taken
- Borrowing something without permission even if the intention is to return whatever is borrowed.
- Finding something and making little or no effort to locate the rightful owner.
- Unauthorized removal of academic materials from a teacher.

In addition, the Christian should put on qualities such as compassion, kindness, humility, gentleness, patience, and forgiveness. (See Colossians 3.) Attending Oakhill Christian School indicates the parents' and student's agreement with the school's code of conduct and disciplinary philosophy.

OCS BEHAVIORAL GOALS (1 TIMOTHY 1:5)

- Love for God
- Service to Others
- Submission to authority
- Personal discipline
- Purity, goodness, and sincerity

Behavioral guidelines and disciplinary procedures at Oakhill Christian School are designed to promote the righteousness of God and meet the spiritual, emotional and physical needs of Christian young people. The emphasis of OCS is to focus the attention of the student on his need to develop a heart for God. Once the heart is turned to God, outward behavior will reflect God's morality. Only rules that are absolutely necessary, reflecting the moral character of God and promoting an orderly, controlled learning environment have been developed. Students will be continually reminded that one's relationship with Christ is of primary importance. ***It is expected that parents will work closely with the student, utilizing school and church resources, to eliminate poor behavior for the good of the young person and the school environment.***

GENERAL AND CLASSROOM RULES

Students are expected to abide by the following classroom rules:

The student:

- will not be tardy to class or school
- will receive permission to speak in class
- will keep his hands and feet to himself
- will be prepared for class with all materials
- will remain attentive and cheerfully and quickly obey the direction of the teacher.

Students are expected to abide by the following general rules:

1. All school areas are to be kept neat and clean.
2. There is to be no running or excessive horseplay in hallways, lunchrooms, classrooms, and restrooms.
3. Students are restricted to authorized areas of the building at all times.

4. No eating of food, snacks, candy, etc., is allowed in classes or study halls. Lunches are to be eaten in the lunchroom or outside in designated areas. Students in 7-12 are to leave the classrooms during lunch.
5. Chewing gum is allowed as long as it is inconspicuous.
6. Students are not allowed to have beverages other than water in the classroom. Water should be capped in order to prevent spills.

ABUSE OR DAMAGE OF PROPERTY

Students are expected to treat school, church, and property of others with respect. Any abusive use or damage of property may lead to a fine being assessed to the student's monthly account. The list below serves only as a sample of actions or damage that would lead to fines:

- Writing or scratching on desk
- Hitting, kicking, scratching lockers
- Leaning back or standing on chairs
- Throwing or writing in text books
- Hitting, removal or abuse of ceiling tiles
- Writing on restroom walls

DISCIPLINARY PROCEDURES (GRADES K-6)

In order to discourage non-Christian and to promote Christ-like behaviors in the students, Oakhill Christian School generally follows this procedure at the K-6 level:

1. Verbal correction
2. Disciplinary measures such as work assignments, taking away small privileges, etc.
3. Teacher-student conference
4. Teacher-home contact
5. Teacher-parent-child conference
6. Conference(s) with the Principal
7. Suspension from school (in school or out of school)
8. Withdrawal from school

CORPORAL PUNISHMENT

It is the policy of Oakhill Christian School to administer discipline according to Godly principles. Though corporal punishment is prescribed in the Scriptures as a means of discipline, it is not the policy of Oakhill Christian School to usurp the parent's role in that regard. Therefore, no teacher, staff member, or administrator will use corporal punishment in disciplining a student. The only circumstance in which any physical force may be used is to protect either the child or other children from harm. When physical force is used in such cases, the objective is to restrain the child from harm or harming others until further assistance arrives.

DISCIPLINARY POLICIES (GRADES 7-12)

Students who do not follow the behavioral guidelines stated in the student handbook will be disciplined in a manner consistent with the procedures stated herein.

Students indicate their willingness to abide by the OCS standards of conduct and attitude by virtue of their enrollment at Oakhill Christian School. It is the responsibility of the student to familiarize himself with and comply with school and classroom teacher rules and regulations. If student behavior off campus negatively affects the campus atmosphere as determined by the school authorities, appropriate school discipline will be applied. Students are expected to refrain from drinking alcoholic beverages, using tobacco products or illegal drugs on or off campus before, during or after school hours. Students are also expected to not have any gang involvement or behavior that would be considered associated with gang activity, including but not limited to dress, actions, language and contact with gang members. Students are expected to avoid off campus activities that could harm themselves morally, spiritually or physically and thereby harm other students who attend Oakhill Christian School.

A student may be suspended or expelled for the use or possession of tobacco products, alcoholic beverages, drugs, or any behavior that would be considered associated with gang activity. Students should not attend parties where alcoholic beverages, tobacco or illegal drugs are being used. The school reserves the right to take appropriate disciplinary action for a student's involvement with drugs, alcohol, or tobacco off campus during non-school hours. The policy that has been adopted for a gang-related action is one of "0" (zero) tolerance.

DISCIPLINE PROCEDURES

Since it is not possible to list every offense that may occur, or to determine the severity of the offenses listed, the following lists shall serve only as guidelines. Any behavior by students that demonstrates a moral character deficiency is reason for concern. The principal has the right to utilize all resources to eliminate poor or disruptive behavior or character. When *talking* and *warning* and *promises* fail to produce the desired effect, OCS employs a system based on fines and restitution believing that such a system approximates the real, work-a-day world, which students will shortly enter. *Student privileges may be denied as an alternate punishment.*

FINES

General lack of order: unexcused tardiness, incomplete work, shoddy work, general disturbances and foolishness, dress code violations.

First Offense: \$1.00

Second Offense: \$3.00

Third Offense: \$6.00

Flagrant Misbehavior: disrespect to a teacher, stealing, disobedience, grumbling, swearing, lying, filthy talking, and inappropriate behavior toward the opposite sex.

First Offense: \$5.00

Second Offense: \$10.00

Third Offense: \$15.00

Procedure: Teachers will give students a slip noting the type of offense and fine. Parents are to sign the slip. Students should return the signed slip with the fine to the homeroom teacher the following morning. Students may not attend classes and are marked unexcused until a fine is paid.

RESTITUTION:

Cheating: Cheating is a special offense. Biblical principles of restitution apply. First offenders will be "0" for the grade on which the cheating occurred. Second offenders may be failed for the entire semester of that class.

Damage & Vandalism: Students will be required to pay for the replacement of property, which they damage either intentionally or unintentionally. Students may be required to pay for labor, which might otherwise be donated.

DISCIPLINARY PROBATION

A student will be placed on disciplinary probation when the administration feels that his or her behavior patterns and record indicate that he or she is not conducting him or herself as he or she agreed to do in abiding by the rules of the school. During this time, some privileges may be denied and the student will be observed carefully to determine if he or she is making a real effort to improve his or her attitude and actions.

MAJOR VIOLATIONS

A major violation such as, but not limited to, cutting school/class, use of tobacco, use of illegal controlled substances, theft, use of alcoholic beverages, yelling at a teacher, fighting, swearing and/or vulgar language, gestures, plagiarism and cheating carry severe consequences. For all major violations, the student may be suspended or expelled.

1. Suspensions are generally given when a student displays a habitual pattern of behavior, which is not responding to ordinary, counseling, fines, etc. Suspensions may be in school or out of school. All suspensions carry "0" for grades that day.
2. Expulsion: A student may be dismissed from school at any time the student is out of harmony with OCS principles and spirit. Dismissal of a student will be decided by the school board. In cases where a student is expelled from school, no refunds of fees or tuition will be issued.
 - Carrying less than a 1.0 grade average
 - Failure to respond to fines and other discipline methods.

HARASSMENT POLICY

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the principal/administration who will thoroughly investigate the matter in confidence. After reviewing all the facts, a determination will be made concerning whether evidence exists to believe harassment has occurred. Disciplinary action, up to and including expulsion, will be taken against any student who is found to have engaged in harassment.

ATHLETICS AT OAKHILL

Following is the student athletic code. Non-conformance may be subject to disciplinary action. Any and all action taken will be a joint decision between the coach and OCS administration.

PURPOSE

The goal of our athletic code is to have an athletic program that is in harmony with the purpose of Oakhill Christian School (OCS); to glorify God and educate students. It is our goal that athletics at OCS would:

- Promote discipline, dedication and teamwork
- Provide a safe, supervised environment for the expression of our God given desire to compete.
- Teach our students to compete without compromising Christian ethics.
- Provide a means for the expression of school spirit.
- Promote respect for authority.
- Teach our students to compete in life *as to win the prize*.

PREREQUISITES

Before students athletes will be allowed to practice or compete, the following are required to be turned in to the OCS office (forms are available in the school office):

1. Signed Risk and Participation form
2. Doctor's physical and signed WIAA Athletic Permit Card. Applies only to 7-12 graders and is good for the following two school years if examination is taken after April 1.
3. Paid Sports Fee at beginning of school year

BEHAVIOR

We know that competition has been known to bring out the worst in people. It is our goal to teach student athletes to be competitive without sinning. To that end student athletes are expected:

1. To speak with their actions and not with their words.
2. To treat your opponent(s) with respect at all times.
3. To be respectful. Disrespectful conversations with opponents coaches, referees, and fans are strictly forbidden.
4. To learn confidence and humility. Acknowledge God as the source of their desire, ability and strength.
5. Student athletes are to always be cognitive that they are representing:
 - a. Your family to the school.
 - b. Your school to the community.
 - c. Christ to the lost.

ELIGIBILITY

- All students participating in athletics must maintain a cumulative grade point average of 1.70. Any student who has a grade point average of less than 1.70 will be ineligible for participation in extra-curricular activities until the grade point average becomes 1.70 or above.

- When a student becomes ineligible, the player should continue to practice with his/her team but can not dress or play in games.
- The ineligible player may sit on the bench with the team for home games, but may not attend away games.
- Any eligibility requirements imposed by the parent at home, which are stricter than the school's requirements, will be enforced by the school's athletic department.
- Eligibility will be monitored each 3 wk grading period. Probation and eligibility runs from Tuesday a.m. to the Tuesday a.m. of the next week.
- It is the student's responsibility to see that he is caught up and verify eligibility status with the school office before returning to play.
- There will be no reinstatement during the period of ineligibility.

New enrollments will have a grace period of six months concerning athletic eligibility.

ATHLETIC DRESS CODE

The dress code is applicable to event days, including travel to and entering of the event facilities. The goal of the dress code is for the student athlete to look respectful as they represent OCS. Any misapplication of the dress code below, with the intention of living by the letter of the law but not the spirit of the law is strictly prohibited.

1. Boys are to wear dress pants, dark socks, dress shoes, button down shirt and tie.
2. Girls are to wear dress pants, knee length skirt or dress.
3. No tee shirts are permitted.

Please adhere to the OCS Dress Code for any other questions.

ATHLETIC FEES

The School Board is responsible for setting the athletic fee for both students of OCS and home school students.

PARTICIPATION/ATHLETIC ABILITY

There is a difference in the athletic ability, maturity level, and dedication of each student athlete. The playing time of the students will never be equitable. It is the responsibility of the coach, and the coach alone to determine the playing time awarded to each player.

UNIFORMS

The uniform rental fee is included in the athletic fee. It is the responsibility of the student athlete to return the rented uniform in good condition the last day of competition, unless the coach makes other arrangements.

ATTENDANCE

It is expected that any student who commits to playing for OCS will arrive on time every game and every practice. Absences should be extremely rare. Non-emergency absences should be avoided if at all possible. When it is not possible to avoid a non-emergency absence, the coach should be notified a minimum of one week in advance by written request from the parent or guardian.

TRAVEL

The school does not provide transportation to and from practices and games. Teams normally carpool to and from events. Parents are required to sign a permission slip in order for the student to participate in the carpool. If parents, family members, or friends are planning on transporting the student athlete to the event, notification to the coach is required.

FAMILY

Family members are expected to support their student athlete as much as possible.

1. Assisting the student athlete to get to all games and practices.
2. Attending sporting events.
3. Being respectful to the coaches, other fans, and players.
4. Refraining from coaching from the stands. The coach coaches, the spectators observe and cheer.
5. Assisting in the events when asked (setting up the facilities, tearing down the set up and selling tickets).

HOME SCHOOLED STUDENTS IN ATHLETICS:

Home Schooled students are allowed to participate in OCS Athletics. Please follow these steps for admission to the OCS Sports Program.

1. Initial contact with the school through administration or open house event.
2. Receive handbook and proper forms.
3. Complete and return sports application form
4. Administration will contact coach for availability of space.
5. Parents and athlete meet with the principal and representative of the school board.
6. Pay sports fee and submit physical card.

CONCLUSION

The staff and faculty at Oakhill Christian School need everyone to support these policies and procedures. The school reserves the right to change these policies and procedures. They will endeavor to communicate such changes in a timely manner.

Thank you for enrolling your child(ren) at Oakhill Christian School and praying for us.