

# OCS PARENT / STUDENT HANDBOOK

## Administration

Pastor Jeff Davis  
Mr. Michael Sturgill  
Mascot

President  
Administrator  
Eagle, Strength and Security

## School Verse

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

**School Colors:** Royal Blue, Black, and White

## Alma Mater

### VERSE ONE:

There's a school called Oakwood  
Standing for the Lord,  
Fighting daily battles  
By His Holy Word.  
Jesus is our Teacher,  
He's our Friend and Guide.  
We will win the battle  
As He walks beside.  
May you keep this school, Lord,  
Standing strong and true.  
May we leave this place and  
Live our lives for You.

### VERSE TWO:

We learn academics  
How to do our best,  
So in future life  
Our works will stand the test.  
Students here are seeking -  
Wisdom from above.  
May the Holy Spirit  
Fill our hearts with love.  
Trained to share the gospel,  
Given ev'ry tool -  
By our Alma Mater  
Oakwood Christian School.

## School Mission Statement

The Purpose of Oakwood Christian School is to partner with parents to disciple a Christian young person through biblical wisdom into the image of God so as to serve Christ with his life.

This discipleship is done through the use of Bible teaching, chapels, academics, fine arts, sports, and various other activities. Our main goal is to develop Christ-likeness in young people so they will make a difference for Christ.

Oakwood Christian School is not for everyone. It is only for those who can meet the academic standards and abide by all of the requirements which are set forth by the school.

## Statement of Faith

### **Article I – THE SCRIPTURE**

We believe that Scripture of the Old and New Testament is inspired by God, and inerrant in the original writings, and that they are of supreme and final authority in faith and conduct.

### **Article II – GOD**

We believe in one God eternally existing in three persons; Father, Son, and Holy Spirit.

**Article III – JESUS CHRIST**

We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary and is true God and true man (God-man).

**Article IV – HOLY SPIRIT**

We believe that the Holy Spirit is the third person of the Trinity, one with the Father and the Son, the indweller of every believer whereby each is sealed unto the day of redemption of the body.

**Article V – DEVIL**

We believe in the existence and operating power of a real and personal being opposed to all righteousness and exalting himself against all that God is and has, the evil one called Satan, or Devil.

**Article VI – HELL**

We believe in a literal hell, the place of eternal punishment for the wicked dead.

**Article VII – HEAVEN**

We believe in a literal place called heaven where God's immediate presence is manifested, where the angels are, and where the redeemed shall ultimately be, from whence Christ descended and ascended again, where He maketh intercession for the saints, and from whence He shall come to judge the quick and the dead.

**Article VIII – MAN**

We believe that God created man in His own image and in a state of innocence, but that through temptation he willfully transgressed and became dead in trespasses and sins, whereby his posterity inherits a corrupt nature, being born in sin and under condemnation.

**Article IX – SALVATION**

We believe that the Lord Jesus Christ died for our sins according to the Scripture, as a representative and substitutionary sacrifice; that He arose from the dead in His glorified body, ascended into heaven and as our great High Priest and Advocate He ever lives to make intercession for us; that all who believe on His name are justified on the ground of eternal life by the grace of God.

**Article X – REGENERATION**

We believe that regeneration is a divine and instantaneous work of the Holy Spirit whereby God imparts life to one dead in trespasses and sins.

**Article XI – SANCTIFICATION**

We believe that sanctification is a divine and progressive work of the Holy Spirit whereby God, upon the ground of the finished work of Christ on the Cross, His present intercessory ministry and His Divine Word, sets the believer apart and works out, in, and through Him by means of submissive will that which is well-pleasing to Himself through Jesus Christ. This work culminates in the redemption of the body.

### **Article XII – THE CHURCH**

We believe in the one true church, the mystical Body and Bride of the Lord Jesus, composed of believers from Pentecost to the Rapture, into which believers are baptized by the Holy Spirit.

We believe that the local church is an organization composed of professing believers instituted for the purpose of fellowship, worship, and service. In the matters of administration and policy, it is self-governing.

### **Article XIII – BAPTISM**

We believe that Christian baptism by immersion of a believer in water in the name of the Father, Son and Holy Spirit is the Bible mode of baptism and testifies the believer's faith in, and identification with, the crucified, buried and risen Savior.

### **Article XIV - THE LORD'S SUPPER**

We believe that the Lord's Supper is an ordinance whereby believers show forth the Lord's death till He comes.

### **Article XV - THE SECOND COMING OF CHRIST**

We believe in the glorious hope of the premillennial, imminent, visible and bodily return of Christ.

### **Objectives in Education**

The objectives of Oakwood Christian School in the education of young people are as follows:

- 1. To lead children to a personal knowledge of Christ as true Saviour and Lord.*
- 2. To prepare children spiritually by instilling in them a love for the Lord Jesus Christ, God the Father, and His Holy Spirit, and a personal sense of responsibility to be all God wants them to be.*
- 3. To prepare children to serve God effectively.*
- 4. To encourage them to think clearly, logically, and independently.*
- 5. To offer an instructional program that meets the academic needs of children.*
- 6. To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.*
- 7. To achieve mastery in the tools of learning and communication.*
- 8. To develop a sense of responsibility in each child as a citizen and as a Christian.*
- 9. To develop a moral, ethical and spiritual sense which will aid them in appreciation of their own personal worth and that of others.*
- 10. To provide them with opportunities to develop an understanding and appreciation for the arts as well as contributing to them.*
- 11. To provide opportunities for developing skills necessary to making a living.*

12. To offer opportunities to participate in wholesome forms of recreation.

13. To prepare each child for an outstanding position in life, to prepare for spiritual leadership in school, home, church, community, state, nation, and the world.

## **General Policies**

### **Church Attendance**

Faithful church attendance as a family is a vital part of the child's education. Without faithful cooperation from the parents concerning this matter, the student will most likely encounter serious difficulty in the educational process of Oakwood Christian School.

### **Lost and Found**

Each student is responsible for his personal possessions. Oakwood Christian School does not assume responsibility for any items which are lost or stolen. Students should be very careful about leaving their valuables in a place where they could be easily stolen.

### **Bible**

Bible is a required subject and is taught daily in every grade. Memorization will be done from the KJV version.

### **Early Dismissal from Class**

Parents wishing to take their children from school anytime during the school day must send a note, to this effect, to the school office advising us of the reason for the desired early dismissal. The reason must meet the requirements to be excused. Students (7<sup>th</sup> – 12<sup>th</sup> grades) must sign the sign-out sheet in the office at the time that they actually leave school. Parents of elementary students should come to the office to sign their child out for an early dismissal.

### **Handbills or Sales**

No handbills or literature of any kind is to be passed out in the school without approval from the principal. There will be no sale of such items as greeting cards, seeds, etc., without the principal's approval.

### **Address Change**

Parents are urged to inform the school office when there is a change of address or telephone number.

### **Textbooks**

As of 2009-2010 school year, Oakwood Christian School will own all textbooks used in the classrooms. The books will be leased to the students, unless the books are workbooks. This fee is included in the Comprehensive fee. All textbooks will be labeled and judged on its condition. If the leased books are returned with more than a normal years wear, a fee will be charged for the replacement of the books. Examples would be: Torn out pages, excessive writing in books, or torn covers. Leased books will be hardbound to minimize damage. Any books that are lost during the school year, or not returned at the end of the year will be charged to the students account.

### **Open House**

An open house will be held each year. Parents and students should attend and meet the teachers and acquaint themselves with the facilities.

### **The First Day of School**

K5 – 12<sup>th</sup> Grade will all begin on the same day. This day will be a full day which will run on a normal schedule.

### **Insurance**

School time accident insurance is required for every student and has been included in the registration fee. The insurance is secondary coverage only and covers only the amount not covered by parent's personal insurance.

### **Admission Procedure**

1. All students (7<sup>th</sup> – 12<sup>th</sup> grades) must want to attend Oakwood Christian School.
2. Applications should be completed and returned to the office.
3. An interview will be held with the student and at least one parent. The student's acceptance or non-acceptance will then be determined.
4. New students must bring their last achievement test scores to the interview.
5. Students (7<sup>th</sup> – 12<sup>th</sup> grades) and their parents will sign the Statement of Cooperation.

**NOTE:** Parents will not be allowed to enroll a child in Oakwood Christian School if they still owe money to a previous Christian School, or if they still owe Oakwood Christian School or the Oakwood Child Care Center for past schooling.

Also, it is understood that Oakwood Christian School does reserve the right to refuse admission to anyone it so chooses. Oakwood Christian School does not enroll married students.

### **Age Level**

Questions have arisen concerning the age limit for a child entering kindergarten and first grade. Oakwood Christian School follows the state regulation which has been set at September 1.

### **Financial Information**

Oakwood Christian School neither solicits nor accepts government funds of any type. Therefore, it is necessary that fees and tuition be paid when due. A monthly rate of tuition and fees is used for the convenience of our school family.

All accounts are due and payable by the 10<sup>th</sup> of each month. Funds will be paid to FACTS, a financial institution that assists with the billing for Oakwood Christian School. Any student whose account is sixty days past due, and has not made arrangements with the administration, will not be allowed to attend Oakwood Christian School until such time as the account is paid in full. All records and report cards will be withheld until all tuition costs, book fees, or other official school fees are paid.

See separate financial sheet for more information.

### **Withdrawal / Dismissal**

Withdrawals from school must be made by the parent in person in the office. Records will not be released until all bills are paid and all materials have been returned. If you are paying your account by check, the check must be cleared by the bank before your records will be released.

Students who are dismissed from Oakwood Christian School will not be considered for re-enrollment for a minimum period of six months from the date of dismissal. Parents must meet with the administrator before re-enrollment will be considered.

### **School Office**

All parents are welcome in the school. However, when a visit to the classroom is necessary, the parent must check in through the office first. **NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM!** If a parent wishes to talk with his child's teacher, he should arrange for a private conference with that teacher through the school office.

Teachers are happy to arrange for such conferences at scheduled times; however, they should not be detained either before or after school unless an interview has been scheduled for that time.

Lunches, homework, books, and other items may be left in the school office to be delivered to the child. School phones are for business use only. A parent wishing for his child to stay after school or to meet him at a different time should notify the school office so that these arrangements can be properly made. Calls of this nature must be received before 2:00 p.m. Please do not ask for your child to come to the phone. Please use these services as sparingly as possible.

The school office personnel cannot act as a delivery service between families or between families and the school office. This includes both messages and material items.

### **Field Trips**

Field trips are taken at various times during the school year to places of educational interest. The Anderson and Greenville area abounds in places of special interest and benefit for the school. The students are required to maintain the same level of discipline away from the school as is required at school.

### **Parent Chaperones**

There are times throughout the school year when parents may be asked to serve as chaperones or will desire to do so. The school requires parents to follow the same standard of dress and conduct as is required of the students. Parents not meeting the standards will not be permitted to act as chaperones. This includes such activities as class picnics or parties in the classroom as well as field trips. No younger or older siblings will be allowed on class field trips.

### **Parent – Teacher Conferences**

Parent-Teacher Conferences are held 2-3 times throughout the school year to enable parents to follow the progress and development of their children. The conference provides an opportunity for parent and teacher alike to discuss the progress of the student. Notes will be sent home to request conferences, and times will be available for parents to request a conference.

## Lunch

A variety of items are available for purchase. Students who bring sack lunches may purchase milk or refreshments.

The school will not tolerate any misconduct or horseplay in the lunchroom. Teachers will seek to uphold and teach the proper manners during the lunch period. Students are to enter the lunchroom in an orderly fashion. At dismissal time each teacher will be responsible to see that his lunch area is clean.

## Traffic Patterns

Students who drive to school should use the parking areas that are designated as student parking areas on the school traffic pattern diagrams. Parents should not park or block the entrance or exit lanes. Parents must observe the traffic patterns in order to pick up students. Parents must also observe the posted speed limit (10 mph) while on school property.

## Health Service

Elementary: If a student must take medicine during the school day, that medicine, along with the doctor's directions, is to be given to the teacher as soon as the student arrives at school.

High School: If a student must take medicine during the school day, that medicine, along with the doctor's directions, is to be given to the office as soon as the student arrives at school. No other medicines should be in a student's possession.

No student with a temperature of 100 degrees or above will be allowed to remain in school. Parents will be called to pick up the student at school. Students who are unable to participate in physical education class must have a note from the parents or a doctor's excuse.

## Books

The only books allowed on the person of any student will be the following:

1. The Bible and related study helps for personal devotions, etc.
2. Books directly connected to the school curriculum.
3. Oakwood Christian School library books.
4. Public library books which have been specifically assigned by Oakwood Christian School teachers for reading or reference.

**NOTE:** Toys, radios, cameras, computers, tape recorders, comic books, magazines, explosives, pamphlets, knives, guns, pagers, etc. should not be brought to school. Cell phones may be brought but must be kept in the locker and may not be used during the school day.

## Late Stay

Late stay is provided for all students of Oakwood Christian School. For students in K5 – 12<sup>th</sup> grade, the financial information is given below:

Monthly Rate:

K5-12<sup>th</sup> 3:15 – 5:30 \$160.00/month

Daily Rates:

Students picked up before 4:30pm \$6.00 per student, per day

Students picked up after 4:30pm \$10.00 per student, per day

Late Charges: (for picking up students after 5:30)

For the first five minutes (or portion thereof) \$4.00 per student

For each additional five minutes (or portion thereof) \$2.00 per student

\*Students in the 7<sup>th</sup>-12<sup>th</sup> grade should be picked up by 3:40. Those students who are not picked up by this time will be sent to Late-stay and charged the daily rate.

### **Fine Arts**

Chorus may be taken for credit at no charge. Private lessons for piano and other instruments are available at school for nominal fees. Sign up forms will be sent home during the first two weeks of school. Students taking music lessons will have opportunities to perform at various recitals, school programs, contests, concerts, and in chapel. Band is available to students in grades 4-8.

### **High School (7<sup>TH</sup> – 12<sup>TH</sup> grade)**

#### **Athletic Program**

Oakwood Christian School maintains an active interscholastic sports program competing in soccer, volleyball, basketball, golf, and track with other Christian schools in South Carolina, North Carolina, and Georgia.

#### **Automobiles – Student Drivers**

Students with driver's licenses are permitted to drive to and from school. As soon as students arrive at school in a car driven by a student driver, all must leave the car and come to the designated area for students waiting for school to open. There is to be NO LOITERING in the parking areas at any time. Once a vehicle is parked in the morning, a student is not permitted to return to it until dismissal time. The speed limit while on school property is 10 mph.

**NOTE:** Students are not permitted to transport other students, except for brothers and sisters, without written permission from all parents involved.

#### **Office Holding**

Only students with at least a C average and no F's qualify to serve as class officers, or officers in any official school organization. The basis for eligibility will be the most recent semester grades at Oakwood Christian School.

#### **Participants in Sports**

Only eligible students may participate in interscholastic athletics. A "C" average with no F's must be maintained on report cards and progress reports. Also, students must have no unsatisfactory conduct in any of their classes. Any student who receives an incomplete on a report card must arrange a time to make up the work before continuing to compete in any sports event.

## Course Changes

No course may be dropped or added unless the student meets with the school supervisor and secures permission to do so. No course may be dropped or added after the fourth week of the school year unless approved by the school administration. Unless unusual circumstances prevail, a student will retain the same courses throughout the entire year.

## Detention Hall – Demerit System

Our discipline system uses a combined detention hall and demerit system. A list of demerits will be given to the students at the beginning of the school year enumerating the offenses and the number of demerits for each. Detention Hall will be every Monday after school, either from 3:15 - 4:00 p.m. or 3:15 - 4:45 p.m., depending on whether it is a single or double detention. In addition to demerits, students may receive detention for excessive lates, patterns of no homework, or at the discretion of the administration. More serious disciplinary action will be taken for students reaching certain numbers of demerits or accumulating more than five detentions in a semester.

8 detentions - 1 day in-school suspension

10 detentions - 2 day in-school suspension

A 2 day suspension results in removal from extra-curricular activities.

### GRADES 7-8

- **25 demerits** – 4:00 detention
- **50 demerits** – 4:45 detention
- **75 demerits** – 4:45 detention
- **100 demerits** – 1 day suspension
- **125 demerits** – 4:45 detention
- **150 demerits** – 2 day suspension
- **175 demerits** – 4:45 detention
- **200 demerits** – expulsion

### GRADES 9-12

- 25 demerits** – 4:00 detention
- 50 demerits** – 4:45 detention
- 75 demerits** or 8 dhalls: 1 day in school susp.
- 100 demerits** – 4:45 detention
- 125 demerits** - 2 day in school susp; six week
- 140 demerits** – 4:45 detention
- 150 demerits:** expulsion

## PENALTY SLIP OFFENSES

**Gum/Food:** 1 warning for the year; 2nd offense is 15 demerits; 3<sup>rd</sup> or greater is 25 demerits

**No Homework:** Detentions will be issued for excessive problems in this area.

**Lates:** 6 lates will equal one detention; every 3 thereafter, for a 9 week period.

**Dress Code Violations:** Detention hall for every 2 dress code (or hair cut) violations for a 9 week period

## DEMERIT OFFENSES

- Cell Phones in building : 25 (first offense), 25 second offense, 50 third offense; phone confiscated on any offense
- Electronic devices: 25 to 50
- Driving Offense in parking lot: 5 (first offense), 10 (second offense), 20 (third offense), 40 (fourth offense)
- Defacing school property: 10, 20, 30, 40 (must pay for damage)
- Excessive talking in class: 5 to 10
- Disruptive behavior: 10, 10, 20, 20
- Leaving class w/out permission: 10, 20, 30
- Horseplay: 5 to 25
- Knife at school: 10 to 50 (pocket knife) Hunting knives, etc., result in immediate expulsion.

- Gun at school: 200
- Smoking, tobacco use: 200
- Cheating (homework): 15, 25
- Cheating (tests, projects): 50, 50, expulsion
- Stealing: 100-200
- Vulgarity or profanity: 25 to 50
- Fighting: 25 to 75
- Pornography: 200
- Inappropriate materials 10 to 50
- Minor Disrespect: 10 to 50
- Major Disrespect: 25 to 50
- Minor Disobedience: 10 to 50
- Major Disobedience: 25 to 50
- Misconduct in chapel: 10 to 25
- Drugs/Alcohol: 200
- Misconduct at athletic events or field trips: 15 to 25
- Untruthfulness: 50
- Vandalism: 75-200 (this includes a teacher's private property)
- Occult material: 15-50
- Video Postings made to social networks from classrooms: 25 demerits
- Physical Contact: 0-50
- Improper dating relationship: 25-200

### Locker Regulations

Each student in the junior and senior high school will be assigned locker space. Lockers are to be kept clean at all times and are subject to periodic inspections. Combinations should not be shared to avoid problems and insure privacy. Lockers should be kept locked at all times. No student is to open another student's locker.

### Attendance Policy

Philosophy - Regular attendance and prompt arrival at scheduled classes and activities is essential for satisfactory achievement and progress in school. It is important that the habits of good attendance and punctuality be stressed at an early age. Regular attendance at school is the responsibility of the parents.

Definition - There are two kinds of absences:

1. **Unexcused** (make-up work is not allowed) is defined as absent without a parental note or for an unacceptable reason.
2. **Excused** (make-up work is allowed and credit given) is defined as absent with parental note for an acceptable reason.

In general, the following reasons for school absence are acceptable:

1. Verified illness of the student
2. Bereavements
3. Verified medical appointments

Absences for family trips (5 school days per year) are excusable, provided they are known and APPROVED BY THE ADMINISTRATION IN ADVANCE and provided the student has no current F's in any subject.

**A student is not allowed to miss the last week of school. Students must be present to take the final exams on their scheduled days and times.**

A student who has been absent from school should present a parental note on the day of his return to school. The note should contain the following information:

1. Dates of absence
2. Clear reason for absence
3. Signature of parent

In K5 – 6<sup>th</sup> grades, this note should be presented to the teacher before 8:00 a.m. In 7<sup>th</sup> – 12<sup>th</sup> grades, this note should be presented to the office. For a student to miss a P.E. class, a note must be submitted from a doctor to be excused.

**Two Important Notes Concerning Absences:**

1. To be counted present at school for the day, a student must be present in class for at least 3 hours. In order to be excused the reason for missing classes must meet the excusable requirements.
2. No student may miss more than nineteen days and pass for the year without administrative approval. This includes excused absences, unexcused absences, or doctor's notes. In grades 7 – 12, attendance will be kept in all classes. Any student missing an individual class more than nineteen times will fail that class; this includes P.E. and those not dressed out for P.E. Any student not in class for a minimum of thirty minutes will be counted as absent for that class.

**Tardiness**

Any student coming to school late must check in through the school office before going to class. All students leaving early must check out in the office. A student returning to school must check in through the school office before returning to class.

**Closed Campus**

Oakwood Christian School operates on a closed campus principle. This simply means that attendance at school is required from 8:00 a.m. until 3:15 p.m. regardless of the number of free periods a student may have. Exceptions are made for seniors.

**Kindergarten**

The four-year-old kindergarten program is designed to prepare the four-year-old socially and mentally for the five-year kindergarten program. The student begins many of the basic learning skills which he will continue in five-year-old kindergarten. Reading readiness, Bible memorization, and math readiness are some of the skills learned in five-year-old kindergarten. The reading program is based upon a phonics approach. A regular chapel program emphasizes personal salvation, patriotism and character development. There is an opportunity to be part of a full day K-5 program.

**Elementary Program**

The elementary program is designed to develop the learning skills in all subject areas, including daily instruction in the Bible. The reading program is based upon a phonics approach. Our music program develops the character and aesthetic tastes of the student.

English, spelling, reading, math, science, social studies, and Bible are taught in grades 1 - 6. Chorus, poetry, art, creative writing, and penmanship are also an important part of the program. Standardized testing will be given during the year at the discretion of the administration.

### **Requirements for Senior High Graduation**

Oakwood Christian High School offers to its students a college preparatory course or commercial course leading to graduation in the twelfth grade. We require that each student attain twenty-five academic units. We also feel that a student has not received a complete education without studying the Bible, the Book of books. It is necessary for every student attending our school to take one course per year in Biblical training.

If a tie exists for valedictorian and salutatorian, the number of A+'s will be used to break the tie. An A will equal a 4.0, while an A+ will equal 4.4. Both will be reflected as a 4.0 on the transcript and final G.P.A. A student must also meet the following minimum academic requirements to be considered for valedictorian or salutatorian: three years of upper level math, two years of a foreign language, at least three years of science, and four years of English. The valedictorian and salutatorian must also take calculus or an extra science class his senior year. To be eligible for valedictorian or salutatorian, a student must have attended Oakwood for a minimum of **two** years.

Seniors will not be permitted to march in the commencement exercises if they lack more than one credit for graduation. Arrangements must also have been made to earn this credit in an approved summer school program before the student may march. Oakwood 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 colleges of their choice to find out if there are special requirements for admission. Each college has its own individual requirements, and students will need to plan a school program with the counselor to assure fulfillment of particular college entrance requirements. The school administration will assist the student in any way possible.

### **Promotion / Retention**

In kindergarten through eighth grade a student's report card will contain a notation as to whether the student has been promoted or retained. Students receiving three D's in academic subjects will be promoted probationally. Students receiving an F in three academic subjects are automatically retained. Students receiving an F in English and math will be retained.

Seventh and eighth graders do not accumulate high school credits although the high school report card form is used. At the high school level a student will continue to advance to the next grade as far as his homeroom is concerned, but the credits which he earns determine his actual grade level.

### **Homework**

Homework is a part of Oakwood Christian School's academic emphasis. It should always be done neatly, accurately, and on time. Homework should never be considered as busy work. It will be given by classroom teachers for specific purposes. Each student will be expected to complete the assigned homework.

In order to encourage church attendance, it is the policy of the school that teachers will not give homework on Wednesday. In keeping with the spirit of this rule, no tests will be given on Thursdays.

## Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress, or lack of progress, which is being made. Each student is evaluated in two areas; academic work and effort made. The academic grade is based upon the actual work done on homework, quizzes, tests, etc. The effort grade is a number.

The following scale is used to determine the effort grade:

- |                    |                              |
|--------------------|------------------------------|
| 1. Superior effort | 3. More effort needed        |
| 2. Good effort     | 4. Little or no effort shown |

**NOTE:** Elementary students will also receive a conduct grade.

Academic grading is based on a 100 point scale:

90 - 100	A - Excellent
80 - 89	B - Above Average
70 - 79	C - Average
60 - 69	D - Below Average
0 - 59	F - Failure

If you have any questions pertaining to your child's grades, behaviors, or activities, then please contact your child's teacher.

## Honor Roll

An honor roll is compiled after each grading period. To be included in this roll, a student must make all A's or B's.

## Merit Roll

A merit roll is compiled after each grading period. Students, who earn all 1 or 2's on effort but did not make the honor roll, will be listed on this roll.

## Correction/Discipline

The Administration of Oakwood Christian School feels that discipline, according to the Scriptures, is necessary. We recognize that this should be administered in the home; however, we realize the responsibility which is ours in having your child in our care.

Upon registration of the child, a statement of cooperation must be signed. This statement gives the Administration the right to punish the child. Should a parent refuse to give this permission, the child cannot be registered. The methods of punishment are as follows in Kindergarten and Elementary: standing in the corner, revoking recess, loss of privileges, and corporal punishment; and in Junior and Senior High School: revoking privileges, extra work, and corporal punishment.

Should a child become a great problem, the parent will be asked by the principal to withdraw the child for the benefit of the class.

According to the Scriptures, correction is a must in a child's life. We at Oakwood feel it is necessary to correct in order to train a child efficiently. Teaching and learning are impossible without the correction process.

Please remember that Oakwood Christian School is an educational institution and not a reformatory; therefore, please help us by giving full cooperation.

Oakwood Christian School reserves the right to dismiss from school any child whose attendance is detrimental to the school. Oakwood Christian School also reserves the right to deal with any conduct or attitude in whatever manner necessary.

### **Conduct**

Oakwood Christian School wants to see its students grow spiritually and achieve academic excellence in an atmosphere which is Christ honoring. We insist that proper order be maintained as well as responsibility developed and character built. The principal is present not only to administer correction when needed but to counsel with students, parents, and teachers. The administration is staffed with experienced personnel, trained in meeting the needs of young people and helping them to be found "in favor with God and man." (Luke 2:52) Effective discipline for the betterment of our young people requires courage, consistency, conviction, diligence, and enthusiastic effort on the part of parents and school personnel. To help in this area, Oakwood Christian School has adopted certain standards of conduct which must be upheld.

1. The teacher is in full control of the classroom. All misconduct of a general nature will be handled by the teacher. This type of misconduct includes deliberate disobedience, disrespect, lack of courtesy, incomplete homework, chewing gum, note passing, and other misdemeanors.

**NOTE:** The administration of Oakwood Christian School places much confidence in the judgment and ability of its teachers. All parents and students should understand that the administration will support the teachers in manners of discipline.

Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher first before contacting the principal, supervisor, or president. It is understood that the administration will have no comment on a matter until the teacher has been contacted.

2. Oakwood Christian School places primary emphasis upon the spiritual life. We believe and teach that Christian young people should manifest their loyalty and love to the Lord Jesus Christ by living in obedience to His commandments. Philippians 4:8 teaches us that we should think only on those things which are godly. Therefore, Oakwood Christian School does not endorse attendance at movie theaters, rock and country music, ungodly television programs, dancing or attendance at dances, and inappropriate literature.
3. The possession or use of drugs (any form except prescription for that student), any amount of intoxicating beverages (on or off campus), or the use of any tobacco products (on or off campus) will result in the immediate expulsion of that student. Any act of immorality will also result in expulsion.
4. An attitude of respect for adults is to be maintained by the student body. The terms Miss, Mrs., Mr., or Brother should be given respectfully regardless of time or place. Students should always answer with "ma'am" when talking to ladies and "sir" when talking to men.
5. Romans 13:14 teaches us that we should avoid situations that would cause us to fulfill the lusts of the flesh. Our society is a sex-oriented society. To help our students avoid this temptation, Oakwood Christian School does not permit displays of affection such as hand-holding, walking arm-in-arm, or any other act of physical contact that is intentional.

Any students who abuse this rule will be separated, while at school, for a definite time period.

6. Profanity will not be tolerated. Any student who is guilty of violating this rule will be given demerits and possibly suspended. Euphemisms or slang words are not permitted. If repeated offenses occur, then the student will be expelled. Colossians 3:8 teaches us that filthy communications should not be allowed.
7. Fighting will not be tolerated. In most cases, a paddling will be given to those involved. The teacher's or principal's discretion shall be used to determine the punishment. Colossians 3:5 teaches that we should put off anger.
8. A student who steals will be suspended or expelled, depending on the number of demerits at that point.
9. Pornographic literature, including that viewed on the internet, will result in immediate expulsion.
10. The standards of appearance are to be obeyed by all students. The following procedure will be used in dealing with these standards:
  - A. Boys - hair will be checked. If the hair has reached a point of violation, then the student will be told to correct the problem. If the hair has not been brought to standard after 3 school days, then he will not be allowed to return to school until the problem has been corrected. Failure to obtain a haircut appointment is no excuse. Faddish haircuts, such as bowl cuts or a shaved head, and extreme hair colors are not permitted at OCS.
  - B. Girls - dress lengths, etc., will be checked on a daily basis. Parents should understand that they may be called to the school during the day to take a student home if her dress fails to meet school standards. Persistent problems in this area will result in dismissal from school.

### Dress Standards

The standards of appearance for the boys and girls of Oakwood Christian School are based upon Biblical principles. The Bible definitely teaches that there is to be a distinction between the sexes. We expect the girls to be, act, and look like the Lord made them - FEMININE. We expect the boys to be manly in actions and appearance. The Bible also teaches that our appearance should be in keeping with modesty. Not only should revealing, tight-fitting, and sensuous clothing be avoided, but also students should not wear those things which draw attention to self. This is also immodesty. Our appearance is always to glorify Christ (1 Corinthians 10:31).

All students will need to be in school uniforms at all times. Parents will need to purchase uniforms from the school designated company. Students must wear the uniform specified for their grade level. The dress standard for girls and boys is listed below:

**Girls:** All skirts must come to the top of the knee for girls in K5 – 6th grade. Girls are allowed to wear khaki pants from the approved companies.

In grades 7 - 12, the skirts should be no higher than the middle of the knee. All tops must be tucked in except for those designated to be worn on the outside. Girls may not wear shoes with a strap between the toes unless the shoe has a back strap.

**Boys:** Long khaki or black pants are to be worn at all times with a belt for all boys. Shirts must be tucked in at all times. Boys hair may be full but not over the ears or collar or on the eyebrows. It should not be bushy or flipped up in the back. Sideburns are to be no longer than the middle of the ear. All boys should be clean shaven. Boys should not wear jewelry

such as necklaces or earrings, etc. No “flip-flops” or sandals are to be worn. Socks and shoes are required at all times.

**Boys/Girls:** Only Oakwood jackets or sweaters are to be worn in the classroom. No tattoos, tongue piercing or body piercing are permitted for boys or girls.

Oakwood Christian School places the responsibility for the daily appearance of each child on the parents. We reserve the right to make any necessary changes in order to maintain a proper testimony for the Lord.

### **Conduct on School Sponsored Trips**

The same standards of conduct required of students at school are also required of students on school-sponsored activities. Fifty demerits will be given for any student who misbehaves on a field trip in grades 7 - 12. When a school vehicle is used to transport a mixed group of students to an activity, there must be two adult chaperones aboard. Separate seating will be required for boys and girls.

A written policy, established by the school administration, regarding the supervision of students on overnight stays away from school will be strictly followed to insure the safekeeping of all participants. This policy will be reviewed with sponsors and student participants before such activities.

### **Care of Property**

Oakwood Christian School is considered to be God’s property. Respect for the appearance and care of the school is a part of the Christian testimony presented by Oakwood.

Sitting on desks, carving and defacing desks, eating in restricted areas, throwing things, littering, etc., are not permitted. Willful damage to, or destruction of, school property will not be tolerated. All damage must, of course, be paid for if willfully done.

All students are expected to report immediately to the office any damaged furniture or other school property.

### **Leaving School Grounds**

Students are not permitted to leave the school grounds without permission from the office during the day. This is considered to be an unexcused absence. When students are given permission to leave, they must report back to the office upon returning. Students will not be permitted to go to local restaurants for lunch. This is in keeping with the closed campus policy.

### **Loitering**

Loitering anywhere on school property is not allowed. Five minutes are allowed between classes, and students are expected to be on time for all classes and events. Dating couples are never to be unchaperoned in the school or on the grounds. Couples may not sit together in chapel or special assemblies.

### **General Practices**

No visitor or outsider may speak or perform on any program unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom.

No student may use the name of the school on any radio or T.V. program or any other publication without the prior authorization from the school administration.

The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

For all school-sponsored functions, conduct and dress standards apply.

Students should not be in the gym or school building after 3:00 p.m. without supervision by a teacher or another adult designated by the school.

### **Communicable Disease Policy Statement**

While it is not the desire of Oakwood Christian School to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illness.

We recognize also that Oakwood Christian School with its limited finances is not equipped to physically care for the needs of very ill students or any student with a serious continuing or chronic communicable disease.

Therefore, because we are moved with deep sympathy for the sick child and well child, it will be the policy of Oakwood Christian School to deny admission or to require dismissal from the school for a child with a serious and continuing communicable disease. The concern is twofold: it is that other students not be infected and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.

Children enrolled at Oakwood Christian School or who seek to enroll at Oakwood, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission or dismissed from school. They will not be permitted to enroll or re-enroll in regular Oakwood Christian School classes until they have been medically diagnosed as no longer carrying the communicable disease.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

## **Athletic Policy and Guidelines**

### **I. Philosophy**

#### **A. Biblical Basis**

1. Colossians 3:23 *“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.”*
2. Philippians 1:27 *“Only let your conversation be as it becometh the gospel of Christ.”*
3. Philippians 4:13 *“I can do all things through Christ which strengtheneth me.”*

- B.** The overall purpose of the athletic program at OCS is to do our best (Colossians 3:23a) for the Lord Colossians 3:23b). Both our actions and our motivations must be honorable. The end result will ultimately be to bring honor and glory to the Lord Jesus Christ by:

#### **Team Objectives:**

1. Providing instruction in the use of the body, soul, and spirit to reflect the glory of God through sports.
2. Applying the principle of the “well-rounded” person illustrated in Luke 2:52 (mental, physical, social, and spiritual) through the integration of academics, athletics, student interaction, and biblical training.
3. Involving the student body, parents, faculty, and staff in developing school unity and spirit.
4. Developing a clear Christian testimony to the opposing schools, the officials, the community, and the spectators.
5. Promoting the biblical definition of “winning”:
  - a. Doing our best (Colossians 3:23a) for God’s glory (Colossians 3:23b).
  - b. Developing our testimony (Philippians 1:27a).
  - c. Acknowledging God at all times (I Thessalonians 5:18).
  - d. Depending upon the strength and wisdom of Christ (Philippians 4:13).
  - e. Trying to win the contest within the rules of the game and the spirit of good sportsmanship. (II Timothy 2:5)

#### **Individual Objectives:**

1. Physical strength
2. Good decision-making
3. Integrity (II Corinthians 8:21)
4. Self-control (Proverbs 25:28)
5. Obedience (Ephesians 6:5)
6. Humility (Luke 18:14)
7. Self-denial (Philippians 2:4)

### **II. Effective Parent / Player / Coach Relationships**

#### **A. Love each other**

- John 13:34a *“A new commandment I give unto you, That ye love one another;”*

#### **B. Respect each other.**

- Romans 12:10 *“Be kindly affectionate one to another with brotherly love; in honor preferring one another.”*

**C.** Pray for each other.

- II Corinthians 1:11 *“Ye also helping together by prayer for us, that for the gift bestowed upon us by the means of many persons thanks may be given by many on our behalf.”*

**D.** With full recognition of and respect for parental responsibility under God, it must be kept in mind that, for athletic participation, parents have delegated the responsibility and authority for the young person to the coach. “Hands on” delegation is not acceptable. *There will be a direct/indirect impact on your young person if some of the following actions occur:*

1. Parents should not coach “from the stands” during any game. This can only be detrimental. A coach needs the full attention and concentration of his players. During a practice or game, the player “belongs” to the coach. Uninvited parental intervention during these times is a serious distraction and is detrimental to the player and team.
2. Parents negatively approaching the coach or the young person “on the bench” during the game, half-time, or immediately after a game prior to the post-game meeting, will not be overlooked. The team, the player, and the coach should be able to expect full support from the parents during victories and defeats.

**E.** Each coach has the full responsibility and authority to determine which players are entered into the games when and for how long. His determination in this area will be made on the basis of what will best benefit the team as a whole. This does not mean that there will be no consideration given to the individual needs of a player, but it does mean that instruction and guidance on making a total team effort is of primary significance.

**F.** It is reasonable to expect that any parent that has permitted his child to come out for a team should be supportive of the team’s coach. Well-placed constructive criticism given privately to a coach is welcomed, but parents should not simply air negative opinions to others.

**G.** If an issue cannot be resolved in a reasonable manner between a parent and a coach, then a meeting should be scheduled with the parent, coach, and athletic director.

**III. Description of the Athletic Program**

**A.** Affiliation

1. OCS is affiliated with the South Carolina Association of Christian Schools (SCACS).
2. All athletic contests are operated under the rules and regulations governing that sport by the National Federation of High School Athletics and the South Carolina High School League.
3. Officials used in home games are certified under the Federation for that particular sport.

**B.** Programs Offered

1. Junior Varsity – girls’ volleyball, boys’ and girls’ soccer, boys’ and girls’ basketball
2. Varsity – girls’ volleyball, boys’ and girls’ soccer, boys’ and girls’ basketball
3. Combined – boys’ and girls’ golf and boys’ and girls’ track

#### IV. Selection of Teams

##### A. Ball Teams

1. Try-outs will be announced at least one (1) week in advance.
2. Selections are made by the head coach based on ability, attitude, and work ethic.

##### B. General Policy

Obviously, not every young person who tries to make a team will succeed. Just like attendance as a student at OCS, being chosen for a team is a privilege and a responsibility, not a right. Before an athlete is cut, the decision is thoroughly considered and discussed by the ones responsible for the decision.

#### V. Return Policy

- A. Teams returning from away games after 10:45 will be allowed to miss 1<sup>st</sup> period.
- B. Teams returning from Away games after 11:30 will be allowed to miss 1<sup>st</sup> and 2<sup>nd</sup> period.

#### VI. Eligibility Requirements

- A. All participants in all programs must maintain at least a 70 average overall in their classes without any F's at the time of eligibility check. Academic eligibility is determined on the 4<sup>th</sup> week of each semester, and will be evaluated every two weeks. Students become eligible or ineligible on the day the grades are issued.
- B. Any athlete who falls below the above-mentioned requirements will be placed on academic probation *for 2 weeks*. During this time, the athlete cannot participate in practices or games.
- C. If a coach determines that an athlete is not demonstrating a positive overall attitude, or if the coach receives input from teachers that a lack of effort is being demonstrated in the classroom, then the coach may use his discretion to place the student on probation or be dismissed from the team. A parental conference would be held to explain the action taken.
- D. All athletes must be in class *at least half the day* of a game or practice in order to play or practice that afternoon or evening. If athletes are too sick to come to school, they are too sick to practice or play. However, a medical appointment or a pre-arranged absence with the administration may be excusable. If athletes miss physical education class due to an illness or injury, they will not be allowed to play or practice that day.
- E. Any athlete receiving *more than* the equivalent of *three* detentions during a season will be dismissed from the team (these are figured by actual detentions received not by *days* spent in detention)
- F. Any athlete receiving 50 demerits or more for a *one time offense* or any athlete who has received 25 demerits specifically for *cheating* will sit out one half of the next game.

#### VII. Practice

- A. Practices are important to each team's success, and *attendance is mandatory*. Players should arrive at practice punctually, in proper attire, and in an attitude of work, not play.

- B. A player should not be absent from a practice (except in the case of illness) *without prior permission from the coach.*
- C. Players will not be excused from scheduled practices or games for outside jobs.
- D. Unexcused absences from a practice will be handled by the individual coach. *Two unexcused absences could result in removal from the team.*
- E. Players are allowed to play for “club” teams during a season and still play for OCS. However, *if a player misses an OCS practice due to club practice*, he must sit out for at least half of the next game. *If a player is late to an OCS game due to playing for a club team*, he is not allowed to play in the OCS game.

### VIII. Guidelines for Players

#### A. Conduct

1. All athletes are representatives first of their Lord Jesus Christ, second of their families, and third of OCS. This responsibility should not be taken lightly.
2. Athletes are expected to conduct themselves like ladies and gentlemen at all times – both on and off the field or floor.
3. There is to be no screaming or yelling on the vans or buses. Cheering is good, acceptable, and encouraged. Keep hands and feet inside the windows at all times.
4. There are to be no radios, CD players, CD's, mp3 players, DVD players, other listening devices, headphones, etc. brought on any ball trip. Such items will be confiscated until the end of the school year.
5. Cell phones may only be taken out and used to call parents thirty (30) minutes from arrival at OCS.
6. There is to be no food or drink on any of the school vehicles. This includes candy and gum. Any students found to have food or drink will be written up on a penalty slip just as in school.
7. Teams should sit together on the bus when possible.
8. Athletes are not allowed to go swimming, rent movies, or use the pay-per-view movies from the hotel on overnight trips.
9. Any athlete not in their room after curfew on overnight trips will not be allowed to play the following day and will receive demerits for disobedience – no exceptions.
10. Players who are riding with their parent home from an away game must sign the permission form held by the A.D. or one of the coaches.
11. Players may not ride home from an away game with *anyone* other than their own parents. Sorry, for insurance reasons we can make NO EXCEPTIONS.

#### B. Dress

1. We want our athletes to look *neat* and modest. We are representing not only OCS, but our Lord as well.
2. Players will wear school uniforms to games, and the designated slicks and athletic t-shirt for that particular year when returning from a game.
3. School dress applies at all times on trips, especially overnight trips unless otherwise designated on the trip sheet. DO NOT ask for exceptions.
4. Sandals are not permitted except for the soccer team due to restrictions of most gyms in wearing cleats in their gym.

C. Medical Exam/Health Assessment/Parental Consent

***Every athlete is required to have a medical exam/health assessment/parental consent form completely filled out and on file with the Athletic Director before participating.*** Please make a personal copy before turning this form into the office.

D. Fees

1. An athletic fee will be charged for each athlete for each sport of participation.
2. The fee is due by the first game or the athlete will not be allowed to play.

**IX. Guidelines for Spectators**

- A. Please cheer in a *positive manner* for the Eagles rather than in a negative manner against the opposing team or the officials.
- B. Do not “boo” or make degrading remarks at any time.
- C. Remain off the soccer field and gym floor (especially children) before, during half-time, and after games as much as possible.
- D. Please keep all children supervised at all times.
- E. Please pick up and dispose of your own trash after games especially at away games.
- F. Treat the opposing teams and the officials as you would guests *in your own home* rather than as enemies.

**X. Awards**

- A. Awards are used by the Oakwood Athletic Department for two general purposes:
  1. Recognition of God-given ability and achievement.
  2. Motivation.
- B. Three awards chapels are held each year (November and March). Parents of athletes receiving an award will be notified in advance by the coaches.
- C. Varsity letters are awarded to athletes who played in at least half of the periods in that season (varsity only).
- D. *Letter jackets* are available for purchase through Dillard's Team Sports.

**XI. Athletic Insurance**

School time accident insurance is required for every student and has been included in the registration fee. The insurance is secondary coverage only and covers only the amount not covered by parent's personal insurance.