

# THE OAKS CHRISTIAN SCHOOL

## FAMILY HANDBOOK

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2019-2020



505 Gahagan Road  
Summerville, SC 29485  
843.875.7667  
Fax 866.485.7881

### Mission Statement

The Oaks Christian School, a ministry of Crossroads Community Church, seeks to glorify God by helping Christian parents provide their children with an excellent education, distinguished by a Biblical perspective, resulting in a thoroughly Biblical world and life view.

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

# Important Information

Office hours 7am-3pm

Crossroads Community Church

843.871.2755

OCS School Board

[gov@oakschristianschool.org](mailto:gov@oakschristianschool.org)

Emergency

Dial 911

Summerville Medical Center Emergency

843.832.5160

Trident Hospital

843.797.8860

Palmetto Poison Control Center

1.800.922.1117

Crime stoppers

843. 554.1111

Half Day students K3/K4 8 a.m.-12 p.m.

Full Day K3-K5 8:00 a.m.-2:15 p.m.

Full Day 1st – 5th 8:00 a.m.-2:30 p.m.

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## CHAPTER 1 - INTRODUCTION - STATEMENT OF FAITH

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The Word Of God - We believe the scriptures of the Old and New Testaments are the perfect and inspired word of God, complete as a revelation of God's will for salvation, and the supreme and final authority in faith, life, and understanding (2 Timothy 3:16-17; 2 Peter 1:19-21).

The Trinity - We believe in one God, eternally existing in three persons, Father, Son, and Holy Spirit. Each person of the Trinity is fully God, sharing the same nature and having distinctive attributes (Genesis 1:26; Deuteronomy 6:4; Matthew 3:16-17, 28:19).

God The Father - We believe in God the Father, an infinite, personal, spiritual being, perfect in holiness, wisdom, power, and love. We believe He concerns himself mercifully in the affairs of men, hears and answers prayer, and saves from sin and death all who come to him through Jesus Christ (John 16:23-27; Galatians 4:4-6; Ephesians 1:3, 17-23).

God The Son - We believe that Jesus Christ is God's eternal Son, the living and ever-present Lord. He is true God and true man, conceived by the Holy Spirit and born of the virgin Mary. We also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible, return from heaven (Matthew 1:18, 23; Luke 24:1-8; John 1:1, 14; Acts 1:11; 2 Corinthians 5:19-21; Hebrews 4:14-16; 7:24-25; 1 John 2:1; Revelation 19, Matt. 28:19-20).

God The Holy Spirit - We believe the Holy Spirit is a person and is fully God. He calls, regenerates, baptizes into the body of Christ, indwells every believer, guides and empowers believers, and gives gifts to all believers to be used in ministry so that the church functions properly. He convicts of sin, of righteousness, and of judgment (Matthew 28:19; John 3:5, 16:13; Acts 1:8, 5:3-4; 1 Corinthians 6:11, 19, 12:4-13; Ephesians 3:16, 4:11-16).

Man - We believe God created man, male and female, in the image of God and free from sin. We further believe that man, because of his fall in Adam, is a sinner by nature and choice and is therefore spiritually dead, in need of salvation (Genesis 1:26-27, 2:7-3:19; Romans 3:23, 5:12-21, 6:23).

Salvation - We believe in salvation by grace through faith in Jesus Christ. We further believe that this salvation is based upon the sovereign grace of God, was purchased by Christ on the cross, and is received by man through faith, apart from any human merit, works, or ritual. Salvation results in righteous living, good works, and proper social concern. Salvation further results in a right relationship with God and its end is eternal life. (John 1:12, 3:3-7, 5:24, Ephesians 2:8-10; 1 Timothy 2:5).

The Church - We believe the New Testament church is the spiritual body of which Christ is the head. It is composed of all persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit. This body expresses itself in local assemblies whose members have been baptized upon a public confession of faith and have associated themselves for worship, instruction, evangelism, and service. The ordinances of the local church are believer's baptism by immersion and the Lord's Supper. We also believe in the interdependence of local churches and mutual submission of believers to each other in love (Matthew 28:18-20; Acts 1:8, 2:41-47; Ephesians 5:21; Colossians 1:18; Hebrews 10:24-25).

Religious Liberty & Responsibility - We believe that each local church is self-governing in function and must be free from interference by any ecclesiastical or political authority. We further believe that every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his conscience. The believer is called to

loyal obedience to civil government and to stand for the righteous will of God (Matthew 22:21; Romans 13:1; 1 Timothy 2:1-6).

Christian Conduct - We believe that the supreme task of every believer is to glorify God in his life. The believer should live blamelessly before the world, be a faithful steward of his possessions, and seek to realize for himself the full stature of maturity in Christ (I Corinthians 10:31; Colossians 1:28; 1 Timothy 6:6-9; 1 Peter 14:15).

Last Things - We believe in the bodily resurrection of the saved and lost, the eternal conscious existence of all men either in heaven or hell, and in divine judgment, rewards, and punishments (John 5:29; 1 Corinthians 3:11-15, 15:51-58; 2 Corinthians 5:6-10; 1 Thessalonians 4:13-18; 2 John 8; Revelation 19, 20).

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## PHILOSOPHY OF EDUCATION

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The Oaks Christian School has as its foundation the belief that all truth is from God and that His truth is revealed in His inspired and infallible Word, the Bible. Proverbs 10:10 states "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding."

Our mission is to provide children with a Christ-centered education permeated by that truth and abounding in God's grace. I Corinthians 1:12 states that "Our conscience testifies that we have conducted ourselves in this world...in the holiness and sincerity that are from God. We have done so not according to worldly wisdom, but according to God's grace."

Of highest importance is the spiritual welfare of our students. Their education will stress the saving knowledge of Jesus Christ and the importance of each individual's decision to follow Him. Our training will guide students toward developing an integrated, biblical worldview that will prepare them to serve as mature Christians in the home, the church, the workplace, the community, and the world. Colossians 2:3 states that "In Christ are hidden the treasures of wisdom and knowledge."

We will prepare our students for this service by challenging them to develop their God-given potential. Each student is a unique creation of God. The school will strive to meet the needs and challenges of each uniquely created child of God. I Corinthians 12:4-6 states that "There are different kinds of gifts, but the same Spirit. There are different kinds of service, but the same Lord. There are different kinds of working, but the same God works all of them in men."

We recognize that academic achievement cannot be valued above or separated from spiritual development. Our curriculum weaves a spiritual thread through all subjects and activities. We recognize the importance of the teacher in the lives of the students and in the success of the mission of The Oaks Christian School. As role models for our students, our teachers will be mature believers and Christ-like examples. Enabled by God and strengthened through the Holy Spirit, the teachers will integrate academic material with spiritual truths. Luke 6:40 states "A student is not above his teacher, but everyone who is fully trained is like his teacher."

The Oaks Christian School believes that children are a blessing from God and the Bible places the responsibility for the education of children on their parents. The parents, in turn, choose this school to be an extension of their home for assistance in providing that education. Therefore, teachers, administrators, and staff will work in close cooperation with the parents in providing consistent and challenging training for the student's spiritual, intellectual, social, and physical development.

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## CHARACTERISTICS OF THE OAKS CHRISTIAN SCHOOL

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Statement of Faith - Policies and procedures will be consistent with the CCC/OCS statement of faith stated above

Faculty and Staff - The faculty and staff are Christians who adhere to the statement of faith and are participating members of a Christian fellowship. Faculty education and credentials are discussed in a following section.

Curriculum - The curriculum includes Bible, science, mathematics, history, language arts, the fine arts, physical education and computer lab. Teachers have a sound spiritual background. They will incorporate spiritual concepts throughout the curriculum. Scriptural principles are the foundation of the curriculum. Materials that reflect a Christian perspective will be used when available and appropriate. On occasion, the school may choose to use secular materials that complement the academic goals of some courses.

Student Body - Consistent with maintaining a Christian environment, students will be encouraged to develop a personal relationship with Christ. An Administrator will interview enrolling students. At its discretion, the administration may enroll children who do not have, or are resisting, Christian influences in their lives.

Enrollment - The school would like to enroll every applicant; however, the school will evaluate the range of academic needs that can be met effectively. If the school cannot properly serve the needs of a particular applicant, the child will not be enrolled and the parents will be directed to resources that can better serve the student.

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## OUR HISTORY

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The Oaks Christian School, a non-profit, independent, non-denominational Christian school, opened its doors to thirty-two students in August of 1998; grades K4 through 2nd grade. Meeting in the facilities of Crossroads Community Church, the school was able to comfortably meet the physical need of its academic body. In the second year, the school grew to 84 students, offering K4 through the 6th grade. Mr. Carver, the founder, felt called by God to prepare the children to function confidently as the Body of Christ in a world which strongly pulls them away from God and His Word. Bill's respect for parental authority and his appreciation for the uniqueness of each child are foundational to the school's philosophy of providing an education which ministers to the whole family. We are a ministry of Crossroads Community Church.

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## OUR FAITH

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The school is absolutely committed to the central principles of the Christian faith, but allows for a variety of convictions on secondary doctrinal principles. The people who make up The Oaks Christian School represent a diverse group of evangelical churches; we seek to build mutual respect between individuals and Christian unity between the families in the school. The importance of a consistent and personal adherence to the Gospel of our Lord Jesus Christ is emphasized.

We ask that at least one parent of each student have a testimony of conviction of sin, repentance and salvation in Christ.



## ACCOUNTABILITY

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Academic – The Oaks Christian School is accredited by SCISA (South Carolina Independent School Association, Inc.).

Students – Our students are tested annually to identify their academic accomplishments.

## SCHOOL GOVERNANCE

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The Oaks Christian School is a ministry of Crossroads Community Church, and as such, is under the oversight of the Elders of Crossroads Community. The Oaks Christian School operates under a 501(c) (3). The School Board of OCS is established to:

- advise the Head of School concerning administrative decisions involving enrollment, dismissals, hiring, faculty or staff discipline
- serve as an appellate body to address any issue which remains unresolved after going through the normal processes
- provide accreditation oversight
- work with the Crossroads Community Church Board of Elders on the planning, development and implementation of programs and processes which foster the stability and future growth of the school.

The school recognizes that the federal, state and local governments have no legitimate interest in prescribing textbooks or other curriculum or regulating personnel practices which would overly restrict those who teach the Christian values and doctrines summarized in the Statement of Faith.

## ROLE OF THE CHRISTIAN SCHOOL TEACHER

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The faculty will be professionally qualified. Teachers K5 and above are required to have a four year college degree (Bachelor's degree). Teachers are encouraged to pursue certification or maintain their certification. Teachers and staff have a critical, spiritual role in the school. This should be reflected not only through campus matters, but also through off campus activities including social media. They are expected to challenge each student academically, be committed to nurturing the students and, by the power of the Holy Spirit, maintain a standard of personal discipline and character consistent with Scripture. As a community, teachers will encourage one another to do their work as unto the Lord and to give God the glory for personal and corporate accomplishments.

## ROLE OF THE STUDENTS

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All students are asked to do everything as unto the Lord (I Corinthians 10:31). It is the desire of the school students:

- seek a personal, growing relationship with Jesus Christ
- develop their spiritual and academic gifts and seek life goals consistent with the leading of the Holy Spirit
- see God's hand in giving them the privilege of participating in a Christian School and treating the facilities and their learning opportunities with a spirit of good stewardship
- value and respect fellow students, the faculty, and staff
- Observe the rules established for the orderly operation of the school

## SCHOOL SCRIPTURE VERSE

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"They will be called oaks of righteousness, the planting of the LORD, that He may be glorified." Isaiah 61:3b

## SCRIPTURE TRANSLATIONS

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Whereas, it is the policy of The Oaks Christian School to recognize scripture as God's Holy Word and His written revelation to man, it is imperative that a dependable and accurate translation of the Bible be used for memorization and study at the school.

Therefore, teachers and students are encouraged to use the NKJV, King James Version of the Bible or one to match the version used in the curriculum for graded and mandatory memorization. Teachers and students have the freedom to investigate truth using acceptable reference material and appropriate personal experiences.

Therefore, students and teachers may utilize other translations, reference materials, and study guides which draw on personal experience and study. Any such materials used in the school will be approved by school administration. An individual student or his/her family is of course free to choose materials (including translations) which will be used for a student's personal study. Written assignments can refer to the version selected by the family.

## REQUIRED MEMORIZATION

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### Pledge of Allegiance 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 Christian Flag

"I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and love."

### Pledge to the Bible

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

## ENROLLMENT

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The school would like to enroll every applicant; however, the school must determine what range of academic needs it can meet effectively. If the school cannot properly serve the needs of a particular applicant, the child will be denied admission and directed to resources that can better provide the education he/she requires. Racial or ethnic background is not a criterion of admission or dismissal for any student.

The Oaks Christian School is not able to provide effective programs for mentally or emotionally handicapped children, those with diagnosed or suspected behavioral problems, children with severe academic deficiencies (more than 9 months, below grade level in reading/math), or those with severe learning disabilities (diagnosed or suspected).

### Enrollment Probation Period

New students will be on enrollment probation for one grading period during which time parents and staff will assess the student-school relationship to determine if continued enrollment is beneficial for both the student and the school. At any time during, or at the conclusion of this period, the school and/or parent may terminate enrollment and a partial refund of paid tuition will be given.

For new students in grades 1st-5th, acceptance is not complete until records from the previous educational setting/school are received and evaluated.

### Re-enrollment/Enrollment

Re-enrollment of students begins on January 1st for the next academic year. Re-enrollment is not officially complete, nor a place reserved for any student unless the necessary registration fees have been paid, all registration forms have been signed and submitted to the office, and the Head of School has made final approval.

Enrollment for new students from Crossroads begins January 1st. Open enrollment begins February 1st.

### Re-entry of formerly enrolled students

The following factors are required to determine eligibility for readmission:

- Formal application must be completed and payment of all necessary fees paid, once accepted.
- No evidence of disciplinary problems during the interim of non-attendance.
- The student must be working on grade level with ACT/Aspire scores above the 45th percentile.
- The student left the Oaks in good standing.

### Academic probation

Students who return to The Oaks on academic probation must pass all subjects at the end of each semester to be eligible to return the following semester. Students who are placed on academic probation will be advised of their status prior to placement.

### Promotion/retention

**The Oaks Christian School reserves the right to make the final decision regarding a student's promotion, retention, or summer school needs.**

### Promotion requirements

- K5 students must be reading on a DRA level 6 to be promoted to 1st grade
- 1st – 4th grade students must pass all major subjects (Math, Reading, English, Phonics, Science, and Social Studies) in order to be promoted to the next grade.
- A student who fails two or more subjects will not be promoted.
- Students failing one major subject must tutor over the summer (16 hours).
- A student failing both Math and Language Arts may not return to The Oaks.
- A student may not have been retained more than once and still attend The Oaks.

## STUDENT RECORDS

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### Report Card

End-of-quarter and end-of-the-year report cards may be viewed through the parent's FACTS, unless your student account is unpaid.

### Withdrawal

Withdrawal from school must be made through the school Administration office in writing.

### Student Records

Student academic records are kept locked in the Oaks Administration Offices.

Academic records include report cards, attendance, immunization certificate and birth certificate. Teacher comments are not included in academic records. Individual records are maintained for each child. Access to these records is limited to Administration/Parent/teachers.

Parents have the right to inspect and review the student's educational record. Disclosure of student educational records is limited by written consent, except for directory information.

### Release of Records

Student records will be sent upon written request of the receiving school, if the student's financial account is in good standing. Student records will be mailed or emailed in the summer for students who are transferring to another school at the end of the year.

### Updating Student and Parent Information

Parents are to keep the school office informed of all current, pertinent information including church membership, home address, phone number, emergency contact phone number, place of parents' employment, and work phone numbers. Failure to provide accurate or current information needed for the appropriate care of the student may be grounds for dismissal from school.

## CHAPTER 2 - PARENTAL RESPONSIBILITIES & INVOLVEMENT

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It is our desire to serve parents as they fulfill their responsibility to teach their children the commandments of God (Deuteronomy 6) and to raise them in the nurture and admonition of the Lord (Ephesians 6).

Parental involvement in education is distinctive at The Oaks. At home, in the classroom, and on field trips, educational involvement and volunteering affords parents opportunities to share in their child's educational journey. Parental assistance in the classroom brings added enrichment to students and parents.

We ask our parents to help in the following ways:

- pray for the school and the staff
- follow the progress of your child; encourage completion of home & school assignments
- update FACTS when there is a change in family information
- regularly check FACTS for academic and behavior status

- praise your children for consistent and extraordinary achievements at school
- express respect for school, teachers, and staff to your child and others
- become part of the educational process; participate in the classroom, trips, or extracurricular events when possible and attend parent meetings and conferences
- communicate your concerns to the teachers and respond in a timely fashion to requests for information or feedback from the staff, and fulfill commitments made in those communications
- advise the school promptly of your child's medical condition or any family crisis that might impact your child at school
- assume that the school and staff want to act in the best interest of your family, even if tension exists and appearances are to the contrary
- support fundraising projects, understanding that they are essential to the growth and development of our school
- meet your financial obligations to the school (please see the topic in this chapter called "financial responsibilities")
- minimize your child's absences from school and follow each absence with a note of excuse

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## FINANCIAL RESPONSIBILITIES

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### Tuition

Tuition is paid in ten (10) monthly installments beginning July. Each month's payment is due on the date selected on the payment agreement. Parents may: mail payments or drop them off at the Administration office if not making payment on the FACTS system. Checks or money orders are to be made out to The Oaks Christian School. Please label each month's check with the month and then the word Tuition on the memo line of the check.

The school management system, FACTS accepts E-checks, Visa, MasterCard and Discover cards, and Automatic draft from your personal account.

Any account that is in arrears may result in suspension of all student services, including suspension from school. Children are promptly returned to class once proper arrangements have been made to make the account current.

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## WITHDRAWAL POLICY

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Enrollment at The Oaks Christian School is a commitment for the entire school year. The only accepted withdrawals from the school are:

1. Parent/Guardian moved to a location more than 50 miles from the campus.
2. Termination of enrollment due to expulsion of a student.
3. Withdrawal prior to August 1st.

All other reasons for withdrawal require a \$450 penalty fee per student. The total amount owed will be the prorated tuition cost (see chart below) added to the \$450 fee. Fees paid in excess of these amounts will be refunded and a check will be mailed within 60 days of the student's last day of attendance.

<b>Date of Withdrawal</b>	<b>Tuition Amount Due</b>
Prior to August 1	0% due
August 1-31	10% due
September 1-30	20% due
October 1-31	30% due
November 1-30	40% due
December 1-31	50% due
January 1-31	60% due
February 1-28	70% due
March 1-31	80% due
April 1-30	90% due
May 1-31	100% due

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### RESTRICTION OF SCHOOL ACTIVITIES

Students with an outstanding account balance may not participate in extracurricular activities such as Archery and overnight field trips, until arrangements have been made to bring the account current.

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### SCHOOL/PARENT COMMUNICATIONS

#### Weekly Folders

A folder will be sent home each week with your child. This folder will contain selected student work, notes from the teacher, and receipts from the administrative office. Please take special care to go through this folder each week. The weekly folder is an essential means of communicating with parents.

#### Thursday Notes Newsletter

You will be notified of activities and other areas of importance and interest in "Thursday Notes." This Newsletter is the school's main vehicle of communication with parents. Please stay current by reading this newsletter. It is emailed every Thursday. Printed copies will be made available upon request.

#### Behavior Notification

When a child has been observed as being particularly kind, obedient, etc., he/she may be given a "blessing ticket". A notice may also be sent home or through the FACTS system so that the child can be affirmed for his/her exceptional behavior. Likewise, if a child's behavior is

unacceptable, parents will receive an email (through FACTS), a written notification, or a phone call. Please sign and return these communications if requested to do so. Your signature helps us know you received the information.

### Parent Conferences

Parent/Teacher conferences may be scheduled after each progress report is sent home, and upon request. Conferences will be held after school, or as time permits. At the parent's discretion, phone conferences can replace face-to-face meetings. A half-day in October is set aside for a planned conference.

### Student Absence

A student must have a written, signed, and dated excuse from the parent upon returning to school after any absence. Absences of 3 or more consecutive days require a physician's note to return to school. All absences will be documented as unexcused until a doctor's note or appropriate parent note is received. These notes must be submitted within 3 days of the student's return. Some absences may be approved upon request but may not be excused (i.e. family vacations).

### Leaving School Early

If a student is required to leave school early, parents are to furnish a written note (stating the departure time, reason, and person picking them up) to the student's teacher.

Parents who come during school hours to pick up students for medical/dental appointments are to come to the school office, and not to the student's classroom.

A parent or responsible party must sign the student out of school.

### Authority to Release Student

A space is provided on the Student Registration folder for parents to list those friends and family members who may pick up their children from school. If a change needs to be made on the pre-approved list, the parent must submit an updated list to be attached to the child's student folder. A valid picture I.D. will be required from the person who picks the child up. If a special circumstance arises, the custodial parent/guardian may give verbal or written permission to a staff member in person or by phone before the child is due to be picked up. Only the custodial parent/guardian may determine who may pick up the student from school. Children will be released to non-custodial parents with a court order or with the custodial parent's permission.

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## BUCKLEY AMENDMENT

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This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## SCHOOL CLOSING ANNOUNCEMENTS

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The Oaks will follow the lead of Dorchester School District II for emergency closings. Please call the school office and listen to the phone message to verify school closings due to inclement weather, as well as attend to local T.V. coverage of school closings. Parents and staff may receive alerts via FACTS (phone call and/or email) from school administration.

## CLASSROOM VISITS

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Parents are welcome at The Oaks. You are a valuable asset to the school and to your child's education. If you wish to be a volunteer in a class on a regular basis, please consult the teacher. Parent volunteers involved with any activity involving a minor (anyone under the age of 18), must fill out a questionnaire concerning previous criminal sexual activity (accused of, participated in, or been convicted of sexual misconduct) and are required to sign a background check consent form allowing The Oaks to conduct a criminal background check which the insured will keep on file.

- Parents who want to make an occasional short visit to the classroom must contact the teacher or School office in advance of the visit.
- Parents should not engage the teacher in a discussion concerning a student during arrival times. To ensure privacy of information, please make an appointment.
- All visitors are required to sign in at the office and receive a visitor pass.
- Parents wishing to come in for an extended visit must request authorization from the administration.

## APPOINTMENTS WITH TEACHERS AND ADMINISTRATION

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### Office Hours

The School office is open from 7:00 a.m. - 3:00 p.m., Monday through Friday. If you need an appointment during times other than those hours, please call the School office and arrange it (875-7667). The Head of School can usually be available to parents concerned about some aspect of the school. Calling for an appointment will ensure that the Head of School can reserve adequate time to discuss your concern.

### Appointments

Teachers should not be called at home. Parents are requested to contact the teacher through the School office or by e-mail.

No parent is to go directly to the classroom without a conference time arranged with the office. Parent conferences will be scheduled at the request of the parent or teacher. Please sign in at the office to receive a visitor's pass.

## MEDIA POLICY

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In the continuing effort to provide our students with an excellent education that encourages academic and spiritual maturity, our teachers and staff may utilize available resources, including DVDs, videos and print media. The purpose of viewing anything not provided as part of the standard



curriculum would be to emphasize a specific teaching point and/or augment the lesson being taught. The following shall apply to any media shown to students at The Oaks Christian School.

All media will be age appropriate.

All school library and classroom media is reviewed and approved prior to making it available to the students.

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## INTERNET GUIDELINES

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All students must abide by the generally accepted rules of network etiquette, including the following. Inappropriate use will result in the cancellation of Internet privileges.

- Be polite. Do not be abusive in messages to others. Always use appropriate language.
- Never reveal the personal address or phone numbers of yourself or others, unless it is to support the educational mission of The Oaks Christian School.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Illegal or inappropriate activities will be reported to the appropriate authorities.
- Do not disrupt, harass, or annoy other users.
- All communications and information retrieved via the Internet should be assumed to be copyrighted. Always cite all quotes, references, and sources.
- Never attempt to access inappropriate or restricted information, such as pornography or other obscene materials.
- Vandalism is prohibited and will result in cancellation of privileges.
- Remain on system only as long as necessary to complete your work.
- Use the Internet only for research and academic reasons.
- Always follow the instructions of the supervising staff member.
- Safeguard any passwords.
- Student pictures (video or still) or audio clips will not be published without written permission from the student's parent/guardian.
- No original student work will be published without written permission from student's parent/guardian.
- Users are not permitted to transmit any material in violation of any federal or state laws or regulations.
- The Oaks Christian School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages suffered by any user.
- Given the rapid change in technology, some of the technical standards outlined in this policy and administrative rule may change throughout the year.
- If a student believes he has identified a security problem, he should notify his teacher. The problem should not be demonstrated to other users.
- Any Internet communication at any time between students and staff (including, but not limited to Facebook, Twitter and e-mail) is prohibited, with the sole exception of classroom instruction.

## HEALTH ISSUES

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### Required Immunization Records

South Carolina law requires schools to have a file copy of each student's immunization record. There is a required official form (DHEC #1148) that can be completed by any Health Department branch, the military clinic/hospital for military dependents, or physician. Please check the following web site for required immunizations:

<http://www.scdhec.gov/Health/Vaccinations/VaccinesNeededforSchoolAdmission/Prescription>

### Prescription Medications

When you desire your child to receive prescription medication(s) during school hours, please bring the medication to the school's front desk in the original container issued by the pharmacist or doctor, with the child's name and dosage on the label.

Medication will be administered consistent with its labeling to complete a course of treatment or to manage an ongoing condition. The school reserves the right not to administer certain invasive or high-risk medications.

All prescription medication must be brought to the front office by a parent or guardian and not transported by the student.

The OCS staff will **not** administer prescribed medications by injection.

### Non-Prescription Medications

The OCS staff is adequately trained to administer basic first aid, such as band aids, itch cream, and temperature checks.

All non-prescription medications (over-the-counter medicines) approved by OCS will be administered when:

- Students are in K5-5th grades
- OCS has a signed permission form from the parent.
- Parents have been called to confirm administration of OTC medicines.

### Head Lice

In our climate, children can contract head lice even with reasonable parental precautions. The school will inform others in the class that head lice have been found on a classmate. You will find the staff understanding but firm on following the procedures outlined below. The school will examine those students who seem to be scratching their heads more than usual. Signs of lice are:

- frequent scratching of the head
- bite marks around the hairline, particularly around the nape of the neck or the ears
- tiny silver, transparent six-legged creatures that move rapidly when exposed, tiny white nits (egg casings) around the hair shafts
- The school staff will be available, at the parent's request, to do head checks on any student. Literature is available at the School office with further details on care and follow-up. A notice will be sent home to all students in the classroom if head lice are found. Infested students will not be permitted to stay in class. We will call a parent or guardian to have the student(s) picked up and treated

- Students must be free of lice to return to school. (NO VISIBLE EVIDENCE)

### Illness

When a teacher or administrator determines that a child is too ill to remain in school, parents will be called to come and pick up the student. We are concerned if a child visits the office repeatedly with health complaints. If the teacher or administration notices that frequent health complaints are occurring, a resolution will be sought in cooperation with the parent.

Students with a fever of 100 degrees or greater, vomiting or diarrhea, or an untreated rash (including pink eye) should remain at home for 24 hours after symptoms have stopped or until the condition is resolved. Students should remain at home 24 hours after a Strep diagnosis.

### Accidents

Student activities are closely monitored at school. We encourage the children to report to their teacher in a timely manner if he/she suffers an injury that is not observed.

An accident report will be filled out at school and filed on FACTS.

If warranted, injuries are reported to the parents by phone shortly after they occur. Parents will be contacted if the injury warrants emergency medical service.

First Aid will be given to any student injured at school and parents will be notified.

### Medical Emergencies and Transportation

Parents of all students at The Oaks Christian School are required to sign the Emergency Medical Transportation Permission (EMTP) form authorizing transportation to and emergency care by Summerville Medical Center. The school staff will determine urgency of care required, and an attempt will be made to contact the parents immediately. The staff will act in the best interest of the student if a parent is not available.

The EMTP form authorizes The Oaks Christian School to call an emergency ambulance and/or transport a child to an available medical facility in case of accident or acute illness. Children will be transported to the Summerville Medical Center from school, or the nearest medical facility if on a field trip, unless directed otherwise by the parent/guardian.

### Medical Expenses

The parent agrees on the EMTP form to accept full responsibility for the cost of any medical services and transportation required when accidents or acute illnesses occur.

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## VOLUNTEER INVOLVEMENT/PARENTAL PARTICIPATION

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### Fundraising

The purpose of fundraising at OCS is to supplement the budget to keep tuition costs affordable.

School administration must approve all fundraising activities for The Oaks in advance. We expect that all families will participate in our approved fundraising projects and will support the school's projects with their time and efforts.

Our goal is to have parents participate in the organization and/or execution of at least one major fundraising project each year. Please give us your suggestions or be a part of a fundraising committee.

### Staff Appreciation

Our faculty and staff serve The Oaks because we feel a God-given call on our lives to guide children. Please remember that we face the same daily challenges in our personal, professional, and spiritual lives as do you. Your prayers, encouraging words, and expressions of appreciation minister to us as we minister to your children. Staff/Teacher Appreciation week is the first week of May each year.

### Parent Teacher Fellowship (PTF)

All parents are invited to participate in the PTF group which meets a minimum of 4 times a year. Whatever your talent or gift, PTF can use your help.

Mission statement of PTF: "The PTF exists as a service organization of OCS. The mission is to promote Christian fellowship within the school community; to encourage unity and communication among the administration, educators and parents. They work together in order to coordinate unity and spirit-building activities for our students and families that will enhance their education while pointing them to Christ. With time, fundraising, and prayer we assist in improving programs, facilities, and the atmosphere within The Oaks Christian School (OCS), all with the intentional purpose of educating students with the transforming truth of Christ through Kingdom Education."

PTF Bylaws are posted on FACTS.

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## LOST AND FOUND

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Articles found on campus should be returned to the School office. Please check for any missing items as children tend not to look for lost items if parents are not actively involved in the process. Remember to clearly mark the student's name on all clothing, book bags, lunch boxes, etc. Unclaimed and unlabeled items (except for uniforms) will be donated to charity. All uniform items found without proper identification will be put into the community bin for resale.

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## SCHOOL SUPPLIES

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A copy of the supply list appropriate to each grade is available on FACTS and given to families upon initial enrollment.

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## CELL PHONES

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To ensure the safety of our students and the integrity of the learning process, students are not permitted to use cell phones on campus. If a cell phone is brought to campus, it must remain turned off in the student's backpack during school hours. Phones taken out, or used during school hours, will be taken from the student. A parent may pick up the phone up from the Head of School after 2:30.

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## BOOK BAG INSPECTION

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The administration and staff reserve the right to search any and all book bags at any time. Prohibited Items- Laser lights, matches, cigarettes, knives, guns, laser pointers and any other items

that may be dangerous to self or others are prohibited. iPods, MP3 players, DVD players, computerized games, baseball cards, magazines, collectibles, toys, etc. are not to be brought to school or on field trips. These items will be taken from the student and returned to the parent. Sexually oriented and/or otherwise offensive material brought in by the student will result in disciplinary action and may result in expulsion.

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## CHAPTER 3 - ISSUES OF THE HEART

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Our purpose at The Oaks Christian School is to help students develop positive, Christ-like qualities by surrounding them with a loving, Christ-oriented environment and staff. We are confident that our program will encourage positive emotional, spiritual and physical growth.

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### DISCIPLINE

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The following list of scriptures helped us formulate the approach we take to discipline at The Oaks

- Proverbs 22:6
- II Timothy 3:16,17
- Matthew 22:37-40
- Philippians 2:3-4
- Deuteronomy 10:12-13
- Galatians 5:16
- I John 1:9

Discipline involves training a child so that he/she can someday take moral responsibility for his/her choices. Punishment is sometimes required as a consequence for making poor choices. Ultimately, we want the child to be guided by a love of virtue, not a fear of reproof. We want him/her to recognize errors, ask for forgiveness, and restore relationships injured by thoughtless or deliberate disobedience. Having each student accept Jesus as his/her Lord and Savior is our goal; at that point, the child can learn to "walk in the Spirit," and the child's relationship with God becomes his/her moral compass.

We trust that, over time, a disciple relationship will develop between each student and the staff. We desire that students look back on their experience at The Oaks and see that God blessed them by putting teachers and other adults in their lives as effective and loving authorities.

This discipline process can only take place in a loving, Christ-oriented environment where Godly principles are modeled on a daily basis. Not only the adults, but the student body as well, set this tone in the school.

Our objective is to work with every family to solve behavior problems. Unusual situations, such as repeated, unresolved negative behavior could result in asking that a child be transferred to another school. Such action would not be taken lightly and would only follow serious efforts to resolve the conflict.

Typically, most correction and reproof takes place in the classroom under the direction of the teacher. If necessary, children will be sent to the office or to The Head of School. Parents will be notified in a timely manner if poor behavior persists and a meeting of the family, student, teacher, and Head of School will be called to discuss the child's strong and weak points. A plan addressing both spiritual and practical goals will be developed, and follow-up will occur to check on improvement and compliance.

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## OCS DEMERIT DISCIPLINE SYSTEM 1ST-5TH

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### DEMERITS POINTS SYSTEM

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Students will be taught expected behaviors/procedures the first 2 weeks of school. Demerits will begin the first full week of September.

Level 1 – 1 point increment

Level 2 – 5 point increment

Level 3 – 20 point increments

Level 4 – anything over 60 demerits is a possible expulsion

80-100 expulsion

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### ANNUAL DEMERIT ACCUMULATION

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#### 5 Demerits

\*Consequences –given by homeroom teacher (unless subject specific) – silent or working lunch, walk laps at recess, think sheet, loss of a privilege

#### 6-9 Demerits

Assigning teacher sends notice home when demerits are given

#### 10 Demerits

\*Consequences - contact parents by phone (required), after-school detention, a loss of privilege, additional assignment in core classes, walk laps at recess, 1-2 day suspension, suspension for field trip, ½ -1 day work-detail on campus

#### 11-19 Demerits

\*Consequences - After 10 demerits, if a trend is noticed: referral to administration and guidance and may result in administrative consequence.

#### 20 Demerits

\*Consequences- Conference with teacher and administration, 2 day in-school suspension (\$35/day fee) [academic work and/or work detail], 2-3 days out of school suspension with parent conference upon return,

#### 40 Demerits

\*Consequences - 5 day out of school suspension, behavior probation, conference admin or possible board hearing

#### 60 Demerits

- Consequences - Parent conference with administration, suspension until board hearing

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## DEMERIT FORGIVENESS

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Demerit forgiveness will be assessed at the end of each quarter. If a heart-change has occurred, then up to half of the demerits can be expunged. Evidence of a change in heart attitude include, but not limited to:

- Change in trending behavior
- Obedience to completing homework
- Obedience to following uniform/dress code

\* Consequences: These are suggested appropriate consequences; teachers/admin may choose one or a combination of appropriate consequences listed and/or creates a consequence that is related to the infractions/subject/setting.

\*\*ALL Demerits will result in a notice sent to parents via FACTS; a phone call/email to parents may occur at anytime, but required phone call at accumulation of 10, 20, 40, and 60 demerits.

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## FOR ALL LEVELS

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Severe and/or repetitive behavior can result in a visit to the Head of School's office. The Head of School can administer discipline as deemed by the severity of the incident. The Head of School can also require a meeting with the School Board for student to be evaluated for further attendance at The Oaks Christian School.

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## DISCIPLINARY OFFENSE LEVELS

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The offenses listed for each level are meant to be examples of infractions at each level, not an exhaustive or exclusive list. The classroom teacher and the OCS administration reserve the sole right to determine what level an offense may be, based on its context and repetitive nature; every attempt will be made to be as objective as possible in all situations.

All infractions resulting in a demerit will be recorded in FACTS.

### LEVEL 1

- Handled by classroom teacher/staff member
- Recorded in FACTS
- Infractions: 1 demerit for each infraction
- Dress code infractions (including book bag, light-up shoes, hair color)
- Gum/candy
- General classroom disturbances (interruption of instruction)
- Academic offense (no homework, no agenda, no book, etc)
- Cell phone not in book bag

### LEVEL 2

- Handled by classroom teacher/staff member, and/or by administration, if becoming a behavior trend
- Infractions: 5 demerits for each infraction
- Repeated unkind words

- Repeated unkind use of hands/feet
- Leaving supervised areas without permission
- Abuse of permission
- Disregard for previous warnings
- Lying
- Academic dishonesty (cheating)
- Disrespect to adult or student
- Inappropriate language
- Repetitive behavior
- Unacceptable behavior in chapel/assemblies
- Misuse of technology (hardware and internet)

### LEVEL 3

- Behavior referral to administration
- Infractions: 20 Demerits for each infraction
- Vandalism
- Threats
- Fighting
- Truancy
- Sexual harassment
- Participation in misdemeanor level illegal activities on or off campus
- Bullying
- Derogatory profanity (excessive use of profanity)
- Public display of affection (PDA)
- Possession of inappropriate items on campus

### LEVEL 4

- Zero Tolerance Policy Offenses at level 4 are so egregious that The Oaks Christian School has adopted a zero tolerance policy regarding them. Any student, of whom administration has reasonable certainty (which is the sole discretion of administration) as to his/her participation in offenses at this level, will be expelled from The Oaks Christian School. The zero tolerance policy is in effect whether these offenses take place on or off campus. It is the sole reserved right of administration to make the final decision in all instances.
- Possession of a weapon (on person, in book bag, or in locker)
- Use or possession of tobacco
- Use or possession of alcohol
- Use or possession of illegal drugs
- Involvement in felony level illegal activities
- Sexual immorality (would include but not limited to fornication, pornography, and exchange of sexually inappropriate pictures)
- Plagiarism

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## OCS DISCIPLINE AND DEMERIT EXPLANATIONS

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Teachers will keep parents informed of their child's progress and character development. Conduct notes will be sent home during the week, as needed, identifying behavior that needs to be adjusted. At the teacher's discretion, a telephone or in-person conference may be necessary, especially for persistent or recurrent behaviors.



## Suspensions

**In-school suspensions** usually are for 1 day, but The Oaks Christian School Administration reserves the right to extend that for up to 3 days total. Students must pay a \$35.00 fine the day they serve their in school suspension. Suspension will be served in a designated space, in seclusion from the rest of the student body for the school day. Students serving in-school suspension will remain in their assigned place for the entire school day, including lunch time. All school work will be completed as assigned by teaching staff and student will receive "zeros" on all regular class work for that day.

**Out-of-school Suspensions** vary in length from 1 to 10 days. The severity, (number of days to serve) will be determined by Administration based on the offense(s), the response of the student, and the cooperation of the home. All regular schoolwork must be completed as assigned and the students will receive "zeros" for all regular classroom work completed during suspension. Research papers and other major projects (as determined by the teacher and Administration) will be exempt from receiving "zeros".

**School Activities Restricted During Suspension** - The student is not permitted to be on campus for the duration of the suspension. On the day(s) of a suspension, students are not permitted to attend, or participate in, any school activities on or off campus.

**\*Detentions and Suspensions are not exclusive to demerit accumulation, but may be immediate consequences to specific infractions.**

## Behavioral Probation

Students will be placed on probation by the sole discretion of The Oaks Christian School Administration. The Head of School will meet with the parent(s) and explain the rationale and parameters of the probation including the length of duration. This will be a formal written instrument that will be signed by the administration, parents, and student. Student activities may be limited during the probationary time period at the discretion of the administration. Upon successful completion of probation, all restraints of the probation may be lifted. If, in the sole opinion of the administration, progress has not been sufficient, the probationary agreement will be continued for such time as determined by administration. Based on unsatisfactory progress during the probationary period, the administration may recommend expulsion.

## Expulsion

An expulsion from school is reserved for more serious acts of misbehavior or violations of school standards. While expulsion is generally only considered as a result of continual non-compliance with school standards and expectations, it may also be invoked as the result of a single act. The following offenses are inconsistent with the standards of The Oaks Christian School and will be subject to expulsion of a student. (It is the reserved right of the administration to determine judgment in each situation). Use of tobacco, alcohol, illegal or non-prescription drugs, either at school or outside of school, is not permitted by any students enrolled at The Oaks Christian School. Any students who bring weapons, pornography, occult material, issue serious threats, engage in immorality, criminal or civil disobedience, have an unsuccessful disciplinary probation, or express spiritual disharmony with the school's interpretation of a Biblical lifestyle will be subject to expulsion.

- School Activities Restricted During Expulsion - Students who have been expelled should not be on campus or participate in any school activities on or off campus.

- Re-enrollment to The Oaks Christian School - After a minimum of one (1) calendar year, the student and their parents may apply for re-enrollment.

## CHARACTER TRAINING IN THE CHRISTIAN SCHOOL

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Character training is one of the higher goals of Christian education. God 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) Children must be faithfully trained, precept upon precept, line upon line.

To train means: to cause to grow, to make proficient, to teach and form by practice. Consistent, well-balanced training is directed at building character and habits that are right in the sight of God. Within the school setting, every subject area, method, attitude, and action is a means of training character into students who are willing to learn. The teacher hopes that the students will work hard to learn content to the best of their ability. Various teaching methods and spiritual principles are used to help children incorporate the positive character qualities in their lives.

### **Our OAKS character training rubric is:**

#### **O - Growing in Obedience**

Deut 10:12 – "And now, Israel; what does the lord your God require of you, but to fear the Lord your God, to walk in all his ways, to love him, to serve the Lord your God with all your heart and with all your soul" (ESV)

#### **A - Growing in Attitude**

Phil 2:3-4<sup>3</sup> "Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. <sup>4</sup> Let each of you look not only to his own interests, but also to the interests of others." (ESV)

Matt 22:37-40 – "And he said to him, "you shall love the LORD your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets." (ESV)

#### **K - Growing in Knowledge**

Proverbs 23:12 – "Apply your heart to instruction and your ear to words of knowledge." (ESV)

Proverbs 22:6 "Train up a child in the way he should go; even when he is old he will not depart from it." (ESV)

#### **S - Growing in Spirit**

II Tim 3:15-17<sup>15</sup> "and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus. <sup>16</sup> All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, <sup>17</sup> that the man of GOD may be complete, equipped for every good work. "

Gal 5:16 "But I say, walk by the Spirit, and you will not gratify the desires of the flesh."

Teachers use the curriculum, other school activities, and observations to teach how God's Word applies to daily living. We trust that through this exposure, students will be strengthened and their lives enriched as they begin to see the world from the perspective of the teacher.



## The Oaks Christian School Behavior Expectations Matrix



“They shall be called Oaks of righteousness, the planting of the Lord,  
that He may be glorified.”Isaiah 61:3b

	<b>Classroom</b>	<b>Hall</b>	<b>Chapel</b>	<b>Outdoor Areas</b>	<b>Restrooms</b>	<b>Extra-Curricular Activities</b>	<b>Extended Care</b>
<b>Obedience</b>	Follow class procedures.  Follow dress code guidelines.	Keep hands and feet to yourself. Walk properly.	Listen.	Take care of equipment. Report to and stay in designated area. Travel with the group or adult.	Use the bathroom quickly and quietly. Clean up after yourself.	Follow leader's instructions. Take care of equipment and materials.	Follow procedures.
<b>Attitude</b>	Speak respectfully. Use manners. Respect the space, belongings, and opinions of others.	Work quietly.	Sit quietly.	Share and take turns. Wait patiently.  Play appropriate games.	Keep doors closed.	Show respect for leaders and peers by sitting quietly.	Wait patiently for pick-up times.
<b>Knowledge</b>	Attend to instruction. Complete tasks. Do your best. Be prepared.	Set an example for others. Move about with purpose.	Eyes and ears on the speaker.  Actively participate.	Be a good leader/follower. Get in/out of car safely. Use equipment safely.	Leave the restrooms better than you found them.	Actively participate.	Use homework time wisely.
<b>Spirit</b>	Memorize scripture.  Pray.  Participate in Bible lessons.	“Walk in the Spirit”.  Greet others respectfully.	Sing.  Recite.  Pray.	Consider others.  Greet others respectfully.	Use quiet inside voice.	Do your best. Acknowledge successes of others.	Be polite to others.

## Behavior that warrants the attention of the Head of School

- Cheating
- Lying
- Verbal abuse
- Disrespect to teacher
- Physical attacks
- Bullying/harassment
- Foul language
- Possession of cell phone or smart watch on the student
- Excessive classroom disturbance
- Possession of dangerous or illegal objects
- Public display of affection
- Behavior that is contrary to Philosophy of Education set forth by OCS and Crossroads Community Church.

Minor offenses are taken care of by the teacher and/or staff. The Head of School will determine the consequences for the above behaviors, determined in part by their frequency and severity. These are major offenses. Three major offenses can result in expulsion.

1st. Offense - Student fills out a "think" sheet related to the offense.

2nd. Offense - Parent conference scheduled

3rd. Offense - Student suspension 1 to 3 days

4th. Offense - Student expulsion from school

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## BULLYING

The Oaks Christian School is committed to creating and maintaining a safe and Christ-centered environment. To sustain this environment, The Oaks Christian School community as a whole agrees to follow God's commandment to "Love the Lord our God" and "Love our neighbor as ourselves". Stopbullying.gov defines bullying as "unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose". The Oaks method of handling issues of this nature is to make sure any issues are addressed immediately. In order to properly police any perceived act of bullying, we ask for immediate communication from students, parents, staff, and teachers to be directed to the administration. This allows the administration to properly inform teachers and staff of current incidents. Administration will then communicate with the parents of those being bullied as well as those parents of the accused. Once all parties have been informed, administration will address any incidence appropriately based on the level of offense. Each situation is unique and will be handled accordingly.

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## CHAPEL

Weekly chapel encourages the student to participate in and gain understanding of the ministry of the Lord Jesus Christ. Chapel is offered as reinforcement to the Christian values taught at home, at church, and at other times during the school day. Included in the chapel program are songs of praise,

acknowledgment of special events, a Christ-centered lesson, prayer and other activities that bring glory to God. We encourage family and friends to join us in this time of worship.

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## PRAYER

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Prayer is an integral part of daily life at The Oaks. Each day begins with prayer when we praise God for His provision, protection, and goodness, and lift up others in need.

Prayer is also an important part of discipline and training in righteousness. There are many opportunities during the course of the day to teach dependence on the Lord for purity, strength, wisdom, self-control, and the like. Times where mistakes and bad choices arise are used as occasions to encourage a readiness to turn to God and the power of the Holy Spirit. Prayer for forgiveness and reconciliation is always an important part of discipline.

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## SCRIPTURE MEMORY WORK

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In an effort to train in righteousness, we apply the following scripture as we have children memorize the Word of God: "Thy Word have I hid in mine heart, that I might not sin against thee." (Psalm 119:11). His Word planted within them becomes part of their internal accountability system, as it convicts and encourages their spirit and soul. The Word, empowered by the Spirit, is the best deterrent to misbehavior.

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## ATTITUDE

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"We choose our attitude and attitude determines outcome."

The goal is for our children to have attitudes of grace, kindness, and deference with a teachable spirit. Each of us is precious in the sight of God. Each individual is worthy of our time, effort, and respect. Treating others as more important than ourselves is the attitude that Christ demonstrated and called us to have in our daily walk.

A wise student, a true disciple, is one who realizes his need to learn and then demonstrates submission to his authority by responding to all guidance with respect and deference. Modeling and training these attitudes will teach students their value. The children will then be expected to exhibit these attitudes that bring glory to God and minister to each other. "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." (Phil. 4:8).

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## BEHAVIOR

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A person's behavior is an outward expression of the intent of their heart. Acts of kindness, courtesy, friendliness, and love will be evident in each student's life as his or her heart is trained and molded after the model of Christ. Learning to practice good manners is a way the child will develop an awareness for others, and learn expressions of caring. Additionally, avoiding any activity that may appear evil or promote evil will come more naturally to a child whose heart desires to please the Lord, and whose behavior lifts up those around him.

The school provides feedback on character development to students and parents on each report card and progress report. Our prayer is that families work with the school to reinforce strong positive behavior and to improve areas of relative weakness.

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## MANNERS

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Practicing good manners simply means being kind and considerate of others. After training and modeling, students will be expected to practice such behavior. They will greet and address their elders and their peers by name, courteously looking them in the eyes and seeking to be helpful whenever possible. Slang expressions are not appropriate in school, and students will be trained to use proper language and mannerisms. When visitors are at the school, students have the opportunity to make them feel valued and welcome.

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## LANGUAGE

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Courtesy and respect in speech and body language are encouraged and trained as the children learn self-control and how to make good choices in the area of communications. Vulgarity is never edifying nor does it glorify the Lord. Our guideline for speech is "Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers." (Ephesians 4:29); and, "Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O LORD, my strength, and my redeemer." (Ps. 19:14).

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## APPEARANCE

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Learning what is appropriate and acceptable is a process that can be reinforced by high standards and modeling. Developing within the children an understanding of how precious they are to God, and that their value comes from God who made us all just as He wanted us to be, assists in creating a desire to regard appearance as something that reflects our Maker. Clothing and manner of dress is an expression of the uniqueness and creativity of the individual. "I will praise thee; for I am fearfully and wonderfully made: marvelous are thy works; and that my soul knoweth right well." (Ps. 139:14) Cleanliness and modesty are outward signs of a heart that wishes to positively impact others.

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## PUBLIC DISPLAYS OF AFFECTION (PDA)

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PDA is inappropriate physical contact between students. Such contact is not permitted at school or during events sponsored by the school. Since opinions vary on precisely what constitutes PDA, teachers have the authority to judge the circumstances and the context, and decide if the standard of "appropriate physical contact" has been breached. Consequences for serious or repeated infractions of PDA include a warning by an authority, teacher-directed punishment and punishment determined by the Head of School.

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## CORPORAL PUNISHMENT

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Parents have the right to administer corporal punishment but not on the school campus; no staff member will be allowed to administer corporal punishment to a student.

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## CHAPTER 4 – ACADEMICS

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God has given our students various academic gifts. To the degree that they are capable, they are expected to approach their studies in a diligent and serious manner. The goal is to prepare them for the work God would have them do following their school years. Academic standards are high, and students will consistently be called to do their best in the area of their studies.

### CURRICULUM DESCRIPTION

For the following reasons, The Oaks has adopted Bob Jones University Press curriculum.

- It is a well-integrated language arts program, providing highly effective instruction and review of foundational phonics skills.
- The reading and instructional material content reflect strong biblical principles and encourages personal character growth.
- It provides instruction on a variety of ability levels, which encourages student progression to the highest individual potential.
- Both word analysis and sight word memorization is used to maximize reading skill development.
- Heritage Studies presents a strong Christian worldview, and the science is creation oriented.
- The content is demanding
- Develops problem solving and analytical skills.
- Teaches the development of problem solving and analytical thinking skills

The Positive Action curriculum emphasizes the history of the Bible, salvation, and Christian character development in a format that is appreciated by children. These studies are supplemented with other materials that highlight character development.

### PRESCHOOL – K3/K4

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The Oaks Christian School uses Bob Jones curriculum specifically geared for 3 and 4 year olds. Our program is not a daycare. Scripture, phonics and mathematics are presented in a loving, caring environment

### SCRIPTURE MEMORY WORK

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Training children in righteousness is one of our foundational goals. We encourage Bible memorization as directed in the following verses:

II Timothy 3:14-17 - ...continue in the things you have learned and been assured of, knowing from whom you had learned them; and that from childhood you have known the Holy Scriptures which are able to make you wise for salvation through faith which is in Christ Jesus. All Scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction, for instruction in righteousness that the man of God may be complete, thoroughly equipped for every good work.

II Timothy 2:15 - Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.

Psalms 119:11 - Your Word have I hidden in my heart that I might not sin against you.

Memorization of scripture bears fruit in the spirit of all of us, so we are giving the children a tool for life that will serve them well, when used by the Holy Spirit.

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## HOMEWORK

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To encourage good home study habits, parents are requested to check their child's homework for obvious mistakes and completeness. Students are expected to record assignments in their agenda so that they will have an accurate reminder of work required by the teacher. Parents can use this tool to help keep students accountable and to anticipate long-term special assignments.

Students benefit by timely correction of work that is incomplete or incorrect. Papers needing corrections will be sent home in a homework folder. These corrections are to be made by the student as part of that day's homework.

Homework is intended to give the students independent learning experiences and teach them responsibility. Assignments should be turned in on time and done completely. Please notify the teacher if illness or family emergency prevent completing homework.

Performance on homework is included as part of the student's course grade. The amount of homework assigned will be commensurate with the grade level of the student. Failure to turn in completed homework assignments on time will result in consequences determined by the classroom teacher. Parents will be asked to help students be accountable for good home study habits.

Minimal homework will be assigned on Wednesday so that students can attend weekly worship services, AWANA, etc.

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## MAKEUP WORK

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If an absence is anticipated, please ease the impact of missed instruction by getting advance assignments from the teacher. In the case of an unexpected absence, the teacher will give the student makeup work upon returning to class. Generally, make-up work should be completed in the same number of days missed by the student.

For illness that lasts more than a day, assignments can be picked up at the front desk by parents so those students can do work at home while convalescing. Since continuity of instruction is essential to effective learning, please encourage your child to attend regularly and to catch-up missed instruction as soon as possible. Please discuss home study for long-term absences with the teacher.

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## ASSESSMENTS

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Each spring, the school will participate in national standardized testing for all students in grades 3-5th. South Carolina Independent School Association (SCISA) distributes the test and results are reported comparing our students to both a national norm, as well as with students in SCISA. How standardized test scores are used at The Oaks:

- To evaluate curriculum strengths and weaknesses.
- To evaluate student strength and weaknesses.
- For placement in math classes beginning in the 4th grade.
- Diagnostic Reading Assessment (DRA) DRAs are administered throughout the year to monitor the progress of students K5-3rd.
- Aimsweb-benchmark math assessment K5-5th



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## PROGRESS REPORTS

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Progress reports are sent home four times a year, midway through each quarter via FACTS. They report on the student's progress in both academics and attitudes of the heart. These reports are designed to encourage good work in the class and to alert parents to problem areas that may require correction or improvement.

Parent/teacher conferences are scheduled shortly after each progress report. At the choice of the parent, phone conferences may be conducted in lieu of actually meeting with the teacher in the classroom.

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## REPORT CARDS

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Report cards are sent home at the end of each quarter via FACTS. Grades are given in each academic course and attitudes of the heart are reported. A copy of the report card is retained in each student's permanent record.

Tutoring-The Oaks will assist parents in tutoring options as the need arises. Paid services may not be conducted on campus.

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## GRADING SCALES

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### Academic Scale - (1st - 5th)

97-100 A+	93-96 A	90-92 A-	
87-89 B+	83-86 B	80-82 B-	
77-79 C+	73-76 C	70-72 C-	
67-69 D+	62-66 D	60-62 D-	0-59 F

### Alternate Grading Scale - K3 to 5th

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

### Diagnostic Reading Assessment Levels (DRA) used in grades K5-3rd

K5	A- 6
1st	8-20
2nd	22-30
3rd	32-40

### Conduct Grading Scale - (1st - 5th)

- 1 = Never
- 2 = Rarely
- 3 = Sometimes
- 4 = Usually
- 5 = Always

## RECOGNITION AND AWARDS

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Honor Roll – Students achieving Honor Roll will be recognized each quarter and at year end. Students in 1st – 5th grades are eligible to receive Honor Roll recognition.

### Honor Roll Criteria

- High Honors: A Honor Roll
  - Student must have all A's in all subjects taken (Bible, math, phonics, spelling, vocabulary, reading, language, social studies, science)
  - Student has completed all special assignments on time. (Science Fair, research paper, book reports, etc.)
- Honors: A/B Honor Roll
  - Student must have all A's and B's in all subjects taken (Bible, math, phonics, spelling, vocabulary, reading, language, social studies, science).
  - Student has completed all special assignments on time. (Science Fair, research paper, book reports, etc.)

### End-of-Year Award Criteria

- High Honors: Student must have all A's in all subjects taken (Bible, math, phonics, spelling, vocabulary, reading, language, social studies, science) at least 3 of the 4 quarters
- Honors: students must have all A's and B's Student must have all A's in all subjects taken (Bible, math, phonics, spelling, vocabulary, reading, language, social studies, science) at least 3 of the 4 quarters.

### Servant's Heart Award

To recognize students who reflect the characteristics of Christ in their daily walk. Those characteristics are identified in Galatians 5:22 and in the two great commandments. Academic achievement and attendance is not considered in this award. Students will be recognized at the end of the year Awards Ceremony.

### Citizenship Awards

Citizenship nominees are students who:

- Provide assistance to others
- Serve as positive leaders
- Are prepared for class and complete assignments
- Demonstrate respect for people and property
- Follow directions and obey rules
- Students will be recognized at the end of the year Awards Ceremony

### Head of School Award

The annual Head of School award recognizes one girl and one boy from the 1st through 5th grades who:

- Are best living up to the potential God has created in them
- Demonstrate a hunger for spiritual maturity (appropriate for their ages)
- Treat academics seriously (appropriate with their intellectual/academic gifting)

- Bring glory to God by their behavior and heart attitude

### Reading Counts

In an effort to encourage reading, students in K5-5th grades will participate in Reading Counts program; after reading a book, students take an online quiz and earn points which will accumulate. Celebrations will be held quarterly.

### Blessing Tickets

Blessing Tickets are given out purposefully and liberally. The student is given an 'instant' treat at the office. At the end of the year, we will draw out several blessing tickets and recognize these with additional awards.

### Perfect Attendance

Perfect Attendance is awarded each quarter for those present each day as well as at the end of the year.

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## CHAPTER 5 - ATTENDANCE

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The Oaks' policy on attendance follows the South Carolina law. South Carolina attendance requirements established by the SC Educational Improvement Act of 1984 are as follows:

- Student absences/tardies may be excused only under the following conditions:
  - Illness (If any absences exceed 3 consecutive days, doctor verification is required.)
  - Serious illness or death in the immediate family.
  - Recognized religious holidays of the family's faith.
- One hundred sixty (160) days is the minimum attendance requirement per year.
- Absences exceeding 20 days could result in failure for the year.
- Unexcused absences cannot exceed 10 days. (Some absences may be approved upon request but may not be considered excused (i.e. family vacations).

### SOUTH CAROLINA REQUIREMENTS K5-5TH

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To help clarify the gray area that inevitably arises when trying to apply such a law, the following additional guidelines are followed by The Oaks:

- The 10 days referred to in the Education Improvement Act means unexcused absences. Excused absences, however, are limited to the categories listed in the law.
- Additional instruction must be scheduled and accomplished by students who miss more than 20 days to redeem missed instruction time.
- Students are tardy if they arrive after school starts (8:00 a.m. for all grades). They must be signed in and pick up a tardy slip at the school front desk before going to class.
- Prolonged absences for health reasons, even if excused, require that the student and the school work together to make up missed work, or accomplish the work at home while the student is convalescing. Please notify the school if the child is suffering from any communicable diseases.

- All absences are to be documented by a note from home, which will remain in the student's file in the office. An undocumented absence has to be recorded as unexcused. Please note that one or two day absences for illness require only a note from the parent, whereas three days or more consecutive absences require verification from a doctor in order to be considered excused (as noted in the above stated law). Notes should accompany the student when he/she returns to school, but in any case, must be sent to the school **within three days** of the student's return. These notes should contain the following information:
  - Child's full name (first and last)
  - Date(s) of absence or early dismissal
  - Reason for absence or early dismissal
  - Signature of parent/guardian or medical office administrator

### Tardiness

Three unexcused tardies are recorded as one (1) unexcused absence during a grading period. Excessive tardies will prevent a student from receiving a perfect attendance award at the end of the year. Up to two unexcused tardies can be recorded each quarter without consequences to the student.

Students with more than 10 unexcused absences may still recover the instruction time through a combination of tutoring, and/or summer school, as arranged with the school.

The law acknowledges that families will have occasions when missing school may be appropriate but still unexcused. That is why the 10 days of grace are given. At the same time, students benefit most from school when they attend regularly. Typical unexcused absences include: family holidays, oversleeping, personal business of a non-emergency nature, retreats or camps, and out of town guests at home.

The number of absences and tardies are summarized on report cards and progress reports. Parents may obtain their child's current attendance from the school office or on FACTS at any time.

### Late arrivals

Students arriving before 11:00 a.m. with a note explaining the late arrival will be counted present for the entire academic day. (See attendance policy above for acceptable excuse conditions)

### Early departures

Students being signed out by a parent or guardian after 11:00 a.m. will be considered present for the day **if an acceptable excuse is noted** in the sign-out log, (dental visit, dr. visit, etc.-see attendance policy above for acceptable excuse conditions)

As with any area of our lives governed by rules, a positive heart attitude about school and learning is the best motivation for being in school, not just observing the rules. We feel that being in school is a privilege. We want the students to be eager to learn and develop the skills and gifts God has given them. Additionally, our concern for others and ourselves is the best motivation for not interrupting class by arriving late.

The guidelines above are meant to maximize the student's availability to the instruction time given to us by God, to teach the value of punctuality and persistence, and to consider the impact of one's own behavior on the lives of others.

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## PROCEDURES FOR UNEXCUSED ABSENCES

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Following the third unexcused absence, a letter will be sent to the parents summarizing the dates the student missed school and encouraging improved attendance.

Following the fifth unexcused absence, a letter will be sent to the parents summarizing the dates the student missed school. A call from the school staff will verify receipt of the letter and discuss options for improving attendance.

Following the eighth unexcused absence a conference with the parents and Head of School is requested.

Following an absence, a parent or physician's note should accompany the student when he/she returns to school. In any case, a note must be sent to the school within three days of the student's return, in order to count as an excused absence.

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## CHAPTER 6 - THE SCHOOL DAY

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### DAILY SCHEDULE

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School begins promptly at 8:00 a.m. for K-3 through 5th grades.

Please arrive 10 to 15 minutes before class begins for your child, but no earlier than 7:30 a.m.

### DISMISSAL TIMES

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- Noon K3 half-day kindergarten
- 2:15 K3/K4/K5 full-day kindergarten
- 2:30 Students in 1st-5th grades

Students will be placed in Extended Care if not picked up within 10 minutes of dismissal. Parents will be charged accordingly.

#### Early Dismissal Days

On special days that are deemed ½ days, all dismissal times will be as follows, unless otherwise posted:

11:30 K3, K4 & K5

11:45 Students in 1st-5th grades

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## EXTENDED CARE

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Extended Care is available from 6:30 a.m. to 7:30 a.m. and from 2:30 p.m. to 6:00 p.m. Monday through Friday. A late fee of \$1.00 per minute is charged after 6:00 p.m. It is very important that the school be notified if a parent is going to be late picking up their child. Parents pay according to the following:

- Tuition Plus - unlimited Extended Care (\$2100/yearly)
- Tuition Plus - up to 40 hours/month Extended Care (\$1200/yearly)
- Hourly Extended Care - \$5.00 per hour

If a child does not usually stay for Extended Care, and the need arises on a particular day, it is necessary for the parent to call and notify the school that the child will be staying for Extended Care.

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## DROP-OFF PROCEDURE

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Drop-off procedures will change as needed and be announced before the first day of school.

Please line up your vehicle and wait your turn so that each child can get out of the car only at the designated spots on the porches. Follow the proper traffic flow to avoid accidents or embarrassment.

Please have children ready to get out of the vehicle as soon as the vehicle stops in the drop off line. This will help the drop off procedures run quickly and smoothly. For the safety of our children, please avoid the use of cell phones during drop-off time.

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## PICK-UP PROCEDURE

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Pick-up procedures will change as needed and be announced before the first day of school.

Students will be supervised for ten minutes after dismissal by teaching staff. Students still waiting after that time will be taken to Extended Care. Please see section called "Extended Care."

Please make sure the student knows who will be picking them up in the afternoon. Students going home with a friend should have a note from a parent stating that they are going home with someone other than their normal carpool rider. When something unexpected comes up, a phone call by the parent to the School office can also be accepted.

Students with older siblings will be escorted to the pickup location of the eldest sibling.

For the safety of our children, please avoid the use of cell phones during pick-up time.

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## AUTHORITY TO RELEASE STUDENT

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Refer to Chapter 2 Parental Responsibilities and Involvement.

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## LUNCH

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The Oaks does not have the facilities to provide hot lunches for students. Parents of students attending The Oaks will provide lunch for their child/children. All grades will have a scheduled lunch period. If your kindergartner does not usually stay for the afternoon session, yet you need for them to

stay and eat lunch at school on a particular day, please notify the school. Extended Care fees will apply for those periods of time.

Hot lunches-Opportunities to order hot lunches catered by local food vendors may be available. Vendor choices will be determined yearly.

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## FOOD POLICY

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Please adhere to the following food policy guidelines:

- Drinks should be brought to school in containers that are non-breakable; no glass containers or glass-lined thermoses.
- Eating utensils (spoons/forks), napkins and paper towels are not routinely issued and should be sent from home, if needed.
- Food should be securely contained in a lunchbox or bag, marked clearly with the child's name.
- There is no provision for heating meals or for student's use of the microwave or refrigerator in grades K3-3rd grades. Grades 4th-5th may use a microwave, if one is available.
- Sodas are not permitted.
- We encourage parents to send in nutritious lunches without junk foods or sweets, as they do not sustain the child's energy for a long period of time.
- Due to the fact that some children have food allergies, our students will not be allowed to share their food with other children on the campus.

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## EMERGENCY DRILLS

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Fire drills and lockdown drills are held monthly. Drills for tornado and earthquake are held periodically. Each grade is assigned to a safe area, and the rules for quiet, order and safety are strictly enforced.

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## SPECIAL AREA AND ROUTINE SCHEDULES

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Daily routines and Special Areas schedules are different for each grade and class. Your child's teacher will inform you of the unique schedule for his/her class's weekly routine.

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## PHYSICAL EDUCATION

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Students in K3-5th grade will participate in physical education. If a student is temporarily physically unable to participate, a signed excuse is to be written by the parent and given to the student's teacher. This excuse should be dated and state the reason the child cannot participate, as well as the length of time the student will be out of class. If there is a long-term (over 3 days) medical condition that prohibits the student's participation in physical activities, the parent must provide a signed excuse from the student's physician. PE shirts are purchased from the school and should be worn with navy or black appropriate length shorts or sweat pants.

## CHAPTER 7 - DRESS CODE

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We understand that our primary purpose is to bring glory to God, so staff and students at The Oaks desire to honor and respect others in every area of life, including our dress. Realizing that our manner of dress is a creative and personal expression of ourselves, The Oaks offers choices, within the specified uniform options that glorify our Creator, encourage the academic environment, and give opportunities for individual preferences. Uniforms take the emphasis off expressing oneself through trends in clothing and put the emphasis on God-given inner strength and beauty. Children enjoy wearing uniforms, and parents and students benefit from the simplicity and practicality of the daily dress. As an added benefit, the school is represented well in public. Choices we make when we select clothing and accessories (including jewelry) send a message to the world about our hearts. Some dress items suggest a rebellious and ungodly attitude because of the groups with which they are associated. We choose to avoid "looks" typical of such cultural groups.

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### K3 DRESS CODE: **DAILY**

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An OCS PE Shirt or OCS Embroidered Polo shirt (white, wine, navy or hunter green) is worn on a daily basis with elastic waist pants or shorts and well fitted athletic shoes.

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### K4 AND K5 DRESS CODE: **DAILY**

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- An OCS Embroidered Polo shirt (white, wine, navy or hunter green) is worn on all days except Chapel and PE days.
- PE Days – an OCS PE shirt with athletic shorts or pants (solid navy blue), athletic shoes
- Chapel Days –
  - Boys wear navy OCS embroidered polo shirt with khaki pants or shorts and athletic shoes
  - Girls wear a Skort or jumper either kaki or navy blue and a **white or wine polo**. A white collared shirt can be worn under the jumper also.

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### 1<sup>ST</sup>-5<sup>TH</sup> DRESS CODE: **DAILY**

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- An OCS embroidered polo shirt (white, wine, navy or hunter green) is worn on all days **except Chapel and PE Days**.
- 1<sup>st</sup>-5<sup>th</sup> Grade must wear a brown belt with shorts/pants (not cargo style or jean-like).
- Shirts must be tucked into pants/shorts.
- PE Days – an OCS PE shirt with athletic shorts or pants (solid navy blue), athletic shoes
- Girls wear an embroidered jumper or Skort in Khaki or Navy with either a polo under it or a white peter pan style collared shirt.
- Athletic shoes can be worn with all uniforms, but ALL shoes must be closed toe and no heel.

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### 1ST-5TH GRADES **DRESS DAYS (CHAPEL)**

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- Boys wear navy OCS embroidered polo shirt with khaki pants or shorts and athletic shoes
- Girls wear a Skort or jumper either kaki or navy blue and a **white or wine polo**. A white collared shirt can be worn under the jumper also.



## GENERAL INFORMATION-DRESS CODE

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Observing the dress code is a display of obedience. Therefore, a warning will be given for the first offense. After that, parents will be called to provide a change of clothes and a demerit will be issued.

The student dress code includes:

- No hats or bandanas are to be worn during school hours.
- 1st-5th grade must wear a brown belt.
- Shorts, skirts, & jumpers must be no more than 2 inches above the knee.
- Uniform shirts are to be tucked in at all times.
- Polo shirts, sweatshirts, and sweaters MUST have school logo embroidered on them.
- Any item worn during the school day must be School Colors and MUST have school logo embroidered on it.
- Socks, leggings and tights are to be black, white, navy or khaki.
- Leggings may only be worn under skirts/jumpers or knee length athletic shorts
- For safety, shoes should be sturdy and flat with closed-toe and closed-heel.
- Athletic shoes are acceptable, but must not light up.
- Khaki pants may not be cargo, jeans/jean look-alike or embroidered.
- P.E. shirts and navy/black sweatpants or appropriate length athletic shorts must be worn on Physical Education days.

### Casual day attire

Casual day attire must adhere to the above dress code standards pertaining to length and modesty, and shoe safety.

### Hair

- Boys' hair is to be kept clean-cut, above the ears and neckline.
- Boys' and Girls' hair are to be natural color with NO hair dye.

### Make-up

- Makeup may not be worn
- If colored nail polish is worn, it must be a light or neutral color. A uniform violation will be sent if student is wearing dark nail polish.

### Chapel Dress Day Attire

- Dress Days for Girls: Skort or Jumper (Khaki or Navy Blue) White or Wine Polo. White collar shirt may be worn with the jumper.
- Dress Days for Boys: Khaki pants or shorts, Navy Blue Polo & Brown Belt

### Jewelry

- Earrings (girls only) must be small and non-dangling.
- Anklets, necklaces and bracelets are not allowed.

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## CLOTHING GUIDELINES FOR VOLUNTEERS

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We are role models for our little ladies and caretakers of growing young men, so modesty and good taste are the key words to clothing guidelines for men and women who work with the children at The Oaks Christian School. We are helping to form their sense of appropriateness and Godliness in everything we do.

The attitudes of our heart are often disclosed by the clothing we wear. Good judgment in clothing starts with understanding that we visually speak to an onlooker long before we open our mouths. Our trust is that our teacher, staff, visitors and volunteers will express on the outside the sweet spirit that resides within. A tidy and comfortably professional look works very well in the school setting. Tennis shoes may be worn for comfort, but must be clean with no holes.

For those who feel more comfortable with more concrete suggestions, the following is a list to keep in mind when choosing clothes to wear while working or volunteering at the school.

### Ladies

- Dresses or skirts are to be worn with the hem right below the kneecap or longer.
- Leggings can only be worn with a skirt or dress, not as slacks/pants.
- If shorts or culottes are worn on campus, while on field trips or at P.E. events, please honor student uniform length restrictions. They state that shorts must come to the top of the kneecap, or longer.
- Dress slacks, or loose fitting capris may be worn. Please, no sweatpants, stirrup pants, or stretch pants. If going to a farm or otherwise dirty location, loosely fitting jeans are fine.
- No tight fitting clothing is considered to be appropriate for anyone working with the children on campus, or on field trips.
- As in the uniform policy for our female students, we ask that no ostentatious jewelry or body-piercing items be worn. Naturally, earrings that demonstrate tasteful femininity are just fine.
- Necklines are to be conservative; avoid showing any cleavage.
- Do not wear spaghetti straps, anything that is midriff or stomach revealing, or tight shirts and blouses. Please cover shoulders; sleeveless blouses are fine.

### Men

- A casual, but neat appearance is most often appropriate
- Tight clothing and shorts should be avoided.
- Please honor the dress code we have set for our students in regard to length of shorts.
- Polo-style shirts are recommended over tee shirts.
- Avoid muscle shirts or sleeveless shirts, please.

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## CHAPTER 8 – EXTRACURRICULAR ACTIVITIES

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Festive days and out of the ordinary events add a little spice to the routine of strictly academic endeavors. Throughout the Bible, God asks His people to stop and focus on events that recognize His glory and give opportunity to offer Him praise. Here at The Oaks we enjoy the special excitement and fun afforded us by these extra-curricular breaks that honor God in the process.

## BIRTHDAYS

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On their "special" day you may send in treats for the students in their class. Please coordinate these with your child's teacher.

## FIELD TRIP PROCEDURES/POLICY FOR K5-5TH GRADE

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### Passengers

Chaperones, must comply with South Carolina's child passenger restraint law. South Carolina's child passenger restraint law requires that:

- Children 1 through 5 years old weighing 20 to 40 pounds must be restrained in a forward-facing child seat.
- Children 1 through 5 years old weighing 40 to 80 pounds must be secured in a belt-positioning booster seat.
- Children under the age of 6 are not required to be in booster seats if they weigh more than 80 pounds or if they can sit with their backs against the car's seat and bend their legs over the seat edge without slouching.
- Children under 6 may not sit in the front passenger seat. However, this restriction does not apply if the vehicle has no rear passenger seats.

### Teachers

A list of students and adults in each vehicle must be on file in the school office, no changes are to be made unless there are extraneous circumstances (e.g., car breakdown). Please allow the teacher to make vehicle assignments for students. If you have a suggestion or preference, please let the teacher know a day ahead of time so this can be taken into consideration. Teachers sometimes have special reasons that they may not be free to explain for assigning special seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.

A copy of the driver's current license and registration and insurance policy needs to be filed with the school office. Vehicles used must be properly licensed and insured. This information is shredded at the end of every school year.

Parental permission must be obtained authorizing a student to be transported by private vehicle. All permission forms should be sent to the teacher where they will be checked for authenticity. A student who does not have a permission slip on file will not be allowed to go on the trip. A phone call from a parent will not be accepted in place of the signed form. Parents must be informed if the proposed driver is less than 21 years of age.

### Drivers and Chaperones

The driver is responsible for ensuring proper use of restraint systems (seat belts, car seats, etc.). If the driver has difficulty, he or she should ask for help from the teacher, administrator or school secretary.

Students are not allowed to leave the field trip unless prior written arrangements have been made.

It is expected that you will obey all traffic laws including maintaining acceptable speed limits. The driver shall not partake in any activity that would jeopardize the safety of the children (e.g., TALKING/TEXTING ON a CELL PHONE WHILE DRIVING).

Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.

Chaperones will remain with the whole group on the field trip for the duration of the event. They will leave together, not make unnecessary stops prior to arriving at the destination and will return together with the group to The Oaks Christian School. Please be sure that you understand the route to be taken. A map and/or directions will be provided by the teacher. Please stick to the assigned route to and from the field trip. Do not take a "better" way.

It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. We ask that chaperones wear shirts bearing the logo "The Oaks Christian School". PE shirts can be purchased from the school. All rules that apply at school for adults and children apply during the field trip (e.g., no smoking). A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.

Chaperones enjoy the students! Chaperones are responsible for the behavior of those students assigned to them. If you are experiencing difficulties, please report the problem immediately to the teacher. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.

Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).

Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally. Please check with the teacher first to be sure of student allergies.

Please arrive at school at least fifteen minutes before departure. Schedules are usually tight.

Please call the school right away if you experience car trouble or become lost. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call The Oaks Christian School for instructions at 843-875-7667 or Interim Head of School at 843-991-1185.

Never leave children unattended in the vehicle.

Chaperones may not show any movies while en route.

Students may not bring electronic devices such as DS, Game boy, iPod, MP3, i-Pad, i-Touch, Laptops, Kindle, etc unless requested/permitted by teacher for a special activity.

### Parents

Only children enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. Many of our field trip destinations will not allow smaller children to accompany the field trip. Please do not make arrangements for someone else to meet you at the field trip or event site with siblings. We believe that it is nearly impossible for a mother of a small child to give that child the proper attention and also be able to give the necessary vigilance to supervising a group of field trip

students. The first responsibility of each volunteer is to the students being supervised. Thank you for understanding our priorities.

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### K3/K4

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DSS regulations restrict students in K3-K4 from participating in field trips unless each student is riding with their own parent.

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### SCHOOL PICTURES

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A professional photographer is retained annually to produce student picture packages for purchase by parents as well as yearbook class portraits.

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### HOLIDAY CELEBRATIONS

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As a Christian School, we emphasize the scriptural significance of holidays like Christmas and Easter. We do not include Santa Claus or the Easter Bunny in our celebration of these seasons.

We treasure the enthusiasm and excitement that children have about special holidays and try to focus that joy on glorifying God and capturing the spiritual significance of such times.

We sometimes struggle with if, or how to, recognize some secular holidays. We do our best to honor the Lord in such decisions. We do not recognize or celebrate holidays such as Halloween.

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### BIBLICAL DAY

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Each fall we take a day to celebrate how God has used personalities in our Christian heritage to show Himself mighty and caring to His people. The children have the opportunity to dress up as a Biblical person of their choice. Each child comes in costume on Biblical Day, prepared to tell something about his or her newfound hero. There are many books in our library that tell of heroes and heroines who lived for the Lord. Parents are encouraged to read books with their children and make Biblical Day a family event.

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### FAMILY NIGHTS

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Family Literacy Night and Family Math and Science Night may be held yearly. Other family night programs include Grade level Musicals.

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### GRANDPARENT DAY

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We love grandparents! What a great day to honor those saints who have prayed for us and made moms and dads possible. On Grandparents' Day, we enjoy sharing our school with grandparents and we encourage "in the olden days" stories. The children are proud and pleased to show off their grandmas and grandpas.

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## LIBRARY

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Regular books may be checked out for two weeks with a limit of three books per student. Parents are responsible to pay for lost books. Procedures for checkout vary from one grade to the next depending on the age of the students and the need to make some resources available to many children for research projects. Teachers will make these procedures known to the students.

A permission form must be signed by the parent at the beginning of the school year for children to have the privilege of borrowing books.

Two book fairs are held annually to support and promote literacy.

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## PARTIES

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If an off campus party is planned (birthday, pool, etc.), invitations may not be given out at school unless the entire class is invited, or all boys or all girls are invited. Violation of this policy will most certainly result in injured feelings. Please honor this request.

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## CHAPTER 9 – ADDITIONAL INFORMATION

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### VOLUNTEER NEEDS AND OPPORTUNITIES

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Volunteers are the backbone of the school. We wish everyone could be a volunteer, however, our insurance company requires that:

All new volunteers who are not the Primary Guardian or Parent of a student must have been associated with OCS for 6 months prior to working in a classroom setting with students.

New volunteers who are not the Primary Guardian or Parent of a student will provide at least 4 references.

All volunteers involved with any activity involving a minor (anyone under the age of 18), must fill out a questionnaire concerning previous criminal sexual activity (accused of, participated in or been convicted of sexual misconduct) and are required to sign a background check consent form allowing The Oaks to conduct a yearly criminal background check.

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### PARENT CONCERNS

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If a parent has a concern about the school or a child's progress, it is our hope that you make that concern known to us. The purpose of the school is to serve the parents in the education of their children. You will find us both interested in solving problems and attentive to your concerns. If a problem exists in the classroom, you are encouraged to take the issue directly to the teacher in a timely manner. Generally, such problems can be resolved with the teacher by addressing them directly. If additional help is required, please discuss the problem with The Head of School.

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## RESOLVING CONFLICT - PROTOCOL FOR OCS CONFLICT RESOLUTION

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If you find there is a conflict that needs to be resolved please proceed in the following order to come to a resolution that satisfies each party while showing respect for position and for scriptural directive of Matthew 18:15-17.

1st -Parent/School Staff Member

2nd - Administration

3rd -OCS School board ([gov@oakschristianschool.org](mailto:gov@oakschristianschool.org))

4th -CCC Elders

5th -CCC Pastor

At The Oaks, we encourage parent and teachers to confront one another in love when the occasional disagreement or dispute surfaces. We want it to be "second nature" for adults and children to want to resolve difficulties, restore relationships, and show discretion with this kind of information. Our approach is to address the source. Talk to one another, listen carefully, and express the hurt or misunderstanding clearly and with love. Should that meeting not resolve the issue, then it is appropriate to request The Head of School's involvement. A meeting of the parent, the teacher, and Headmistress would follow and all would attempt to reach a resolution and reconcile relationship.

Matt 18 <sup>15</sup> "And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. <sup>16</sup> "But if he does not listen to you, take one or two more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. <sup>17</sup> "And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax gatherer."

Dear Parents,

Please sign and return this page to your child's teacher on or before September 1, 2019.

I have read and understand the guidelines set forth for resolving conflict at the Oaks based on Matthew 18:15-17.

"And if your brother sins go and reprove him in private; if he listens to you, you have won your brother.  
<sup>16</sup> "But if he does not listen to you, take one or two more with you, so that BY THE MOUTH OF TWO OR THREE WITNESSES EVERY FACT MAY BE CONFIRMED. <sup>17</sup> "And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax gatherer."

Matt 18:15-17

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

### Acceptance Statement

I have read and understand the contents of the 2019-2020 Oaks Christian School Family Handbook. I support the mission of The Oaks and will strive to meet the guidelines set forth herein.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_