



# Oceana Christian School

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*Character • Faith • Education*

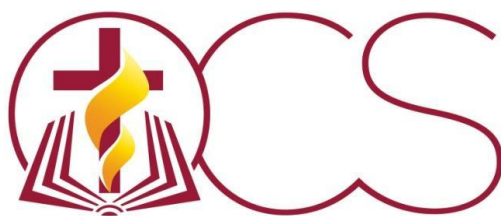
## Parent – Student Handbook

[www.oceanachristianschool.com](http://www.oceanachristianschool.com)

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## **ABOUT OCEANA CHRISTIAN SCHOOL**

Oceana Christian School began in the fall of 1986 with the goal of providing affordable, quality Christian education in our area. Our school motto was and continues to be “Spiritual Challenge and Academic Excellence.”

OCS is an extension of First Baptist Church of Hart. It is a significant part of FBC’s outreach to the local community and is greatly enhanced by the generosity from and accountability to the church. The FBC elder board acts as our school board.

The first several pages of the Parent-Student Handbook explain our religious mission, purpose and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. Your child is extremely important to us and we will strive to love and teach your child to the best of our abilities. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child’s classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child’s heart and mind. This internal conflict could drive a wedge between you and your child. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our school. Our desire is to partner with you and your home in the education process and we want to be on the same page in this process.

Our handbook has been designed to inform you of the policies and programs of Oceana Christian School. Most sections of this handbook apply to all grade levels, unless otherwise stated. Because the handbook is not published annually, administration may establish, revise, or eliminate policies as needed prior to issuance of a fully revised edition. Such changes, if any, will be publicized to the school family and revised pages will be provided so families can keep their copies up to date.

In this handbook, the word “parent” also means legal guardian unless otherwise stated. We look forward to working together in the months and years to come.

OCS Administration

## **OCS PURPOSE and BELIEFS STATEMENTS**

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. Many of the Biblical principles we teach stem from these statements:

We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27).

We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union (Gen. 2:18-25; 1 Cor. 6:18; 7:2-5; Heb. 13:4).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

These statements of faith do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Oceana Christian School's faith, doctrine, practice, policy, and discipline, our FBC elder board is OCS's final interpretive authority on the Bible's application.

We look forward to partnering with you to educate your child consistent with God's truth.

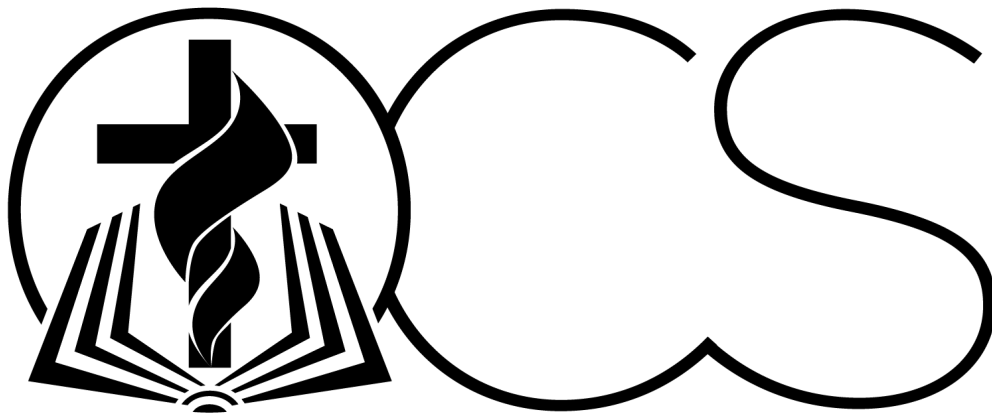
## **OCS MISSION STATEMENT**

At OCS we strongly believe that each student is a unique individual, created by God.

Our goal is to glorify our Creator by integrating moral character, biblical faith, and quality education. We encourage a love of learning in our students through a positive environment with committed teacher guidance to prepare each student for life.

## **OCS MOTTO**

Spiritual Challenge – Academic Excellence



## ACADEMIC AND SPIRITUAL GOALS

- **High Academic Standards**
- Developing students' **Critical Thinking** in order to identify common errors in reasoning, which we see in the world around us.
- Developing students' hearts for **Community Service** through various service projects.
- Developing students' knowledge of the science that supports our belief in our **Creator**.
- Developing students' knowledge of the historical, archeological, scientific, and other facts that support the **Truth** and **Reliability** of the **Bible**.
- Developing students' understanding and practical application of what it means to be a **Young Man or Woman of God**, and helping students to develop the tools needed to live a God-honoring life.

# **ADMISSION STANDARDS AND PROCEDURES**

Oceana Christian School does not discriminate on the basis of race, color, sex, or national/ethnic origin. OCS is a distinctly Christian school. The academic “best interest” of both the individual student and his/her class is always considered. OCS is not a correctional, remedial, or “special needs” school and may not be equipped to accommodate every student who applies. OCS reserves the right to place each student in the academic level for which he/she is best suited. All applicants will be evaluated for proper grade placement. All new students are automatically placed on a six-week probation period.

## **PRESCHOOL REQUIREMENTS**

1. Open to children who have reached 33 months of age (for 3’s class) or 45 months of age (for 4’s class) by the first day of school in order of complete registrations received.
2. A complete registration consists of a Registration Form, a Financial Information Form, Statement of Cooperation, \$150 registration fee and copies of the child’s birth certificate and immunization record.
3. Students must have a health form, signed by a doctor, on file.
4. All children must be toilet trained.
5. All children must fulfill Michigan State Health Requirements by completing all immunizations or by filing an Immunization Waiver Form.

## **KINDERGARTEN REQUIREMENTS**

1. Open to children who have reached their 5<sup>th</sup> birthday by November 1, in order of complete registrations received.
2. A complete registration consists of a Registration Form, a Financial Information Form, Statement of Cooperation, \$150 registration fee (for new students, only) and copies of the child’s birth certificate and immunization record.
3. All children must be fully toilet trained.
4. Any child who did not complete preschool at OCS will be evaluated for kindergarten readiness.
5. All children must fulfill Michigan State Health Requirements by completing all immunizations or by filing an Immunization Waiver Form.

## **NEW STUDENT REQUIREMENTS**

1. Fill out an application.
2. Read & sign policy agreements.
3. Supply copy of birth certificate.
4. Supply copy of up-to-date immunizations.
5. Submit one time registration fee.
6. Complete a grade placement test to be evaluated by administration.

## **TRANSFER STUDENTS**

1. Fulfill “New Student Requirements” shown above.
2. Parent/Guardian of student transferring from another school will be asked to sign a “Request for Records” form. This form directs the former school to send the student’s permanent CA-60 file to OCS.

## **RETURNING STUDENTS**

Each spring, parents will be asked to turn in a form indicating if they are planning to have their child return to Oceana Christian School. Returning students will have the first opportunity to fill our classes. There is a fee per family to hold your spot for the upcoming school year. This fee will be applied to the upcoming year’s tuition.

## **TUITION**

The OCS budget is set annually based upon projected enrollment for the following year. Tuition income must be dependable and timely. A 10-month tuition payment plan is available from August through May and payments are due on the 1<sup>st</sup> of each month. Tuition may also be paid in full at the beginning of the school year, in which case \$100 will be deducted from the family’s total cost.

Multiple-child discounts are as follows (with the exception of 3’s preschool):

2<sup>nd</sup> child – deduct \$350

3<sup>rd</sup> child – deduct \$600

4<sup>th</sup> & 5<sup>th</sup> child – ½ price

A \$100 deduction from a family’s entire tuition amount is available if the full tuition is paid before the first day of school.

Please note that registration & tuition amounts are currently not tax-deductible.

If a family’s tuition payments become two months delinquent, the student(s) may be withheld from school participation until corrective financial arrangements have been made in writing with the OCS administration.

## **SPECIAL GIFTS**

Tuition does not cover the full cost of operating Oceana Christian School. Additional gifts are needed to meet the “GAP” between tuition and the actual cost of education. All gifts to Oceana Christian School are tax deductible and are greatly appreciated.

# SCHOOL ATTENDANCE

## ARRIVAL

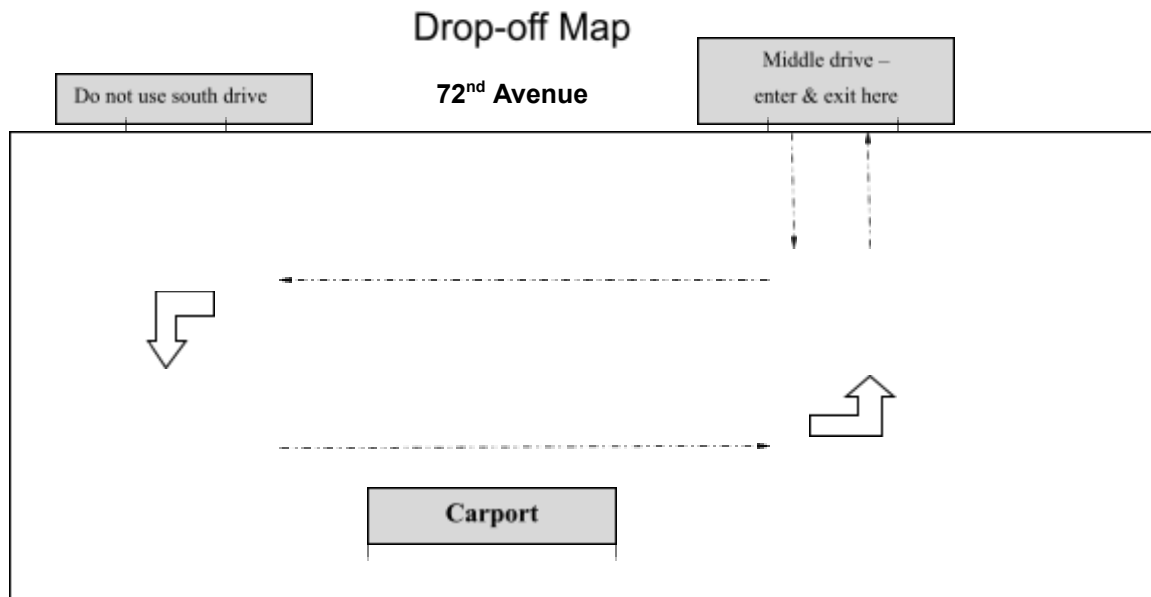
Students may begin arriving at school by 7:45 a.m. They will be required to wait in the lunchroom, under supervision, until 8:05 a.m., when they will be released to their classrooms.

If an earlier drop-off time is needed, please make arrangements with the school administrator.

## MORNING DROP-OFF TRAFFIC PATTERN

In order to facilitate a safe, easy way of dropping children off, we would like you to follow the two points listed below:

1. Please use the middle entrance to the parking lot. (See map.)
2. Pull under the carport to drop children off.





## **DEPARTURE**

Dismissal is at 3:05 p.m. Children should be picked up no later than 3:15 PM.

Please inform us if someone else will be picking up your child or if there is a special bus arrangement. This can be done through a telephone call to the office or by note to the teacher. We request an adult-to-adult communication. Otherwise, we may not permit the child to leave. This is for your child's protection.

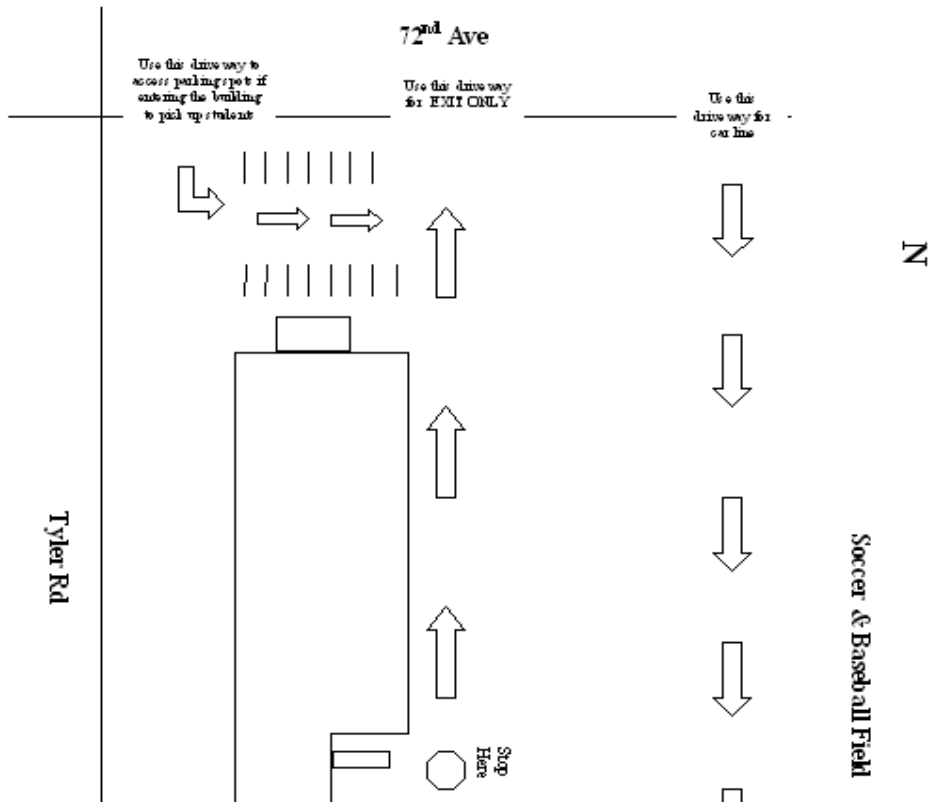
Also, please inform us on days when regular bus riders are not riding the bus. This **MUST** be done with a written note or a phone call. We will not accept students' verbal instructions.

**GUIDELINES**

**OCS Afternoon Pick-up Car Line**

**If Entering The Building:**  
 Enter the parking lot using the **SOUTH** driveway off of 72<sup>nd</sup> Ave. You may park in any available spot and enter the building through the carport doors.  
 After collecting your children, please exit using the larger middle driveway.

**If Using The Car Line:**  
 Enter the parking lot using the **NORTH** driveway off of 72<sup>nd</sup> Ave. Follow the lot around the north and east perimeters, stopping in front of the north foyer doors.  
 OCS staff will escort your children to the vehicle.  
 After collecting your children, please exit using the larger middle driveway.



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 Enter the parking lot using the **SOUTH** driveway off of 72<sup>nd</sup> Ave. You may park in any available spot and enter the building through the carport doors.  
 After collecting your children, please exit using the larger middle driveway.

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 Enter the parking lot using the **NORTH** driveway off of 72<sup>nd</sup> Ave. Follow the lot around the north and east perimeters, stopping in front of the north foyer doors.  
 OCS staff will escort your children to the vehicle.  
 After collecting your children, please exit using the larger middle driveway.

## **STUDENT PICK-UP DURING THE SCHOOL DAY**

A sign-out / sign-in sheet is in the office for parents to indicate if they are taking their child/children out of school before the end of the day, or if the student arrives after the school day has started. Parents must stop at the office to sign out their child or children.

## **ATTENDANCE POLICY**

Regular school attendance is required by law and is necessary for success in academics and citizenship. All scheduled school days, whether half days or full days, are considered compulsory school days. Attendance records are kept, daily, and become a permanent part of the student's cumulative folder. All absences must be verified by the parent/guardian.

Parents should call the school office before the start of the school day (8:15 a.m.) if a child will be absent. The school phone number is (231) 873-2514, ext. 1, and is in operation seven days a week. Written verifications (notes) are also accepted and should include the student's name, dates absent, reason for the absence, and the parent's signature. If a child is absent and not excused by the parent by 9:00 a.m. of the school day, a phone call will be made home to ascertain the reason for the absence.

The following qualify as "excused" absences:

- 1) Illness/surgery
- 2) Recovery from accident
- 3) Professional appointments
- 4) Death in the immediate family
- 5) Prearranged family vacations
- 6) Required court attendance
- 7) Other events for which parental explanation has been provided to and accepted by the school.

An "unexcused" absence is any absence from school or class without parent and school approval. Students with 5 or more unexcused absences must attend a meeting with their parents and the administrator to discuss a course of action and may be dismissed from school.

## **SCHOOL DELAY OR CLOSING**

In the case of inclement weather conditions, school may be delayed or closed. Please watch for information regarding Oceana Christian School on WZZM TV 13 (ABC), our school Facebook page, and [www.oceanachristianschool.com](http://www.oceanachristianschool.com).

## **CLASS TIMES**

The school day is 6 hours and 50 minutes in length.

8:15 AM – 3:05 PM	Mon - Fri for grades 1 and older
8:15 AM – 3:05 PM	Mon - Thurs for 4 day 4's preschool & kindergarten
8:15 AM – 3:05 PM	Tues and Thurs for 4's preschool
8:15 AM – 11:15 AM.....	Mon and Wed for 3's AM class
8:15 AM – 11:15 AM.....	On half days

## **DAILY SCHEDULE**

8:15 AM	classes begin
10:00-10:15 AM	morning recess
11:15 AM - 12:50 PM	lunches and recesses
3:05 PM	dismissal

## **LUNCH**

Cold breakfast options and hot lunch are being offered through Hart Public Schools on a daily basis. A child may also bring their own lunch. Microwaves are available to students who wish to heat up their food. Disposable utensils, plates, bowls, and napkins are available for the students' use. Please send condiments, dressings and dips from home. Milk may be purchased at the school for those bringing lunch from home for a nominal fee.

## **BUS TRANSPORTATION**

Bus transportation is available to those living in the Hart Public School District. Please contact Hart Transportation Office at 231-873-6300 to arrange.

## **PHONE CALLS**

Students who need to make phone calls may do so with permission either from the teacher, school secretary, or administrator. Students will not be called from class to the phone, but a message will be sent to them.

## **FIELD TRIPS**

It is expected that children behave in a respectful manner on all school field trips. There may be opportunities for parents to help chaperone selected field trips. A "blanket" permission slip is included on the Student Emergency/Information form. This must be

signed by the parent before the child may participate in any field trips. Parents will be notified in advance of upcoming field trips.

### **MEDIA PERMISSION**

OCS and First Baptist Church use websites, Facebook, and online newsletters for marketing, promotions, and communication. Since we enjoy the opportunity to showcase our school and our students, we request parental permission to use your child's picture and/or name on these platforms. Also, from time-to-time, articles about OCS are published in our local newspaper to share events and accomplishments at our school. A media permission slip is included on our Student Emergency/Information form. This must be signed by parents before any picture is used on a media platform.

### **BIRTHDAYS**

Birthdays are always special times. We would be very happy to help celebrate your child's birthday. If you would like to send a treat on the nearest class day to your child's birthday, please do so.

The ½ birthday is popular for those with birthdays which occur during the summer months. The parent and teacher may choose a day to send a special snack for the occasion (preferably not on a party day or another child's birthday).

## **POLICIES AND GENERAL EXPECTATIONS**

### **EMERGENCY AND MEDICAL PROTOCOL**

Medical records must be kept up to date. Teachers and office personnel must be informed of serious allergies, asthmatic conditions, etc. Only emergency first-aid can be administered at school. Parents will be notified in the event of their child's injury, episode, or illness. Students with symptoms of contagious illness will not be permitted to stay in school. In the case of a life-threatening or serious injury, an ambulance will be called to the school.

OCS does not provide personal injury insurance coverage for students.

### **ADMINISTRATION OF MEDICATIONS**

If routine medications must be administered at school, a completed "Administration of Medication" form must be on file in the office. Prescription drugs or other medications must be in their original bottles, accompanied by a note from the parent. It must be understood that such parental instruction is also an agreement not to hold the school and staff members responsible for any consequences of following those instructions. All drugs, medications, etc. are to be registered and stored in the school office where they will be administered under supervision. Emergency items, such as asthma

inhalers and epi-pens, may be kept with individual teachers when appropriate. We will document any emergency dosage such as Tylenol, etc.

### **ABUSE, HORSEPLAY, HAZING, BULLYING, OR HARASSMENT**

OCS will not tolerate acts of verbal or physical abuse, initiations, hazing/bullying, or unlawful assault or harassment (sexual or general). Such behavior is prohibited and will be dealt with accordingly.

### **RESPECT OF PROPERTY**

Theft, vandalism, or damage to personal, school, or church property caused by reckless behavior, horseplay, or avoidable accident will result in appropriate disciplinary action and payment for damages as assessed by the administrator.

There is to be no smoking in the building at any time. Guns, knives, or weapons of any kind (real, toy, non-lethal) are not permitted in the building. Other items considered to be a hindrance to the educational process or in violation of school expectations will be confiscated and returned to parents at a later date.

Lockers are school property and are assigned to upper grade students for proper use only. No decorations should be placed on the outside of the lockers. Trash should not be allowed to accumulate in lockers. The inside of lockers may be decorated in good taste, using magnets and tape that does not leave a residue. The school administration is legally entitled to open lockers for any reason.

### **SEARCH AND SEIZURE**

School employees may, without a search warrant, search a student, student lockers, desks, or work areas based on reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order, safety, and discipline in the school. School employees may seize any illegal or unauthorized or contraband materials discovered in the search.

### **INAPPROPRIATE LANGUAGE**

Profanity (including using the Lord's name in vain), blasphemy, vulgarity, crude language or innuendo are a reflection of the heart and will be dealt with accordingly.

### **LOST OR DAMAGED TEXTBOOKS AND OTHER MATERIALS**

Students are held responsible for care and possession of textbooks assigned to them and library books/materials checked out in their name (this includes teachers' personal libraries and the church library). Books or materials lost or damaged are expected to be replaced by the student.

## **ELECTRONIC DEVICES**

Cell phones and other electronic devices are not to be used during the school day. All devices are to be kept in backpacks while in the building. If students are seen using personal electronic devices during the school day, they will be confiscated until the parent can pick them up in the school office. OCS is not responsible for any electronic devices that are contained in students' backpacks.

## **DRESS CODE**

OCS has developed a dress code to establish a modest and appropriate appearance for each student, to encourage an academic atmosphere, and to promote Christian character. As a general guideline, all clothes worn to school must portray a clean, modest, neat, not tight-fitting look that supports a learning environment. Printed messages/pictures on any garment should be positive, non-distracting, and should not promote non-Christian values. There should be no holes in clothing above the knee.

### **Tops**

- Midriff, either front or back, may not be exposed.
- Cleavage must not be visible at any time. Tops should be no lower than a hand-width, sideways, from the base of the neck to the top of the shirt.
- Girls: camisoles, strapless tops, and halter-tops may not be worn as a single garment. All sleeveless tops must have at least a three-finger wide strap.
- Boys: tank tops may not be worn.
- Hooded sweatshirts may be worn; however, the hood may not be worn in the building.

### **Bottoms**

- Pajama and flannel pants may not be worn (except for special pajama days).
- Girls may wear leggings/jeggings with a shirt long enough to cover their seat.
- Shorts and girls dresses/skirts must be at least finger-tip in length, or must have leggings underneath.
- Sagging or low riding pants are not permitted, and no undergarments or skin shall be exposed or visible at any time when sitting or standing.

### **Hats and Caps**

- Caps, hats, and headwear are not permitted in the building during the school day, except on special days.

### **Shoes**

- Shoes must be worn at all times.
- Sandals with a back strap are the best choice for preschool through Grade 5 for the sake of playground safety.

*Personal appearance that is considered questionable is left to the discretion of the Oceana Christian School administration.*

## DISCIPLINE POLICY

It is necessary to the educational atmosphere of our school that we have order and organization rather than chaos in the classroom. Therefore, we do expect the children to show respect for the teacher, helper, other children, classroom and equipment.

When violations occur, we first approach the child by talking with him/her about their behavior and why it is not acceptable. Apologies will be expected.

In most cases, this is sufficient and the problem is resolved. In the rare cases that children do not respond, more serious steps, described below, may have to be taken. Following is the procedure that will be used for four categories of more serious offenses:

- A. Insubordination (willful disobedience)
- B. Defacing or destruction of school property, building, or grounds
- C. Inappropriate/unacceptable behavior
  - Profanity
  - Cheating
  - Sexual remarks/gestures
  - Lying
  - Stealing
  - Abusive treatment of others
  - Fighting
- D. Violation of Technology Acceptable Use Agreement

### Consequences

These four steps will be followed for each serious offense, **with exceptions at the discretion of the Administrator**. A discipline slip will be filled out by the teacher/staff and turned in to the administrator's office. A copy will be sent home to the parent who must sign it and return it to the principal the next day.

- |                         |  |
|-------------------------|--|
| 1 <sup>st</sup> offense | discipline slip, phone call and restitution                                  |
| 2 <sup>nd</sup> offense | discipline slip, consultation and 1 day suspension (homework complete)       |
| 3 <sup>rd</sup> offense | discipline slip, consultation and 3 day suspension (homework complete)       |
| 4 <sup>th</sup> offense | discipline slip, consultation and 5 day suspension with review for expulsion |

This process is to be followed for serious offenses. Most problems can be dealt with in the classrooms. Once this discipline system is set in motion, the parents will be informed, either by phone or in person, the very day that the discipline slip is sent home.



## **PARENTAL INVOLVEMENT**

### **PARENT/TEACHER CONFERENCES**

It is best not to discuss personal matters with the teacher during school hours. The teacher will be glad to talk with you, but needs to be with the children during school hours. If you need to speak with a teacher during school hours, for emergency purposes, please do so.

If a matter concerning your child exists, please directly contact the teacher. If a matter pertaining to school policy exists, please contact OCS administration.

Four helpful reminders from Ephesians 4 are good advice to keep in mind while solving problems: be honest, keep current (settle problems as soon as possible), address the problem without attacking the person, and act, don't react.

Parent/teacher conferences are scheduled 2x per year (fall and spring). Preschool conferences are held in the spring only. Parents are expected to attend all P/T conferences. If an alternate time is necessary, please schedule with the teacher.

### **SCHOOL OPEN HOUSES**

Periodically, open houses will be held. We desire that a parent or guardian make the effort to attend these special times.

### **PARENTAL COMMITMENT TO READING**

Reading has a major emphasis at our school. To make our curriculum most effective, we require that our students read at home. Parent cooperation in this matter is very important to the success of our program.

### **WEEKLY NEWSLETTERS**

It is our goal that each week your child's teacher will send home information telling of past and upcoming events. This is for the purpose of keeping open communication between school and home. Please use these opportunities to stay informed regarding your child's class.

### **CLASSROOM VISITS**

Visits to the classroom are welcome; all visitors must check in with the school office first.

## **PARENT VOLUNTEERS**

There are many ways that parents can help at Oceana Christian School. Please check with your child's teacher or the administrator. There are opportunities in and out of the classroom. Sign-up forms will be sent home at the beginning of the year listing specific volunteer needs.

## **CHANNELS OF COMMUNICATION**

If you have a classroom concern, please discuss it with your child's teacher first. If there is no resolution, please contact the administrator.



# Oceana Christian School

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