

# Otsego Christian



# School

*"Do you not know? Have you not heard? The LORD is the everlasting God, the Creator of the ends of the earth. He will not grow tired or weary, and His understanding no one can fathom. He gives strength to the weary and increases the power of the weak. Even youths grow tired and weary, and young men stumble and fall; but those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint." Isaiah 40:28-31*

## 2010-2011 Student Handbook

PO Box 1365/1377 M-32 East  
Gaylord, MI 49734

**(989) 732-8333**

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# **Staff and Board Directory**

## **SCHOOL CONTACT INFORMATION**

- Street Address:  
1377 M-32 East  
Gaylord, Michigan 49735
- Mailing Address:  
PO Box 1365  
Gaylord, Michigan 49734
- Phone Number: 989-732-8333
- Fax Number: 989-705-7713
- Web Site: [www.ocsgaylord.org](http://www.ocsgaylord.org)
- Email: [khawkins@ocsgaylord.org](mailto:khawkins@ocsgaylord.org)

## **BOARD OF EDUCATION**

- President Mr. Paul Freeman
- Treasurer Mr. Dave Gahm
- Marketing/Promotions Mr. Dave Baragrey

## **ADMINISTRATION**

Karla Hawkins, Administrator

## **OFFICE MANAGER**

Cathy Hunt

## **BUSINESS MANAGER**

Pat Fileccia

## **TEACHERS**

- Leigh Ann Klay K3
- Lynnet Burney K4
- Heidi Wagner K5
- Sarah Sloniker 1
- Liz Quesenberry 2-3
- Dori Drenth 4-5-6
- Jim Johnson 7-12

## **TEACHER'S ASSISTANTS**

- Deb VanHouten -- K4
- Renata Bowen -- K5
- Joy Kuipers - 2-3

## **PARENT-TEACHER FELLOWSHIP (PTF)**

Deb Datema, President

## **CHAPEL COORDINATOR**

Kris Gahm

## **LIBRARIAN**

Vanessa Matheny

## **CUSTODIAN**

Sharolyn Coonrod

# **Educational Philosophy**

The Otsego Christian School Association, Inc. espouses the historic Christian view of life as presented in the Bible: since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify him. Man, being a sinner by nature and choice, however, cannot in this condition glorify or know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially and physically. This process must present all truth as God's truth and must interpret it and integrate it with God's Word. Such education is primarily the parents' responsibility, and the school functions as an extension of the home to aid the parents in giving this education. From this philosophy stems certain aims and objectives:

1. **ACADEMICALLY**, the School endeavors to promote high academic standards and help the students gain a thorough comprehension and command of the fundamental processes used in communication with others; to teach and encourage the formation of good study habits; to teach the student how to do research and use the scientific method; to develop creative and critical thinking and the proper use of biblical criteria for evaluation; to promote good citizenship through developing and understanding and appreciation of our freedom and human dignity; to impart knowledge of the world and current affairs in all fields and relate them to God's plan for man; to engender an appreciation and enjoyment of the fine arts.
2. **FOR THE SPIRITUAL AND MORAL GROWTH OF THE STUDENTS**, the School seeks to teach the Bible and foster right attitudes toward it as God's inspired Word; teach the historic Christian faith, to lead the pupils into a personal saving relationship with Christ as Lord and Savior; to engender a desire to know and do the will of God; to teach the students consistent daily Christian living and service, equipping and encouraging them to witness for Christ; to develop a biblical sense of right and wrong and teach the students how to overcome sin; to encourage faithful involvement in the student's local church; to foster self-discipline in the student based on respect and reverence to God and all authority; to build in the students a God-consciousness and help them develop a consistent Christian philosophy of life by integrating all subjects with the Bible.
3. **FOR THE STUDENT'S PERSONAL AND SOCIAL DEVELOPMENT**, the School aims to develop a balanced personality based on a proper understanding and acceptance of one's self as God creation, and on the full development of one's capabilities in Christ; to foster wholesome personal relationships through development of social skills based on the Christian concept of love; to prepare for the wholesome and Christian use of leisure time; to show a realistic and biblical view of life and work, and provide skills for future endeavors in college and occupation; to develop the proper attitudes, understandings and skills needed to establish God-honoring homes; to promote fitness, maintenance and skillful use of the body as the temple of God; to impact the biblical attitude toward material things and promote the wise use of them for God's glory.

## **Mission Statement**

The Mission of Otsego Christian School is to disciple students, in cooperation with Bible-believing, Christ-centered families and churches, to be academically and spiritually equipped to serve as effective, godly members of the Body of Christ and society.

## **Statement Of Faith**

- We believe there is one God eternally existing in three persons: the Father, the Son and the Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
- We believe that the Holy Bible, sixty-six books in the Old and New Testaments, is verbally inspired of God and is our only infallible rule of faith and practice (*II Timothy 3:15; II Peter 1:21*).
- We believe in the deity of Jesus Christ who died, shedding His blood for the forgiveness of our sins, and who was bodily raised from the dead for our justification. He will return visibly and bodily with power and great glory. Man is by nature and practice a sinner separated from God and can become God's child only by faith in Jesus Christ. Those who are thus born into God's family have eternal life, and those who are not remain in spiritual death and will be separated from God forever in hell (*Romans 4:25; Acts 1:11; Revelation 19:11; Romans 3:23; Ephesians 2:8-10; John 5:24-29*).
- We believe that the Holy Spirit lives in and enables the believer to walk in purity of life and submission to the will of God (*Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

# **Expected Outcomes**

## **STUDENTS WILL:**

### **Academic**

- Develop good study habits
- Be diligent and responsible in their academic commitments
- Do research and use the scientific method
- Develop creative and critical thinking and properly use Biblical criteria for evaluation
- Display good citizenship through developing an understanding and appreciation of our freedom and human dignity
- Gain knowledge of the world and current affairs and relate them to God's plan for man
- Develop an appreciation and enjoyment of the fine arts

### **Spiritual**

- Know Jesus Christ as their personal savior
- Express their desire to love God with all their heart, mind, soul and strength and their neighbor as themselves
- Display a Biblical sense of right and wrong by practicing self-discipline based on respect and reverence for God and His Word and all authority
- Be identified with a local church
- Be Biblically literate
- Articulate their faith
- Be involved in Christian service through helping missions

### **Social**

- Be committed to the values of love, caring, justice and integrity
- Understand and accept themselves as God's creation and realize that they can do all things through Christ who strengthens them
- Resolve differences with Christ-like sensitivity and use the Matthew 18 Principle in addressing conflict

### **Physical**

- Handle winning and losing in competition
- Understand that the body is the temple of God and its fitness, maintenance and skillful use are essential

## **PARENTS WILL:**

- Partner with their children's teacher, recognizing themselves as the primary educators of their children and the school as the auxiliary
- Uphold the ideals of the school
- Reinforce the child's school work at home (e.g. reading to them, assisting with study habits, etc.)
- Volunteer and be involved in the school as they are able

# **School Board**

Board members serve on a rotating basis. The Board's function is to set school policies at open meetings held the third Monday of each month at 4:00 p.m. in the OCS Library. The Board gives the opening minutes during each meeting for the public "forum" section of the agenda. The School Board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.

# **Bible**

All OCS students from first grade up are to have their own Bible. The OCS Board has approved the N.I.V. (New International Version) translation as the school Bible. Unless requested by parents to use the K.J.V. (King James Version), all memory work will be done in the N.I.V.

# **Enrollment**

## **REQUIREMENTS:**

Applications must be completed in full and include:

1. Birth certificate for students in grades preschool and kindergarten.
2. Signed release for records from the last school attended.
3. Immunization records must be on file for every student. Students' grades, attitudes and previous discipline records, and interview, will determine admission or re-admission to OCS.

## **STUDENT ADMISSION**

The Otsego 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 and ethnic origin in administration of its educational policies, admissions' policies, scholarship and loan programs and athletic and other school-administered programs. Pupils shall be admitted on recommendation of an entrance committee, subject to the approval of the Board of Directors. The Board of Directors reserves the right to refuse admittance to anyone based on the recommendation of the entrance committee.

## **FINANCES**

Otsego Christian School requires that parents of students attending be faithful in their stewardship of supporting this educational ministry. Registration and Book Fees are due before entry to the first day of class and are non-refundable. The first tuition payment is due before entry, by August 1st with nine additional monthly payments due by the 1st of each month thereafter. The oldest child enrolled is considered the first child for payment.

Any account past due will result in financial hardship on the school. If an account is more than 45 days past due, the student(s) may be dismissed from the school. The school will hold report cards for all past due accounts unless special Board approval is granted. Families enrolled for a portion of a month will be responsible for a full month's payment.

No portion of tuition shall be refunded for a student dismissed by expulsion or disciplinary reasons.

If a family withdraws from school because of a parental job transfer or moving out of the area or for health reasons, they are responsible for paying the tuition to the end of month that withdrawal takes place. If a family leaves school for any other reason, they are responsible to pay to the end of the semester withdrawal takes place.

## **PARENT-TEACHER FELLOWSHIP**

There will be several Parent-Teacher Fellowship meetings during the year. At least one parent from each family is encouraged to attend each meeting. Children, unless participating, are discouraged from attending. We will learn new ways to support our children and their school. Refreshments will be served for a time of fellowship.

## **CHAPEL**

A regular part of the student life for students at OCS is the weekly, Wednesday chapel service. Guest speakers, musical groups, drama presentations, as well as students and faculty members are featured in these services. Chapel is intended to promote and enhance spiritual growth, and to provide the opportunity to worship and praise God together with teachers and fellow students. Parents are invited and welcomed to attend chapel.

## **PARENT/STUDENT LEGAL GUARDIAN ACCESS FOR STUDENT RECORDS EXAMINATION:**

The procedure for all parent/student examination of records will be as follows:

- Parents of students under eighteen (18) years of age and adult students will make their request to examine student records to Otsego Christian School, P.O. Box 1365, 1377 M-32 East, Gaylord, MI 49734.
- The person requesting examination will be notified orally or in writing as to the time and location for examination of those records requested, not to exceed forty-five (45) days from the date of the initial request.
- The Administrator or designate or his/her designee will assume the chairmanship of each such meeting.

The parent or adult student may request to amend those records they feel are misleading or inaccurate. The school will determine within a reasonable period of time whether to honor the request. Any material(s)

removed from the records will be destroyed. If the school refuses, the school will notify the parent or adult student of its refusal and of their right to a hearing.

The procedure for a hearing between the parent or adult student and the school on the amendment of records will be as follows:

- The school will give the parent or adult student notice of the time, place, and date of the hearing reasonably in advance of the hearing.
- The school will appoint a hearing officer who has no direct interest in the outcome.
- The parent or adult student will have the right to appear in person or by representative and shall have the right to present evidence and cross-examine witnesses.
- The school may appear by designated representative and shall be permitted to present evidence and to cross-examine witnesses.
- The school's decision will be written and furnished to the parent or adult student within a reasonable time and shall be based solely upon evidence presented at the hearing and shall include a summary of the evidence presented and reasons for the decision.
- If the school decides not to amend the records, the parent or adult student has the right to have his/her reasons why they are inappropriate attached to and remain with those records which are challenged.

## **Academic Information**

Parents should recognize the important role of homework to the total instructional program of their child. Parents should make themselves aware of the assignments and expectations of their child. Provision of a suitable time, place and environment in the home for the completion of homework assignments is necessary. Helping your child plan and budget the appropriate time for the completion of the homework assignment is another necessary activity. Please feel free to consult with the teacher about any question relating to the homework assignment.

### **HOMEWORK**

Homework includes the following: unfinished classroom work, extra drills, practice reading for information, or review for tests. First grade should require up to about 1/4 hour of work. Second through fourth grade will require up to about 1/2 hour of work. Fifth, sixth and seventh grades will require up to one hour of work.

Your child's habits and abilities may require more or less work than these guidelines. Not using time wisely at school will add to these times. Delinquent homework will result in the following possible resulting penalties:

1. Lowering grade one mark each day late.
2. Staying after school to complete homework
3. An "I" (incomplete) on report card, to be made up
4. Parent conference
5. Other determinations

The following seven-point check should be done every day by parents. It should take only a short time of full concentration on your child's work. This should be a recitation period, a discussion period, and eventually a "praise period." Go over each step, each day.

1. Examine the work that your child is going to turn in to school the next day. See that it is neat and clean.
2. See that it has no misspelled words.
3. Question what is not clear to your child, and have your child explain it to you until you are sure (s)he understands it.
4. Listen to memory work.
5. Check math work for neatness, cleanliness and concept only. The teacher needs to see the errors your child is making so it will be known what needs to be worked on in class.
6. Check assignment book or calendar. See that all homework is completed and signed when appropriate.
7. Now check the work returned from the teacher. Be sure your child understands any mistakes or errors.

Soon your child will know what is expected of him/her and the time will be diminished. It is important that you establish a daily study schedule. Consider:

1. Study period should be important for parent and student.
2. There should be a definite quiet time and place to study.
3. It should be comfortable and bright, with the equipment needed to do homework within easy reach.
4. There should be no distractions or interruptions.

5. The student should not have any unnecessary distractions. Homework is all business.
6. Start at the same time each day. Phone conversations, etc. are cut off when the time for study begins.

Praise makes winners. Encouragement, not criticism, builds success. Enthusiasm is the ingredient that makes people perform far beyond one's fondest dreams. Always remember that the parent's job is not only to implant skill in the child, but self-confidence as well. Self-confidence comes from these sources: admiration and praise. Accomplishment should be recognized.

### **ORGANIZING TO LEARN**

One of the biggest difficulties students experience in studying is their inability to make maximum use of available study time. Most children waste up to 50% of their study time because no one has ever shown them how to organize their work. If you could help your child put to use this 50% wasted time, (s)he would get twice as much done. Here are some suggestions:

1. Sit down at the desk.
2. Determine what has to be done.
3. Open the right book to the right page.
4. Start doing work at the very beginning when page is opened.
5. Learn the material step by step.
6. Determine when you are finished and when it is right and complete. Double-check for errors or omissions.
7. Remember what has been done, how it was done, and what use it can be put to tomorrow.
8. A routine is being set up for constant, daily psychological readiness to study. The second part of organization is to fill up the study period with achievement.

Also, as Christians, pray and depend on the Holy Spirit to make the concepts we study more easily understood.

*\*\*Adapted from "How to Double Your Child's Grades in School", by Eugene M Schwartz, Fell Publishers, 1975*

## **Curriculum**

Our teachers use a combination of A-Beka, Shurley Grammar, Saxon Math and Bob Jones University curriculum. We also use the Pearson Digital Software curriculum for Reading, Spelling and Math in K5 - 12<sup>th</sup> grades. We have certified, specialty class teachers that come from Gaylord Community Schools to teach Music, Art, Gym, and Computer classes for our K5 - 12<sup>th</sup> grades. Every 4<sup>th</sup> grader enjoys a Red Cross swim class at the Otsego County Sportsplex.

### **Preschool:**

Bible  
 English/Language Development
 

- Alphabet
- Phonics

 Math Development  
 Science  
 Fine Motor Skills  
 Music  
 Art  
 Social Skills  
 Spanish (K4)  
 Computers

### **Kindergarten:**

Bible  
 Phonics  
 Reading  
 Handwriting  
 Math  
 Science  
 Social Studies  
 Physical Education  
 Health  
 Music & Art  
 Computers

### **First Grade:**

Bible  
 Phonics  
 Reading  
 Handwriting  
 English/Language
 

- Grammar
- Creative Writing

 Spelling  
 Math  
 Science  
 Social Studies  
 Physical Education  
 Health  
 Music & Art  
 Computers

**Second Grade:**

Bible  
Phonics  
Reading  
Handwriting (begin cursive)  
English/Language  
• Grammar  
Spelling  
Math  
Science  
Social Studies/History  
Physical Education  
Health  
Music & Art  
Computers

**Third Grade:**

Bible  
Reading  
Handwriting  
English/Language  
• Grammar /Writing  
Spelling  
Math  
Science  
Social Studies/History  
Physical Education  
Health  
Music & Art  
Computers

**Fourth Grade:**

Bible  
Reading  
Handwriting  
English/Language  
• Grammar  
• Creative Writing  
Spelling  
Math  
Science  
Social Studies/Michigan History  
Physical Education  
Health  
Music & Art  
Computers

**Fifth Grade:**

Bible  
Reading  
Handwriting  
English/Language  
• Grammar  
• Creative Writing  
Spelling  
Math  
Science  
Geography  
Social Studies/History  
Health  
Physical Education  
Music & Art  
Computers

**Sixth Grade:**

Bible  
Reading  
Handwriting  
English/Language  
• Grammar  
• Creative Writing  
Spelling  
Math  
Science  
Social Studies/History  
Health  
Physical Education  
Music & Art  
Computers

**Seventh Grade:**

Bible  
Reading  
English/Language  
• Grammar  
• Creative Writing  
Spelling  
Math  
Science  
Social Studies/History  
Physical Education  
Music & Art  
Computers

**Eighth Grade:**

Bible  
English/Language  
• Grammar  
• Creative Writing  
Math  
Science  
History  
Physical Education  
Music & Art  
Computers

**Ninth Grade and Up:**

Bible  
English/Language  
Math  
Science  
History  
Physical Education  
Music & Art  
Choir/Band  
Computers  
& Electives using SevenStarAcademy On-line courses

**PROGRESS REPORTS**

Each semester will be divided into two (9 week) grading and reporting periods.

- Report cards will be issued four times annually. A parent/guardian’s signature is required on the report card, and it is to be returned to the school each quarter, except for at the end of the year.
- Progress reports will be issued after the first five weeks of school for all students. All other progress reports will be issued at both the parent’s and the teacher’s discretion for all students who have shown significant lowering or improvement of grades. Parents may also request progress reports the second and fourth marking periods.
- The final grade in each marking period will be determined by averaging that marking period’s grades.

**PARENT-TEACHER CONFERENCES**

- Parents are welcome to schedule a conference after school hours with a teacher whenever they feel it is necessary. Any communication necessary before school should be in the form of a written note, as teachers are preparing to begin their day with the students.
- Parent/Teacher conferences will be held each semester to provide an opportunity for all parents to meet briefly with teachers. It is expected for one or both parents to take advantage of those opportunities.

All concerns throughout the year should first be discussed with the teacher after school. Many misunderstandings or disagreements can best be solved by a chat with the teacher (Matthew 18:15-17).

You are welcome to call or stop in any time or set up an appointment if you wish to have a personal discussion with the administrator about any matter. It is our desire to keep open lines of communication between parents and/or students and school.

### **EXTRACURRICULAR ACTIVITIES**

Students may participate in any extra-curricular activities if they have no grade average lower than a C- and no behavior problems, including punctuality and homework.

### **HONOR ROLL**

We give recognition for academic achievement of "Honor Roll" for 3.5 to 3.74 and "Principal's Honor Roll" for 3.75 to 4.0 in grades two through seven.

### **GRADING SCALE**

The following chart lists the grading standard to be used in the school program:

<u>Letter Grade</u>	<u>Percentage Range</u>	<u>Grade Point Average</u>
A =	100 - 95	4.00
A- =	94 - 90	3.75
B+ =	89 - 87	3.50
B =	86 - 84	3.25
B- =	83 - 83	3.00
C+ =	79 - 77	2.75
C =	76 - 74	2.50
C- =	73 - 70	2.00
D+ =	69 - 67	1.75
D =	66 - 64	1.50
D- =	63 - 60	1.00
E =	59 and below	0

## **Attendance**

### **ABSENCES**

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem.

Each absence will be considered excused or unexcused. An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. All other absences are unexcused. The authority for determining the legitimacy of an absence rests with the school administration. A "valid" excuse is defined as "circumstances beyond the control of the parents."

- Excused Absence: All excused absences must be reported to the school office at 732-8333 by 9:00 a.m. of the day of the absence. When a student returns to school after an absence of one day, (s)he MUST bring a signed note from his parent with a valid excuse if no phone contact was made. Make-up work is mandatory.
- Unexcused Absence: If the office does not receive notice of a valid excuse from the parent, the absence will be unexcused. Make-up work is mandatory.
- All work will be marked one full grade lower unless special consideration is granted by the teacher.

Twenty-five absences per year may result in failure or expulsion. Three unexcused absences per quarter will require a parent conference. Absences of more than the above number may be allowed under special circumstances. A doctor's explanation, if applicable, and/or administration approval would be required. If the absence is not due to an illness, the teacher must be notified far enough in advance to gather homework for an excused absence.

## **EXTENDED VACATION:**

Policy concerning total days of absence applies. A maximum of five days is allowable if the student's grades and attendance are in very good standing. Parents must report one week ahead to the teacher so that work can be gathered together for students before they leave. All work must be turned in within two days of returning. Lost instruction can never be fully regained. Parents are *strongly* encouraged to plan vacations to coincide with school vacations.

## **TARDIES:**

Students should be out of their coats and at their desks ready for class by the designated starting time of 8:10 a.m. for our K5-12<sup>th</sup> grade students and 8:20 a.m. for our K3 and K4 students. A student entering class after school starts is considered tardy, unless arriving on a late bus. If tardy, the parent or designated caretaker must come to the office to sign a tardy slip which will allow the student to enter class. Late students will not be allowed to enter class without a signed tardy slip. A tardy is unexcused if the student does not have a signed note with a valid excuse from his/her parent or guardian. (Please do not enter the classroom to explain a tardy verbally after instruction has begun.) Excessive unexcused tardies will require a parent conference with the administrator and a \$5 charge per every 5 minutes late. If the tardies continue, then more serious action will be taken to address the issue.

\*VALID: is defined as illness or circumstances beyond the control of parents, or a necessary absence approved by the administration ahead of time. For example, a note or call stating "Please excuse \_\_\_\_\_ for being tardy/absent" is not a valid excuse.

## **ARRIVING AND LEAVING SCHOOL PREMISES:**

Students may arrive no earlier than 7:15 a.m. on Mondays, Wednesdays and Fridays, and 7:00 a.m. on Tuesdays and Thursdays, and they must go to the extended daycare set up in the MATZ room. This service requires a payment of \$2.50 a day to the school to cover staff expenses. Otherwise, students may arrive by 8:00 a.m. as classes will start promptly at 8:10 or 8:20 a.m. (for preschoolers). School ends at 11 a.m. for K3 and K4 classes and 2:50 p.m. for K5-12<sup>th</sup> grade. Students must leave the school by 15 minutes after dismissal every day or be enrolled in our afterschool extended daycare program for \$2.50 an hour, because the teachers have meetings and other duties. There is no one to supervise students after this time. Please do not ask a teacher or an administrator to put in extra time. If a child remains at school for more than 15 minutes, we will begin charging the family \$5 for every five minutes after that. Please make other arrangements for supervision of your child if needed. Please do not put our staff in a position of putting in extra supervision time with students before and after school during their preparation time.

## **RELEASE FROM CLASS**

If, for any reason, the parent removes a child from class during the day, arrangements must be made in advance through the teacher. Students will be marked absent for one-half day if absent is for more than one-half morning or afternoon.

## **DAILY RECESS POLICY AND WEATHER CONDITIONS**

Our outdoor recess policy is based on WPHN's (90.5 FM) wind chill report. If the wind chill is 1 degree or above, students will have recess as usual. If the wind chill is 0 degrees or colder, recess will be held indoors. Students must bring outdoor clothing appropriate to the morning weather forecasts.

If a student must stay in from recess more than two consecutive days, (s)he must have a doctor's note stating the reasons for keeping him or her inside, and the doctor's request that the student stay in on specific noted dates.

## **TRANSPORTATION CHANGES**

Transportation arrangements are encouraged to be made *before* school. If a student is to ride home in a different manner than usual, written permission must be sent. Otherwise, the student will remain at school until a parent can come. We do not release students to anyone without the parent's permission, for your protection. If a student will not be riding the bus home, it is the parent's responsibility to notify the bus garage at 705-3022 or county bus system. If there is an emergency transportation change, we cannot guarantee that the student will receive the message if it is not called in to the school at least 30 minutes before the end of school.

## **SCHOOL CLOSINGS AND DELAYS**

The Otsego Christian School follows the Gaylord Community Schools closing and delay schedule. Please listen to WPHN (90.5 FM) or WMJZ (101.5 FM) or the local ABC, CBS, or NBC affiliates for the most up-to-date information.

If a two hour delay is announced, morning PreSchool will not be held that day.

To determine if school is closing during the school day due to weather or to other un-foreseen circumstances, WPHN (90.5) will announce the time of closing. The bus system will follow this closing time unless otherwise notified.

## **VISITORS**

Visitors are allowed in the classroom by special advance permission of the teachers for a portion of the morning or the afternoon. **All visitors to the school during school hours must sign in at the office.**

## **FIELD TRIPS**

Students will take field trips during the school year. Parents are requested to assist in supervision and transportation. Parents chaperoning field trips will be responsible for constant supervision of a small group of students, therefore, younger brothers and sisters will not be allowed on field trips unless you have received special permission. Drivers are required to seat no more than one student per seatbelt, and to **drive with headlights on.** Parents will be notified in advance of any field trip and will be asked to sign a form giving permission for their child's field trip.

## **PARKING**

Anyone needing to leave their car to come into the school must park their car in the designated visitor parking area. **Do not leave cars running with children inside.** Cars must not be left unattended in any other area. The circular drive is for moving vehicles dropping off and picking up only.

## **BICYCLES**

Bicycles are discouraged due to the high speed limit in our area, and the school has no storage provision.

# **Code of Conduct**

## **MATTHEW 18 PRINCIPLE**

Students should settle all differences with a teacher or other students without harsh words or loud voices. Temper tantrums will not be tolerated; students will control themselves and use restraint in school. Disagreements will be solved according to Matthew 18. Any student, parent or teacher who is offended by the words or actions of another, as a Christian, should go first to him/her through whom the offense came, as stated in Matthew 18:15. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the administrator. A conflict resolution policy is available from the school office with details regarding general and specific guidelines. In accordance with scripture, the conduct of each student should be brought into harmony with the following principles from God's Word:

- 1 Thessalonians 5:22: "Avoid every kind of evil."
- Philippians 2:14-15: "Do everything without complaining or arguing, so that you may become blameless and pure children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe. . ."
- Romans 12:12: "Be joyful in hope, patient in affliction, faithful in prayer."
- Colossians 3:20: "Children, obey your parents in everything, for this pleases the Lord."
- Romans 13:1: "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established."
- Hebrews 13:17: "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them that their work will be a joy, not a burden, for that would be of no advantage to you."
- Proverbs 10:17: "He who heeds discipline shows that way to life, but whoever ignores correction leads others astray."
- Proverbs 19:18: "Discipline your son, for in that there is hope; do not be a willing party to his death."
- Proverbs 22:15: "Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him."

## **GENERAL RULES**

Otsego Christian School expects its students to live above reproach by showing respect to God, family, country, faculty, fellow students, and school property. Therefore, lying, cheating, theft, profanity, and vandalism, etc. will not be tolerated. Students are not to make fun of another student or a teacher in ways that would cause hurt feelings or anger. Name calling, harassing, picking on other students, etc. has no place in our school. Attendance at OCS is a privilege, not a right. Constructive suggestions are always welcome, but criticism shall not be tolerated.

1. Everyone is expected to cooperate spiritually, morally and scholastically or their enrollment will be reviewed.
2. All adults will be addressed respectfully: Mr., Mrs., Miss, Pastor, etc. There will be no back-talk or

- disrespect shown to any adult.
3. There will be no use of tobacco, alcoholic beverages or drugs. Tobacco, alcohol, and illegal drugs will not be allowed on school property.
  4. If a child needs medication during school hours, a school medicine form must be filled out.
  5. There will be no roughhousing, fighting or pushing.
  6. Touching on school property and at school functions, or body contact of any kind, should be of the caliber that reflects proper relationships between brothers and sisters in the Lord.
  7. No toys or other items will be brought to school without prior teacher request and administrator approval. They should be kept out of sight during school.
  8. No weapons of any kind (knives, guns, etc.) will be brought to school.
  9. All rules are valid at all school functions both home and away.

### **ATTITUDE AND PERFORMANCE**

“Therefore, I urge you brothers in view of God’s mercy, to offer your bodies as living sacrifices, holy, and pleasing to God. This is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is -- His good, pleasing and perfect will” (Romans 12:1-2).

Many wrong ideas and motives are placed in children’s minds through unscreened television programs, magazines, and movies, and through unholy friendships. We encourage parents to actively take a role and interest in what their child hears and watches on TV, VCR, DVD, movies, video games, and computer access as well as what (s)he reads. What goes into a child is directly linked to what comes out. This applies not only to personality, but also to social life and academic progress in school. Parents are requested to hold such activity to a minimum: “No evil thing will I set before my eye” (Psalm 101:3). Parents are asked to talk with their children about these things and encourage them to seek after the things of God. “Out of the overflow of the heart the mouth speaks. The good man brings good things out of the good stored up in him, and the evil man brings evil things out of the evil stored up in him” (Matthew 12:34-35).

### **ANTI-CHRISTIAN BELIEFS**

We do not encourage anti-Christian ideas at this school. Rather, we promote Christ and His ideas. We are for Jesus and the Word of God. When Jesus said, “He who is not with me is against me” in Matthew 12:30, He showed that there is no middle ground. Therefore, we are not for music that is either sexually suggestive or spiritually demeaning. Only stickers, emblems, books, records, tapes, videos, DVDs, CDs, gestures, spoken words, literature, computer programs etc., that glorify God and are spiritually uplifting are allowed in this school. Any type of display that is in rebellion against what we believe and teach here at our school is a very bad example for our students.

### **DISCIPLINE**

Misconduct is classified and divided into three categories. These categories are dependent on the severity of the violation.

#### ***CATEGORY III***

- Activities that are in violation of U.S., State or City laws.
- Activities that seriously threaten the safety of the student or classmates.
- Activities that show gross lack of respect for authority or property.
- Activities that violate Biblical moral codes of conduct.
- Frequent and repeated violation of Category II rules.

Consequences: These offenses will result in suspension or expulsion/withdrawal.

#### ***CATEGORY II***

- Activities and attitudes that show a lack of respect for fellow students and for authority
- Frequent and repeated violations of Category I rules.

Consequences: These offenses will result in a student-principal conference, parent-principal conference, in-school suspension, or Category III consequences for recurrent offenses.

#### ***CATEGORY I***

- Any other minor disturbances that prevent classroom order and instruction.

Consequences: K5-12<sup>th</sup> grade offenses will result in additional work, a loss of recess or other appropriate consequences, a loss of class privileges, a note home, a parent-teacher disciplinary conference, a student-principal conference, or Category II consequences for recurrent offenses.

- **Additional Work:** Work assignments done during recess, or before or after school.
- **Loss of Recess (K5-12):** 5-15 minutes spent sitting quietly during recess.
- **Loss of Privileges (K5-12):** Not able to serve as teacher’s helper, etc.
- **Detention (1-12):** Student will stay after school in a specific room. The student will be allowed to do school work, but they will not be allowed to talk.

- **Note Home:** A report of misconduct to be signed by a parent and returned the following day.
- **In-School Suspension.** Student will be removed from the classroom. Work assignments are done and are due, but no higher grade than a 70 will be given.
- **Suspension:** A student may be suspended from school, only after a parent-principal disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent-principal conference will be necessary for the student to return to school. All missed work will be turned in. No grade higher than a 70 may be received. Disciplinary probation is invoked when a student is suspended from school. The administrator has at all times the authority to suspend a student. The length of suspension will be 1-5 days as determined by the administrator. The reasons which would give cause for suspension are:
  - Continued deliberate disobedience/disrespect displayed.
  - A rebellious spirit, which is unchanged, after much effort by the school staff
  - A continued negative attitude and bad influence upon other students.
  - A serious breach of conduct inside or on grounds of the school which has an adverse effect upon the image of the school.
  - Failure of the student to comply with the disciplinary actions of the school
  - Failure of the parents to get recommended professional help for children.
- **Expulsion:** Expulsion will be recommended if it becomes apparent the School will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the Board of Trustees. A student may be expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. In the case of such an offense, the matter will be referred to the Board. The Board of Directors have the authority to expel any student for non-compliance with the rules and regulations of the school. If a student is expelled from school, the parents are still obligated to pay the full year's tuition.

## DRESS CODE

On special occasions, such as Chapel Day, special performances, Christmas programs, speech meets, recognition nights, etc. OCS requires a more formal appearance. Boys are encouraged to wear suits and ties or shirts with collars and sweaters and nice pants or dress shorts. Girls are encouraged to wear "dressy" dresses or blouses and sweaters with skirts or dress pants. No jeans, sweatpants, or tee-shirts on these occasions.

We, at Otsego Christian School, believe that there is a direct relationship between performance and appearance. The administration of OCS will maintain and enforce the dress code at school and school-related functions. We will call the parents of an improperly dressed student to bring in a change of clothes.

- All students must come to school in a clean and hygienic manner. This includes regular bathing, tooth brushing, hair combing, etc.
- Clothes must be neat, clean and with no holes.
- Pajama pants may not be worn.
- For Girls: Dresses, skirts, capris, neat slacks, corduroys, jeans, pantsuits, shirts, blouses, sweaters, and sweatshirts are acceptable. Dresses are to be no shorter than 2" above the knee all the way around. 2" above-the-knee length shorts are acceptable when dressed for weather forecast.
- For Girls: No "spaghetti" strap tops or dresses, crop tops, or open-weave sweaters may be worn. All blouses, shirts and tops must have sleeves or straps that are three fingers wide and a modest neckline.
- For Girls: Midriffs and backs must be completely covered at all times, whether sitting or standing.
- For Boys: Slacks, corduroys or jeans. Knee-length shorts are acceptable when dressed for weather forecast.
- For Boys: Pants must not sag or reveal underwear.
- For Boys: No earrings will be allowed.
- Visible tattoos and body piercing, with the exception of girls' earrings, are prohibited.
- Any extreme, modern attire that may detract from the educational atmosphere of the classroom is unacceptable. Hats or sunglasses may not be worn inside during school hours
- All non-Christian pictures or wording must be approved by the administrator.
- Hair should be clean and neatly groomed; natural hair colors only. For boys, it will be no longer than the middle of the ear at the sides and the top of the collar in the back; appropriately styled so that it does not hang in the eyes or call undue attention to the individual student.
- On Wednesday Chapel Day, students are expected to dress up for that day (no jeans, shorts, sweatpants, or tee-shirts).
- Mittens, boots and hats are mandatory during cold months for daily recess.

- Change of clothes must be appropriate for outdoor activities.
- Shirrtails designed to be tucked in must be tucked in.

### **STUDENT GRIEVANCE PROCEDURE**

In the event that any student or group of students shall feel aggrieved on account of any policy of the Board of Trustees, or actions of its agents or employees, said student or students shall be entitled to use the following method of obtaining redress.

1. The student or students or parent or their agents shall file a written request with the administration of the school, setting forth in detail the action or policy which is the basis of the grievance. The administration may initiate a hearing or discussion on the basis of this written request.
2. If the grievance is not settled after being filed with the administration, the aggrieved party or parties may at any time subsequent to fourteen days after filing with the administration, file a written notice or copy of said grievance with the secretary of the Board of Trustees requesting that the Board review same. The Board of Trustees or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held.
3. During the pending of any grievance, the policy or action being appealed shall be enforced except as may be modified by order of the Board of Trustees.

### **FOOD AND REST**

We encourage all students to get a full night's sleep and get up early enough to eat a good breakfast. Proper nutrition and rest are essential for proper thinking. A good lunch is also necessary for good productivity in the afternoon. Hot lunches are available through the Gaylord Community Schools beginning the second week of school. Menus and order forms will be sent home with the children on the first day of school. If bringing a lunch from home, we recommend bringing nutritious items to school and to refrain from bringing a lunch of candy bars, pop or other junk food. Microwaves are available in the lunchroom and in most classrooms. Culligan drinking water is also available in each classroom for the students.

### **RADIOS, ETC.**

No radios, CD/MP3 players, Ipods, or video games, etc. may be brought to school unless requested by a teacher or by special permission from the Administrator. These items cannot be taken to any school function; they will be confiscated if brought.

### **USE OF TELEPHONES**

Messages to students will be given ONLY in emergency situations; students will not be taken out of class for a call except for an emergency. Students are not to use any phone during school hours except in an emergency with permission of a teacher. Please do not call the school office to leave a message for a student unless it is an emergency. It is very disruptive to get messages to students during school. Transportation arrangements should be made before school. If there is an emergency change of plans, we cannot guarantee that the student will receive the message unless we receive the call 30 minutes prior to the end of school. Student use of personal phones on campus is prohibited.

### **CLOSED CAMPUS**

No student is allowed to leave the school campus for lunch or any other reason without special permission of parents and teacher. During school hours, the student leaving will be accompanied by the parent or adult designated by the parent **in writing**. Appointments should be made after school hours whenever possible. Any other extenuating circumstances must be arranged with the administrator. No student will be allowed to leave school with a ride other than usual without notification from the parent, **preferably in writing**. The student will be held until the parent can be reached.

### **OFF-LIMITS AREAS**

The following areas are not to be entered (or used) by students unless approved by the school office or teacher:

- Restrooms
- Office
- Use of any office equipment or telephones
- Any room or area not occupied by a teacher or staff member

### **RULES FOR RECESS**

1. The supervisor is in authority and must be respected at all times. Any student reported being unruly or disrespectful to the recess supervisor will be sent to the teacher or administrator immediately. The supervisor will not tolerate students being disrespectful to each other.
2. Students must congregate in an area during recess where the supervisor can keep everyone in sight at all times. Students are to remain within the perimeter of the established playground area. Students are not allowed to use anything to make a wall, as it provides a place where students might be out of view from the supervisor. The woods are off limits. The supervisor will check outside the perimeter periodically

- throughout the recess period.
3. There is to be no disrespectful talk, bothering, pushing, shoving, play fighting or unwelcome touching of any kind, In addition, there is to be no throwing of rocks, sticks, snowballs or other objects at any other students at any time. No sticks shall be carried around
  4. **Swings:**
    - There will be no unsafe swinging
    - Students may not swing as to cause "slack" in the chain
    - "Underdog" may not be played at any time
    - No jumping off swings is allowed until they are almost stopped swinging
    - No "hogging" of swings; taking turns is encouraged
  5. **Jungle gym (climbing rack):**
    - Students should not attempt to pull other students off or to stand on the top of the rack.
  6. **Slide:**
    - Only one person shall slide down at a time. Students must wait until the previous person has reached the bottom and is gone before starting down
    - No climbing up the slide anywhere but on the steps
    - No hanging from underneath the slide
    - Students are only to slide down feet-first
  7. **Sledding Hill:**
    - Once the sledding area is determined, after adequate snowfall, sledding will only be permitted in a designated area in view of the recess supervisor.
    - No one may slide down the hill in a standing position.
    - There will be no attempts to run into or purposely hit other sleds or saucers while sliding down the hill.
    - Once down the hill, students will immediately move away from the sledding area. Sledding will only occur in a clear area.
    - No jumps and bumps on the hill will be allowed to be built
    - At the end of recess when the whistle sounds, students are to come immediately to the school and bring their sleds and saucers with them
    - Sleds must be kept behind the school, out of sight, until taken home. Students should not leave them in front of the school. It is not recommended that students bring expensive toboggans or costly sleds to school if they are to be left there. The school takes no responsibility for any equipment left outside the building. There is no way to guarantee the safety and security of these items.
  8. **Snow houses:** We prefer to refer to these as "snow houses" rather than "snow forts," because the latter infers "snowball fights" which are forbidden on school grounds.
    - Students must be visible to supervisor at all times.
  9. Serious discipline problems by students will be reported by the supervisor to the administrator. In many cases a report must be written up in the office, so details should be made note of as to what happened, how it came about, and the students involved. Supervisors may wish to conduct their own mini-investigation before reporting the incident to the office by questioning other students who were in the vicinity. Supervisors may have a note pad with them on the playground to record their investigation. Students should report incidents directly to the supervisor, not to the teacher or administrator.
  10. **Injuries:**
    - All injuries must be reported on the school accident report form. The greatest responsibility of every supervisor of playground activity is to promote safety. Injuries often amount only to minor cuts, scratches and bruises, and are treated in the school. However, in an event of any suspicion a child has a serious injury, that child should not be moved. A student will be sent to notify a teacher or administrator. Further action will be taken with the administrator's authority, or a designated person. Again, do not move an injured student if there is a good possibility that there has been a cervical (neck), spinal (back), or lower limb injury. Keep the victim warm and reassured until help arrives (calling 911).
  11. **Playground equipment:** Students using balls (no hard balls), bats and jump ropes, etc. are to bring these back to the storage compartments. Compartments shall be closed tightly. Supervisors will check the playground to see that nothing has been left outside.
  12. Supervisors may need to monitor group activities such as soccer, kickball and softball. If a supervisor feels a need to choose teams, students must respect their decision.

# **Parent/Guardian Agreement**

*(signed by all parents/guardians at OCS)*

- I am willing to be active in my child's education here by encouraging regular study habits, turning in assignments on time, careful test preparation, respect for authority, punctual and faithful attendance, rest, fitness and nutrition both physically and spiritually in preparation for a healthy mind.
- I am willing to keep communication open with the school by attending Parent-Teacher Conferences and Fellowships, and by promptly reading and responding to all school correspondences.
- I am willing to carry on training in the home to the best of my ability in accordance with God's word, providing discipline to my child as needed (Proverbs 22:6, 15).
- I am willing to support the school administration, teachers and staff in carrying out their responsibilities.
- I am willing to comply with school policies and handbook procedures. I understand that in order to operate a viable school, to maintain order within the school, to properly and effectively train a student both spiritually and intellectually, to produce harmony among the students and teachers, it may be necessary that the school through its duly authorized representatives, administer discipline to students with the backing and support of the parents. I understand and agree that the school reserves the right to suspend or expel any student if in the judgment of the school, the child is a continuous discipline problem, not in harmony with other students or teachers or is not benefiting spiritually or intellectually, as a student in the school.
- I am willing to help with school needs as much as I am able.
- I am willing to be faithful to my tuition commitment. I understand payments are due the 1<sup>st</sup> of the month and that any part of a month's attendance incurs a monthly payment. I understand that late payments may cause a hardship to the school, and that after 45 days, possible enrollment termination accompanied by grades and credits being withheld may result. I understand this may be avoided by making payment agreements with the school.
- I understand that Otsego Christian School operates with no financial margin. Since its budget is projected solely on the basis of fees and gifts of its parents and friends, I commit to pray for the financial needs and to support the school with sacrificial gifts over and above our regular giving whenever possible.
- I am willing to bring all concerns regarding the school and my child directly first to the party involved, and to do so in a way that reflects Christian character, as outlined in Matthew 18:15-17.
- I am willing to daily pray for the school.
- I am willing to actively participate in OCS fundraising activities, because I understand that the school's tuition rate does not fully cover the expense to operate the school. Events like the fall Golf Outing and the auction are vital to maintaining our institution.

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Please sign after you have read the above parent commitment. Then cut and return this signature card to the OCS office. Thank you!

**I have read the OCS handbook and agree to this parent commitment.**

Father/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_