



PARENT-STUDENT HANDBOOK  
2020-2021

Oak Grove Christian School  
535 BF Goodrich Rd.  
Marietta, Ohio 45750

740-336-5041

[oakgrovechristianschool@yahoo.com](mailto:oakgrovechristianschool@yahoo.com)

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## Introductions

### BOARD OF EDUCATION

Michael Faust-President  
Nick Anderson-Vice President  
Betsy Ferrell  
Bethany Lemon-Secretary  
Cayla Morris-Treasurer  
Kenneth Vigneron

### ADMINISTRATIVE STAFF

Melody Hoskinson-Executive Director  
Diane Grabow-Principal  
Cathy Harris-Financial Administrator  
Cayla Morris-Fiscal Officer  
Leah Schaad-Director

### TEACHING STAFF

Amanda Chalfant -Kindergarten  
Michelle Miller-Kindergarten Aide  
Bethany Lemon-First/Second Grade  
Diane Grabow-Second/Third Grade  
Lindsay Frame-Fourth-Sixth Grade Math/Science  
Emma Kraft-Fourth-Sixth Grade Language Arts/Social Studies  
Austin James-K-6 Specials Facilitator

### BRANCHES STAFF (Before and Aftercare)

Betsy Ferrell  
Kathleen Lankford  
Adam Schilling

### HORNET'S NEST HOT LUNCH PROGRAM

Christina Vigneron -Cook and Coordinator  
Betsy Ferrell  
Kathleen Lankford



Oak Grove Christian School

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### ***A MESSAGE TO OUR PARENTS***

#### **Thank you**

Welcome to Oak Grove Christian School (OGCS)! We would like to thank you for choosing us to partner with you in the education of your children.

#### **Philosophy and Purpose**

Education with a focus on faith, family and friends is the heartbeat of OGCS. Our purpose is to build Godly character in our students by educating them in a Christ-centered environment where their love for Christ, all people, and learning can grow.

Educational success for all students cannot be complete without an effective partnership with parents. Parents are the most essential part of a child's education and it is important that we build a strong relationship in order to best serve the educational needs of your child. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days, HSA meetings, and other school activities.

#### **Goals**

It is our desire to provide an environment of Christian love as we strive to help each child develop positive attitudes, strong relationships, and a love for learning. Our hope is that a partnership will develop between your child, teachers, and the school, and will reflect a positive feeling about education with a pleasurable experience for everyone.

You will find in the Parent/Student Handbook some important information regarding policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at the contact information listed above.

Sincerely,

Melody Hoskinson, Executive Director

Diane Grabow, Principal

Leah Schaad, Director

## Quick Financial Facts

### Class Information

#### Three-year old classes Thursday & Friday:

##### Half-day classes

A.M. 9:15 – 11:45

Tuition: 10 mo. plan \$90

August 1 – May 1

12 mo. plan \$75/month June 1 – May 1

Full pay: \$873.00 (due by Aug.1)

##### Full-day classes

9:15 – 3:15

Tuition: 10 mo. plan \$180

August 1 – May 1

12 mo. plan \$150/month June 1 – May 1

Full pay: \$1746 (due by Aug.1)

#### Four-year old classes Monday, Tuesday & Wednesday:

##### Half-day classes

A.M. 9:15 – 11:45

Tuition: 10 mo. plan \$126

August 1 – May 1

12 mo. plan \$105/month June 1 – May 1

Full pay: \$1222.20 (due by Aug. 1)

##### Full-day class

9:15 – 3:15

Tuition: 10 mo. plan \$225

August 1 – May 1

12 mo. plan \$187.50/mo. June 1 – May 1

Full pay: \$2182.50 (due by Aug. 1)

##### Full-week class

Tuition: 10 mo. plan \$342

August 1 – May 1

12 mo. plan \$285/month June 1 – May 1

Full pay: \$3317.40 (due by Aug. 1)

#### Elementary classes Monday – Friday

8:30 – 3:00

Tuition: 10 mo. plan \$382.50 August 1-  
May 1

12 mo. plan \$318.75 June 1-May 1

Full pay: \$3710.25 (due Aug. 1)

#### Registration Fee:

\$100 on-refundable registration fee

\$125 if registering after March 15, 2020

#### Book Fees: \*Due July 1, 2020\*

Preschool/K4... \$100

Kindergarten through Sixth Grade...\$200

## Brief History of Oak Grove Christian School

Oak Grove Christian School is the “Home of the Hornets.” We are a non-denominational Christian school and are located in the former Oak Grove Elementary School in the Oak Grove section of Marietta, Ohio. We take pride in our tradition of excellence in academic programs, teacher qualification, and student achievement.

OGCS was opened in the fall of 2014. At that time, the school enrolled students in grades preschool-kindergarten utilizing four classrooms. OGCS prides itself with having strong parental support and community involvement and now offers preschool through sixth grade.

## **Notice of Nondiscrimination Policy**

The Oak Grove Christian School admits students of any race, color, and 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, or national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

However, OGCS reserves the right to refuse admission to students who have been expelled or required to withdraw from another school, public or private. Consideration for enrollment will be considered only after a thorough investigation into the previous disciplinary action.

Students may not be accepted if they have a learning, behavioral, or psychological disorder that would require special services beyond the scope of what can be met in the regular mainstreamed classroom. Such students may be better served in environments with specially trained staff able to handle these special needs. Any applicant who withholds pertinent information or who falsifies information may be required to withdraw from Oak Grove Christian School.

## **Mission Statement**

### OGCS MISSION STATEMENT

Oak Grove Christian School provides a Christ-centered, Biblically based education that enables students to grow spiritually and academically in a learning environment that honors God.

## **Purpose**

### OGCS PURPOSE

Our purpose at Oak Grove Christian School is to educate all students to reach their maximum growth potential by providing a positive learning environment that advances students both academically and spiritually. It is the desire of Oak Grove Christian School for their students to take their knowledge and skills out into our community to impact it for Christ.

## **Vision Statement**

Our vision at Oak Grove Christian School is one where the teaching practices are both reflective of and responsive to the needs of the students; and where the learning environment honors God and promotes growth and success. We are committed to providing a quality education in every classroom

## **Belief Statement**

We are a non-denominational Christian school. We believe in God, the Father Almighty, maker of heaven and earth; And in Jesus Christ his only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; the third day he rose from the dead; he ascended into heaven, and sits at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. We believe in the Holy Spirit, the holy church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

## **Attendance Procedures**

### **ABSENTEEISM POLICY**

The elementary grades of OGCS are licensed under the Ohio Department of Education (ODE) as a non-charter, non-taxable school. We agree with the statement made by ODE that the time a child spends in school is precious and should ensure all aspects of a child's well-being are addressed, including the physical, social, emotional and intellectual aspects (we would include the spiritual aspect, as well). Ensuring Ohio students are in school every day is a crucial first step and regular attendance is necessary for learning.

Every day of school counts. Frequent absences interrupt the continuity of the instructional process and hinders the student's academic and social adjustment. It is the responsibility of the student and the parent to maintain regular attendance.

Each absence or tardiness, whether excused or unexcused, becomes part of the student's cumulative record. This permanent record of attendance must be shared with each student's home school. The record of attendance may also be shared (along with other information) with other educational institutions. It is the intent of this policy and related administrative procedures to help students maintain good attendance. Children with good attendance are more likely to be successful in school. High attendance rates are linked to high achievement.



**Definition of Elementary School Day is 8:30-3:00. Student absence will be calculated by the hour and not by day for the full school year rather than by grading period or semester. Tardiness will be calculated by the minute and hour.**

### Did You Know?

A student is chronically absent if he or she misses as few as **two days of school a month.**

**2 DAYS PER MONTH x 9 MONTHS = CHRONIC ABSENCE**

## STUDENT ABSENCES AND EXCUSES

Attendance shall be required of all students enrolled in OGCS during the days and hours that school is in session unless excused for the following reasons:

**1. Personal Illness** – Absences may be excused if the parent or guardian contacts the school on the day of the absence and sends a written excuse the following day. **Parents/Guardians will have the ability to excuse six full days per school year for personal illness, family vacation, emergency or a combination of the three.** After six parent notes are used, absences will be considered unexcused unless there is a doctor's excuse for student illness or written statement from the treating physician of the family member with an explanation as to why the child's absence was necessary. Such absences will be excused if received by the school upon student's return to school. The doctor's excuse must be the original or faxed from the doctor's office to school. Provide medical documentation for long-term absences to include the nature of the illness, any limitations on the student, inclusive dates of medical condition and/or specific dates of absence(s) covered. Absences for students who experience repeated occurrences of pediculosis (lice) may be considered UNEXCUSED at the discretion of the principal.

**2. Illness in the Family** –Necessitating the presence of the child. The (approving authority) may require the written statement of a physician/mental health professional in explanation as to why the child's absence was necessary. If it is deemed appropriate, **\*Parents/Guardians will have the ability to excuse six full days per school year for personal illness, family vacation, emergency or a combination of the three.**

**3. Death in the Family** –The absence rising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.

**4. Quarantine for contagious disease** –The absence of a child from school under this condition is limited to the length of quarantine as determined by proper health officials.

**5. Observance of Religious Holidays** –Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.

**6. Medical or Dental appointment** -Students who have health related appointments will be allowed to be absent for only the time of the appointment and a reasonable amount of time before or after the appointment.

**7. Emergency** or set of circumstances which, in the judgment of the principal and/or the School Board constitutes a good and sufficient cause for absences from school.

**\*Parents/Guardians will have the ability to excuse six full days per school year only for personal illness, approved family vacation, emergency or a combination of the three.**

## **UNEXCUSED ABSENCES**

An unexcused absence is any absence from school without a legitimate excuse. Some examples of an unexcused absence are sleeping in, shopping, celebration of birthday, hunting, hair and nails, etc. When an absence from school is unexcused, the student is considered to be truant. Disciplinary actions will be imposed for unexcused absences as determined by the rules set forth by the Ohio Department of Education. Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are required to bring a note to school after each absence explaining the reason for the absence or tardiness.

## **CHRONIC ABSENTEEISM**

CHRONIC ABSENTEEISM IS COMPRISED OF THE TOTAL TIME OUT OF SCHOOL FOR EXCUSED, UNEXCUSED, OUT OF SCHOOL SUSPENSION DAYS, TARDY ARRIVALS AND EARLY RELEASES FROM SCHOOL. Students who are chronically absent from school (for 38 or more hours in a school month or 65 or more hours in a school year) may be considered truant and may be subject to disciplinary action. Scholarship awards may be suspended or revoked for students who are chronically absent from school.

## **TRUANCY AND DISCIPLINARY ACTION**

- Truancy (absence from school without legitimate excuse) caused by tardy arrivals to school and unexcused absences, for part of the day or the entire day, may result in disciplinary action. The severity of the penalty will depend upon the amount of time missed, the number of truancies, and the general conduct of the student/guardian and student will be required to attend a Student Absence Intervention.
- Arrangements may be made with the administration on an individual basis to take semester and final examinations and achievement tests during suspension.

- When a student becomes lawfully truant (30 consecutive hours, 42 hours in a school month, 72 hours in a school year), the parent/guardian and student will be required to attend a Student Absence Intervention Meeting. This meeting will be held to attempt to secure parent participation on the absence intervention team and to address the student's attendance, behavior and academic concerns. The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who has been deemed habitually truant by identifying specific barriers and solutions to attendance. Failure of the student to participate and improve attendance shall result in filing of complaints in Juvenile Court. (Ohio House Bill 410, effective July 1, 2017)

If the student meets the definition of excessive absenteeism, Oak Grove Christian School will notify the family in writing, the student will follow the district's plan for absence intervention and the student and family may be referred to community resources.

**Late Arrivals/Early Dismissals/Tardiness:** Tardiness to school or any class is disruptive to the educational process. Excessive tardiness is subject to further disciplinary measures and may affect student achievement and grades. Student will be counted tardy after 8:45 A.M.. **During the school year, Parents/Guardians can turn in up to three written notes for a tardy to be excused for the full school year.** Tardiness that has a written note may be approved by the principal.

**Early Releases:** Students are expected to be in school for the full day. **A student will be permitted three excused early releases throughout the whole school year.** An early release would be if a child is picked up or leaves at or after 2:00 P.M. of the school day. In order to have an excused early release, there must be a written note that has to be approved by the principal. After three excused early releases, the remainder of the early releases will be unexcused unless there is a doctor's excuse.

**Doctor Appointments:** These absences can be excused with a note from the doctor's office stating the date and time of the appointment. The doctor's excuse must state that the child could not attend for the entire day that was missed or the absence will be unexcused. Please note that a physician's diagnosis is to be on file in cases of chronic or long-term illness.

**Family Vacations:** Family time is important; classroom time is also important. We ask that parents avoid scheduling vacations/custody visitations, which require absence from school. Absences will not be excused when this vacation is on a district or state testing day. Absences due to family vacations may be excused as determined by the following criteria:

- 1 Written request is submitted to the principal at least three (3) days prior to the absences.
- 2 Student's attendance in the current year is good.
- 3 Student's absence in previous years has not been excessive.

- 4 Parents may request assignments where possible to be completed over the vacation. This work must be completed and is due the day the student returns to school.

**Make-Up Work:** When a child is going to be absent more than one day, parents may call the office by 9:00 A.M. to request that homework be prepared for them to pick up after 3:45P.M.. Student will have one day for each day of absence to complete missed assignments (ex.: 3 days absent, 3 days to make-up work).

**Reporting Absences:** Ohio law requires that schools verify absences daily. Parents are requested to call the school office secretary before 9:00 A.M. to report absences. Please state:

1. Your name and relationship to the student;
2. Student's first name, last name and grade;
3. Date(s) of absence;
4. Reason for the absence.

**Written Excuses:** A written excuse is required upon return to school, or the absence will be considered unexcused. The excuse should contain:

1. Student's first, last name and grade;
2. Date(s) of absence;
3. Reason for the absence;
4. Parent's signature;
5. Blanket Doctor's excuses will not be accepted.

**Absence Reporting:** When a child is absent, it is the responsibility of the parent/guardian to call the school to report the child absent. As a safety measure, schools notify the parent when the child is absent. **If the school does not hear from the parent/guardian by 9:15 A.M., a call will be placed to the home. All absences must be followed by a signed note from the parents, doctor's excuse, or written documentation.** These notes will be dated and sent to the office with the attendance report. Absences not followed by a signed note from parents are recorded as UNEXCUSED.

## **ARRIVAL/DISMISSAL**

Elementary students may enter the buildings at 8:25 AM. Parents should wait outside the building to meet their children at dismissal time in order to ensure safety and avoid unnecessary distractions in the building. Parents may not wait outside their child's classroom. Early dismissals are permitted for doctor's appointments or other good reason. Refer to attendance policy for additional information. When parents come to school to pick up their child for an appointment or other reason, you are to sign them out in the front office. At that time we ask that you remain in this area to meet your child. This allows us to see you receive

your child before you leave the building. We want to see you and your child connect. Again, this is another security step to ensure your child's safety. Please contact the school prior to 2:00 P.M when your child's regular dismissal has been changed. Without notification, the school will require your child to follow his/her regular dismissal procedure. If an emergency arises and the child is picked up before dismissal, the parent must sign his/her child out in the office. **(Parents will not be allowed to enter the building while we are under public emergency levels due to COVID-19. You will need to wait outside until your child is brought out to you).**

## **Conduct/School Rules**

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented. Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the Student Discipline/Behavior Policy outlined below.

**SCHOOL SAFETY: OGCS requires a parent or guardian of a child who has been adjudicated guilty or has been previously expelled for homicide, assault, or violation of state law or school policy relating to weapons, alcohol or drugs, to notify the school in which the student seeks enrollment of that fact by means of a sworn statement given at the time of enrollment.**

**In compliance with this requirement, I am informing you of the fact my child/ward has been:**

- Adjudicated guilty in court of one or more of the above mentioned actions**
- Expelled from school (OGCS honors the expulsion set in place by other schools. Students may not enroll while expelled)**
- Disciplined for a violation of state law or school policy relating to weapons, alcohol or drugs.**
- None**

## **Student Discipline/Behavior Policy**

We want school to be a place where your child will be safe and respected, a place for your child to meet new friends, and a place to get excited about learning. To achieve this goal, it is important for both the parents and the students to understand our discipline/behavior policy which is explained below.

Each teacher has her own set of rules that inspires proper behavior. Every system encourages students to take responsibility for their own actions. Classroom **AND** school-wide appropriate behaviors are expected. Understanding inappropriate behavior is important for the safety and success of all. **NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING OR SAFETY OF OTHER STUDENTS.** Students need to do what is expected and do it to the best of their ability. Making appropriate choices at school will bring about student success. **HOWEVER**, we believe it is necessary to have a plan in place for inappropriate behavior that requires consequences beyond the regular classroom discipline. We will use the **3 Strikes** approach:

**Strike 1**- The student visits the office, the behavior form is filled out.

**Strike 2**- A 2<sup>nd</sup> form is filled out and there is a note home or parent meeting.

**Strike 3**- A 3<sup>rd</sup> form is filled out and the student must do his/her work under supervision in the reception area.

Should a fourth inappropriate behavior occur, an out of school suspension may be necessary to protect the safety and learning environment for all of our students.

## **Dress Code**

The OGCS dress code is designed to serve as a guide to parents and students on the proper school attire. The biblical principles of modesty, purity, and respect are the standards applied. As Christians, our goal is to glorify God in everything and to be an example to those around us. A student should not be dressed in such a way as to draw attention to his/her body, but to respect and honor God, themselves, and others.

The standard of dress at Oak Grove Christian School is designed to reflect **modesty, neatness, and appropriateness**. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment.

OGCS recognizes that families, and sometimes school officials, interpret the dress code in different ways. We know consistency is a must, and to that end we have identified specific definitions for students to provide better guidelines of what is and what is not acceptable.

***Modesty** can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.*

***Neatness** can be defined as a look that is clean with clothes that are proper fitting and in good repair. Clothing should be the correct size – not too small and not too large.*

*Appropriateness can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself.*

We ask that parents take responsibility for making sure their child complies with the dress code. If necessary, the student may be allowed to call home for a change of clothes. Should a student wear questionable clothing, he/she may be asked to change.

All dress code requirements are in effect while a student is on campus during school hours from 7:30 – 5:30 pm. This includes our before and after care hours. At all other times, all dress decisions are expected to positively reflect on OGCS. After school hours, whether on campus or off, any student conducting activities as a representative of OGCS is expected to dress as directed by the event sponsor/teacher /coach.

Any student attending after school functions as a spectator should consider these dress code guidelines and their representation of OGCS. All dress decisions are expected to positively reflect on OGCS.

## **Cell Phones and Acceptable Use of Electronics**

Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight at all times until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day, during lunch or recess, may have the device confiscated. Cellular telephones are not to be visible during school hours.

Students found in violation will have them confiscated and returned to a parent. All cell phones, electronic devices and other confiscated items can be picked up at the end of the school day. When the parent/guardian picks up the confiscated item he/she will be required to sign the item out acknowledging that if the same or similar item is confiscated a second time it will be kept 48 hours; and if confiscated a third time, the device will be kept for one week. The school must be contacted to schedule a pick up time.

## **Acceptable Use Policy**

Oak Grove Christian School is pleased to be able to provide students with Internet and computer access to enhance, enrich, and facilitate learning and communication. As we “equip students for service in God’s world,” we hope this acceptable use policy outlines how technology can be used in positive and honorable ways.

## **Technology Education**

In order to assist students in the use of technology resources, the school will do everything it can to ensure that students access the resources appropriately.

Technology access for students is a privilege not a right. With privilege comes responsibility and as a condition of use, students and parents are required to read and abide by the things outlined in the Acceptable Use Policy. Questions about the OGCS Technology Policy should be directed to school administration, technology staff, teachers or the Director of Technology. OGCS expects students to make honorable choices and to avoid activity in the following areas:

- Using the network for any illegal activity, or non-permitted activities such as downloading personal programs or software.
- Using the network for accessing any inappropriate sites.
- Using the network for financial gain or initiating any financial transactions, including obligating OGCS to anything, financial or otherwise.
- Degrading or disrupting the equipment, settings, or system performance. Any security problem must be reported to the technology coordinator and not shared with other users. This includes a responsibility to report use or knowledge of unauthorized passwords or other vulnerabilities. This also includes physical care for the computer in not having food, drink, gum, or candy in the immediate vicinity of the computer.
- Accessing or vandalizing the data of another user, or using the login of another user – with or without that user's permission. This includes invading the privacy of individuals by reading mail that belongs to others without their permission.
- Giving access to login and password to another student. You must protect your password or you may be liable for loss of privileges even if your account was violated by another student.
- Wastefully using finite resources. Examples of wasting finite resources are printing, utilizing bandwidth and storage of data for non-educational reasons.
- Attempting unauthorized access to resources, including any action to get around the filter installed on a computer with Internet access.
- Posting personal communications without the author's consent or posting information containing information not meant to be made public.
- Posting rude or inappropriate messages on OGCS computers or the Internet. This includes comments that could be considered defamatory against OGCS or its staff.



- Disclosing personal information to websites or people through the Internet unless deemed necessary for educational purposes.
- Inappropriate use of resources resulting in plagiarism.
- Violating the spirit of Oak Grove Christian School's Mission Statement.
- In the absence of prior written approval from the administration at OGCS, the student and parent also agree not to create or maintain a social networking site or other electronic publication about OGCS, about any of the OGCS staff, or as though the site represents OGCS or its staff.
- The technology user is held responsible for his/her actions when using the Internet, the network, and any action done under his/her login name.

**Violations of the expectations may result in the following consequences:**

- 1 Discussion about incident with student(s) involved.
- 2 Adjustment to computer privileges.
- 3 Changing filtering options to be more restrictive.
- 4 If any violation results in damage to the device, the device deductible is waived and the family is responsible to pay full replacement value for the damaged items.
- 5 Detention, suspension, expulsion, and/or legal prosecution depending on the severity of the infraction(s).

**General Information**

**CHANGE OF ADDRESS/PHONE NUMBER**

It is vital in the educational process to be able to contact parents/guardians via phone, mail and email regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or any addresses change during the year, please notify the school office so that this information can be updated immediately.

**EDUCATIONAL RECORDS REQUESTS**

Requests by parents/guardians for information regarding their children’s educational records should be made to the office at least two (2) days in advance. This includes requests for student transfers and requests to view your child’s record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately. Educational records for students transferring to another school will not be forwarded when an account has an outstanding balance.

**FIELD TRIPS/COMMUNITY OUTINGS**

School sponsored field trips are designed to complement the curriculum and are related to the Ohio Content Standards taught. Parent/guardian will be notified of each trip. Some may require a nominal fee for student participation (please contact the office if there is a need in paying for any fees). A parent/guardian is required to escort a child on these trips due to the absence of busing for our school and for safety concerns. As a parent/guardian, you may make arrangements for your child to be escorted and chaperoned by another parent or a grandparent... however, the teacher may not make these arrangements as this is a liability to our school. Your child may only attend field trips and community outings with his or her class. There may be some repercussions such as extra work or a missed grade for your child should you choose to not allow your child to attend a school trip without a legitimate excuse. In some cases a student may be denied going on a field trip; should this occur, the parent/guardian will be notified. **(No field trips will be scheduled until public emergency levels due to COVID-19 return to normal).**

### **LIBRARY SERVICES/CARE OF SCHOOL BOOKS**

Students in grades K-2 are allowed to check out one (1) book from the school library and students in grades 3-6 are allowed two (2) books. Students are responsible for handling the books with care and not losing the books. If books are lost, the parents will be notified and the student's book check out privileges will be limited until the book is found or the replacement fee is paid. This applies to books borrowed from the Bookmobile as well as classroom books.

### **LOST & FOUND**

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each month will be discarded or donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child's name written on them.

### **RELEASING OF STUDENTS**

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen (18) years of age during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds. Identification will be required.

### **SCHOOL HOURS**

School hours are from 8:30 AM to 3:00 PM.

**Arrival:** 8:25 AM – 8:45 AM

**PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 8:25 AM** unless you are using our Branches program for before care. There is no staff on duty to supervise students before this time. Students must be dropped off in front of the school in the designated drop off area. Please do not drop off students in the street or in the parking lot area.

**Dismissal:** Begins at 3:00 PM

**Student Pick Up:** Students who are not picked up by 3:15 PM will be sent to the lunchroom and signed into our Branches after school program. There is a charge for this service. You will be billed at the end of each month. Parents/guardians should report to the lunchroom to sign out their children.

**Please note the following:** Except for emergency situations, parents should not regularly come to the office to pick up their children. Parents of students who are picked up early on a regular basis will be contacted by the principal/designee to discuss the reasons and to develop a preventative plan.

**Student Walkers:** All walkers are dismissed at 3:00 PM. **Please Note:** When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

## **SCHOOL OFFICE HOURS**

The school office is open Monday-Friday from 8:30 AM to 3:30 PM. If you need to contact the school before or after these hours, you may call 740-336-5041 and leave a message. Someone will return your call, during our normal school hours. Please refrain from calling personal numbers for any of our school staff during school hours.

## **TELEPHONE USE**

The office telephone is for business calls. Students may use the office telephone only in the case of an emergency and with written permission from the teacher. Also, parents should avoid calling the school requesting to speak with students.

## **VALUABLES**

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Oak Grove Christian School is not responsible for lost or stolen items.

## **VISITORS**

For the safety and protection of the students and staff, all persons entering the building must report to the front desk and sign in. This includes parents, volunteers, and other employees not on duty. At the end of the visit, visitors are to return to the front desk and sign out. All visitors are requested to enter and exit through the front of the building. **(There will be no parents, visitors, or volunteers allowed in the building while we are under public emergency levels due to COVID-19).**

## **Health**

### **ADMINISTERING MEDICATION ON FIELD TRIPS**

If your child is administered medication at school daily, when attending a field trip, the parent is required to provide that medication. If your child uses a multi-dose inhaler at school, the parent will need to provide an inhaler for the field trip. If your child has a severe allergy that requires use of an EpiPen, the parent must provide the EpiPen for the field trip. If your child needs to use the EpiPen while on the trip, they will have to go to the hospital emergency room for follow-up care. The parent/guardian will need to provide authorization for the emergency room to treat your child. For this reason, it is requested that you or another responsible adult family member accompany the student on the field trip.

**Insulin Dependent Diabetes-** If your child has insulin dependent diabetes, it is requested that you or another adult family member accompany the student on any field trip when blood sugar testing or insulin administration may be needed.

### **HEALTH PROGRAM**

There will always be someone on staff with training in First Aid, CPR, Communicable Diseases and Child Abuse Prevention. Parents are called if their child has a fever of 100 degrees or higher and/or appears to be suffering from an illness or injury. To ensure prompt notification it is critical that all emergency forms are current. **(Please see the reopening guidelines set for ill children returning to school due to COVID-19).**

### **LIMITED PHYSICAL ACTIVITIES**

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

### **MEDICATION POLICY**

Medication that is not emergency medication must be kept in the office and administered by the person who has been trained to provide each particular medication. Over the counter

medications are permitted with a parent request. Guidelines for administering prescription medication within school are as follows: 1. A Request for Medication Administration form must be completed and signed by the student's doctor/dentist and parent/guardian. 2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to office personnel or the designee by the parent/guardian of the student. 3. Medications must be brought to school by the parent/guardian and not the student.

## **SCHOOL LUNCHES**

Hot lunches, including milk, are available each school day. Additional milk and hot lunch food items may be purchased separately. All students are expected to buy or bring a lunch. A menu will be posted on our website at [www.oakgrovechristianschool.com](http://www.oakgrovechristianschool.com) and on our family Facebook page at the beginning of each month.

Lunch boxes/bags should be marked with the child's name. Students who do not have a lunch will be allowed to charge their lunch. The parent will be billed for lunches purchased at the end of each school month. If an unpaid lunch bill requires the student to bring a packed lunch and the student does not have a lunch, a peanut butter and jelly sandwich will be supplied. Lunch prices are listed at the bottom of the monthly lunch menu.

## **Wellness Policy**

The staff, administration, and personnel at OGCS will provide all children with a clean and healthy environment. However, we realize that children become ill from time to time. Please do not bring a sick child to school, sick children will be sent home! We ask that you plan ahead and have a backup care plan in place if you are unable to take time off from work to care for your child in the case they are sick. A child with any of the following symptoms will be immediately isolated, parents or emergency contacts called, and the child discharged as soon as possible. **This list of symptoms include, but are not limited to COVID-19 symptoms:**

- Temperature of 100 degrees F
- Temperature of 100 degrees F – in combination with any other signs or illness
- Fever or chills
- Diarrhea
- Severe coughing (causing the child to become red in the face or making a whooping sound)
- Shortness of breath, difficult or rapid breathing
- Fatigue

- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat or difficulty swallowing
- Congestion or runny nose
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching eyes
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Nausea or Vomiting
- Lice (students must be nit free before returning to school)

## **Parental Involvement**

### **FUNDRAISING**

During the school year there will be opportunities for parents/guardians to support the school through fundraising activities. For the safety of students, fundraising activities which involve door-to-door solicitations by students are prohibited.

### **HOME & SCHOOL ASSOCIATION (HSA)**

The HSA at OGCS is a very important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. HSA meetings are held on the first Thursday of each month at 5:00 PM. Please join the HSA and help us have 100% parent participation.

### **VOLUNTEERING**

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programs. If you are interested in serving as a volunteer, complete and return the volunteer form that will be sent home at parent/teacher orientation. Parents are welcome to volunteer in their children's schools. However, if parents are going to be working in the classroom on a regular basis, they will need to be processed for approval through a background check. Also, anyone who wants to

volunteer at the school, but, does not have a child in the school will need to be recommended by the staff, and complete a background check before they are allowed to begin.

**(Parent/volunteers will not be allowed to enter the building while we are under public emergency levels due to COVID-19).**

## **Safety**

### **EMERGENCY DRILLS**

Monthly drills will be made during the school year. The students will practice fire, tornado, emergency, and lockdown drills. These drills prepare students in the event of an emergency. In the event of a school crisis, the staff of OGCS will implement the Emergency Plan according to their ODJFS policy and parents will be contacted as soon as possible.

### **SCHOOL CLOSINGS**

In case of inclement weather, the administrative staff will make a decision to delay the start of school or cancel all together. If a decision is made to alter the school day, it will be posted on WTAP. We encourage you to log onto WTAP.com and sign up for their text alerts concerning school closings and delays.

The two-hour delay schedule for all students who may attend OGCS is as follows:

**Branches: 8:00 AM**

**Elementary: 10:30 AM**

**Half-day preschool and K4: 11:15-12:45**

**Full-day preschool and K4: 11:15-3:15**

## **Instructional Information**

Students enrolled in the elementary school of OGCS are taught reading, language arts, mathematics, science, social studies, Bible, art, music, physical education, and library skills.

### **GRADED PAPERS**

Graded papers will be sent home to parents every Friday in the green OGCS/Parent Communicator folder.

### **GRADING SCALES**

Kindergarten students receive numerical or letter grades. The marking key is:

O -Outstanding: Consistently exceeds grade level standards and objectives

- S -Satisfactory: Consistently meets grade level standards and objectives
- P -Progressing: Inconsistently performance on grade level standards and objective
- N -Needs Improvement: Experiences difficulty meeting grade level standards and objectives
- U -Unsatisfactory: Does not meet grade level standards and objectives
- ◆ -Not evaluated at this time

First through Sixth grade students receive letter grades.

A 93-100	A- 90-92	B+ 87-89	B 83-86	B- 80-82	C+ 77-79	C 73-76
C- 70-72	D+ 67-69	D 64-66	F 63 and below			

- A -Outstanding progress, superior work
- B -Good, better than average accomplishments
- C -Average progress and accomplishments
- D -Poor, but passing
- F -Unsatisfactory

Additional codes used for grades 1-6 may include: I -Incomplete S -Satisfactory U – Unsatisfactory

## **HOMEWORK**

Homework is a vital part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility.

## **HOMEWORK ASSIGNMENTS**

Students in grades kindergarten – second will receive a homework sheet, listing all assignments for the week. Students in grades 3-6 will be issued a student agenda. The agenda will be used daily in class to organize class work, homework assignments and other important information. Students will be responsible for maintaining the agenda for the entire school year.

## **PARENT TEACHER CONFERENCES**

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and “peek-ins” during daily instructional time. The teacher belongs to the students from 8:25 AM – 3:00 PM. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing, sending a note to your child’s teacher, calling the school or



through the app used for communication to arrange an appointment. Parents should be prompt for their appointments.

## **PROTECTION OF INSTRUCTIONAL TIME**

Between the hours of 8:30 AM and 3:00 PM classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions.

## **RECOMMENDATION FOR NEXT GRADE LEVEL**

Students in grades K-6 are expected to pass reading, language arts, mathematics, science, and social studies at their present grade level. However, in order for some students to be successful in the next grade, retention may be recommended.

## **REPORTING STUDENT PROGRESS**

Communication between school and home is encouraged. Progress reports and report cards are sent to parents/guardians during every nine-week grading period to inform them of the students' progress. Please sign and return the reports promptly to the school the following day. Informal reports and graded papers are also sent home by the classroom teachers on a regular basis. Teachers should be contacted immediately, if parents have questions concerning their children's progress and vice versa.

## **Calendars and Schedules**

See website for calendar.

\*This is only a first semester calendar. We are hoping to be able to add assemblies and programs, etc in the second half of the year.

**\*NO HOT LUNCH PROGRAM OR BRANCHES (AM OR PM) THE LAST THREE REGULAR DAYS OF SCHOOL-5/26-5/28**