

# **Parent-Student Handbook**

## **2024-25**



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

**(740) 336-5041**

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**[oakgrovechristianschool.com](http://oakgrovechristianschool.com)**

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## **Introductions**

### **Board of Education**

Dan Beals- President

Melody Hoskinson- Founder/Director

Ryan Schaad- Vice President

Evan Lang- Parent Representative

Pam Baker- Secretary

Karrie Lang- Grant Writer Specialist

Kate Barker- Treasurer/Financial Director

### **Administrative Staff**

Melody Hoskinson- Administrator/Director

Kate Barker- Financial Director

### **Teaching Staff**

Lindsay Rech- Kindergarten

Emma Pfeiffer- K4a

Cheri Helgesen- 1<sup>st</sup> & 2<sup>nd</sup>

Mariaha Tucker- K4b/Specials

Greta Lynch- 3<sup>rd</sup> & 4<sup>th</sup>

Karen Reeder- Preschool 3 Assistant

Kristi Barnes- Preschool 3

### **Branches Staff**

(Before and aftercare)

Karen Reeder- Morning

Sandy Beals- Afternoon



## **A Message to Our Parents**

The Administration and staff of Oak Grove Christian School (OGCS) would like to welcome you to our family and thank you for choosing us to join in the partnership of educating your child(ren). Educational success for all students cannot be complete without an effective partnership between school and families. Families are the most essential part of a child's life so it is our hope to build a strong relationship with those families so that we can all work together to meet the educational, spiritual, emotional, and physical needs of your child(ren). To help us get to know you better and build this relationship, we strongly encourage families to participate in school activities from conferences, field trips, parties, to everyday things such as homework and school projects. We know our families are busy, but the more we work together the better the educational outcome for your child(ren) will be. We do not take our end of this job lightly and dedicate our time to the education of your child(ren). We feel that God has blessed us with each one in our care.

### **PHILOSOPHY**

Education with an emphasis on faith, family and friends is the focus of OGCS. We strive to help each child realize they are a child of God and help them value their self-worth. We realize the early years of a child's life are instrumental in preparing that child for his/her future. We know parents, grandparents and other adults will be the first and most significant teachers in their young lives. Therefore, we will strive to work with families as a team to provide the best early, Christian education possible, preparing our students for a lifetime of learning and service to God.

### **GOALS**

It is our desire to set up an environment of Christian love as we strive to help each child develop positive attitudes, strong relationships, and a love of learning. It is our goal to work closely with the students, families, and teachers to enrich each child, helping them find their talent and to have a cheerful outlook towards learning and themselves.

Most information in this handbook pertains to all parents including preschool, K4, and our elementary grades. The handbook contains valuable information regarding policies and procedures established for the safety of our students and the smooth operation of our school. All parents should read this handbook

thoroughly and keep it for future reference. Please contact the administration using the above contact information if you have further questions.



## OAK GROVE CHRISTIAN SCHOOL 2024-2025 CALENDAR LIST

### AUGUST

27 – Parent Orientation: Returning Students 6:00/New Students 7:00 **This event is for parents only.**

29 – Open House: 6:00-7:00 **This event is for all students and their families.**

### SEPTEMBER

2 – Labor Day: **NO SCHOOL**

3 – First Day for all students! There will be no morning care on this day. Arrival time is 8:25-8:35.

10 – Family Chapel: 9:30 in the gymnasium.

17-18 – School Pictures: PS3/PK4 pictures on the 17<sup>th</sup> and Elementary on the 18<sup>th</sup>.

19 – **Early dismissal for all students: 12:00** Professional development for teachers.

### OCTOBER

2 – Dessert w/ Dad & Grandpa: 2:30 for PS3/PK4.

3 – 1<sup>st</sup> 9 Week Mid-Term

8 – Family Chapel: 9:30

14 – Columbus Day: **NO SCHOOL**

30 – Fall class parties: 2:00 for PS3/PK4

31 – Fall class parties: 2:00 for Elementary

### NOVEMBER

1 – End of first 9 weeks: **NO SCHOOL – Staff only**

5 – Family Chapel: 9:30

8 – Veterans Day Luncheon: 11:00

Report Cards issued

11 – Veterans Day: **NO SCHOOL**

12 – Conferences: **NO SCHOOL – Staff only**

27-29 – Thanksgiving Break: **NO SCHOOL**

### DECEMBER

2 – Classes resume

2-6 – Santa Shoppe

9 – 2nd 9-week Mid-term

- 10 – Family Chapel: 9:30
- 12 – Christmas Programs: 6:00 - PS3    6:30 – PK4                      7:00 - Elementary
- 13 – Teacher Inservice: **NO SCHOOL – Staff only**
- 18 – Christmas Parties: 2:00 PS3 & PK4
- 20 – Christmas Parties: 2:00 Elementary (**NO AFTERCARE**)
- 23 – January 6: Christmas Break

## JANUARY

- 6 – School Resumes
- 14 – Family Chapel- 9:30
- 17 – End of second 9 weeks: **NO SCHOOL**
- 20 – MLK, Jr. Day: **NO SCHOOL**
- 24 – Report cards issued

## FEBRUARY

- 3 – Current family enrollment opens
- 11 – Family Chapel: 9:30
- 12 – Valentine’s Day Party: 2:00 for PS3 & PK4
- 14 – Valentine’s Day Party: 2:00 for Elementary
- 17 – Presidents Day: **NO SCHOOL**
- 20 – 3<sup>rd</sup> 9-week Mid-Term

## MARCH

- 3 – Open Enrollment: 6:00-7:00 \* **NO AFTERCARE**
- 3-7 – Book Fair
- 6 – Literacy Night: 6-7:30 \* **NO AFTERCAR**
- 11 – Family Chapel: 9:30
- 21 – End of third 9 weeks: **NO SCHOOL**
- 28 – Report cards issued

## APRIL

- 8 – Family Chapel 9:30
- 14-21 – Easter break: **NO SCHOOL**
- 22 – Classes resume
- 25 – 4<sup>th</sup> 9-week Mid-Term
- 28-May 2 – Terranova testing

## MAY

- 3 – OGCS Annual Spring Carnival
- 7 – Mother’s Day Tea: 2:00 for mothers and grandmothers of PS3/PK4
- 13 – Elementary Field Day
- 16 – Awards & Picnic: 11:00-1:00 for PS3 and their families
- 21 – PK4 Graduations: 10:00 & 1:00
- 22 – Elementary Awards: 10:00
- 22 – Kindergarten Graduation: 1:00

# 23 – Last Day of School: ALL SCHOOL SKATING/PIZZA PARTY!

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
13	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
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March 2025						
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23	24	25	26	27	28	29
30	31					

April 2025						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	School Closed/ Holidays	
	First Day/ Classes Resume	NO AFTERCARE: 3/6, 12/19
	Special Days/ All School	DAYS/HOURS IN SESSION: 162/972

	Special Days/ PS3 & PK4
	Staff Workdays (No School for Students)
	Special Days Elementary

## Classes

<b>PS3: Three-year-old Preschool Classes</b>			
<u>Options</u>	<u>Days in Session</u>	<u>Times</u>	<u>Tuition</u>
Half-day	Tuesday & Wednesday	8:25-11:45	\$115/month
Full-day	Tuesday & Wednesday	8:25-3:00	\$230/month
Full Week	Monday-Friday	8:25-3:00	\$440/month

A child may be enrolled in the PS3 classes if they are three on or before August 1 of the current school year. Space is limited. Students will be ensured a spot when the \$125 enrollment fee has been received.

<b>PK4: Four-year-old Pre-k Classes</b>			
<u>Options</u>	<u>Days in Session</u>	<u>Times</u>	<u>Tuition</u>
Full-day	Monday, Tuesday, Wednesday	8:25-3:00	\$290/month
Full-week	Monday-Friday	8:25-3:00	\$440/month

A child may be enrolled in the PS3 classes if they are four on or before August 1 of the current school year. Space is limited. Students will be ensured a spot when the \$125 enrollment fee has been received.

<b>Elementary: Kindergarten-Fourth Grade</b>			
<u>Options</u>	<u>Days in Session</u>	<u>Times</u>	<u>Tuition</u>
Kindergarten-Fourth Grade	Monday-Friday	8:25-3:00	\$490/month

A child may be enrolled in kindergarten if they are five on or before August 1 of the current school year. Space is limited. Students will be ensured a spot when the \$175 enrollment fee has been received. Students will have instruction in Bible, English, reading, spelling, mathematics, science, social studies, computer, music, art and physical education. The school year begins the Tuesday after Labor Day. Before care starts at 7:30 and aftercare ends at 5:30 Monday-Thursday. Aftercare ends at 4:30 on Fridays. There is an additional cost for these services.





## 2024-2025 Schedule of Fees

### Registration Fee

Preschool/Pre-k: \$100 Non-refundable registration fee due with OGCS enrollment form.  
 \$125 if registering after April 15<sup>th</sup>.  
 Elementary (K-4<sup>th</sup>): Non-refundable registration fee, \$175 if registering after April 15<sup>th</sup>.

### Tuition Fees

**\*9 Month Payment Plan Due the FIRST DAY of each month \***

**\* 12 Month Payment Plan Due the 15<sup>th</sup> DAY of each month\***

	<u>9 monthly pymts</u>	<u>12 monthly pymts</u>	<u>Full pay with 3% discount</u>
	<small>(Sept 1<sup>st</sup>, 2024-May 1<sup>st</sup>, 2025)</small>	<small>(June 15<sup>th</sup>, 2024-May 15<sup>th</sup>, 2025)</small>	<small>(Due by Sept 1<sup>st</sup>, 2024)</small>
Preschool...Half Day...	\$115/month.....	\$86.25/month.....	\$1,003.95
Preschool...Full Day.....	\$230/month.....	\$172.50/month.....	\$2,007.90
Preschool...Full Week...	\$440/month.....	\$330/month.....	\$3,841.20
 K4.....Full Day.....	 \$290/month.....	 \$217.50/month.....	 \$2,531.70
K4.....Full Week.....	\$440/month.....	\$330/month.....	\$3,841.20
 Elementary (K-6 <sup>th</sup> ) .....	 \$490/month.....	 \$367.50/month.....	 \$4,277.70

### Book and Technology Fees

**\* Due by July 12, 2023\***

Preschool HD/FD and K4 FD... \$140  
 Preschool Full Week and K4 Full Week...\$170  
 Kindergarten through Sixth Grade...\$350

### Branches Before/After Care

Hourly Rate Charged..... \$6.00/hr  
 At 30 hours/month..... \$5.50/hr  
 At 40 hours/month.....\$5.00/hr

Hours of Operation: 7:30 a.m. until classes begin and after school M-Th until 5:30 p.m. Fridays until 4:30 p.m.

## Hornets' Nest Lunch

Hot Lunch...\$4.00

Milk...\$0.50 Side/Fruit...\$0.50 Sandwich Only...\$1.50 Extra Entrée...\$2.00

### Brief History of Oak Grove Christian School

Oak Grove Christian School opened its doors in 2014. It was started by Melody Hoskinson and a team of early childcare educators who worked together at a local preschool. This group of educators wanted to expand their offerings of preschool and begin elementary school. OGCS is a non-denominational Christian school that has expanded to offer preschool- 4<sup>th</sup> grade. We are in the former Oak Grove Elementary School in the Oak Grove area of Marietta, Ohio. We take pride in our tradition of offering an excellent academic program delivered by qualified teachers.

### 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 accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Oak Grove Christian School will not discriminate based on race, color, or ethnic and national origin in the hiring of its certified or non-certified personnel. OGCS, however, 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, under these circumstances, will be considered only after a thorough investigation into the previous disciplinary action. OGCS also reserves the right to not accept students if they have a learning, behavioral, or psychological disorder that would require special services beyond the scope of what can be met in a mainstream classroom. Such students may be better served by institutions with the resources to provide the services required to help them reach their potential. Any applicant who withholds pertinent information about the abilities of their child may be required to withdraw from 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

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 OGCS for their students to take their knowledge and skills out into the community to make an impact for Christ.

### Statement of Faith

We believe in God, the Father, 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.

### **Admission**

Once the registration fee and registration paperwork have been received, your child's name will be placed on a list in order of which it was received. We will do our best to place your child in the class of your first choice, however, if spaces are filled, we will contact you to discuss other options. Once the school can confirm availability, your child will be considered enrolled. Before your child may be permitted to start class, the office must receive completed enrollment and health information forms. It is your responsibility to keep this information updated and it is required that the medical form be updated each school year or at the time it expires, whichever comes first.

No student will be able to attend OGCS without the required immunizations for children residing in the state of Ohio. **The parent must show proof of immunization within 30 days of the child's first day of school attendance.** Parents of elementary students must provide the school with a birth certificate and an immunization record indicating that their child/children are properly immunized in compliance with the ODH Immunization requirements.

***Parents of preschool and K4 students must provide a copy of the child's immunizations which must be attached to and included with the ODJFS 01305 Child Medical Statement signed by the child's Physician/Physician Assistant/Advanced Practice Registered Nurse/Certified Nurse.***

**The parent/guardian who has declined to have a child immunized must complete the following document: STATE OF OHIO LEGAL IMMUNIZATION EXEMPTION Per OHIO STATUTE 3313.671 (Exemptions) Religious, Good Cause, and Medical Exemptions Form.**

If a child is re-enrolling in OGCS, all past due fees must be paid within two weeks following the last day of school. If a child's account from the previous year is not paid by this date, the enrollment fee for the upcoming year can be used to pay towards the money due which would make enrollment for the next school year void. Once the account is paid in full, the child can then re-enroll and pay the enrollment fee if there is room in the class for which they would be enrolling. *If a child is transferring from another school, a parent must meet with the administrator to verify the required documents needed, including a records request from the previous school.*

### **Attendance Procedures**

Ensuring students are in school every day is a crucial part of their education and regular attendance is necessary for learning. Being present every day counts. Frequent absences interrupt the continuity of the instructional process and hinder the student's academic and social adjustment. It is the responsibility of the student and the parent to maintain regular attendance. The attendance records of our students are shared with their home school. Student absences will

be calculated by the hour. **Parents/ Guardians have the right to excuse six full days per school year for illness, emergency, or family vacation.** After the six full days, absences will be considered unexcused unless accompanied by a note from the treating physician.

## **Absences**

If your child will be missing school for any reason, please call the school to leave a message for the administration, by 9:00 am. When calling in, please state your name, relationship to the student, their name, grade, reason for the absence and the dates they will be absent. If the administration has not heard from the parents by 9:15 am, a call will be made to the home. The administration will share this information with classroom teachers. Upon return to school, a written notice should accompany the student, explaining the absence. An absence may be excused for the following reasons:

- Personal Illness
- Illness in the family that necessitates the presence of the child.
- Quarantine for contagious disease- limited to the length of quarantine determined by health officials.
- Death in the Family- this is limited to 3 days.
- Observance of Religious Holidays- this may be excused if it is consistent with deeply held religious beliefs.
- Medical/ Dental Appointment- students are excused for only the time of the appointment and a reasonable amount of time before and after the appointment.
- Emergency- a circumstance which the principal may judge as a sufficient cause for an absence

## **Unexcused Absences**

An unexcused absence is any absence from school without a legitimate excuse, i.e., sleeping in, hunting, hair/ nail appointments, celebrations. Students that have an unexcused absence will not be permitted to make up the work or tests for that day. OGCS will follow the rules and disciplinary actions set forth by the Ohio Department of Education for unexcused absences. Truancy caused by unexcused absences and tardiness to school may result in disciplinary action and/ or a Student Absence Intervention with the parents and Administration. CHRONIC ABSENTEEISM is when a student has missed 42 hours or more of school in 1 month or 72 or more hours in a school year. These students will be considered truant. If an intervention meeting does not improve attendance a complaint will be filed in Juvenile Court, according to Ohio House Bill 410, effective July 1, 2017, and the family will be referred to their district truant officer. Scholarship awards will be revoked for students with chronic absenteeism.

## **Arrival/ Dismissal**

**All students may begin entering the building at 8:25 a.m.**

- Students should not exit the vehicle unless accompanied by a Staff member. Drivers are asked to remain in the vehicle and put it in **PARK**. This will ensure safety for students and staff.
- Students should be unbuckled and ready to exit when the car is stopped.
- Students will enter the building, use the restroom, and proceed straight to their homeroom class.

- If a student enters the building before 8:25 a.m., they will be sent to Branches, our before-care program and their account will be billed accordingly.
- Students will be counted as Tardy if they arrive after 8:35 a.m.

**Dismissal will begin at 3:00 p.m. for all students.**

- Please wait in vehicles and staff will bring students out to you. Preschool parents are asked to buckle their child in before leaving the parking lot. If you choose to pull out of the line, make sure you are not blocking the exit lanes.
- Please do not enter the building to pick up students at the end of the day. This creates distractions and safety concerns, and our staff needs to ensure each child is dismissed to the appropriate guardian.
- Those picking children up must be on the authorized list or will need written permission from the parents. A photo ID will be required.
- Students not picked up by 3:15 will be sent to aftercare. Parents will be billed for this service at the end of each month.

If your child needs to be dismissed early, please notify the office as soon as possible. When picking your child up early please sign them out at the front desk and wait there for them to be called from their classroom. For safety reasons, parents are asked not to go into other parts of the building.

Our staff will not release children to anyone who is under the influence of alcohol or drugs. If this situation occurs, we will call your emergency contact on your paperwork to transport the child. We will notify the police if necessary. For children required to use a child safety seat, we ask that you have your child in the proper child restraint and buckle him/her before you leave the school premises. We have the right to contact the proper authorities if we are aware that your child is not in an appropriate car seat. Please make sure all those who pick up your child follow these same guidelines. Contacting authorities for situations like these would be uncomfortable for all of us and we ask that you not put us in these jeopardizing positions.

**Branches Program - Before & After School Supervision**

OGCS staff provides supervision of children both before and after school in our Branches program. This program is open to our currently enrolled students. Our Branches program runs from 7:30 each morning until school starts and will be available after school until 5:30 Monday through Thursday, and 4:30 on Friday. See the fee schedule for pricing. Before school children will be kept busy with center activities and supervised play in the gym. A light breakfast snack will be offered to those who request it, and all students will have prayer with a staff member before heading to their class. During the after-school hours, staff will supervise play both in centers and active play either inside the gym or outside if the weather permits. There will be a quiet time for homework. Quiet play will be encouraged for those who do not have homework. Snacks will be offered at a specific time each afternoon.

**Cell Phones/ Electronic Devices**

Students, although allowed to bring phones onto school property, must always keep phones off and in their backpacks. Any student found using a phone during the school day will have the device confiscated and returned to their parents at the end of the day. If a student needs to call home, they must report to the office and have an administrator approve the call or make the call home. Electronic devices, including smartwatches, are also not permitted in class unless a teacher has given permission for their specific use. It is highly recommended that no electronics be brought to school, as the school will not take responsibility for the loss, theft, or destruction of such devices.

### **Class size and Staff/Child Ratios**

Our preschool and pre-k classes will not exceed the state required ratios which are 1:12 for the three-year-old classes and 1:14 for the four-year-old classes. It is our goal to provide a higher level of quality classroom care so we will strive to maintain a 1:8 ratio with both ages and not exceed the class size of 16 in the three-year-old classes and 18 in the four-year-old classes. If a class has 10 or fewer students enrolled, we reserve the right to place only one teacher in that class. *FOR ELEMENTARY GRADE STUDENTS – class sizes will be kept at 18 or below, keeping our goals of education in the forefront.*

### **Closings**

In case of inclement weather, the administrative staff may choose to delay the start of school or cancel the school day. This decision will be shared with the staff, sent out on a Procure message, posted to WTAP and on our website and Facebook page. We must take into consideration that we have staff and students coming from outside town and in all directions when we make these decisions.

In case of a two-hour delay, before-care will be cancelled, and the start times will be as follows:

Elementary: 10:30 AM

Preschool & pre-k: 10:30

Half-day will dismiss at 1:00

### **Community Outings**

There will be periodic community outings throughout the year. There will always be staff members present at all community outings. Parents will transport their own children or decide with others to transport. Staff members will not transport children to and from these trips. At the designated time, attendance will be taken, and the children will be divided between staff members for supervision purposes. Parents/guardians must stay for the duration of the outing. Some outings will require paperwork and/or a fee. We will notify parents in advance with situations like these. We ask that children wear their Oak Grove Christian School shirt when attending community outings. We ask that all those attending school outings make supervision of the children a top priority and be respectful with appropriate dress, attire, and behavior.

### **Curriculum**

Oak Grove Christian School uses several Christian curriculums in their daily routines. Academic instruction for the Preschool, Pre-k and Kindergarten classes comes from The Abeka Book Curriculum and BJU Press. First- Third graders use a combination of McGraw-Hill and Harcourt plus other supplemental material. Fourth, and

Fifth grades use McGraw-Hill, Abeka, and in addition to other supplemental material. We use an adapted Bible curriculum from several sources to cover the age span of our children and because we know that families attending OGCS come from various denominations. Our chosen curriculums are created by professional teachers and administrators based, most importantly, on the Word of God, sound knowledge and common sense.

### **Custody Issues**

You must provide the school with the proper documentation if there are custody issues involved with your child. Make sure the court paperwork lists those who have permission and those who are denied permission to pick up your child. Our staff will not deny a parent access to his/her child without proper documentation. A copy of the court order will be kept on file in the office. Parents have an obligation to inform the school anytime custody orders change.

### **Daily Schedules**

It is our goal to provide a structured schedule, so the children have a predictable routine but flexible enough for adaptability when necessary. We will strive to make all children feel safe and secure in their school by letting them know what to expect and what is expected from them. Here you will find a sample schedule for Preschool and pre-k. *FOR OUR ELEMENTARY GRADE STUDENTS – teachers will create a schedule based upon their individual curriculum and class needs. If you desire, you can review this schedule with your child’s teacher.*

#### **A Sample PS3/PK4 Class Schedule**

8:25-9:00 am	Arrival Activity/Show-and-Tell
9:00-9:15 am	Circle Time: Calendar/Weather
9:15-9:40 am	RR/Pledges/Bible
9:40-10:10 am	Center Activities/Clean-up
10:10-10:30 am	Learning Time
10:30-10:55 am	Outdoor Recess (weather permitting)
10:55-11:05 am	RR/Hand Washing/Prayer
11:05-11:35 am	Lunch/Snack (Half-day)
11:35-11:45 am	Story time/Half-day pick-up
11:45-12:00 pm	Learning Time/Review Games
12:00-12:10 pm	RR/Rest prep
12:10-1:15 pm	Rest time
1:15-1:30 pm	Wake up/blankets away
1:30-1:50 pm	RR/Story time
1:50-2:10 pm	Snack
2:10-2:35 pm	Prepare backpacks for home
2:35-2:55 pm	Outdoor play or Center Activities
2:55-3:00 PM	Line up for dismissal

## **Discipline/Behavior Policy**

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 his/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 OR STAFF.** 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. Any teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate to students in the classroom or with the students' ability to learn, is required to send the student to the office. Once there the student will begin the 3 Strikes approach:

- Strike 1- A behavior form is filled out there is a note home or parent meeting.
- Strike 2- A 2nd form filled out and the student must do his/her work under supervision in the office for the remainder of the day. A phone call will be made to the parent/ guardian.
- Strike 3- If the inappropriate behavior continues, an out of school suspension is necessary to protect the safety and learning environments for all our students. At this point, the Board of Education will meet to determine if or when the student can return to school.
- ***OGCS deems the right to immediately expel any student who displays behaviors such as threats of violence, inappropriateness towards another student or staff, and/or weapons brought to school.***

## **Dress Code**

The OGCS dress code will apply the biblical principles of modesty, purity, and respect. We should not be dressing in a manner that would draw undue attention to our bodies, but should show respect for ourselves, others, and most importantly God. Students should always dress modestly, neatly, and appropriately. Please follow these guidelines:

**Modesty:** Wear clothing that covers the body in a decent manner, covers all undergarments, and is not revealing. Girls, especially Preschool through Kindergarten, are encouraged to wear shorts under their dresses!

**Neatness:** Wear clothing that is clean and the proper size, not too tight to be revealing, or too loose to not fit properly.

**Appropriate:** Clothing that fits the occasion of a school setting and is not a distraction to the classroom or other students. Clothing that advertises alcohol, tobacco, drugs, or bears inappropriate language or phrases will not be tolerated. Hats will not be allowed in school, except on designated days.



Parents are asked to take responsibility for their child complying with the dress code. If necessary, the student will be required to call home for a change of clothes. This dress code applies to all OGCS functions, including community outings and afterschool events.

### **Emergency Procedures**

Monthly drills will be held so that students and staff can practice what to do in an emergency. These drills will include fire, tornado, emergency, and lockdown drills. In case of an emergency the staff will implement the emergency plan posted in each classroom. The proper authorities will be contacted in the case of such events. In the unlikely event that we need to evacuate due to fire or the loss of power, heat, or water, our emergency destination will be the shelter in the recreational area behind the school. For severe weather conditions our emergency destination is the Oak Grove Fire Department. We will post a sign on the front door of the school indicating that we have been evacuated and the location where you can pick up your child. We will contact parents as soon as the situation allows. If we are unable to reach a parent, we will contact the emergency number listed on your child's enrollment form.

**Environmental Threat/Threat of Violence** – Once we are notified of a threat, we will secure the children in the safest location possible. We will contact and follow the directions given by the proper authorities. We will contact the parents as soon as the situation allows and will provide an incident report to them as soon as we are able.

**First Aid/Communicable Diseases & CPR** – There will always be at least one staff member present in the building that has received training in First Aid/Communicable Disease & CPR. In the case of a minor accident or injury, a staff member will administer basic first aid and lots of TLC. If the injury were more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents immediately notified, and a staff member will accompany the child to the hospital with all available health records. Only EMS will transport a child; staff may not transport any child in their vehicles.

An incident/injury report will be completed on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; if the child needs to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. Licensing personnel from the ODJFS office will be contacted within 24 hours when there is a general emergency or serious incident, injury, or illness. The report will be provided to licensing staff within three days of the incident.

### **Licensure**

Our preschool & K4 programs are licensed through Ohio Department of Job and Family Services. You can find the licensing and inspection reports in each classroom. *FOR ELEMENTARY GRADE STUDENTS – our elementary grades are licensed through ODE (Ohio Department of Education).*

We are a non-chartered, non-tax supported school and file an annual report with the Ohio Department of Education by September 30 of each year to show that the school meets the Ohio Operating Standards. Report cards are issued for each 9-week grading period during the school year.

## **Lunch**

OGCS is proud to provide a hot lunch program. Parents of our full day preschool, full day K4 and primary students must provide lunch or send in money so their child can purchase a lunch. If a preschool or K4 student brings a packed lunch, please make sure to include protein, grain, fruit, vegetable, and a dairy product. If they do not have the appropriate food in their lunch, we are required to offer them the item they are missing. They can refuse this item but if they choose to take it, you will be charged. Our elementary students do not have any nutritional requirements, but we do ask that you pack a well-balanced lunch for them. Remember to use ice packs, if necessary, in your child's lunch because we are unable to refrigerate student lunches. It is required that all grapes be cut in half lengthwise for preschool/pre-k students.

Money may be added to a child's account for lunches or sent in with them when they purchase. Balances will show up on the monthly statements. Please see the fee schedule for lunch prices.

## **Payment**

### **Tuition Due Date**

There are two tuition payment plans. On the 9-month plan, tuition is due by the first Friday of the month from September through May. On the 12-month plan, payments are due by the 15<sup>th</sup> of each month from June through May. There is a 7-day grace period following your payment due date before a 10% late fee is applied to your account.

### **Method of Payment**

Payments may be made by cash or check (made out to OGCS). You can drop off your payment at the school, send it in with your child's weekly folder, or mail it to 535 BF Goodrich Rd, Marietta, OH 45750. You can also have your account set up, so your tuition fee comes directly from your bank account. We can discuss this option with you if you are interested. If you would like to pay for your account in full at the beginning of the school year in September, you will receive a 3% discount off the total amount. We are considering options for accepting credit or debit cards as payments (fees will apply). If paying by card becomes an option, we will let parents know.

### **Late Payments**

If a payment is not received by the second Friday of each month, a late fee equal to 10% of the outstanding balance will be assessed. A missed payment may result in your child's dismissal until the payment has been received. **If you should encounter any unusual circumstances regarding your payments, please contact the**

**financial secretary as soon as possible.** We will collaborate with you in any way we can regarding payments as long as you communicate with us and keep payments as current as possible.

### **Returned Checks**

There will be a \$25 fee for each check returned by your bank. We have the right to refuse any future checks for excessive abuse.

### **Account Adjustments**

The monthly tuition you pay covers the time, space, staff, and other provisions for your child, whether he/she attends or not. We cannot deduct or pro-rate tuition based on days your child misses, whether those absences be of your choosing or the schools closing.

### **Supervision Policy**

#### **Arrival & Departure**

We will use a “round-up” method for both drop off and pick up of your child. This information is for preschool and K4 parents only: For drop off, you will pass the first entrance of the school on BF Goodrich Rd. and enter the loop in front of the school. The first car will pull up to the stop sign past the double doors heading towards the fire station. All cars will always follow and stay in line. One teacher will go outside and gather up the children from the first 4 cars. Once your child/ren have been picked up, you will exit through the parking lot onto Oak Grove Lane. As “the line” of cars moves, the cars waiting will pull up to the stop sign and wait for the teacher before allowing their child to exit the car. There will be a teacher in each classroom supervising the children as they arrive. If you arrive late, please park, and walk your child up to the front door. The door will be locked so ring the bell and wait for a staff member to meet you. Drop off times for all students is 8:25.

It is very important that parents follow this schedule to ensure that teachers have the necessary time to prepare for the day. Pick up will operate in a remarkably similar way to drop off. Parents should begin “the line” by passing the first entrance and using the loop in front of the school. Parents will pull up to the stop sign and wait for a teacher to bring out their child. Once your child is secure in your car, exit through the parking lot onto Oak Grove Lane.

Pick up times are as follows: **Half-day preschool pick up is at 11:45 and 3:00 for all other students.**

*FOR ELEMENTARY GRADE STUDENTS – **The drop off time for all elementary grades begins at 8:25 a.m.** For drop off, parents will enter the parking lot from Oak Grove Lane and will proceed around parked cars heading towards the fire department building. The first car will pull up parallel to the building stopping just past the doors. Other cars will enter the same way and form a line. We will open the doors at 8:25 and children from the first few cars will enter the building. Once these children have entered the building and are safely out of the area, these cars will pull up veering right along the grass area and exit onto Oak Grove Lane. The next few cars will proceed with the same process. The doors will be locked after the last child in line has entered the building. If you arrive late, after all cars are gone from the line, you will need to park and walk your child to the door (ring the doorbell). At 8:35 a.m. your child will be considered tardy. If your child is tardy 5 times, a half day*

*absence will be recorded. **Pick up times for all elementary grades will be 3:00.** Pick up will work in the same manner as drop off. If you are more than 10 minutes late, your child will be sent to After Care and your account charged accordingly.*

### **Reporting Child Abuse**

If any staff member has suspicions of child abuse or neglect, they MUST report it to Washington County Children's Services. ALL staff members of OGCS are mandated reporters of child abuse. There will always be one staff member in the building who has completed the Child Abuse Prevention course. The safety and well-being of the children is our first priority.

### **Supervision of Students**

Our staff will always supervise our preschool and pre-k students. If a child becomes ill while at school, he/she may be isolated in a section of the room not in use, but within sight of a staff member until someone arrives to pick them up. If staff members are present in the office when a child becomes ill, the child might be supervised by this staff person in the office area until someone arrives. Due to our preschool and pre-k staff/child ratios, all those children will go outside together. If your child is not feeling well and you want them to stay inside, please keep them at home.

### **Transportation of Children**

No staff person will be able to transport a child in an emergency, or otherwise. If a child requires emergency transportation, the parent and/or the emergency squad will be contacted. OGCS will not provide childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

### **Guidance Policy**

It is our desire that each child will learn self-discipline through guidance. The staff at OGCS believes that helping each child learn self-control is a step in this process. We will treat your child with love and respect. Children who are treated this way learn to respect those they are around. Our age-appropriate guidelines and expectations will be made aware to each child. We choose to use positive reinforcements and positive redirection when necessary. We make it a point to look for the good in each child and believe that pointing out the student doing the "right thing" will help redirect others in the class. When appropriate, we will remove a child from a situation and give him/her another activity to avoid circumstances that might cause a problem. If a child continues to have a tough time after many warnings, that child may be asked to sit for a brief period to regain control and a positive direction. If it is necessary to use a time out, it will be age appropriate. The teacher will talk with the student to explain why the time out was necessary, and discuss ways to avoid this behavior in the future. If a consistent negative behavior or situation persists, the staff will contact the parents to discuss a means of resolve. If a child chooses to continue in this negative behavior or continually endangers himself, other students, or staff, it may become necessary to withdraw the child from OGCS. Please know that

the staff will collaborate with the parents to make every attempt necessary to correct the behavior. However, the safety of the children is ALWAYS our primary concern.

If a child demonstrates behavior that requires frequent “extra attention” from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Ohio State Licensing Rule 5101:2-12-22.

### **Snack, Lunch & Show-and-Tell**

#### **Snack**

Parents of preschool and pre-k students provide a daily snack for all children in the class. Your child’s teacher will provide a calendar listing all activities and the snack schedule for the month, look for this calendar by text message and/or email. If your child’s name is listed on a date, he/she is to bring the snack and drink for the entire class. There will be a count of children in each class on the calendar. We do celebrate birthdays and try to schedule your child’s snack day as close to their birthday as possible. June & July birthdays will be posted in May and August birthdays will be posted in September. We ask that the snacks contain at least one nutritional food. If your child has restrictions when it comes to food, please make us aware of this at the beginning of the year and mark it on their forms. If it is your child’s snack day, it is your responsibility to bring the snack or switch with another parent, so a snack is provided. *FOR ELEMENTARY GRADE STUDENTS – not all graders will observe a snack time, the option of snack is left up to each individual teacher. If your child’s teacher would choose to make a snack or show-and-tell time, they will make you aware of the details.*

We can provide you with a “Suggested Snack List” if requested, but some snack ideas are fresh fruits/vegetables, dried fruits, cheese, yogurt, crackers, graham crackers, goldfish crackers, pretzels...

#### **Show-and-Tell**

When it is a preschool or pre-k child’s turn to bring in snacks, it is also their turn to bring in a Show-N-Tell item. They can bring in any item within reason. Based on our subject of study, the teacher may suggest a snack item.

### **Management of Illness**

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 keep in mind, if this is your child’s first consistent group experience, it is possible that he/she may experience more frequent illnesses before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. Please do not bring a sick child to school, sick children will be sent home! We ask that you plan 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:

- Temperature of 100 degrees F
- Temperature of 100 degrees F – in combination with any other signs or illness
- Diarrhea

- Severe coughing (causing the child to become red in the face or making a whooping sound)
- Difficult or rapid breathing
- 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
- Vomiting
- Sore throat or difficulty swallowing

We will also isolate and carefully observe any child who demonstrates signs of illness not listed above. We will notify the parents if the symptoms persist. If a child does not feel well enough to participate in normal activities, we will notify the parent and, if the child continues to refuse to engage, we will ask the parents to pick up the child. Anytime a child is isolated, they will always be kept within sight and hearing of a staff member. Children will not be allowed to return to school until they are symptom free for a 24-hour period (this includes not vomiting for a 24-hour period). If they are not symptom-free, a doctor's note will be required stating that the child is not contagious before they are readmitted. We will notify parents if the children have been exposed to a communicable disease.

### **Medications**

For half-day students attending school part-time hours, we do not see the need to administer medications. If a full day student has medication that needs to be administered while at school, you must fill out a medical form listing the medication and dosing schedule. This form and medication will be kept in the office. However, if your child has a known medical condition (asthma, diabetes, seizure disorder, severe allergies, etc.) the parent must provide written instructions on the Medical Care Plan form. In this case, you must list any training needed on this form and staff must receive necessary training and sign the form as well.

### **Emergency school closings**

In case of inclement weather, the administrative staff will decide 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, this way you will receive a text message concerning any decisions made.

The 2-hour delay schedule is as follows:

**Half-day preschool: 10:25-12:45**

**Full-day preschool and pre-k: 10:25-3:00**

**Primary: 10:25-3:00**

**Branches: Morning hours not available**

## **Additional Policies**

### **Classroom Roster**

Classroom rosters will be made available for each class. Only parent names and phone numbers will be included, provided the parent or guardian has signed a statement indicating approval.

### **Classroom Supplies**

Parents will be given a classroom supply list for their child prior to the beginning of the school year. Please send in all these items when requested.

### **Child's Personal Property**

We ask that your child wear comfortable play clothes and shoes with non-slip soles. Please provide a change of clothes, including underclothes, in a labeled zip-lock bag. This bag will remain in your child's backpack daily in case of accidents. Be sure to change your clothes based on the season throughout the year.

Children should not bring electronics, money, toys, food, or other items not necessary for their daily activities (unless it is their scheduled day for show-and-tell). OGCS will not be responsible for the loss of private property.

### **Telephone**

If you need to reach your child's teacher, **please call the school office (740-336-5041)**. If a staff member is unable to answer the phone when you call, please leave a message. If you need to speak directly to your child's teacher, please leave a phone number so that the teacher can return your call. MySchoolWorx is the best way to contact a teacher if it is not an emergency. Teachers will be able to respond to messages after school or during their plan time.

**No smoking or tobacco of any kind is permitted on school grounds.**

### **Parental Responsibilities & Conflict Resolution**

The teachers, staff and administration want to partner with parents as they strive to achieve the above-mentioned goals and policies. In doing so, the teachers, staff and administration need the support and cooperation from parents. Parents are asked to recognize and respect the authority that the teachers, staff, and administration have while their child(ren) are enrolled at OGCS. We ask that all parents speak with respect to teachers, staff, administration, and students of OGCS, as well as the other parents of students attending OGCS. If a problem or situation arises that requires attention or seems disruptive in any way, the teacher, staff, or administration will attempt to resolve the issue. However, based upon the individual situation, a parent, teacher, or staff member may either request intervention from the administration to reach a resolution, or seek assistance from local law enforcement. The board will always be available to assist parents, teachers, staff, or administration if there is a need to do so. Should a parent violate a local, state, or federal

law and that situation negatively affects their relationship with the school, the board will be notified, and proper action taken which could result in the child and/or family member/s being dismissed from the school. Any infraction of disrespect to students, parents, teachers, staff members or administration could result in the student and/or family members/s being dismissed from the school. If a problem persists after seeking a means to resolve it, the board will intervene and has the right to permanently dismiss the child and/or family members/s from the school.

If a parent has a problem or situation that they feel needs addressed, we encourage you to talk with your child's teacher right away. If you do not feel you have reached a resolution to your problem, please contact the administrator. If a resolution is still not achieved, the administrator will set up a meeting with the principal. If that does not resolve the problem, the issue will be brought before the Board of Education. We feel most issues can be easily resolved and it is always best to deal with them right away instead of allowing them to build up.



## **2023-2024 Handbook Agreement and Consent Form**

I have read the Oak Grove Christian School Handbook in its entirety. By signing this form, I agree to follow the policies and procedures therein. I understand that failure to comply with these policies and procedures could result in intervention from the administration or board to reach a resolve and/or could result in my child being removed from the school.

I also understand my financial responsibility and will pay all fees on time. Should a problem arise preventing me from paying on time, I will notify the administration before the due date. If I miss a payment of any kind (fees, tuition, lunch bill, or branches) and have not made an acceptable arrangement with the administration, I understand that my child could be removed from the school.

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Guardian Printed Name(s)

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Date

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Signatures

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