

# Oaxaca Christian School Student & Parent Handbook

2019-2020 Academic Year



## **Welcome**

Welcome to Oaxaca Christian School! We are excited that you have chosen to join us. Oaxaca Christian School (OCS) is a small 1<sup>st</sup>-12<sup>th</sup> school that has served the children of missionaries in Oaxaca, Mexico. It has been providing a quality Christ centered education for almost 50 years and you are now part of the story of OCS. The Lord has blessed OCS in many ways; from quality students and like-minded families, to our excellent teachers and beautiful school grounds. We have much to be thankful for.

I hope these guidelines help you understand a little more of the heart of OCS; our purpose and vision, as well as our desire to have each child be a successful student during their time at OCS. We know that many of our students will go on to college or possibly be involved in full time ministry so we take our job of providing a quality education very seriously. We are glad you are apart of this very special and wonderful school.

Though we strive to provide quality academics, we also encourage social, physical and spiritual growth as well. Investing in and raising up the next generation of Christ followers is one of the areas we are most passionate about.

I am excited to see what this year holds for each one of our students. Know that we pray faithfully for our students and staff and look forward to God doing some amazing things in our midst.

Let's have a great year together,  
Emily Merchant, OCS Principal

## ***Statement of Faith***

At OCS,

- We believe that the Bible is the inspired, the only infallible authoritative Word of God.
- We believe in one God, eternally existent in three Persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shedding of blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, belief in the Lord Jesus Christ and regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

- We believe in the forgiveness of sins, the resurrection of the body, the judgment of the world by our Lord Jesus Christ, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## ***Mission***

The purpose of Oaxaca Christian School (OCS) is to help evangelical missionary families in the education of their children:

- spiritually,
- academically,
- physically, and
- socially.

Recognizing that God has given parents the ultimate human responsibility for the development of their own children, OCS desires to serve and assist them in the training of their children.

## ***Goals***

Before God, OCS will endeavor to:

- Promote an environment where the student will encounter a vital relationship with the Lord Jesus Christ.
- Provide an excellent academic education to prepare the student for his or her future life.
- Provide opportunities for physical development that will promote a healthy lifestyle.
- Assist the student in his or her development of social skills with both student peers and with adults.

## **General Information**

### **Student Requirements for Admissions**

OCS makes a determination about admissions based on the applications provided. At a minimum, for a student to be accepted to OCS, they must

- Be able to understand, speak, read, and write English.
- Have or be eligible for a non-Mexican passport (or have a foreign residency).
- For a first grader, be at least six years old by September 1st. *Note: Parents may petition the Administration that a test be given to determine the child's readiness for first grade if the child will turn six by December 1st.*
- A competency test may be given at the discretion of the administration or teacher to any incoming students.

The Administration retains the right to refuse admission to anyone at its discretion. Factors that may be taken into consideration are mission affiliation, Christian family background, non-missionary status, special needs of the child, classroom load, English proficiency, future schooling plans and academic background.

### **Testing**

OCS reserves the right to conduct proficiency or fluency testing of any applicant to or student of OCS. Any student not enrolled in Math, English, or Spanish at OCS the previous year should expect to be asked to take a proficiency or fluency exam. Students who do not achieve minimum levels in proficiency or fluency based on the test results may not be accepted for enrollment or may be placed at a lower academic level.

### **Documentation Requirements**

OCS requires the following documents from each student which must be turned in by **September 1st** for 1st semester students and by **February 1st** for new incoming 2nd semester students:

- Application form (Due upon registration)
- Health form and copy of immunization record
- School records- Most recent transcript for secondary students and last report card for elementary students as well as other important information from previous schooling (behavior, IEP, standardized testing records, etc.)
- Copies of legal status documents for Mexico (passport or visa)
- Signed electronic device waivers
- Permission waiver for leaving campus (leaving alone, carpooling with student drivers, walking, riding bikes)

These documents are kept on file by OCS and must be current. It is the responsibility of the parents to ensure they provide updated documentation every time there is a change

to any of the items listed above. Failure to turn in these documents by the required dates will result in grades being held until the lacking documents are completed and received. OCS will notify families ahead of time regarding lacking documents.

## Contact Information

The following contact information is current as of August 19<sup>th</sup>, 2019. Please see the school website for updates to contact information ([www.oaxschool.org](http://www.oaxschool.org)).

Mailing Address	APDO #364, SUC. CAP/SCT, Oaxaca, OAX. C.P. 68081
Phone (MEX)	011-52-951-517-7460
Phone (US)	1-520-505-6306
Email (Admin Asst)	<a href="mailto:office@oaxschool.org">office@oaxschool.org</a>

Emily Merchant is the Principal of OCS. She can be contacted directly via email.

Email (Principal)	<a href="mailto:principal@oaxschool.org">principal@oaxschool.org</a>
Email (Emily Merchant)	<a href="mailto:emily_merchant@sil.org">emily_merchant@sil.org</a>

Sarah Gellert Cruz is the registrar/test coordinator. Her email is [admin@oaxschool.org](mailto:admin@oaxschool.org)

Nora Saenz is the finance manager. Contact her at [finance@oaxschool.org](mailto:finance@oaxschool.org) for any finance related questions.

## **Parent and Student Responsibilities**

All students, parents and staff are expected to read and abide by the Handbook policies. The Handbook policies are in effect from drop-off in the morning to pick-up in the afternoon. The Handbook policies are in effect for any officially sponsored event on or off campus. Continual failure or defiance of any of the school rules or policies can result in suspension or expulsion.

Students enrolled in OCS must follow the program offered. High school students who do not take electives, or who have previous high school credit for courses offered at OCS, must choose between taking a correspondence course, working as a teacher's/office aide or participating in a supervised study hall. If a student chooses to take a correspondence course, it must be approved by the Principal and the student must bring and use their personal computer while under supervision, unless the computer lab is available. A study hall will be offered if a teacher or parent is available to supervise, otherwise, students not participating in scheduled classes must leave the

campus so as not to be a disturbance.

Please remember that OCS is a parent-run school and thus depends on parental involvement to continue to provide a quality education at a low cost; indeed, OCS needs parental involvement for its very existence.

Parents at OCS, as school “owners”, are expected to be involved with helping and managing the needs of the school. OCS's administration reserves the right to appoint jobs to parents when no volunteers are forthcoming. This could be anything from helping to manage and administrate the school, teaching classes, planning social events or keeping up and maintaining the physical school plant. A list of parent involvement opportunities is available in the school office.

Parents are also expected to attend and participate in parent meetings. A suggestion form is provided in the office for parental input to the school board or administration is provided to help in better communication.

Parents are asked to encourage OCS teachers whenever and however possible. OCS in general strives to foster a spirit of encouragement and not a spirit of criticism. While criticism is necessary at times, parents are asked to remember that OCS teachers are volunteers and should be appreciated as such.

OCS must consider its reputation in the community. Parents are asked to consider this when allowing their children to interact within the community at large. Inappropriate behavior that could in any way compromise the school's reputation should not be allowed.

## **School and Office Hours**

School hours are 8:15 a.m. until 2:50 p.m. Students must be picked up by 3:10pm. No student may remain after this time without special permission and adult supervision. Students who are not picked up by 3:10 will be taken to the library or outside the office.

## **Student Drop-off / Pick-up**

OCS has a parking/drive-through plan in place, as well as an after-school check-out procedure. All students are expected to adhere to the following guidelines for your safety and that of others:

- All students waiting for their ride after school must be behind the roped area near the parking lot under the canopy. They should have all of their belongings with them at that point.
- All students should wait in the above area until they are released to leave by the teacher on duty. Students are not allowed to wait in the parking lot for their rides.
- Students walking or biking are **not allowed** to leave the campus alone, unless their parents have signed a waiver allowing them to do this.
- Students riding bikes will **walk their bikes** on the sidewalk along the seminary auditorium building when arriving and leaving school.

- Students are required to sign the in-late / out-early sign out sheet in the office when arriving to school late or leaving early.
- Each family needs to give a list to the office of people authorized to pick up their children. If it involves someone who is not familiar to the OCS staff, that person will need to show their I.D. upon arriving at OCS.

## **Meals**

Students are expected to bring their own sack lunch or bring money to purchase a meal from the kitchen. OCS has a no borrowing policy. The student will not borrow from the kitchen at any time. In case of an emergency (forgotten lunch/or money), the student may borrow from his/her family's emergency debit card in the office only.

## **Tuition and Payment Information**

At the beginning of the school year, the school's finance manager will provide to each family a list of pertinent school charges.

### **Registration Fees**

There is a one-time buy-in fee of \$75 per family. Each new student will have a \$25 registration fee. This is to be paid upon registration and is non-refundable.

### **Initial Tuition Deposit**

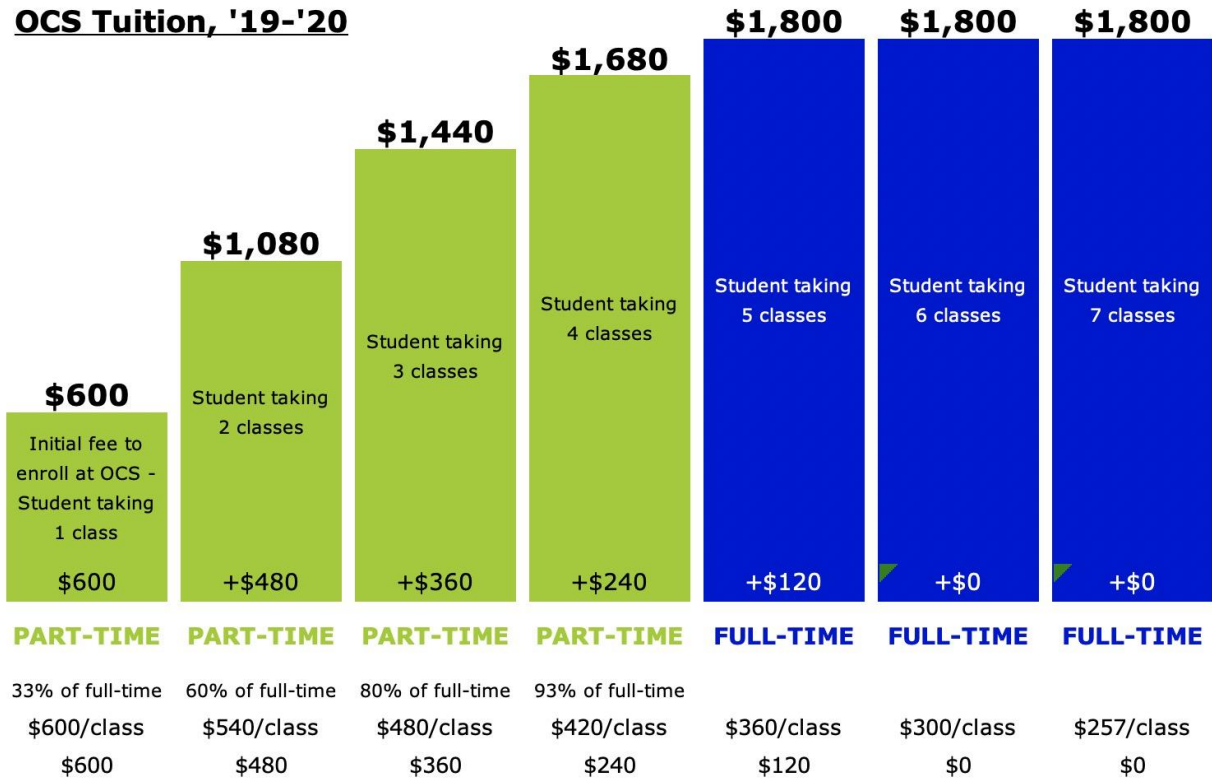
Within the first week of school, each family must pay a \$200 USD deposit per student (up to \$500 USD maximum per family). The deposit paid will be deducted from the total annual tuition due. This is a non-refundable deposit even if the student withdraws from OCS.

### **Tuition**

Annual full-time tuition for missionary family students taking 5 or more classes at OCS is \$1,800 dollars per year. Annual part-time tuition for missionary family students taking 4 or fewer classes at OCS varies based on the number of classes as shown in the graph below. Tuition for non-missionary family students is double.



**OCS Tuition, '19-'20**



Part-time students who wish to take PE or an elective class along with an academic class will be charged half the regular amount for an additional class.

The annual tuition fee may be paid monthly, semi-annually, or annually as follows:

Frequency	Due Dates
Annual	October 1st
Semi-annual	October 1 <sup>st</sup> and the first day of the second semester
Monthly	All payments will be due on the first of each month with the following exceptions: <ul style="list-style-type: none"> <li>The September payment will be due October 1<sup>st</sup> at the same time as the October payment.</li> <li>The January payment can be made the 1<sup>st</sup> day of school after Christmas vacation.</li> </ul>

If students withdraw from OCS after the first three weeks of either semester, they will be expected to pay the full semester rate of tuition.

Due to cost of living and expense increase, please expect a tuition increase every year, even if it is a minimal amount.

## **Discounts and Scholarships**

Different tuition rates apply to children of missionaries, non-missionaries, and to part-time students (See OCS Policy 1.3.1.1). A family who has children attending only one semester is expected to pay 60% of the annual tuition.

Discounts and scholarships may be granted when funds are available. The distribution of these will be determined by the board and/or a scholarship committee formed by three people, including one board member. The criteria for distribution will include:

- Financial need: Preference will be given to families that demonstrate a financial need.
- Service in school: Preference will be given to families whose parents serve a greater number of hours in the school, taking into account current situation and previous involvement.
- Number of dependents in school: Preference will be given to families who have multiple students in the school.

Discounts will be made available when the amount of tuition received surpasses the budget. A general framework for this is that for every fulltime tuition received beyond the equivalent of 50 full time tuitions, 50% will be designated for discounts. These will be distributed in increments of 5% of the cost of tuition according to the committee's discretion.

Scholarships will be made available when donations are made for that purpose. These may either be school wide or individual. The amount will vary each year and may or may not be available based on the amount of funds received.

For the 2019-2020 school year, every full-time student enrolled at OCS will receive a \$100 USD scholarship, whether paying the missionary rate or non-missionary rate. This scholarship does not apply to part-time students.

A credit is also available for an OCS family who recruits a full-time volunteer teacher or staff member. This is one-time, \$400 credit per full-time volunteer teacher/staff member recruited. (See OCS Policy 2.6.5).

## **Past Due Tuition Policy**

In order for the school to function properly, tuition payments must be received in a timely manner. Therefore, OCS will adhere to the following policy regarding past-due tuition:

- OCS will hold student report cards and transcripts until past-due tuition payments are made or until arrangements for payment have been made with the administration.
- Tuition must be paid-in-full for the previous semester before a student can enroll for the next semester.
- If there are extenuating circumstances that prevents a family from paying for the first semester before the second semester begins, the family needs to

obtain permission from the board to enroll their student for second semester. Arrangements for payment will need to be made at that time.

- Under no circumstances will a student be allowed to enroll the following year if they still have past-due tuition from a previous year.

## Testing Fees

- Certain fees for testing may apply.
  - SAT testing is now offered at OCS and students will be expected to pay all tests fees **online** through the College Board website when you register. The cost of taking the SAT is not part of the OCS tuition.
  - There is a fee also for the PSAT. Students will be expected to pay PSAT test fees to Sarah Gellert, the test coordinator, when you register. The cost of taking the PSAT is not part of the OCS tuition.
  - Advanced Placement (AP) testing typically takes place at OCS. A fee of approximately 120 dollars or 1400 pesos, which is payable by check or peso cash, will be charged to the families of those taking the tests before the day of the test. Please note, the above fee is an estimated cost and the fees are subject to change.

## Transcripts

OCS will provide constancias, proof of study letters, transcripts, or other documents upon request. Please allow a minimum of three working days to fulfill these requests.

An OCS transcript will be issued to a full-time student (five classes or more). An OCS transcript will be issued to graduating part-time student if all other previous OCS graduation requirements have been met.

## **School Sponsored Trips**

### **School Trips**

Field trips will be offered at various times throughout the school year to enhance a particular subject or interest. Teachers or sponsors will communicate with parents concerning the schedule, appropriate dress, and what the students need to bring. When traveling in vehicles, students will be provided with a seat and seat belt. Those riding in the front seat of cars will wear seat belts. Any vehicle used for a field trip must have appropriate insurance and be driven by a licensed driver.

On out-of-town trips, emergency information (name, address and phone numbers of parents and other responsible party, medical information, etc.) and appropriate documentation for each child will be taken along.

### **Permission**

Written permission will be required in order for a student to participate in off-campus outings. Permission for regularly scheduled off-campus trips can be given at one time.

### **Supervision**

On any activity of the school, responsible adults will be present to supervise the students. On overnights and swim parties, if female students are involved, a female adult will be present. If male students are involved, a male adult will be present.

### **End of Year Trip**

The 11th and 12th grades may have the opportunity to plan, finance, implement and enjoy an optional trip at the end of the school year. Throughout the year the students may work to raise money for the trip. The students are responsible to plan the money-raising projects, do the work, and keep track of the finances. They plan the trip and all details involved. A faculty member and/or parents will work closely with the students, helping to teach and assist the students in this exercise and approve their plans. The students are responsible to follow the Handbook, providing information to parents of their plans, receiving parental permission for the trip, arranging for adult supervision, and planning transportation in a responsible way. All details of the trip, including who is allowed to go and the scheduled days, must be approved by the administration. All money cooperatively raised will be used to cover expenses for the trip. Students who opt out of participating in the school trip may be required to be at school the days of the trip. The decision to opt out must be made within the first month of school.

### **Student Sponsored Events**

All Student Sponsored Events must receive **prior approval** from their staff advisor **and** administration. Students leading the event will be expected to work with their staff advisor, keeping them involved in the planning processes. The staff advisor and the administration have the right to override any student decision that does not meet OCS standards.

## **Spiritual Emphasis Camp (SEC)**

Spiritual Emphasis Camp may be offered in the spring to promote the students' personal walk with God. Typically this camp is held in Puebla under the sponsorship of Puebla Christian School. All 3<sup>rd</sup> – 12<sup>th</sup> grade students are expected to attend, unless they have an exceptional circumstance and receive prior permission from the principal. First and second graders are welcome to attend, but not expected.

### **SEC Fees and Payment:**

- Full time students: Registration and bus fees are covered by tuition.
- Part time students are not required to attend SEC camp. If attending, they are responsible to pay full registration fee. Bus fee will be covered by OCS tuition.
- Second semester full time students will pay 40% of camp/bus fees (60% of fees are covered by tuition).
- Discounts are not available for families with multiple children.
- All homeschooled students must make camp attendance arrangement directly with the SEC camp. Transportation and store money may be coordinated through OCS.

Puebla Camp has a ***no-refund policy*** and the overall cost for everyone is affected when students do not attend camp, therefore no refunds will be given for students who do not attend camp for any reason and discounts/refunds will not be given to students choosing to serve as Jr. Counselors at the elementary camp. Families who choose to opt out of the provided OCS transportation and take their own transportation to and/or from camp will also not receive a refund for bus expenses. Doing so would raise the cost for everyone else going.

### **Camp and Trip Meal Money**

Fulltime, part time, and semester students will provide their own money for camp store and for the meal on the return trip to Oaxaca. This will be collected by the OCS office ahead of time and designated specifically for the child.

### **Student Transportation**

OCS considers the safety of students the number one priority when it comes to transporting them to and from SEC in Puebla. Most often OCS rents a bus and students will be expected to ride it together. If there are special circumstances, they need to be approved by the beginning of February by the administration. The no refunds policy still applies in these situations.

## **Junior Counselors:**

Juniors and Seniors from OCS will be given the option of participating as Junior Counselors for the Elementary Camp. Applications will be given out to the students wishing to serve. These will be filled out and returned to the office for approval. The office will then submit applications and communicate directly with the camp concerning approved Jr. Counselors.

Before filling out your application, please see the Junior Counselor Requirements below:

- All junior counselors **MUST** receive prior approval from the OCS Administration. If they fail to do this, they will forfeit the right to go to elementary camp as a junior counselor. All junior counselor applications must be submitted to the OCS office on or before February 1, unless prior arrangements have been made.
- Junior counselors must be maintaining a C average on their semester report card and have no failing grades in the current semester or the semester prior to SEC. They must have attended OCS for at least one full semester prior to camp.
- If there are major discipline issues or other behavioral concerns, the administration has the right to deny a junior counselor from working at camp. While junior counselors are not expected to be perfect, they should exhibit Godly character in their lives as they will be a role model for the elementary students.
- Age Requirement: According to the camps rules, all students desiring to be junior counselors must be either juniors or seniors.
- OCS will allow one junior counselor to be a counselor during elementary camp per every five OCS elementary students attending camp, as long as they meet the above requirements.
- Junior counselors are also expected to pay all of their own costs for serving at elementary camp which may include the following: elementary camp registration fee, extra transportation costs, and food and lodging costs for one extra night at camp for training.
- As previously stated, all junior counselors are expected to arrange their own transportation to elementary camp. The arrangements need to be communicated to the office.

## **Parent Help**

There are various ways in which SEC and OCS need your help in making SEC successful. Below are different ways in which you can be of service.

- SEC requires that OCS provide one approved adult chaperone for each camp. This person will be responsible for dealing with any problems that arise with campers from their respective schools and must be willing to escort children home if needed. The chaperone will be assigned to help in a cabin.

- Bus chaperones
- Vehicles to follow buses to and from camp
- Parent phone contact volunteers for return trips
- Elementary lunch helper to purchase and prepare a meal before returning to Oaxaca.

## **Academic Standards**

OCS desires to create an environment that encourages personal responsibility and integrity that honors God in line with Colossians 3:23. Honesty is a character trait we expect from all our students. Several specific types of academic dishonesty including, but are not limited to, cheating, forgery, and plagiarism, will result in disciplinary action.

### **Classwork Policies**

#### ***Late Work***

Students who hand homework in late may receive a lower grade or no credit. It is up to the teacher's discretion to determine their own policy for late work. Teachers are to clearly communicate this policy and when an assignment is due. Students are to hand assignments in on time and follow their teachers' policies.

#### ***Make-up Work Due to Absences***

When a student is absent and excused, he/she is responsible to turn in an assignment when they return to school according to individual teacher's policies. Use of siblings, neighbors and the internet are options for turning in assignments during an absence. Generally, if a student is absent the day an assignment is given; one calendar day of grace for each calendar day of excused class absence will be allowed. Coordination with the teacher and the office is encouraged and expected. If a student is absent on the day an assignment is due, the student should turn in the assignment upon returning to school.

If a family knows of future planned absence, the parents must communicate with the office and teachers about the student's absence two weeks in advance. As best as possible, work will be given ahead of time so the student will be able to stay current with the class and not fall behind. Communication with the teachers is imperative.

#### ***Semester Exams***

Formal exams are given at the discretion of the teacher at the end of each semester for most full-credit high school classes (exams may or may not be cumulative). Semester exams for elective classes and for junior high classes are optional at the discretion of the teacher. Junior high school exams will count no more than 10% of the semester grade and high school exams no more than 20% of the semester grade.

## **Adding or Switching Classes**

Students may add or switch any class through the 3rd week of either semester with teacher and administration approval. The teacher may use discretion when requiring students to make up prior work given in the class before the student joined.

## **Withdrawal from a Class**

Students wishing to withdraw from a class without receiving credit on their transcript must do so within one week after the first quarter progress report or one week after the third quarter progress report. OCS administration must be informed of the student's intent to withdraw. Once withdrawal is approved, the classroom teacher will be notified by administration. The student must continue to attend class until withdrawal is approved. Failure to formally withdraw from a class by the cut-off date will result in an incomplete grade for the semester. If a withdrawal is done after the progress report deadline, a W will remain on the transcript and no credit will be given for the class.

This also applies to opting out from an AP level class to a non-AP level class. This must be done by the quarter 1 progress report.

## **Withdraw from OCS**

If a student withdraws from OCS within the first three weeks of either semester, no grades will be given or report card generated. If a student withdraws at any point after the three weeks, they will be expected to pay the full semester of tuition. A report card or transcript will be generated if a quarter has been completed before withdrawing. A progress report may be issued depending on when they withdraw from OCS.

## **Academic Probation**

Probation is a time of greater academic and behavioral oversight due to failing academic performance or continued behavior that is not appropriate for OCS standards of conduct. Probation may last a quarter or a semester. A contract defining expectations will be written up and the student's progress will be monitored during the probation period. At the end of the probation period an evaluation will be made to determine the next course of action. Failure to meet the terms of the contract may result in temporary or permanent suspension from attendance at OCS.

## **Failed Classes**

Failed classes should be made up as soon as possible. Make-up arrangements may include: a special agreement with the class teacher and/or OCS administration to make up work that wasn't finished, taking an online class or retaking the class at OCS as soon as it is offered again. Students may be required to make up a failed class over the summer. When make-up work has been completed for a passing grade, the new grade will replace the failing grade on the student's transcript. Failed classes, which are not made up or retaken with a passing grade, will appear on the student's transcript as a failed class. Withdrawing from a class after the official withdrawal date will result in a W appearing on the transcript for the class. Any senior who fails a class required for graduation must make up the class before receiving his or her diploma.



## Homework Policies

Students should expect homework every day. Homework is given at the discretion of the teacher. The following serve as guidelines for the average student:

- Elementary (grades 1-2): Parents and students may be asked to spend up to thirty minutes together each day doing homework. Remedial or make-up work due to absence may also require some work at home.
- Elementary (grades 3-6): As an average, elementary students may have between a half hour and an hour of homework each day. Long-term projects may require additional time and the assistance of parents.
- Junior High (grades 7-8): Junior high school students may average up to an hour-and-a-half of homework each day. Major projects and papers will require additional time.
- High School (grades 9-12): High school students may average thirty minutes per major subject each day. AP and honors classes, as well as major projects and papers will require additional time.

## Curriculum

OCS offers quality curriculum, which is taught through a Christ centered and Biblically based perspective. We feel it is important to integrate scriptural principles into each area of subject matter. We continually research a variety of curriculums and have selected materials that will offer your child a high quality academic education, centered on the principles of God's Word.

## Grading Methods

### Elementary

Elementary Progress Reports will be issued each mid-term as a hard copy to students/parents. These show what progress is being made in each class and what areas need to be improved upon before the quarter reports cards are issued (hard copy). Each teacher will clearly explain to his or her class the grading procedure that will be used in the class. This explanation will also take place with the parents during open house at the beginning of the year. Final grades will be recorded in the cumulative file for each student.

### ***Elementary Grading Systems:***

1st & 2nd	Uses the O-S-N system
3rd & 4th	Uses a combination of the O-S-N system and percentages
5th & 6th	Uses a combination of the O-S-N system and percentages

*The O-S-N system is O = Outstanding, S = Satisfactory, and N = Needs Improvement.*

*Note: For Physical Education (PE) athletic ability will comprise no more than 10% of the grade. Regular participation and a good attitude will rate heavily in the PE grade.*

## **Secondary**

Secondary Progress Reports will be issued each mid-term as a hard copy.

Students/parents can pick them up in the office at the end of the school day on the day they are issued. These show what progress is being made in each class and what areas need to be improved before the quarter reports cards are issued. Report cards will be issued four times a year through Thinkwave (see below for description). Each teacher will clearly explain to his or her class the grading procedure that will be used in the class. This explanation will also take place with the parents during open house at the start of the year. Final grades will be recorded in a cumulative file for each student.

### **Secondary Grading Systems:**

Uses a combination of letter grades and percentages

A+ = 99 - 100	A = 93 - 98	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 = 63 - 66	D- = 60 - 62
F = 59 and below		

*Note: For Physical Education (PE) athletic ability will comprise no more than 10% of the grade. Regular participation and a good attitude will rate heavily in the PE grade.*

### **Grade Point Average:**

The G.P.A. is calculated by dividing the semester grade by the credits received in the class. An A=4.0, B=3.0, C=2.0, D=1.0, F=0. Honors and AP level courses receive one grade point higher than regular classes: A=5.0, B=4.0, etc. Honors courses will be offered when qualified staff are available to teach them. A full-year class receives 1 credit for a passing grade. A full-year class meeting the equivalent of three times per week receives .3 credits per semester. A full-year class meeting twice per week receives .2 credits per semester.

### **Thinkwave:**

Thinkwave is an online grading program used at the secondary level. The first week of school, each student who is new to OCS or to Secondary will be guided in the process of creating a Thinkwave account. They will need to create a username, password, and provide an email address (which can be a parent's email address if they do not have their own), to sign up for an account and receive notifications.

In Thinkwave, students will:

- Be able to see the classes they are enrolled in
- See upcoming assignments that their teachers have posted for class
- Upload completed assignments
- See attendance and their current grade for each class.

## Graduation Requirements

OCS offers two diplomas with different requirements, the general diploma and the college preparatory diploma. For those planning to attend college or university, the college preparatory diploma is essential.

Subject	Required Units General	Required Units College	Notes
English	4	4	
Bible	4	4	Bible class is mandatory for every year spent studying at OCS
Social Studies	3	3-4	4 <sup>th</sup> unit can be either social studies or science
Mathematics	2	3	
Science	2	3-4	4 <sup>th</sup> unit can be either social studies or science
Foreign Language	2	2-4	If AP is taken in 10th grade, 2 units of Foreign Language are sufficient. High school students may test out of Spanish I or II and will receive one unit of credit for each level of competency.
Physical Education / Health	2.4	2.4	Physical Education receives .6 unit of credit per year, for a class that meets three times per week. Students must take P.E. every year of attendance at OCS. If offered, Health may be substituted for one semester of P.E.
Electives	1.6	1.6	0.4 credits must be fine arts (1 years' worth cumulative)
<b>Total</b>	<b>21</b>	<b>25</b>	

- Students choosing not to take Mathematics, Science, or Spanish may substitute independent courses, study hall, or work as a Teacher's Aide depending on availability and contingent upon approval.
- A Teacher's Aide will receive 0.2 elective credits per semester for working two days per week, 0.3 elective credits per semester for working three days per week, and one elective credit per year for working five days per week (or equivalent). A Teacher's Aide will be graded as in any elective class.
- Exceptions may be made for juniors and seniors (grades 11 and 12) under previous graduation requirements.
- Credits may be transferred in from other institutions to count towards graduation requirements but they will be designated as being transferred credits or homeschool credits. Previous transcripts from other schools or homeschooling will not appear on an OCS transcript but the credits will be applied to overall graduation requirements.
- Classes cannot be retro-actively added to a transcript once the school year is completed.

### **Participation in Senior Activities at OCS**

Part time students will be invited to participate in senior activities if they are enrolled as a senior in one or more academic classes at OCS for the duration of their senior year.

All seniors participating in the OCS graduation ceremony will be expected to pay a \$25 USD graduation fee by the end of first semester.

### **Independent Study**

This is an option provided for students in which a course or subject is not currently being taught or will not be offered in the future at their level at OCS. In order to receive credit, the work must

- fit within the purpose and philosophy of the school.
- include cognitive content and skill development such that if the school had the resources it would consider offering a similar course within its studies.
- the proposed content and skills must be available in written form.
- In order to recognize work or study done outside of the curriculum currently offered at Oaxaca Christian School, students attending OCS must apply to obtain credit using the Independent Course Description form in the office. It must be signed by the parent and student and approved by the Administration.
- The principal may make an occasional check-in visit to verify the student's progress in the course, whether the course is taken on site/off site.

There is a limit of two independent academic courses per semester per student. Credit may be awarded on a pass/fail basis rather than on a graded basis and may not affect the Grade Point Average or it may be awarded a grade.

Guidelines for Independent Credit for Work/Study done inside/outside of school once it has been approved:

- There must be a record of the time spent in acquiring the knowledge and developing skills required by the course. A full credit will be given for work that required approximately the same amount of time as is applied to a full credit course at OCS (i.e. 45 minutes per day for a full school year).
- The student must be enrolled at OCS in secondary school (grades 7-12) during the time that he/she is earning this credit.
- The student will be encouraged to give at least one public performance or demonstration each semester (recital, competition, exhibit, etc.) if the class is an art or performing arts class.
- If the study and lesson is to happen during school hours, there must be an allotted room and class period for that course to take place. School classroom space based on availability.
- School supervision of the independent course is based on availability.
- Courses for credit to be earned in this way must be approved by the OCS administration in advance of the course offering.
- Any deviation from the above-mentioned conditions without administration approval may result in the reduction or cancellation of the credits for this course.
- Approved independent study classes will be added to OCS transcript and count towards graduation requirements.
- Any fees or materials required for independent study classes must be paid by the parents and will not be provided by OCS. Tuition does not cover these expenses.
- If a part-time student is taking an independent study course that is optional, there will be a \$25 USD transfer fee in addition to any course fees if receiving an OCS transcript. If a part-time student is taking an independent study class that is required by OCS for graduation credits, the transfer fee will be waived.

Grades reported by an outside institution or supervisor must be submitted at the same time as the OCS quarter and semester grade reporting unless different reporting dates have been approved by the administration. Failure to submit grades on time may also result in the reduction or cancellation of course credits.

## **Independent Course for PE Credit**

If a student desires to take an independent course for PE credit, a course description must be filled out ahead of time and approval be given by the administration. The course must be run through a third party who will be asked to provide proof of studies (constancia), progress reports and/or participation accountability. Independent PE classes will not be allowed to be supervised by parents unless specifically approved by administration. If it is run by a parent, no OCS credit will be given for it. Students will not be allowed to leave campus for individual PE courses without proper signing out first in the school office.

## **Dual Credit**

Dual credit is a course that is taken at a institution of higher learning while enrolled in high school and receives a high school credit and college credit for postsecondary coursework. Eleventh and 12<sup>th</sup> grade students may choose to take a dual credit course as an independent study course. Freshman and sophomores may not take dual credit.

The above guidelines for independent study will apply and dual credit classes will be limited to 2 per semester. Dual credit courses will only be allowed for classes NOT offered currently or in the following year at OCS if you are expecting an OCS transcript. (For example, juniors cannot take a class for dual credit that will be offered their senior year.) A transcript from the college must be provided to the OCS registrar once the course has been completed in order to receive a grade for the course on the high school transcript. The student will receive the same amount of credit on the high school transcript as was awarded for college credit. Dual credit classes will show up on an OCS transcript, designated as a dual credit class.

Students taking dual credit classes should not expect tutoring from OCS teachers nor expect OCS to provide the supervision for these classes. Proctoring exams for these courses must be arranged ahead of time with administration.

## **Auditing classes**

OCS has a no-audit policy. No classes may be audited at any time.

## **Transcripts for OCS Seniors**

OCS will generate transcripts for students who have met their graduation requirements while attending OCS. Credits from other institutions or homeschooling will be applied to graduation requirements but will not appear on OCS transcripts.

If students are receiving a homeschool transcript, they will receive a homeschool diploma though they are allowed to participate in the graduation ceremony. If they are receiving an OCS official transcript, they will receive an OCS diploma.

Families generating their own homeschool transcript will be given a report card at the end of each school semester of their grades from OCS that they may use to create their own transcripts. OCS can provide higher education institutions with official transcripts for classes that are taken at OCS and from previous high schools if they have been submitted to OCS prior to graduation.

### **Limitation of Documentation for Future Schooling in Mexico**

Please understand that we operate as a homeschool co-op here in Mexico. We are not recognized by the department of education here in Oaxaca. This will greatly limit the documentation that we can provide if a student desires to study in the Mexican system at any level in Mexico. We strongly encourage those students who desire not to leave the country for future studies to consider the GED in the states or the Escuela Abierta exams that are given in Mexico.

## **Attendance Policy**

### **Unplanned Absences**

If a student is unable to attend class on a particular day, the front desk must be notified directly **before 9:00am** by the parents through an email, phone call, signed note, or in person including name of the student and the reason for the absence. The school will not consider a text message an adequate form of notification. Although the school will support its families, the school has the final authority in determining whether an absence is excused or unexcused. If a student is absent from five classes in a quarter for any reason, there will be a parent-teacher-administration conference to determine the best course of action for the child.

### **Extended or Planned Absences**

If a student will be absent due to a planned event (whether one day or extended) the front desk must be notified directly by the parents in writing, either by email or signed note, including the reason for the absence and the dates the student will be absent. In the case of a one or two-day absence, please let the office know as soon as you are aware of it. For extended absences, a notification of least 2 weeks in advance should be given both to the front desk and the student's teachers. Failure to give sufficient notice could affect the student's grade.

### **Tardies**

All students who arrive late to school must sign in at the front desk of the OCS office and get an admit slip. To be excused for the tardy, the parent must contact the office in person, by phone, or send in a signed note with the student. Tardies are unexcused unless a parent talks directly with the administration or sends a signed note with the student. Late arrivals will be excused only in the event of unforeseen circumstances such as unexpectedly heavy traffic or car trouble.

For secondary students a total of three unexcused tardies to any class during the course of the semester will result in a lunch detention. Each set of three unexcused tardies is equal to one minor offense in accordance with the disciplinary procedures guidelines. Habitual late arrival may result in a parent conference with the principal.

- Elementary (grades 1-6): Tardiness will be dealt with on an individual basis, and may result in staying in from recess, or other action the teacher feels is appropriate.
- Secondary (grades 7-12): When arriving late from one class to another, in order for it to be excused, the student must receive a signed note from the current teacher to be given to the teacher of the following class. If the student does not bring a signed note, the student will receive an unexcused tardy and will be notified of that fact. Teachers will give tardy reports to the office throughout the day.

If a student is more than 20 minutes late, the student will be considered absent and unexcused if no note is provided for that period. When arriving after 10:00 a.m., or leaving before 12:00 noon, the student will receive a half-day absence. ***\*Remember to sign in or sign out in the office\****

The office must have prior notice from parents if arriving later or leaving earlier than the regular school schedule. When arriving late or leaving early, please use the pedestrian gate.

## **Truancy**

It is expected that all students will attend classes. Skipping school or classes is not permitted at OCS and will result in detentions or suspensions. It is understood that illness, family trips or family business will occasionally result in a missed class. This is permissible as long as the missed work is made up in a timely manner. If a student misses more than 12% of his or her classes, the school reserves the right to disallow academic credit for the period of time in question (usually a semester or a year of school).

## **Rules of Conduct**

### **Child Protection Policy**

OCS believes in fostering a safe environment for all who are involved at the school: students, teachers, staff, and parents. Given that the students are the most vulnerable, the school has adopted a Child Protection Policy. The Child Protection Policy is maintained in a separate document. Copies of this policy will be given digitally to each family each year. Each family is expected to review it carefully so as to better participate in keeping the school a safe place for the students.



## **Conduct and Discipline Standards**

1. Because we share space with the seminary, students must not play or make noise where it might bother classes at the other school. Students should consider our hosts and their students when moving around campus. It is appropriate to politely greet them and to show respect to all of them. We should all be aware of and sensitive to the different cultural norms and expectations.
2. Students should use respectful language when addressing staff and address all staff with Mr., Mrs., and Miss, unless otherwise directed.
3. Students should show respect for others by observing normal rules of polite behavior at all times.
4. Students must show respect amongst their peers and especially to younger students, striving to set an example and to be a model. They should avoid sarcasm, teasing, bullying, harassing, and any other offensive or aggressive behavior. Any of the above behaviors will result in disciplinary action. Students must respect school property and equipment. Graffiti and defacing property are both signs of disrespect and will result in disciplinary action.
5. Students must not use foul language or any talk that is inappropriate in any language.
6. No inappropriate physical contact between students is permitted on the OCS property or at OCS activities. This includes, but is not limited to, back rubs, holding hands, hugging/kissing (brief side hugs are allowed), or any other prolonged contact.
7. Students are not to have unapproved visitors during school hour. All visitors to the OCS campus must have prior approval from the school administration and must sign in at the office as soon as they arrive (parents included).
8. Students in grades K-6 should always be able to see the playground teacher in charge whenever playing outside.
9. Students are to follow all playground rules.
10. OCS has a closed campus. Students are not allowed off campus at any time during the school day unless specifically permitted by the school office and/or their parents. Once you are signed out at the parking lot for the day, please don't come back into the parking lot or onto school grounds. (For example, don't go and buy a snack down the street and return).

## **Bullying Policy**

OCS prohibits bullying of any student. Students and parents are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. As a general practice, Rosalind Wiseman's guidelines for distinguishing between conflict and bullying will be used by OCS. They are shown in the table below.

What bullying is ...	What bullying is not ...
Repeated aggressive behavior	Not liking someone
Intending to cause harm (physical or emotional)	Accidental bumping into someone
An attempt by one or more individuals to gain power over another	A <b>single</b> act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening, name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group on the playground (unless being done regularly and with intention to hurt the feelings of another)
Cyber-bullying: Using technology to bully others verbally, emotionally and/or socially	Isolated acts of harassment, aggressive behavior, intimidation or meanness

Bullying is defined as the *repeated* actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress or harm. Bullying includes physical, verbal, nonverbal, or written communication that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity. It creates an intimidating, threatening, hostile, or offensive environment and has the effect of substantially or unreasonably interfering with a student's academic performance. It otherwise adversely affects a student's opportunities or ability to participate in school sponsored programs or social activities. It also includes the use of technology such as computers, cell phones, and other electronic devices to intentionally and repeatedly mistreat others.

### Prohibited and Restricted Items

Fireworks, pornography, drugs, alcohol, tobacco, knives, guns or any kind of weapon must not be brought on the school grounds. There is a zero-tolerance policy for bringing these articles to school. The first offense will result in a one-week suspension. The second offense will result in immediate dismissal from OCS. The administration reserves the right to prohibit any item that is deemed dangerous or inappropriate.

### Cell Phone Policy

Students are not to use their cell phones during the school day 8:15-2:50. All cell phones should be on airplane mode and on mute/vibrate during school hours. If a student needs to make a school related or emergency phone call during the school day, the student may use their device but must receive permission from the school office staff and place the phone call in the school office. The school phone is available for school

related purposes as well. Social calls are not allowed. It is at the teacher's discretion to allow them to be used as calculators or to take pictures of information in class.

## **Electronics Policy**

No portable electronic devices may be used during school hours without the specific permission of the supervising teacher or Principal, who will approve the use of such items for school-related purposes only upon agreement between the administration and the parents. Any offense of portable electronic device will result in the confiscation of the device and may not be retrieved except by the parent who will be notified of the offense. All electronic devices should be turned off or in airplane mode and stored in a backpack when not being used for specific class purpose. Failure to follow the above policies regarding use of electronics at school will result in the confiscation of the electronic device, only to be retrieved by the parent. Repeated confiscation will result in the suspension of the device on school grounds for a period of time determined by the principal.

## **School Resources**

OCS provides a computer lab and a library for use by attending students.

### **Computer Lab**

Use of the school's computers and computer lab is a privilege and is to be used for school related purposes only. The computer lab rules are posted and visible in the lab. All rules are expected to be followed. No student is allowed to use the lab without an adult supervisor present. There will be a cost associated for printing homework in the computer lab. Color copies will cost 5 pesos and black and white will cost 3 pesos.

### **School Lockers**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents may be searched or examined by school authorities without the permission of the student any time when, at the sole discretion of the school authorities, they deem it necessary to do so.

Students must understand clearly the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
3. Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner. Students must not share their own locker combination or key with any other student. Allowing others, even friends, to know a locker combination/have key is the greatest cause for loss of personal items from lockers.

4. Students may only use the one locker that is assigned to them. They may not store additional items in unclaimed/empty lockers.
5. Lockers must be kept clean inside and out.
  - a. Stickers are not allowed on any part of the lockers.
  - b. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - c. Writing or painting on any part of the lockers is not allowed.
  - d. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
6. Students are responsible to pay for any locker damage they do in violation of the above rules.
7. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
8. Any problems with a locker should be reported to the office or to a designated staff member.
9. The school is not responsible for lost, stolen, or damaged goods belonging to students.

### **Sharon Meier Library (SML) at OCS**

The SML exists to support the school in its mission and goals, and in its desire to glorify God in the education of our children. We have approximately 10,000 items in our electronic database; this includes both Christian and secular books, magazines, and DVDs.

Some materials in the library may be of a nature unsuitable for younger students. It is the responsibility of the teacher to be aware of the content of any specific book or materials assigned for class. It is the **responsibility of the parents** to be aware of the content of general books and materials their children check out of the library. The teacher or librarian may caution a student about checking out materials that may not be suitable for them, but **final responsibility rests with the parents**.

#### **Library Patron Policy**

A free library card will be issued to all patrons: including students and staff of OCS. Friends of OCS and family members of patrons are welcome to join as well. Applicants must complete the application available in the library and agree to the patron policy. Parents are responsible for all materials and charges on their elementary student's card. Non-OCS families or individuals are welcome to become patrons at \$20 pesos/month/ individual or \$50 pesos/month/ family.

## **Renewal of Materials**

Loan period is TWO WEEKS, or ten in-session school days, for students and family members (OCS staff is granted indefinite loan period.) Most SML items may be renewed once. Materials that are on hold for another patron may not be renewed.

## **Overdue Materials**

Patrons are responsible for returning library materials on time. SML will charge a fine of 1 peso/day for materials that are returned after their due date. (Students will not be charged overdue days for which their absence has been approved by the office.)

First & second grade students won't have overdue fines. However, they cannot check out new books until previous books are returned.

## **Lost Library Materials**

Patrons are responsible for the cost of replacing library materials that they have lost.

## **Damaged or Incomplete Materials**

Patrons are responsible for the entire cost of replacing an item that has been damaged while in their possession or returned incomplete.

## **Delinquent Patron Account**

Patrons are responsible for payment of all fines and fees charged to their accounts. The library will revoke a patron's borrowing privileges until fines and fees have been paid. Report cards will not be issued to students whose accounts are delinquent.

## **Email**

An email from 'noreply@libraryworld' will be generated weekly; this notice includes items checked out with its due date, and/or overdues and fines. Check your junk mail if you have not received one.

## **SML Online**

You can search our LibraryWorld database or request a hold on an item: Go to <http://www.libraryworld.com/ipac.html> School name: SML\_OCS Password: all4Him

## **Mobile Apps!**

LibraryWorld Search for Apple and Android lets you search our library from anywhere and anytime you have access to your smart phone or tablet. Available from Apple's App Store and Android Market for free! (Sign in with school name and password listed above.)

## **Dress Code**

### **Dress Standards**

Oaxaca Christian School desires to create an educational environment that honors God and enhances learning. Rules of modesty for uniforms, athletic wear, and free dress apply at all times while on campus. During the bell schedule students must adhere to the established daily dress code/uniform standard. We base our dress code upon the following principles:

Modest and Clean (Romans 12:1; I Timothy 2:9) and Pleasing the Lord (I Corinthians 6:20, 10:31 and 14:26b)

Boys – Modesty is defined for boys as wearing pants or shorts that are at the waistline and are secured to the waist so as to prevent underwear from being exposed. Tank tops and/or sleeveless shirts are not allowed.

Girls – Modesty is defined for girls as wearing clothing so as not to reveal the upper torso, cleavage, or under garments. Girls should refrain from wearing form fitting, sheer or tightly fitted clothing in the chest or hip areas, tank tops and/or sleeveless shirts.

### **School Day Attire**

#### ***Shirts***

Both boys and girls are to wear a polo style or button up shirts Monday through Friday. This may be long or short sleeved and of any color or pattern. It may be worn outside or tucked in. Button-up shirt must have collar, buttons and sleeves and be buttoned at all times. No transparent shirts. Girls may wear dresses on Fridays (see guidelines below). Jackets, sweaters and sweatshirts may be worn during cooler weather. Proper dress code clothing must be worn underneath, but the collar must still be visible.

#### ***Pants/Shorts/Skirts***

Both boys and girls may wear pants and shorts that are of jean, khaki or dress pant material. All pants should fit properly and not have any rips, tears, or holes. Shorts and skirts must be no more than 3 inches above the knees when standing. Sweatpants, athletic shorts, sleepwear, yoga pants, etc. are not permitted. Leggings/jeggings may be worn under skirts.

#### ***Dresses (Fridays only)***

Dresses should have a modest neckline and shoulders should be covered. The length must not be more than three inches above the knee.

#### ***Footwear***

Shoes: Tennis shoes, dress shoes, or sandals with strap around the heel in good repair are permitted. Closed-toed shoes should be worn with socks. (NO BEACHWEAR, FLIP-FLOPS or CROCS.)

For protection of the 1<sup>st</sup>-4<sup>th</sup> grade students who are often playing on the playground or running, they should always wear tennis shoes for recess and lunch. For dress up days they should bring tennis shoes to change into.

### ***Head Wear***

Hats, hoods, and sunglasses may not be worn during school hours, except for PE or lunch/recess. Cold weather hats are allowed when cold temperatures are an issue.

### **Hair**

Hair is to be neat, clean and combed. Hair must not cover the eyes. Both eyes must be visible at all times. Natural colors for hair only.

### **Piercings & Tattoos**

No body piercing is permitted except for girls' ears (limit two per ear). For both boys and girls, tattoos on any part of the body are not allowed.

### **Physical Education (PE) Attire**

#### ***Elementary***

Athletic shoes, modest athletic pant/shorts (no more than 5 inches above the knee). No dresses, skirts, sleeveless shirts, or leggings/spandex without approved shorts overtop. This dress code only applies to PE class. Regular dress code must be worn the rest of the school day.

#### ***Secondary***

Athletic shoes, t-shirt and long athletic shorts (no more than 5 inches above the knee), or modest athletic pants are to be worn. This dress code only applies to PE class. Regular dress code must be worn the rest of the school day. It is the student's responsibility to see that he/she is properly prepared for PE class by the second bell.

### **Spirit Day Attire**

Unless students choose to dress up according to that day's theme, regular school dress code applies. All themed outfits must follow the OCS Appropriateness Guidelines. These rules apply to all dress up days.

### **Special Event Attire**

Moderate dress is expected for any officially sponsored event on or off campus. The event specific dress code will be provided prior to the event by the sponsoring teacher or the administration. Students are expected to follow our dress code of modesty for special events.

### **Swimming Activity Attire**

In the event where swimming will be part of a school sponsored event, the swim attire worn must be modest. At no time will bikini style swimwear be acceptable. All swim attire, whether a one or two-piece suit, must provide moderate coverage. If two-piece, both pieces must touch. Any swimsuit considered unacceptable by the adult sponsor must have a non-see through cover-up put over it or the student will be required to change.

## **Disciplinary Procedures**

Each teacher will explain his/her classroom rules and consequences to the students. The principal will also explain school rules to the students. Breaking any of these rules will meet with appropriate discipline according to the principles listed below.

- Firmness, fairness, and consistency will be considered in administering discipline.
- Any disciplinary action should fit the offense.
- When disciplinary action is administered, it should be done as soon as possible after the offense is discovered and without anger.
- Sarcasm and public ridicule will not be used as disciplinary measures.
- Corporal punishment will not be used as a disciplinary measure.

### **Dress Code Offenses**

In case of a dress code offense, a faculty member will send the student to the office with a dress code referral. For each offense, the parents will be informed.

1. 1st Offense – The student will be notified as to the specific problem, a warning will be recorded, and an email sent home informing the parents of the issue. The student will be asked to change. If there is no change of clothing available, the parents will be called to bring a change of clothing.
2. 2nd Offense in same semester – The student will be asked to change. If the student has no change of clothing available, the parents will be called to bring a change of clothing. The student will serve an in-school suspension until parents bring change of clothing. An email will be sent home informing the parents of the issue, if they have not been called already.
3. 3rd Offense in the same semester – Student will be sent home and will serve a suspension for the remainder of the day. A parent conference will be called with the principal.

### **Major Offenses**

The Principal may deem that a student's behavior is of a severe enough nature that suspension or expulsion takes effect immediately. Suspension or expulsion may be used for major violations. If a student is expelled from OCS, the student will not be considered for re-admittance until at least a year after the date of dismissal. Major offenses may be documented in the student's file and shared with a college or university if requested.

Examples of major violations are:

- Behavior in action or words that occurs on campus or during a school sponsored event that is antagonistic to the basic goals of the school;
- Deliberate disobedience or non-compliance with a reasonable request of any school personnel or any established school guidelines;



- Blatant disrespect in speech or attitude towards a staff member or a student;
- Lying;
- Theft;
- Willful destruction/defacement of school or private property (e.g. graffiti, vandalism, misuse of equipment);
- Plagiarism, forgery, cheating;
- Possession, use, sale or distribution of tobacco products, alcohol, drugs, fireworks, weapons, explosives, or pornographic materials on school property or at school- sponsored events;
- Deliberate physical conflict or endangering the safety of others;
- Sexual misconduct.

## **Minor Offenses**

Elementary (grades 1-6):

- Minor offenses will be handled on an individual classroom basis.

Secondary (grades 7-12):

- 1st-3rd offense = Lunch detention and communication with parents.
- 4th-5th offense = In-school suspension, parent/principal conference, and/or probation from extracurricular activities.
- 6th offense = Consideration of out-of-school suspension.

## **Reconciliation and Grievance Process**

From time to time an individual (parent, student, teacher, prospective parent, or contract employee) may disagree with a decision or practice of the administration, faculty, or staff of Oaxaca Christian School. Individuals who want to appeal a decision of the administration, faculty, or staff must follow these procedures.

### **Basic Conflict Resolution (Matthew 18:15-17)**

Speak directly with the offending party in a timely manner with clear communication of the issue. This should be done before talking about the matter with other parents, students, or teachers. Every effort should be made to resolve problems at this level of one-on-one contact.

When it comes to parent-teacher conflicts, parents are asked to confront gently when confrontation is necessary, and work through a third party. This third party should be someone who does not have a conflict of interest in the situation. There must be mutual agreement as to who it will be. The first option is the school administration, the

second is the board liaison, the third would be someone from outside of the school (i.e. not a parent and not a teacher). Working through a third party is especially encouraged with first or second year OCS teachers.

## **Appeals**

1. If the problem is not resolved, then the offended party should take the appeal to an appropriate administrator (principal or administrative assistant). All parties should make effort to gain resolution. The administration is required to make decisions and take action within the limits defined by the Board of Directors Policy Manual.
2. Aggrieved parties may appeal beyond the administration level by using the following steps:
  - a. Describe in writing the pertinent points of the issue and clearly state their wishes. This written request should be addressed to the Chairman of the Board of Directors.
  - b. The Chairman shall determine
    - i. Whether the administration has worked within the limitations of Board policy.
    - ii. Whether the appeal should be heard at all, by a board committee, or heard by the whole Board of Directors.
  - c. The Chairman shall communicate in writing to the aggrieved party within ten (10) working days. This communication shall clearly state the future steps in the appeal process including time considerations.
3. The decision of the Board of Directors, its officers and/or its committees shall be final.



