

A WORD FROM THE SUPERINTENDENT

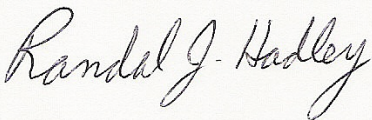
Thank you for allowing all of us at Okinawa Christian School International to assist you in educating your child. Our goal is to work in partnership with you to love, nurture, and teach your child. We take the entrustment of your child to us very seriously. Like you, OCSI wants your child to grow spiritually, academically, and socially into a responsible and caring adult.

If we are to accomplish the above goal, OCSI must be Christ-centered as it focuses on each student's need. We will help each student progress as an individual while teaching him or her to learn, work, and play as a part of a group. Of course, we can only do this if we have good, open lines of communication with you, so please feel free to call us at any time.

May I also strongly urge you to attend every school event that involves or affects your child. Think back to your experience as a child. Right or wrong, in your child's mind, your attendance or non-attendance clearly communicates how important he or she is in comparison to other demands on your time. Of course, it also greatly affects how well you will be able to understand and help your child in relation to his or her school experience. Please check our website regularly at www.ocsi.org for information on various topics including a calendar of events. For our part, you can expect regular notices of all such events or conferences.

I am looking forward to a good year. We hope you will be well satisfied with the care we give to you and your child.

In His Service,

A handwritten signature in black ink that reads "Randal J. Hadley". The signature is written in a cursive style and is placed on a light beige rectangular background.

Randal J. Hadley

LET US TELL YOU ABOUT OCSI

Mission Statement

OCSI seeks to partner with families of the international community of Okinawa by offering an excellent Christian education in the English language. We endeavor to “train up a child” by promoting student development spurring them on to achieve their God given potential and discover their **unique design, purpose, and calling**, so that they will positively impact Okinawa and the world. *(Important Biblical Texts: Proverbs 22:6)*

Vision

It is the desire of OCSI to equip students to be lifelong active learners who:

- Have a personal relationship with Christ
- Develop a Christian worldview, grow in their Christian faith, know God’s love, and desire to care for others
- Fulfill the Great Commission of Mathew 28:19-20
- Are active in a local church
- Can read, write, and speak English at a college entry level at graduation.
- Use modern technology effectively, and have a foundational knowledge in history, math, science, geography, English, health, fine arts, and physical education
- Are information literate, knowing how to research, analyze, evaluate and apply information to real-life problems
- Are functional in cross-cultural settings

It is our solid hope that OCSI graduates will fully understand who they are in Christ and their own special calling, in order to impact the world and culture in which they live to the Glory of God.

HISTORY

In 1957 a group of missionaries on Okinawa established an interdenominational, independent, private school for English-speaking children who were not eligible to attend U.S. military base schools. The new school had only one teacher and eleven students who met in a location in the area that is now Morikawa Park.

Okinawa Christian School International (OCSI) has come a long way since those early days! Today the school has a total enrollment of approximately 380, a

faculty of about 40, and new facilities that include 39 classrooms, 2 libraries, 3 computer labs, and a large gymnasium. The school is located 2 kilometers west of Torii Station above the Yomitan Senior Citizen's Home.

The governing body of the school is an eightmember board made up of the superintendent and seven missionaries or Christian workers who live on the island. The board members serve a threeyear term and may be reelected by the Gakko Hojin Okinawa Christian School Council which is an organization made up of Christian parents, teachers, and other friends of the school.

PHILOSOPHY

We hold that a Christian education is distinguished by a unique set of core beliefs. The philosophy of education at OCSI is based on the following Biblical tenets:

(1) God:

Although surrounded by a religiously pluralistic/syncretistic world, we affirm our belief in the one true God, the Creator of all things. God possesses unlimited resources of power and understanding, and nothing exists that He did not make and is not subject to Him. He graciously upholds and maintains all He has created as an expression of His love for what He has made. He is the source and foundation of all knowledge.

God reveals Himself to His Creation in many ways, the primary being through His incarnation in Jesus of Nazareth. Jesus of Nazareth demonstrated that He is the Christ--God's only Son, fully human and yet fully God--by His character, teachings, miracles, and His resurrection from the dead. Jesus teaches that He is the sole source of salvation for men and women and that by faith in Him any person can receive the forgiveness of sins, an eternal dwelling in heaven, and the gift of the Holy

Spirit. The Holy Spirit lives in the heart of every follower of Jesus, giving strength, wisdom, knowledge, and encouragement.

During the present age God chooses to remain unseen, thereby giving to men and women the responsibility to seek Him by faith in Christ. At OCSI our efforts in education are based upon this understanding of God and His relationship to the world and to us.

(Important Biblical Texts: Genesis 1:1, Hebrews 1:2-3, John 1:1-14, Romans 1:3-4, 16-17)

(2) Man:

God created human beings in His image. As such, human beings are differentiated from plants and animals by their capacity for rational thought, the exercise of moral judgment, and the possession of a eternal soul. Human beings were created in the beginning by God to be the pinnacle of His creation and entrusted with its care. At that time human beings were innocent and sinless and fully understood their proper relationship to God, each other, and the world. When sin entered the world, human beings lost their innocence, became prideful, and forgot their dependence upon God. Sin, at its core, is the rejection of God and His purposes and always results in self-focused behavior. It destroys and distorts human behavior and relationships. Because of the terrible consequences of sin, human beings are now separated from God, doomed to die, and in need of salvation from God's righteous eternal judgment.

OCSI recognizes that all students bear both the image of God and the scars of sin. Because students bear the image of God they can and should be challenged, assisted, and expected to excel academically, physically, spiritually, and socially. The reality of sin, however, convicts us that appropriate moral training and Christ-centered spiritual formation must be included in our curriculum in order to enable students to excel in all dimensions of life.

(Important Biblical Texts: Genesis 1-3, John 3:16 and 36)

(3) *God's Word:*

God has graciously revealed many of His thoughts and purposes to human beings through the Bible. The Bible is God's Word to men and women and is fully inspired, containing no error in its original form. The message of the Bible is the ongoing revelation of God to the world, especially through the historical ministry and resurrection of Jesus of Nazareth. From the Bible we learn the correct way to view the universe (God-centered, not man-centered), ourselves (God-made, not accident-made), and how we can have harmony with God, each other, and our environment.

Because of the centrality and importance of the Bible we place great value on integrating its teachings into all aspects of the curriculum at OCSI. We believe that all fields of knowledge and learning can and should be further illuminated by spiritual truth. Any apparent contradiction between the observations of science or other standard fields of knowledge and learning and the teaching of the Bible indicates an imperfect understanding either of Scripture or of observable phenomena. (Important Biblical Text: 2 Timothy. 3:16)

(4) *The Truth:*

It is the appointed task of the Christian educator to saturate the student with truth. We are warned in God's Word of the danger of false teachings and the great responsibility placed upon teachers. We must make every effort to

teach truth and avoid falsehood. All truth is God's truth. He reveals it to us in three ways: 1) through His Son, 2) through the creation, and 3) through the Word of God. It is this special revelation of God's Word that guides the Christian educator as he/she teaches and, above all, interprets the truth revealed in creation. The Christian educator must insist that information taught in each discipline is consistent with the Word of God in order to "take captive every thought to make it obedient to Christ." Each course, therefore, is taught within the framework of a Christian worldview and from the perspective of the Word of God. For example, we teach physical education and emphasize physical development because Scripture teaches that our body is the temple of God. Through our teaching of science students see God's design in nature. We teach mathematics because, as Galileo noted, "mathematics is the alphabet with which God has written the universe." Through the teaching of literature we are able to appreciate the beauty and power of the written word. We examine the wisdom of man and the words of authors, poets, and philosophers as compared to God's Words. Our teaching of history is informed by the plan of God for His creation while highlighting humanity's ongoing struggle with sin and its effects. By teaching students to appreciate the arts we show them how the very image of God is upon us, availing us of creativity, and lending us a window into the very nature of God. And finally, we teach vocational skills and knowledge as important tools for equipping students to serve God in various occupations.

(Important Biblical Texts: Matthew 16:11b-12, 2 Corinthians 10:5, James 3:1)

(5) Nature of Christian Education:

The Christian school belongs to God. The teachers and administrators are His. The students are His. The truth being taught is His. All things must be brought under His authority. He alone is the ultimate head of the school.

Christian education ought to be available to all students regardless of race, language, cultural, background, financial means, religious beliefs, or educational and social needs. Christ has directed us not to hinder any children from coming to Him. There may be limitations placed upon specific schools for they, with integrity, must admit that they do not have the resources to meet the needs of some students, while still meeting the needs of the entire student body. However, we must strive to make Christian education available to all children. OCSI is not a place that attempts to isolate students into a homogenous Christian community. We do not attempt to take students out of the world, but rather we strive to insulate them from its evil influences by hiding the Word of God in their hearts.

Christian Education is uniquely different from secular education in that it provides a learning environment that educates the whole child--academically, socially, physically, and spiritually. The Christian high school graduate should be academically prepared to succeed at a college, in a university, or in the work force. Academic standards must be kept high, and students must be challenged. The task of the Christian educator extends beyond academics as he or she endeavors to develop the social being of the students by teaching

them to love their neighbors. Christian education prepares students to use their abilities to serve others. Beyond academic, social, and physical training Christian education holds the highest charge of nurturing spiritual growth, our relationship to God. Education that leaves out the spiritual development of the student is woefully incomplete. It is our desire that students fulfill the Great Commission and serve the Lord in the 21st century. Thus, we prepare students to understand the nature of God, develop strong convictions, and be familiar with the world around them. Christian education must minister to students in a Christ-centered learning community that instills the vision and practice of excellence in academics, character, and service for God's glory.

(Important Biblical Texts: Ephesians. 1:10, Matthew 19:14, John 17:15-16, Luke 2:52, Matthew 22:37-39, 1 Corinthians 6:19 1 Timothy 4:8)

(6) Role of the Teacher:

It is an important part of the role of the Christian educator to model Jesus' example of servanthood through local and global outreach. It is essential that students see God's truth demonstrated in words and actions as their teachers become the living curriculum in and outside of the classroom. (Important Biblical Texts: Matthew 5:13-16, 1 Peter 2:5, Deuteronomy 11:18-21)

Recognizing Christ as our head compels the Christian teacher to be fervent and faithful in prayer. From Him comes our strength and direction. Teachers ought to pray constantly for their students. They should be asking for opportunities to share Christ. They need to pray against opposition, and to ask for daily strength for themselves and the entire staff. It is essential that they continually call upon God, who alone can change lives. (Important Biblical Texts: John 15:5, Philippians 4:13, Ephesians 6:18-19)

One of the main responsibilities of teachers is to educate students in the knowledge of all subject areas. In order to stay current on the latest research and information in the field of education, teachers should continue to educate themselves through professional growth and development. (Important Biblical Texts: 2 Timothy 2:15)

Education is more than the memorization of facts. Teachers should also help their students become independent thinkers by encouraging them to question their surroundings and to research, analyze, and draw their own

conclusions. The goal is for students to develop critical thinking. Teachers ought to lead students to independence in faith and to express their beliefs tactfully and articulately. (Important Biblical Texts: 1 Peter 3:15)

Christian educators should keep their standards high, while being perceptive enough to make accommodations in instruction based on the needs of the students. Since teachers cannot educate students on their own, they must develop a partnership with parents through frequent communication.

Above all else, the Christian educator must be clothed in the love of Christ. The love of God must flow through the teacher to the student. Thus, it is essential that all teachers have a genuine relationship with Jesus Christ, living in submission to the Holy Spirit, so that their lives overflow with His love.

(Important Biblical Texts: 1 Corinthians 13:1 and 13, Romans 13:14, Colossians 3:12-14)

(7) Role of the Parent:

OCSI recognizes that the primary responsibility for raising children lies with the parent. We endeavor to serve families by partnering with parents, in the raising of children. In order to work toward success in the life of the child, both the family and the school must fulfill their responsibilities. We believe that the partnership of school and parent is best served when parents do the following:

- Support the school rules and standards and expect their child to do the same
- Provide all necessary school supplies
- Inquire about homework, tests, and projects; help their child manage his or her workload; ask to see completed homework; provide assistance when needed; and attend school events
- Initiate communication with their child's teacher(s), informing them of changes that could impact student performance, and requesting conferences as needed
- Provide a home environment that is conducive to learning and limits activities that may distract the child from completing his work
- Provide for the emotional, physical, and spiritual well-being of their child.

(Important Biblical Texts: Ephesians. 6:4, Deuteronomy 4:9, Psalm 78:5)

STATEMENT OF BELIEF

We believe in:

1. The inerrancy of the Holy Scriptures as originally given, their plenary inspiration by God, and their supreme authority as the only rule of faith and practice.
2. The Trinity of the Godhead - Father, Son, and Holy Spirit - who are the same in substance, equal in power and glory.

3. The essential, absolute, and eternal deity of the Lord Jesus Christ, His real but sinless humanity, His substitutionary and atoning death as the all-sufficient sacrifice for sin, His resurrection from the dead on the third day in that very body that had lain in the tomb, His ascension into heaven as the only Mediator between God and man, and His visible personal return in power and glory.
4. The personality and deity of the Holy Spirit by Whom the believer is regenerated and sanctified through the Word of Truth.
5. The lost estate of man through the Fall and his salvation solely by grace through faith in Jesus Christ, Whose righteousness imputed to him is the only grounds of his acceptance before God.
6. The resurrection of the body, the judgment of the world by our Lord Jesus Christ, the everlasting and conscious punishment of the lost.
7. The spiritual unity of all who truly believe in the Lord Jesus Christ and their duty to maintain in all their relationships a standard of life and doctrine that is in conformity with the teaching of God's Holy Word.

EXPECTED STUDENT OUTCOMES

**“And Jesus Grew in wisdom and stature, and in favor with God and Man.”
Luke 2:52**

1. Intellectual Growth (Continued Learning)

“Let the wise listen and add to their learning, and let the discerning get guidance...” Proverbs 1:5

OCSI will equip students to become lifelong learners in service to God and to discern His truth in all disciplines.

A. Literacy Skills:

1. **Reading** - Applies comprehension strategies, demonstrates understanding of, and responds to written material represented by periodicals, reference materials, poetry, and every genre of prose.
2. **Writing** - Applies understanding of grammatical conventions, phonemic awareness, and appropriate vocabulary to create original compositions.
3. **Speaking** - Confidently expresses opinions and facts for the purposes of persuasion, information, debate, and performance for an audience.

4. **Listening** - Applies comprehension strategies to and demonstrates the ability to appropriately respond to oral communication.

B. Background Knowledge:

1. **Mathematics** - Demonstrates computation and problem solving skills
2. **Science** - Utilizes the scientific method to gather and apply knowledge; identifies fundamental units, basic principles and theories that govern God's creation, and demonstrates stewardship of His world.
3. **History and Geography** -Applies knowledge of people groups, movements, places, and events to the understanding of cultures both modern and ancient
4. **Technology** - Utilizes the latest technology to research, prepare, organize, and create a variety of media
5. **Literature** - Identifies and distinguishes authors, genres, and point of views common to cultures and movements throughout history, comparing and contrasting the author's message with scripture.
6. **Arts** - Distinguishes quality in all forms of music and visual arts; recognizing how they shape and reflect our views, beliefs and values; identifying artists and movements throughout history and cultures.
7. **Biblical Knowledge:** Articulates the basic story line of the Bible. Applies an understanding of how this story line relates to the historical context of world history. Identifies the main characters and books of the bible. Identifies and locate life lessons and themes found in scripture. Articulates the gospel.

C. Thinking Skills:

1. **Critical Thinking** - Questions, compares, and evaluates choices to solve problems and act decisively
2. **Study and Organizational Skills** - Appropriately prepares for and meets daily challenges by demonstrating time management, note taking, and study skills
3. **Information Literacy Skills** - Utilizes resources including, but not limited to, IT technology to find, analyze, and evaluate information

2. Physical Growth (Continued healthy living)

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were

bought at a price. Therefore, honor God with your body... Since we have these promises, dear friends, let us purify ourselves from everything that contaminates body and spirit, perfecting holiness out of reverence for God." I Cor. 6:19-20 and 2 Cor. 7:1

OCSI will prepare students to maintain a continued healthy lifestyle. Students will:

- A. Identify the principles of wellness**
- B. Develop and practice a daily fitness routine**
- C. Apply concepts of Biblical purity to all aspects of body, mind and spirit.**

3. Spiritual Growth (Continued spiritual growth)

"Finally brothers, we instructed you how to live in order to please God, as in fact you are living. Now we ask you and urge you in the Lord Jesus to do this more and more." I Thessalonians 4:1

OCSI will prepare students for an abundant and continuously growing spiritual life in Christ.

- A. Recognizes the Necessity of a Personal Relationship with Jesus Christ.**
- B. Pursues a Relationship with God by Regularly Practicing the Spiritual Disciplines of Prayer, Bible Study, and Christian Fellowship.**
- C. Actively participates in Discipling Others.**
- D. Articulate and Defend a Christian Worldview While Demonstrating Knowledge and Understanding of Opposing Worldviews.**
 - 1. Recognizes that man is created in the image of God.
 - 2. Recognizes that man has fallen into a sinful sate.
 - 3. Recognizes that man is redeemable through Jesus Christ.
- E. Pursue his or her God-given calling in life.**

4. Social Growth (Continued Love and Service of Others)

"Let no debt remain outstanding, except in the continuing debt to love one another, for he who loves his fellowman has fulfilled the law." Romans 13:8 (NIV)

OCSI will equip students with social skills that will enable them to

develop a loving lifestyle of relating to and investing in the lives of others:

A. Moral Character and Responsibility:

1. Demonstrates honesty and trustworthiness in all communications.
2. Demonstrates appropriate stewardship of time and money.
3. Responsibly completes tasks.
4. Recognizes offenses and makes amends with others regardless of blame.
5. Demonstrates an attitude of thankfulness towards God and others.

B. Relationship Towards Others:

1. Respects authority.
2. Influences others towards positive manner.
3. Demonstrates caring, politeness, and respect towards others.
4. Respects the property of others.
5. Interacts with unfamiliar people in a positive manner.
6. Values persons of differing cultures, ethnic groups, and religions.

C. Adaptability:

1. Adjusts to changing environments and cultures with ease.
2. Demonstrates joy in the face of challenges or disappointments.

D. Service:

1. Actively participates in serving both the local and global community.
2. Participates actively in school life.

FACULTY AND STUDENT BODY COMPOSITION

The faculty is composed of Christian teachers from various denominations who are missionaries and locally hired personnel. Most are active English speakers.

Our student body is clearly international in scope including Japanese, American, Chinese, Korean, Indian, Filipino, and a large group of Amerasian and Eurasian students. OCSI admits students of any race, color, and national or ethnic origin.

The finances to operate the school come from several major sources: tuition and fees, local donations, teacher support money that is raised by the missionary teachers prior to coming to OCSI, special fundraising events, and

contributions from abroad.

SCHOOL HOURS

Normally, classes begin at 8:30 a.m. and end at 3:00 p.m. The playgrounds will not be supervised before 8:00 a.m. or after school. We ask that parents arrange to have their children arrive on campus no earlier than 8:00 a.m. and leave the campus at the close of classes (3:00 p.m.), unless participating in a school sponsored, after school activity. In the event students are on campus during these unsupervised times, the school (and the school's insurance plan) will not accept responsibility should an accident or injury occur.

ENROLLMENT REQUIREMENTS

The decision to enroll a student in OCSI must be an informed one. As an international college preparatory school OCSI does not teach English to students, rather we teach IN English. Because this is NOT a language school designed to develop conversational skills, students are expected to use English to study core subjects such as Bible, mathematics, history, and science.

To ensure that students are able to meet the academic standards set by the school, OCSI requires that students demonstrate proficiency with English that will allow them to study and learn independently.

Therefore, we place great emphasis on the early development of literacy skills. Literacy for our purposes is simply defined as, "The ability to speak, read, write, and interact in a given language at a level that is age and grade appropriate." This focus on literacy directs many of the school policies on how students are admitted, promoted, retained, or allowed to continue their enrollment.

Success at Okinawa Christian School International requires the commitment from all – students, parents, faculty, and administration.

ADMISSIONS GUIDELINES:

The admissions guidelines for OCSI are inclusive and do not regard race, religion, nor gender. Gaining admission to OCSI is a multi-faceted process that includes one or more of the following:

- An **administrative interview** of the student and parents
- **Review of previous school records**, including but not limited to, report cards, standardized test results, behavior records, etc.
- Verification of an **English language support system in the home** e.g. one custodial parents or guardian_{1,2} that speaks English in the home

- Demonstration of **sufficient English language skills by age 5**; language proficiency test may be administered
- **Completion of a reading diagnostic** to determine if a student is reading at a level that is within one year of the grade to which they are seeking admission
- **Identification of special learning needs** that may require special accommodations by either the classroom teacher or administration

PROMOTION AND RETENTION GUIDELINES:

The process of determining whether a student is promoted to the next grade level is based primarily on observations and assessments made by the classroom teacher. Those assessments may include, but not be limited to, the following:

ELEMENTARY:

- **Proficiency with the English language** that can be demonstrated both orally and in written form; **results of reading diagnostics** and standardized testing
- **Competence with grade-appropriate skills**
- **Content knowledge**
- Proper development of **social skills** needed to maintain peer relationships
- Age-appropriate **work habits** that support independent learning
- At the discretion of a school administrator, students whose assessments show an English language deficiency of more than one year **MAY NOT be allowed to continue enrollment at OCSI.**

MIDDLE SCHOOL:

Middle school students who fail to learn at least 65% of the material in two major courses (math, science, English or social studies) must repeat the grade. If a student fails any three courses, the student repeats the grade. In exceptional circumstances, a student may be allowed to do remedial work during the summer to permit passage into the next grade. Students who fail three courses must repeat the grade. No middle school student will be allowed to repeat a grade more than once at OCSI.

HIGH SCHOOL:

High school students are placed at grade levels according to the following chart:

Freshman	Less than 5 high school credits earned
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Sophomore	5-9 high school credits earned
Junior	10-14 high school credits earned
Senior	15 or more high school credits

HEALTH REQUIREMENTS

All OCSI student families are required annually to provide updated information to allow the school to maintain accurate health records for each student enrolled. This information includes:

1. Immunizations record (if current record on file is not up to date).
2. School health record (for all new students and if current record on file is not up to date).
3. Medical examination (for all new students and students in grades 8 - 12 who will be participating in athletics).

All students enrolled at OCSI are required to have the following immunizations or provide a written statement indicating when they contracted the disease or a doctor's written statement why the student should not receive the vaccinations:

<u>IMMUNIZATION</u>	<u>REQUIREMENT</u>
DPT (diphtheria, pertussis, tetanus)	4 doses
OPV (polio)	2 doses
MMR (measles, mumps, rubella) (These can be given separately)	1 dose
TB Skin Test and/or Chest Xray	Every two years

Any secondary student enrolled at OCSI who wishes to participate on any school athletic team must have a signed OCSI Medical/Sports Physical form from a doctor approving the student's involvement in extracurricular athletic competition. This must be done annually.

Additional Documents Required for Enrollment:

1. Medical Health Insurance for each child (copy).
2. Permanent Residence Certificate of Family
3. Copy of Travel Order for Sofa Family/Certificate of Alien Registration

TUITION AND FEES

The school policies regarding tuition and fee payments, assessment of late fees, report cards and transcripts withholding for non-payment, suspension for non-payment, withdrawal procedures, and refunds are explained in detail on the

¥10,000 Re-registration
¥ 6,000 Early Re-registration (due by April 2011)

Others – Refundable on a Limited Basis

Family Fee	¥ 22,000 Per Family (assessment for capital Improvement)
Insurance Fee	¥ 1,000 Per student in grades 1-8 ¥ 5,000 Per student in Kindergarten & grades 9-12
P. T. F. Fee (Parent Teacher Fellowship)	¥ 1,000 Per Family
Retreat /Camp Fee	¥10,000 Per student in grades 4-12
Yearbook	¥ 8,000 Per Family

****Camp and retreats are an integral part of our educational program and are not optional.**

BUS AND LUNCH FEES

Monthly bus and lunch fees are paid with the tuition fee. Please refer to the Schedule of Tuition and Fees for detailed information.

MISCELLANEOUS FEES

Physical Education Uniform:	¥2,000 per set and may be purchased separately
	¥1,000 each (gr. 3-12)
Athletic Participation Fee	¥3,500 per student per sport activity (gr. 8-12)
Elementary Sports Club	¥ 1,000 per student

GENERAL SCHOOL POLICIES

COMMUNICATION BETWEEN SCHOOL AND HOME

Most information from the school will come home with your child on Fridays. Please ask your child every Friday for this information. This is how you will know about important dates and events such as progress reports, report cards, conferences, or changes in the calendar. Information for secondary students is sent on as a needed basis. Please check the website at www.ocsi.org as all

information sent home is posted there as well.

GRIEVANCE PROCEDURES

OCSI follows Biblical principles in the resolution of differences between two people such as a parent and teacher, or between the school and a family. If there is a problem, a parent should go directly to the person involved. If the problem is not resolved, their immediate supervisor should be contacted to set up a three-way conference. If the problem is still not adequately addressed, the superintendent should be contacted. If there is still no resolution, a request should be made to the Board Chairman for the Board of Directors to resolve the problem.

PARENT TEACHER FELLOWSHIP

The mission of this association shall be to bind together in harmony the parents and teachers of the Okinawa Christian School International for the welfare of the children and the school by aiding in the following:

1. Support for parents
2. Support for teachers
3. Support for school programs
4. Build communication between school, home and community.

PARENT-TEACHER AND STUDENT-LED CONFERENCES

Parent-teacher conference is scheduled once a year after the first quarter. Student-led conference is also held once a year after the third quarter. Additional conferences may be arranged at any time upon the request of the parent or teacher.

DRESS CODE PHILOSOPHY

1. God has made each of us unique as individuals. Rather than have uniforms which tend to suppress that individuality, the dress code is designed to allow students freedom to enhance their uniqueness in appearance.
2. God also made us to function best as a group working as a team. Therefore, our dress should encourage and help the kind of activity the group is involved in. It should not offend or embarrass others. It should, rather, conform to Christian standards of neatness and modesty. Bizarre styles or exotic dress are not acceptable.

3. Most of our life is spent in locations, jobs, and activities that partially determine the kind of dress we should wear. It is not a violation of our freedom of expression to be required to dress within the boundaries set by our environment or activity.
4. Right or wrong, people do form impressions of us by the way we dress and groom ourselves. Our behavior and dress is a reflection of who we believe we are and a reflection on our family and school.
5. Please see the individual student handbooks for detailed student dress codes.

HEALTH CARE & MEDICATIONS

Student who become ill, injured, or need medical care while in school should report to the main office. Staff personnel will assist them and contact their parents, if necessary. No medication including aspirin and ibuprofen will be given to students. Teachers are not allowed to give medication. All prescribed medication must be given by the main office personnel. Parents must fill out and submit the "Authorization for Dispensing Medicine" form to the office before staff personnel can administer any medication to the student.

Students are not allowed to leave school because of illness without first reporting to the school office and having their parents contacted. **PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES TO HOME, BUSINESS, AND EMERGENCY PHONE NUMBERS.**

PHYSICAL EDUCATION (PE)

Physical education classes will be taught two to five times per week in the elementary, four semesters in the four years in high school, and in middle school will rotate with Japanese class. Students will need the school PE uniform and two pairs of rubbersoled shoes (one for indoor and one for outdoor). Uniforms must be paid at the front office. The office personnel will then issue the PE uniform to the student. The student's name must be on each item of PE clothing, **including shoes.**

TRAFFIC ON CAMPUS

Traffic will not be permitted in front of the classroom building from 8:00 - 8:30 a.m. or from 2:45 - 3:15 p.m. Speed limit on campus is 10 kph.

TYPHOON (TROPICAL CYCLONE) PROCEDURES

If you hear that a typhoon is headed toward Okinawa, check the weather report at Kadena weather <http://weather.kadenaforcesupport.com>. Click on the current TCCOR icon. DO NOT CALL SCHOOL PERSONNEL to ask about a typhoon.

School will normally remain in session during conditions 4, 3, and 2 unless there is a specific announcement to the contrary on the school web page. School will be canceled for the day if American military installations are in Typhoon Condition 1, 1C, 1E, or 1Rec. at 6:15 a.m. However, the administration will determine if and when the school will close if we go into Condition 1 after 6:15 a.m. That decision will be based on the time of day, anticipated movements of the storm, safety concerns, and availability of transportation. All school closure announcements will be placed on the school web page and the school's answering machine.

Condition 4	Gusts of 50 knots possible within 72 hours.
Condition 3	Gusts of 50 knots possible within 48 hours.
Condition 2	Gusts of 50 knots possible within 24 hours.
Condition 1 (Normal)	Gusts of 50 knots expected within 12 hours.
Condition 1C (Caution)	Gusts of 41 knots or greater are being experienced.
Condition 1E (Emergency)	Winds of 51 knots or greater are being experienced.
Condition 1REC (Recovery)	Clean-up is beginning, but American military personnel are still confined to quarters.

VISITOR POLICY

Visitors to the school between 8:30 a.m. and 4:30 p.m. must sign in at the office.

WATER RATIONING

In case of water rationing, the water at school will not be safe to drink. All students should bring their own water supply.

WITHDRAWAL GUIDELINES:

Given that the school has been provided no less than two weeks notice, students may be withdrawn from the school at any time of the year at the discretion of the parents. Failure to provide two weeks notice will result in school fees being assessed. **Students who are withdrawn following a recommendation for retention must receive the approval of the Education Committee before being granted permission to reenroll.**

Withdrawing from OCSI includes the following:

1. The parent(s) or guardian must meet with the appropriate principal to discuss the withdrawal. This must be done at least two weeks written notice before the actual date of withdrawal. Please complete the withdrawal form at this time. For secondary students, at least one month's

written notice must be given to the secondary principal for withdrawal during the last four weeks of a semester.

2. Secondary students will turn in all books and clear all classes and accounts on the day of withdrawal. Any items lost or damaged will be charged. Please pick up the withdrawal check out form for this purpose. This form must be signed by the teachers and the secondary principal and returned to the school office.
3. Calculation of tuition fee for student withdrawal will be based on the date of request for withdrawal as assessed by the school officials (please refer to the Tuition and Fee Conduct for details).
4. For bus fare and lunches, calculation will be based on the cut off date which is on the 15th of the month (please refer to the Tuition and Fee Conduct for details). For secondary lunches, refund will be based on the number of days left on the card.
5. All fees due the school must continue to be paid until the proper withdrawal measures are taken. **Not attending classes does not constitute withdrawal.**
6. Registration fees are non-refundable. **Other fees such as PTF (Parent Teacher Fellowship), Retreat/Camp, Student Council (activity fee) and Yearbook fees may be refunded only if withdrawal occurs before the related expense is incurred** (please refer to the Tuition and Fee Conduct for details).

CURRENT CALENDAR