



High School Handbook

2011-2012

WWW.OCSI.org

"I have set the Lord always before me. Because He is at my right hand I will not be shaken." Psalm 16:8

OCSI HIGH SCHOOL

DAILY SCHEDULE

8:30 – 9:20	First Hour
9:20-10:15	Second Hour
10:20-11:10	Third Hour
11:15-12:05	Fourth Hour
12:10-12:30	Homeroom
12:30-1:05	Lunch
1:10-2:00	Fifth Hour
2:05 - 3:00	Sixth Hour
3:00 - 4:00	Optional after-school clubs
4:00-6:00	Sports

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I. ACTIVITIES AND SCHOOL LIFE

SPIRITUAL ACTIVITIES

OCSI is a Christian school, which believes that students need to grow spiritually as well as academically, socially, and physically. Our relationship to Jesus Christ should not be seen as a separate part of our lives that has nothing to do with anything else we do. It should be integrated into every aspect of life. Some activities at the school, however, are more obviously geared to spiritual development than others. These include required Bible classes, weekly chapels, discipleship groups, an annual Spiritual Emphasis Week, and the purity retreat.

HOMEROOM

Students will have homeroom for 20 minutes everyday. Student council members will be a part of each group. Homeroom time is designed to give students an opportunity to get help with assignments and learn study and organization skills, receive and return school correspondence, communicate to the student council, receive help with college or other counseling and for the class to meet together to plan class activities. Each homeroom will complete two service projects each year.

CLUBS

- Clubs will be scheduled from 3:05-3:55.
- Lists of clubs for the current school year will be announced and posted.
- All athletics will be held from 4:00-6:00 except for scheduled competitions.
- Students who are in clubs or sports will not be able to ride the school bus home.

New clubs may be started. Students who wish to start new clubs should talk to the principal about doing so. The following qualifications must be met to start a new club.

1. At least 10 students who will commit to the club.
2. Faculty advisor for the club.
3. A purpose for the club that aligns with one of the following

A. Service: Learning to serve others is an important part of the student's educational experience. Acts 20:35 "In everything I did, I showed you that by this kind of hard work we must help the weak, remembering the words the Lord Jesus himself said: 'It is more blessed to give than to receive.'" When we learn the joy of giving to others, our lives become more complete and our world becomes a better place. Future employers and colleges are looking for people who are willing to serve others.

B. Devotional: As a Christian school we want to give opportunity to Christian students to meet together in the presence of God to build one another up in the Lord. Hebrews 10:25 "Let us not give up meeting together, as some are in the

habit of doing, but let us encourage one another--and all the more as you see the Day approaching." 1 Thes. 5:11 "Therefore encourage one another and build each other up, just as in fact you are doing."

C. **WALKATHON**

The annual Walkathon, held in November, is a special event in the school year. This is a project whereby students, teachers, and interested friends of OCSI ask their friends and relatives to sponsor them. The Walkathon project provides money for college scholarships and has helped fund major projects such as the purchase of buses, vans and computers.

HIGH SCHOOL STUDENT COUNCIL

This is composed of four officers chosen by the student body from grades 9-12. At various times during the school year, the Student Council plans parties, dinners, cookouts or banquets. The proper dress will be announced for each occasion as well as the class levels to be included. **Guests who are not students at OCSI must have special permission to attend these events.**

Some of these activities include:

- Friendship Night-Fall
- Thanksgiving Luncheon-Fall
- Christmas Banquet-Winter
- Spirit Week and Homecoming-Winter
- Jr/Sr Breakfast

CAFÉ DOLCE

Cafe Dolce is an afterschool event when the seniors open a coffee shop inside the campus. During this event, a talent show is held as entertainment for the customers (students and staff). The talent show can consist of performances of dance, bands, singing, poetry, and skits among other things.

FRIENDSHIP FRIDAY

To help new students feel a part of OCSI and to foster a congenial atmosphere in the high school the entire high school is invited to an event on a Friday night planned by the student council that includes activities and dinner.

NATIONAL HONOR SOCIETY (NHS)

Students in 10th – 12th grade are selected each spring. Selection is made by the faculty based on scholarship, responsibility, service, leadership, character and spiritual concern.

CLASS OFFICERS

Each homeroom will elect a president, vice-president, treasurer and secretary at the end of the school year. These officers are responsible for leading and carrying out homeroom activities.

JAPANESE SPEECH CONTEST

Held at the end of the school year, students from each Japanese class write a speech in Japanese and present it to the student body and to a group of judges. The winner receives a certificate and prize.

JUNIOR/SENIOR BANQUET

The Junior/Senior Banquet is an OCSI tradition held each spring near the end of the school year. Juniors host the banquet in honor of the seniors and should observe the following guidelines when planning the banquet:

1. The price of tickets should be kept under ¥3000. Juniors should plan to pay for all senior tickets plus the senior and junior advisors. They are not obligated to pay for dates or spouses.
2. The banquet may be held at a restaurant or in a hall. If the banquet is in a hall, juniors should consider having the banquet catered and spend some time and effort decorating the room.
3. The banquet should be a semi formal event, not merely a dinner.
4. **Juniors should plan a program that has student participation and that honors the seniors.**

YEARBOOK

OCSI offers an annual yearbook created by a yearbook committee with sponsorship of a teacher in the secondary and elementary divisions.

J-TERM

J-term is a term between the semesters in which high school and middle school students take several courses different from the regular term courses and complete them in the month of January.

FALL CAMP

One of the highlights of the school year is the camp held in early October. The middle school and high school each have their own camp beginning on Wednesday and ending on Friday afternoon. Camp is meant to be educational as well as enjoyable, and all students are expected to attend. Students who do not attend and do not have a suitable excuse from home are credited with an unexcused absence

LIBRARY

The secondary library is located on the third floor and is open during school hours as well as before and after school on most days. It should be used for library research as well as a quiet place for study. Students should be sure that they leave the library in good condition by pushing chairs neatly under the table and returning books where they belong. Do not take food or drink into the library. The librarian will post instructions about how to sign out books from the library. Questions about these instructions should be addressed to the librarian or other supervising teachers.

LUNCHROOM

- Lunch cards may be purchased at the front office. Students will place the card in the box in the lunchroom the day before they wish to eat. The price for lunch is Y380.
- **Students may not eat lunch in the office, outside the office windows on either side of the building, or on the stairways.**
- The eating areas must be kept clean. Students who leave trash, garbage, plates, or forks outside or eat in restricted areas, will be required to do clean-up duties.

COMPUTER LAB

The computer lab is also located on the third floor. It is open at noon and after school. It should be used for research and instruction. All students must have a signed acceptable use paper on file with their homeroom teacher and must agree to the following:

- No food or drinks allowed in the computer lab (this includes water). No shoes are allowed.
- Under no circumstances should students access their own private email.
- Students are not to visit sites the school deems inappropriate.
- Students are only to be in the lab under the supervision of a teacher.
- Be careful when printing out documents to be sure that there isn't a large amount of paper or printer waste.

Failure to follow school regulations regarding computer use could result in the loss of computer lab privileges.

ACTIVITY REQUESTS

Any class, club, or organization wishing to have an activity must submit an activity request form to the principal for approval. A faculty or staff member must sponsor each request submitted. The request form must be submitted at least two weeks in advance of the activity. The forms are available in the office upon request by your faculty or staff sponsors.

SCHOOL STORE

The school store is operated by the current junior class for the last quarter of each year and by the same class when they become seniors for the first three quarters of the next year. It is open at noon to sell snacks and small school supplies and is a fundraiser for the senior trip. Under the direction of the class advisor, it is managed by one of the members of the class and is run by each of the members of the class. Snacks and school supplies are sold.

MONEY MAKING PROJECTS

Moneymaking projects can be a lot of fun and very profitable for a class that is well organized and unified in its determination to make each project successful. Follow these guidelines when planning a project:

1. When more than one group desires the same event, the older class normally has priority.
2. The following activities are reserved for certain classes.

Seniors have the first rights to:

- Student store quarters 1-3
- Christmas grams
- Fall parent/teacher conference bake sale or lunch

Juniors have the first rights to:

- Valentine grams
- Spring parent/teacher conference bake sale or lunch
- Student Store 4th quarter

3. A class may not sign up for an event more than 1 1/2 months in advance or for more than two events at a time. Neither may a class sign up for a whole row of events on the basis of being first. All classes (and some clubs) need to have opportunities to raise funds.
4. Only one lunchtime bake sale may be scheduled **per week**. Bake sales may take place before or after school as well. Food sold during lunch may be baked goods only.

SHARES

- Students will earn shares to apply towards the cost of their senior trip.
- One share can be earned for every job done for a class fund-raiser.
- The class should agree ahead of time what job must be done to earn a share. For example, at a bake sale a class might award one share for each cake baked, and one share for a dozen cookies, and one share for selling during the bake sale.
- The value of the share can be calculated by dividing the total amount of class funds by the total amount of shares earned by the class.
- Share values will change as class funds change, but should continue to increase in value as the class funds increase.
- The class secretary should keep an official record of shares earned and publish it in the homeroom after each fund raising event.
- Each student should initial share amounts awarded to each student after each event, verifying their agreement to the amount awarded.
- If a student believes that their shares were improperly calculated, they have up

to three days after the record is published to make an appeal to the class advisor.

- If a student leaves the school, their shares will be removed from the calculation; but the record of their shares earned must be kept in the class book in case of the student's return. If the student does return, their shares will be reinstated.

SENIOR TRIP

The senior class traditionally takes a trip together to somewhere in Asia the week before standardized testing.

Guidelines:

- Seniors should take their trip prior to spring break.
- Some funds from the senior trip come from the class treasury.
- The trip should not require students to miss more than four days of school. No more additional time may be taken before or after those days.
- The senior class pays the entire cost of the trip for chaperones.
- The purpose of the trip is to encourage growth in the following areas: Intellectual, Spiritual, Physical and Social. The trip will include some kind of service project.
- There will be an orientation to history, culture, language, and customs of the area they will visit.
- Students should have significant input into the planning and preparation of the trip but the advisors will provide close supervision and guidance over the plans to insure that all details are properly taken care of.
- The cost of the senior trip will be kept below \$1,200. This will include flight, transportation in country, lodging, breakfast and dinner, insurance and admission fees to activities.
- All seniors should plan on attending. Students who cannot go must be in school and in classes unless permission is given by the teachers for those students to be out of school working on assignments during the time of the senior trip.

SHARE DIVISION FOR SENIOR TRIP

- In order to determine the amount of money a student may receive from the class treasury toward the trip expenses, a committee made up of the class advisor and class officers should determine each student's share amount.
- Students may appeal to the class if they disagree with their share allotment:

The amount of each share is calculated as being the amount of money available divided by the total number of shares.

The amount of money available is calculated as follows: Class funds minus allotment (school gift, cost of chaperones, and any other cost for planned class activities) plus 75% of the student store gross profit.

II. MATERIALS AND SUPPLIES

SUPPLIES

Each teacher will inform students of necessary supplies for their classes in the syllabus for that individual class.

STUDENT STORE

Students can purchase snacks as well as some school supplies such as book covers, pens, pencils and paper at the student store which is open at noon.

TEXTBOOKS

OCSI provides textbooks for each class. Tuition and fees cover the cost of most of these texts. A few classes, however, require that students purchase books that they will write in. Take good care of books. **Teachers will require that all books be covered. Textbooks must be kept in lockers when not in use.** Students will have to return their textbooks at the end of the year and will have to pay for books that are lost, damaged, or show the results of careless handling.

LOCKERS

All students have assigned lockers. That is the place to store books, notebooks, lunches, etc. It is the student's responsibility to know what they need to take to each class. Please keep the locker bay clean and obey the following regulations:

- Students are not normally permitted to go to their lockers during class time. A teacher may allow students to go, but coming to class unprepared is a demerit violation. Plan ahead!
- OCSI provides locks for the lockers. Please do not leave an unattended locker unlocked.
- **Keep lockers in good condition.** Students are not allowed to place stickers or anything permanent anywhere on the inside or outside of the lockers.
- All personal materials and/or backpacks must be inside or on top of the lockers.

III. ACADEMIC POLICIES AND PROCEDURES

SCHOLASTIC RATING

OCSI uses letter grades on report cards to indicate the following academic achievement:

A	Excellent; 93 100%	I	Incomplete
B	Above Average; 84 92%	NC	No Credit
C	Average; 75 83%		
D	Below Average; 65 74%		
F	Failing; 64%		

GRADUATION REQUIREMENTS

OCSI offers a college preparatory program to high school students. The requirements for graduating are the successful completion of 20.5 units of academic credit, plus ½ unit of Bible for each semester completed in this school (grades 9 -12). The 20.5 academic units must include:

transcripts will cost ¥200 (¥500 if mailed). If a student transfers from OCSI to another school prior to graduation, the student's records will be sent to the other school upon that school's request. If a student or parent requests a copy of the grade report prior to leaving or at some time in the future, the charge will be ¥200. Transcript request forms are available in the school office and will also be included with the graduation packet. No student records (transcripts, high school diplomas, or report cards) will be released if a family has any outstanding tuition, fees, or bills.

DROPPING OR ADDING CLASSES

High School Students may drop or add a class during the first two weeks of the semester, or during the first two days of J-term. If a course is dropped, before the deadline, no grade will be recorded. If, however, the course is dropped after the deadline, and before the completion of the semester or J-term, a "withdraw fail" or "withdraw pass" grade will be given. While these marks do not effect the grade point average, they are recorded on the student's transcript and no academic credit is awarded for courses, which are dropped. Students should use this procedure for dropping and adding a course:

1. Obtain a "Change of Schedule" form from the counselor and fill it out completely. It must have the counselor's signature.
2. Ask your parent to sign the form.
3. Get the signature of the teachers whose classes you wish to add.
4. Get the signature of the teachers whose classes you wish to drop and return any books and supplies.
5. Return the signed form to the counselor, where you will receive final approval.

HONOR ROLL

There are two lists to recognize students who have earned excellent grades on their report cards. Students who have a grade point average of 3.0 to 3.5, are entitled to be on the "B" Honor Roll. Students with grade point average of 3.5 or above are placed on the "A" High Honor Roll. Any student who has a "D" or "F" grade in a subject may not be on either honor roll regardless of grade point average.

ACADEMIC PROBLEMS

The high school faculty constantly monitors students with academic problems. When a high school student is struggling academically, a help program for that student is devised by the faculty that may include extra required study and tutoring times after school and other various strategies such as keeping an assignment book.

AFTER SCHOOL HELP PROGRAM

All high school students have an after school help program called **Homework Club**. All students are welcome to attend homework club to receive extra help with homework.

Homework club begins after the 1st progress reports are issued for the school year can be joined at any time in the school year.

A **teacher** may recommend to a parent at any time that their child should join homework club or **parents** can request students attend. Homework Club meets several days a week; beginning at 3:05 and ending at 4:00. If a student is signed up by a parent, then that student is required to attend unless a parent gives permission to not be in attendance. A student who is enrolled in homework club is normally required to continue to attend at least until the report card time, unless the parents make special arrangements with the administration.

TEACHER HELP

Teachers are very glad to give extra help. They are usually available in the morning by appointment, and most afternoons, to give additional help to students who need and desire it. It is up to the student to make the arrangements for an appointment. Sometimes, however, a teacher may request that a student come in for additional help.

PLAGIARISM AND CHEATING POLICY

Academic honesty is an expected behavior of all students. All OCSI students shall demonstrate honesty during formal tests, exams and when completing assignments. They are required to sign a document at the beginning of the school year indicating they understand the school policy.

FAILURE POLICY

Normally a student must have 5 academic credits to be considered a sophomore, 10 to be considered a junior, and 15 to be considered a senior prior to beginning the school year.

IV. GENERAL AND OFFICE INFORMATION

LANGUAGE USE IN SCHOOL

Okinawa Christian School International is an English speaking school that encourages students to be bilingual. Bilingualism is not only the ability to speak fluently more than one language; it is also the ability to know when one language or another should be spoken, and to use that language exclusively. **Therefore, students at OCSI should normally speak only English while in the classroom during the school day.** A mixture of English and Japanese or another language is never appropriate. OCSI encourages students to improve their Japanese ability but not when they should be speaking English.

POSTERS AND NOTICES

If students wish to put up a poster or notice somewhere on campus they must get permission from the secondary principal.

OFFICE BUSINESS

Students should take care of office business during non-class hours. This includes paying tuition, buying a lunch ticket, and checking for lost items. Be sure to speak respectfully to the office staff. Students should speak English, but if they are having difficulty being understood in English, polite Japanese may be used. When in the office, stay in front of the counter so that business can be finished quickly. Do not proceed beyond the front counter of the office without special permission from the office staff. Talk in a quiet voice so others can hear while talking on the phone. When finished, leave immediately. Students should only be in the office if they have business. Students are not allowed to use the restrooms in the office.

RIDING THE BUS

Students who are not normally signed up to ride an OCSI school bus must purchase a ticket in the office before doing so. Also students who wish to ride a different bus than normal must make arrangements in the office. All arrangements should be made by lunchtime of the day you wish to ride the bus. Do not come in after school to make a bus change for that day.

OFFICE TELEPHONE

There is a public telephone available in the school office. It should only be used for necessary calls. Students are not allowed to use any other telephones in the office, unless permission to do so is given by the administration. Messages for students will be received in the office and read on the announcements at the end of the day. Unless there is an emergency, students will not be contacted during the day with a message.

DRIVER EDUCATION

Driver education is an important part of any student's education. Please understand, however, that the student's academic education at school must take priority over elective and extracurricular courses. **We ask that driving lessons and tests be scheduled at times when the student will not miss more than one hour of class time.** In order to have an excused absence for driving lessons or tests, the student must have prior approval from the administrative counselor. A parent's excuse note brought in after the lesson is not sufficient.

VISITOR POLICY

The only visitors allowed to visit secondary classes are those visitors that intend to enroll in OCSI in the near future. **Their parents must request permission from the principal during the week prior to the visit.** Non-OCSI student visitors must abide by all OCSI rules and wear a visitor's name tag during the visit. If approved, the principal will assign each visitor an OCSI student host who will be responsible for supervising and assisting the visitor during the visiting time on campus. Visitors to the school between 8:30 a.m. and 4:30 p.m. must sign in at the office. **Other visitors must report to the office and have the permission of the principal to be on school grounds. They must sign in and receive a visitor's tag.**

LOST AND FOUND

Valuable items found should be taken to the office. Check in the office for lost items, to see if someone has turned it in. Items turned in to the office and not claimed may be disposed of after one week. Be careful about bringing valuable things to school. Every year wallets, radios, watches, and other important personal possessions are lost or stolen. The responsibility for such items belongs to the owner. Students are reminded to take care of things that belong to them!

HEALTH SERVICES:

Students who become sick, injured, or need some medical assistance while in school, must get permission from their teacher to go to the main office. Someone there will help, and will contact parents if necessary. Students should not request aspirin or other internal medication. School personnel will **not** administer medication to students. Do not leave school without first going to the school office. Parents need to be contacted before a student leaves the campus.

TYPHOONS (TROPICAL CYCLONES)

If it is announced that a typhoon appears to be headed toward Okinawa, check the weather report on Kadena Weather. School closure information will be posted on the school web page; www.ocsi.org School will normally remain in session during conditions 4, 3, and 2 unless there is a specific announcement to the contrary. 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.

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. military personnel still confined to quarters.

V. ATHLETICS

HS ATHLETICS

OCSI has an interscholastic athletic program and competes against teams from the Department of Defense Dependent schools and occasionally Japanese schools. Sports for boys are offered in soccer, basketball, and cross country. Girls' sports include volleyball, soccer and cross country. The opportunity to learn other team and individual sports is available in physical education classes. In order to be eligible for participation in a sport, students must participate in competitive tryouts prior to the beginning of the season and meet the following criteria:

1. Students must pay a sports participation fee of ¥3500

2. Students must have the consent of their parents.
3. Students must supply proof of age.
4. Students must have a current, signed OCSI medical examination form from a doctor approving your involvement in athletics.
5. Students receiving an "F" on a progress report or report card will be suspended from the team. After the first two weeks, the student's work in all courses will be re evaluated. If the student is passing, he/she may rejoin the team.
6. Students may not participate in a game if they have been absent for more than two periods on the day of that game. The only exception to this rule is when the absence was prearranged and approved by the administration at least two days prior.
7. Students may not participate on a sports team when on suspension.
8. Students will be charged for uniforms not returned or returned late.
9. When tryouts for a sport have been completed, those students chosen for the team will be asked to sign a participation contract that clearly defines standards for team conduct and participation.
10. If a student quits an OCSI team after they have signed a contract to participate in the sport, he/she will remain ineligible for all OCSI sports team for one full calendar year.
11. Team managers are also required to meet all academic eligibility standards listed above.

ATHLETIC TOURNAMENTS

When possible OCSI varsity teams attend Far East tournaments. Parents and students are encouraged to plan ahead of time in preparing for the cost that may incur.

The Athletic Department may conduct fundraisers to help defray costs. Parents and student athletes are asked to participate as much as possible in these fundraisers. The following rules apply to tournaments:

Tournament Requirements – Your varsity team can earn the privilege of going to a tournament if the required number of team members meet the qualifications described below:

- Cross Country – 4 team members (4 boys or 4 girls)
- Volleyball – 7 team members
- Basketball – 6 team members
- Soccer – 12 team members

Academic Requirements – Each athlete must obtain verification of the following from their current teachers:

- Passing grades for the class.
- No missing assignments.

Attendance Requirements – Athletes must obtain verification from the administration of the following:

- They will not have missed more than 15 days of school in the current school year, including excused absences, days missed for other school trips, and days missed for the current tournament being considered (does not include course field trips).
- No **unexcused** absences in the current school year.

Parental Permission – Athletes must obtain the signature of their parents verifying the following:

- Parent's permission for the tournament.
- Parents agree to cover tournament related expenses for their child.
- Parents understand that their child's failure to maintain requirements throughout the season may result in denial of tournament participation. There is no refund of monies collected should this occur.
- Parents may cancel their son/daughter's tournament participation any time. There is no refund of monies collected should this occur.

Financial Responsibilities – Students must obtain the signature verification from the business manager ensuring that there are no current outstanding unpaid bills with the school in which no payment arrangements have been made. Team members must bear the cost of all travel-related expenses (airfare, lodging, and food) for the coach and chaperones. Costs can be met in the following ways:

- Fund raisers
- Charitable donations

Behavior and Attitude – The student must obtain verification from the administration indicating that he/she is not considered a discipline risk on the trip. Required verification must be obtained during the week prior to the due date for earning the tournament. A parent or student athlete's choice not to participate in a tournament shall not preclude the student's participation in the regular season. Parents and students are not obligated to participate in tournaments. Your coach will assist you in verifying that you have met all the above requirements.

VI. ABSENCES AND TARDIES

EXCUSED ABSENCES

A student may have an excused absence for one of the following reasons only:

1. Illness.
2. A medical or dental appointment.
3. The student's parent requests that the student be absent from school for a specific reason that is approved by the administration.

When a student is absent, a member of the office staff may call the student's home. When students have been absent, they are responsible for observing the following procedures:

1. Ask your parent or guardian to write a short note or call the school explaining why you were absent. Your parent or guardian must sign it. If the note is written in Japanese, it must be stamped with a hanko.
2. Take the note to the office as soon as you return to school. Do not go to class before reporting to the office. An office staff member will give you an assignment slip.
3. If you forget your note from home, you must still report to the office for an assignment slip. You are not allowed into class after an absence without an assignment slip. If you forget to bring a note from home for two days, your absence will be recorded as unexcused.
4. Present the assignment slip to each teacher from whose class you have been absent. Ask the teacher to write the assignments missed on the slip and initial it.
5. If you lose the assignment slip, you must get a new one from the office. It is your responsibility to keep track of your assignment slip.
6. Absences will be recorded daily in each class.

A student will receive a failing grade in a class for a quarter, when they are absent more than seven times for a class in a quarter with one or more unexcused absences included. Parents will be asked to meet with the administration if they want to request special consideration for additional allowable absences. A final decision will be made by the administration upon recommendation by the teachers. **If you are absent from school during the day, but come to an after school activity, you will be asked to leave the activity, unless the absence was previously excused.**

UNEXCUSED ABSENCES

Students may not be allowed to make up work missed during an unexcused absence, and teachers may record a grade of "0" for assignments and quizzes missed. The administration usually contacts parents when a student has an unexcused absence. Any unexcused absence will automatically require a detention, and may result in extended school or suspension.

TARDINESS

Frequent tardiness is a bad habit and a disciplinary problem. All students should be at school at least 15 minutes before school begins. If a student is late for school it will be recorded as a tardy for the first hour class. Any student who is more than 20 minutes late for a class will be counted absent for that class, with excused or unexcused designations applied as described in the previous section. The only regularly excused tardies allowed are for arriving on an OCSI bus that is late, pre-excused medical or other unavoidable appointments, and properly excused illnesses. **The teacher will give students, who are late getting from one class to another, a demerit.** Detentions will be given to students on their 4th, 7th, 9th and all subsequent tardies to school for

the quarter. Tardies are not cumulative past the quarter.

PLANNED SHORT-TERM ABSENCES AND TARDIES

When students know in advance that they are going to be absent or tardy, it is important that they request permission to be away from school at least two days in advance for a one or two-day absence. Students should bring a note from home requesting permission to be away from school and explaining the reason for the planned absence or tardy. If the administration approves the request, the student will be given a work make up slip so that he/she can obtain a report of the work that they will miss from their teachers. Students are responsible for making these arrangements with the office and with teachers whose classes they will miss. Teachers will give students assignments ahead of time when possible, but they are not obligated to do so nor is it always possible. Students may be required to make up work after they return. If proper notice is not given, no assignments will be given in advance. All work for the quarter must be made up within two weeks after the quarter ends.

PRE-EXCUSED EXTENDED ABSENCES

Okinawa Christian School International (OCSI) recognizes that it is sometimes necessary for students to miss school for extended periods of time of more than two consecutive days. However, we ask parents and students to be aware of the following when they are planning ahead of time to miss school for an extended period of time.

3. The school should be informed at least two weeks in advance, if at all possible.
4. The school reserves the right to recognize the absences as excused or unexcused depending upon the necessity of the absences.
5. The parents will become primarily responsible for the education of the student during absences.
6. Students and parents have the responsibility of communicating with each of your teachers to make arrangements for work to be done during the absence.
7. When school is missed, the educational experience often cannot be duplicated outside of school. Therefore the student may not fully learn the material taught and thereby earn a lower grade than normal.
8. Teachers are not required to make special course work for the student. If the student cannot complete the normal work required for the course due to their absence, they will receive reduced grades.
9. Teachers will give advanced assignments for students whenever possible. However, it should be noted that depending upon the class, it is sometimes not possible for work to be assigned in advance. In some classes work will have to be done by students when they return. In other courses it may be impossible for work to be made up at all if a student is absent. For example, if a teacher has planned group work, it would not be possible for the student to make up this work if they are absent. Substitute assignments may be given at the teacher's discretion.
10. Exams may not be taken before the first day of scheduled exams. A student who is

not able to take an exam due to an absence will be given an incomplete for the semester grade, and be required to take the exam upon their return. A student who misses a first semester exam will have two weeks after they return to make-up the exam. Any student who misses a final exam for the second semester must make up the exam before the start of the following school year. Any exam that is not made up before the deadline will be assessed as zero and the semester grade will be calculated as is.

We understand that there are times when it is more important for a student to be somewhere else besides school. It is a parent's responsibility to make these decisions. Please also recognize that as a school we will try to do all we can to help, but in the interest of fairness to other students and teachers there may be limitations to what can be done. There, may be an unavoidable negative effect upon your learning due to absences, even if it is absolutely necessary for you to miss school.

MAKING UP WORK

When a student has an excused absence, it is always his or her responsibility to make arrangements with the teacher to make up all the work missed. It is not the teacher's responsibility to find students and remind them of missed assignments. Teachers normally provide one day of make up time for every day of class missed, but may approve other arrangements for making up work under special circumstances. Students with unexcused absences may or may not be allowed make up work or quizzes according to the class policies set by the teacher at the beginning of the course. The teacher may record a grade of "0" for the work missed. Students will be allowed to make up tests or major assignments missed due to an unexcused absence. However, the teacher may deduct 20% from a test or major assignment.

VII. SPECIFIC BEHAVIOR REGULATIONS

Students at OCSI should exhibit conduct, both on and off campus that is in keeping with the general aims and Christian philosophy of the school.

VEHICLES ON CAMPUS

Students with a car or motorcycle must register it in the office during the first week in which the student plans to drive the vehicle on campus.

Non-registered vehicles may be towed away to the police station at the owner's expense. Students are to park their vehicle (including bicycles) only in the designated parking areas.

Keep in mind that it is a privilege to bring a vehicle on campus. Any violation of Japanese driving laws or of school rules may result in immediate, temporary, or permanent suspension of vehicle use on campus.

OCSI rules for vehicle use are:

- The campus speed is posted. It must be observed.
- The student is fully responsible for the use of the vehicle.

- No other person may operate the vehicle at any time without written permission from both students' parents and proof of a driver's license being registered in the office.
- The vehicle is solely for transportation purposes and should be occupied only when coming to or leaving school. Students are not to go to their car during the day.
- No racing, stunt driving, or any other improper driving activity is permitted anywhere on campus.
- Motorcycles may not have passengers.

DRIVER EDUCATION

Driver education is an important part of any student's education. Please understand, however, that the student's academic education at school must take priority over elective and extracurricular courses. **We ask that driving lessons and tests be scheduled at times when the student will not miss more than one hour of class time.** In order to have an excused absence for driving lessons or tests, the student must have prior approval from the administrative counselor. A parent's excuse note brought in after the lesson is not sufficient.

DRESS CODE

- OCSI endeavors to promote excellence in all areas of education— including dress. Students are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ (II Thess. 1:11-12). Careful consideration has been given to factors such as comfort, safety, modesty, appropriateness, and ease of enforcement.
- While on campus during school hours, students must be in dress code. Students out of dress code may be excluded from classes until they are within code. Parents may be called to bring appropriate attire to school.
- **Extracurricular Activities:** The dress code applies to all events which students are required to attend during and after school hours unless otherwise specified. At all other school-sponsored functions (on and off campus), students will be expected to dress appropriately and modestly.
- The Administration will enforce the dress code; however, it is NOT the sole responsibility of the school. **Parents are asked to cooperate with the school in monitoring their student's daily attire to assure compliance with the dress code.**
- The Administration reserves the right to further define or clarify the school dress code. Please remember that all clothing must be within the OCSI General Guidelines for words or symbols.

General Guidelines:

Students are not to wear any clothing or jewelry that is bizarre, offensive or contains unsuitable designs or messages.

This includes the following:

- Obscene words or symbols
- Reference in any way to alcohol, tobacco or drugs
- Satanic words or symbols
- Words, pictures or symbols that suggest violence or death (includes skulls)
- Gang related clothing or chains.
- Anti-Biblical or Christian words or symbols
- Any message not understood to be wholesome or harmless.
- Anything with a questionable message.

Specific Guidelines:

Shorts: Shorts will be allowed throughout the school year. They must be walking/ bermuda style shorts. Shorts may be no shorter than 3" above the kneecap. Shorts may not be frayed or torn. Cut-offs are unacceptable. Athletic type shorts are accepted in P.E. classes and team practice/events only.

Jeans/Pants/Slacks/Capris: Must be worn at the waist. Clothing that exposes midriffs or underwear is unacceptable. Frayed or torn items are not allowed. Also not allowed are over-sized baggy pants, pajamas, scrubs, bib-overalls, tight fitting pants and athletic attire such as warm-ups and sweats.

Skirts/Dresses: Skirts and dresses, including slits, may be no shorter than three (3) inches above the knees regardless of whether leggings or pants are worn.

Footwear: Must be worn on campus at all times with the exception of areas with carpeting.

Hats/Caps: May be worn outside on campus.

Shirts: For Girls: Must be modest. Tight fitting clothing that exposes cleavage, midriff and/or back, has straps less than three inches wide or has writing not within the OCSI General Guidelines is not allowed. For Boys: Buttoned collared shirts, polo shirts, T-Shirts with writing within OCSI General Guidelines, Christian or OCSI T-shirts or team jerseys are acceptable. Sleeveless or plain t-shirts are not allowed.

Hair: Hair should look neat, natural (human color) and conservatively styled, with an emphasis on cleanliness. Boys' hair must be above the eyebrows and the collar with no hair appliances.

Jewelry: The only body piercing allowed is earrings for girls. One pocket chain attached to a wallet is permissible. Clear plastic studs are acceptable.

Swimwear: When swimwear is required, it must be modest. One piece bathing suits for girls.

BOUNDARY LINES

Secondary students should never be on the elementary side of the campus, unless they have specific business there such as picking up a younger brother or sister after school.

The boundary between elementary and secondary is as follows:

- On the third floor, secondary students should not go beyond Japanese

Room 310

- On the second floor, secondary students should not go beyond the Art Room 214.
- On the first floor (ground level), secondary students are not allowed beyond the soccer field towards the elementary end.
- **The elementary playground is off limits.**
- When walking to and from the auto pick up zone, use the stairs and elementary sidewalk.
- When walking off campus through the front gate, use the side of the road and little walk over bridge to the parking lot, then follow the marked walking path lines.
- Secondary students are to be quiet when passing by the library, even when there are no secondary classes in session. Please be considerate
- No student is allowed to go into the maintenance and kitchen areas near the gym or beyond the fence at the end of the outdoor eating area.
- Students should not be on the road past the trash area.
- Students are not allowed on the roof of the second floor of the gym complex.
- Students may not climb over or on any hallway rails on to roof and terrace areas.
- Student should not climb on the ladders in the stairwell.
- **Students are not to trespass on any non-school property.**

SAFETY REGULATIONS

- Students are not to sit on windows or on hall railings.
- Students must walk; no running in the hallways and classrooms.
- Students may not ride on any vehicle unless they are seated in a seat designed for a passenger.
- Students are to behave while riding a school bus. The bus driver or other school personnel will discipline those who do not. Students who consistently misbehave on the OCSI bus may not be allowed to ride the bus.
- Students must not attempt to climb the cliff.
- Students must not throw anything off the second or third floor.
- No skateboards, shoes with wheels or roller blades are allowed at school at

any time.

- Scooters and bicycles may be ridden to and from school, but must not be ridden around campus especially on walks and in hallways.
- Students are not to throw rocks at any time.
- Students need not walk on the soccer field wall near the school building.

ITEMS NOT TO BE BROUGHT TO SCHOOL

- IPODS or other music players or other electronic equipment with headphones. (Special permission is given in the case of students riding buses. Students are allowed to listen to IPODS,etc. on the bus, but must take off headphones and put the players and headphones away before arriving on campus.)
- Manga (comic books)
- BB guns or other guns including toy guns
- Metal knives of any kind
- Fireworks of any kind
- Tobacco products
- Alcohol, drugs or drug paraphernalia
- Pornographic material
- Any material that presents a hazard or has questionable moral value.

Forbidden items brought to school will be held by the administration and will be returned to parents at the discretion of the administration.

PROGRESSIVE DISCIPLINE

Discipline at Okinawa Christian School International
will be handled in the following manner:

Per Quarter:

- 1-3 Demerits- no consequence
- 4 Demerits- First Detention
- 7 Demerits- Second Detention
- 9 Demerits- Third Detention- **Parent Contact**
- 10 Demerits- Fourth Detention
- 11 Demerits- Fifth Detention
- 12 Demerits- Sixth Detention – **Parent Conference**
- 13 Demerits- Seventh Detention
- 14 Demerits- 8th Detention- **Discipline Notice, Suspension, or a Probationary Contract**
Breaking Probationary Contract: **Expulsion**

Notes:

- Teachers are to assess demerits and issue detentions for the violations they observe.
- Administration and teachers will enforce and record detentions.
- Administration will enforce suspensions or expulsion as called for in the procedures.

DEMERITS

Notes:

- Teachers give demerits to students who break relatively minor rules.
- One or two demerits are not a serious problem, but a collection of them is.

Students may receive a demerit for the following reasons:

1. Failure to carry out a teacher's instruction due to forgetfulness or lack of listening.
2. Leaving trash in the room.
3. Chewing gum anywhere, anytime on campus.
4. Going to class unprepared (as in not having assignments completed or not bringing required materials such as books, paper, pencils)
5. Writing on desks, books, or any school property, (This is writing that can be easily removed. Any writing that cannot be easily removed will receive a detention.).
6. Minor dress code violations. (Ones that can be fixed immediately.)
7. Unauthorized eating in rooms.
8. Failure to lock a locker.
9. Sleeping in class.
10. Speaking Japanese in English only classrooms.
11. Tardiness to class
12. Other minor violations at the discretion of the teacher.

. DETENTIONS

Notes:

- Parents will be notified by signing the school detention slip brought home by student indicating they have been given a detention.
- Parents must sign the detention slip for it to be valid. Detention slips must be turned in signed at the time of detention or another detention will be issued.
- Detentions will be one hour.
- Detentions will be served immediately after school on a day or days designated by the teacher or administration.
- Detentions must be served within eight days of being given.
- In general, detentions will be held after school, but in the case of multiple detentions, lunch hour detentions may be assigned instead.
- No detention may be rescheduled without special permission from the teacher or administration.
- Detentions will take priority over all other school activities.
- Eight detentions in one quarter from one teacher may cause a student to be suspended.

Students may receive a detention for the following reasons:

1. Too many demerits.
2. Failure to serve detention on the day and time required.
3. Major dress code violations. This means dress code problems that cannot be easily fixed and require assistance
4. Using profane language.
5. Boundary line violations
6. Safety regulation violations
7. Destroying or willfully damaging school or personal property.
8. Cell phones used, seen, or heard anytime during the school hours. **Cell phones will be taken and given back only to parents.**

9. CD/Ipod/MD players or headphones seen or heard at school.
10. Walking on the gym floor with outdoor shoes.
11. Public displays of affection while at school, chapel, on field trips, or at school activities.
12. Not cleaning up in the lunch area.
13. Gambling of any kind.
14. Breaking other school rules that are not on the demerit list and are less serious than receiving a suspension as determined by the administration.

DISCIPLINE NOTICE

Notes:

- This is a serious violation of school rules.
- Three discipline notices in a year will result in an **out of school suspension**.
- Discipline notices are kept in the student file for the time the student is at OCSI.

Requires:

1. **Parent Conference/contact,**
2. **In house suspension**
3. **Letter put in student file**

Students will be given a discipline notice for the following reasons:

1. Cheating
2. Insubordination
3. Being openly disrespectful to any OCSI faculty or staff
4. Lying to administration, teachers or staff
5. Truancy
6. Smoking on or off campus
7. Harassment
8. Bringing to school any of the following: **weapons, fireworks, aerosol cans, tobacco product or hazardous material.**
9. Any material that presents a hazard or has questionable moral value.

SUSPENSION

Notes:

- Suspensions are for very serious violations of school rules or repeated violations of rules considered not so serious.
- The superintendent of OCSI may suspend a student on the recommendation of the principal.
- Suspensions may be imposed immediately, with the student being asked to leave school right away and may last up to two weeks.
- In some cases (at the discretion of the superintendent or principal), at student may be asked to serve an in-school suspension.
- One disciplinary suspension in a school year will automatically result in a **probationary contract**.
- Two disciplinary suspensions in one year will normally result in **expulsion** from school.

Students will be recommended for suspension by the principal to the superintendent for the following reasons:

1. Involvement in theft on or off campus.
2. Extreme outright defiance.
3. Bringing alcohol, drugs, drug paraphernalia, or pornographic material to school.
4. Involvement in substance abuse on
5. Receiving the third discipline notice for the year.

6. Fighting
7. Committing other serious rule infractions as determined by the principal.

PROBATIONARY CONTRACT

- Probationary contracts are written for all students who have been suspended from school.
- This disciplinary action requires that the student and the student's parents sign a contract with the school stating that the student will not continue to violate school rules.
- If the contract is broken, the student may be expelled immediately.
- The terms of the contract will be determined by the administration

EXPULSION

- This is the most extreme form of discipline and is generally only used when a student repeats serious offenses or fails to improve while on a probationary contract.
- The school board may expel a student on the recommendation of the superintendent.
- Any student found to be selling illegal drugs will immediately be expelled and reported to the Japanese authorities.
- Expulsion means a student may not return to OCSI unless the administration and the student's parents make special arrangements for that to happen.