



**OKINAWA CHRISTIAN SCHOOL INTERNATIONAL
PARENT & STUDENT HANDBOOK
2019-2020**

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Okinawa Christian School International is accredited by:

The Association of Christian Schools International (ACSI)
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INTRODUCTION

Welcome to Okinawa Christian School International!

Dear Parents and Students,

Welcome to another fun filled year at OCSI! Thank you for taking the time to read this handbook. Our school's goal is to ensure that your family's time at OCSI be a memorable and positive experience. We want your family to build lasting memories of encouragement in your child's spiritual, intellectual, emotional, social, and physical growth are being built.

Here at OCSI, we are very blessed to have a loving community with parents who are willing to get involved in their children's education. I often have parents ask me how they can help their children become more successful and what they can do to help prepare for the new school year. To answer these questions, I would like to offer the following suggestions:

- Take the time to personally introduce yourself to your child's teachers at the Back to School event on August 19th from 2-6 p.m.
- Hold high expectations for your child's achievement.
- Be an "encourager" and tell your child that he or she can succeed.
- Be Positive! Praise your child when they do well and work hard.
- Give your child unconditional love. A child needs to know that he or she is loved when they try new and sometimes difficult activities. This encourages them to take the risk of making mistakes.
- Set aside time each night to read to and with your child.
- Talk with and listen to your child about what they are learning at school.
- Talk with your child's teachers when you have questions or concerns.
- Review what your child brings home from school and check over their homework.
- Discuss ways in which your child would like you to help bring about improvement.
- Be aware of what is taking place at school by reading this handbook, Jupiter emails, information sent home with your child, and by checking the school website.
- Attend school functions with your child. By doing this, you show your child that you support him or her, and his or her education is important to you.

Sincerely,

Megan Roe
Head of School

PHILOSOPHY STATEMENT

The **purpose** of Christian education is equipping students to walk with Jesus and impact the world for Him.

Parents are responsible for their children's education. Okinawa Christian School International partners with parents by providing Christian education.

Students are our future. They are full of potential, are responsible for their learning, and are responsible for using it to serve God and others. We value student diversity seen in learning styles, abilities, and cultural backgrounds.

Staff (the living curriculum) model Biblical thinking and living, build Christ-centered community, focus on OCSI's mission, empower others, use best practice, grow professionally, and are qualified and committed to carry out the basis, vision, and philosophy.

Our **program** addresses the whole person, is communicated in English, and uses an American-style approach. It is Biblically based, recognizes all truth is God's truth, emphasizes sharing the Gospel and discipleship, and encourages Biblical thinking and living.

MISSION, VISION, & EXPECTED STUDENT OUTCOMES

MISSION

Equipping students to walk with Jesus and impact the world for Him.

VISION

Students achieve the expected student outcomes; use their learning to serve God and others; are prepared for college, career, and citizenship; follow Jesus and participate in the local church.

EXPECTED STUDENT OUTCOMES

- Understand God, His world, and their place in it.
- Think critically and Biblically.
- Collaborate with others, respecting them as God's image bearers.
- Communicate truthfully and effectively.
- Create ideas, products, and solutions.

STATEMENT OF FAITH

- 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.
- The Trinity of the Godhead—Father, Son, and Holy Spirit, who are the same in substance, equal in power, and glory.
- 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.
- The personality and deity of the Holy Spirit by Whom the believer is regenerated and sanctified through the Word of Truth.
- 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 ground of his acceptance before God.
- The resurrection of the body, the judgment of the world by our Lord Jesus Christ, the everlasting and conscious punishment of the lost.
- 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 Word.

ACADEMICS

Achievement Testing

All students in grades 3-11 will take the Measures of Academic Progress (MAP) test in the fall and spring. All 9th graders will take the PSAT 9 in October. The PSAT 9 will give parents, teachers, and students a foundation for understanding the students' progress as they enter high school. All 10th and 11th graders will take the PSAT/NMSQT in October. This test is an opportunity for students to practice for the SAT and will allow for monitoring of the student's academic progress. In addition, students in Grades 11 and 12 should register and pay to take the SAT and ACT tests on their specified dates.

Advanced Placement Philosophy

The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities. It gives high school students exposure to college level material through involvement in an AP course, and then gives them an opportunity to show what they have learned by taking an AP Exam. Colleges and universities are then able to grant credit, placement, or both for these subjects.

OCSI supports the College Board's commitment to the principle that all students who are willing to accept the challenge of rigorous coursework provided through a college-level curriculum deserve an opportunity to participate in AP courses. Prerequisite courses must be completed, when applicable.

- English Language & Composition- 11th grade; no prerequisite course required
- English Literature & Composition- 12th grade; no prerequisite course required
- Computer Science Principles- 10th-12th grade; Intro. to Computer Science course required
- Japanese- 10th-12th grade; no prerequisite course required
- Calculus AB- 12th grade; Algebra 2 & Pre-Calculus courses required

*Intro. to Computer Science may be waived for approved students in the class of 2020

Students interested in enrolling in an AP course at OCSI should consider the financial costs, as well as the time commitment for extra study and outside reading. AP courses are typically yearlong courses (2 semesters) that prepare students to take the AP exam.

It is the expectation that students who take AP Classes will take AP exams. (Note: Some colleges and universities will not attach value to a high school course labeled AP unless an AP Exam grade is also presented for that course.)

- If an OCSI student wishes to take an AP exam, the student must be enrolled in the related AP course offered at OCSI for the full year and the exam must be taken in the same year as the AP course.
- OCSI students may take additional AP exams without being enrolled in the course only if the AP subject is not offered at OCSI that school year; students typically prepare for these exams through self-study. Student must inform the AP Coordinator of their intent to take the exam by the exam payment due date and final approval must be given by the AP Coordinator and

Secondary Principal. Also, an additional fee will be issued to cover required administrative and proctoring costs and total exam payment is due by the advertised AP exam payment date.

Dropping or Adding Classes, Secondary

High School students may drop or add a class during the first 10 days for grade-level courses and first 20 days for Honors/AP courses. The student's grade will transfer to the new course when the transfer takes place.

Homework

Homework is designed to reinforce classroom learning and is an opportunity for parents to learn alongside their children. General guidelines for homework times are as follows:

- 1st grade- 10 minutes
- 2nd grade- 20 minutes
- 3rd grade- 30 minutes
- 4th grade- 40 minutes
- 5th grade- 50 minutes
- Secondary students are responsible for completing all assigned homework.

Grading Policy

Elementary standards will be assessed and reported in Jupiter using a 4 to 1 scale.

- 4: Exceeds grade level standard
- 3: Achieves grade level standard
- 2: Progressing to grade level standard
- 1: In need of support

Secondary assignments and grades will be recorded in Jupiter for students and parents to view by the following week. Late work will be accepted with the following penalties: 1 day- 10%, 2 days- 20%, 3 days- 30%, 4+ days- late work may not be accepted for credit. Assignments will be broken down into two categories, major and minor assignments.

- Grade Weights for Courses
 - 60% Major Assignments
 - 40% Minor Assignments
- Grade Weights for AP/Honors Courses
 - 70% Major Assignments
 - 30% Minor Assignments
- Semester Exams count as 10% of the semester grade.
- No single assignment shall be more than 20% of the overall quarter grade.

Secondary grading scale is as follows:

Letter Grade	Numeric Average	College Prep GPA	Honors GPA	Advanced Placement GPA
A+	95-100	4.0	4.5	5.0
A	93-94	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	86-89	3.3	3.8	4.3
B	83-85	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	76-79	2.3	2.8	3.3
C	73-75	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	66-69	1.3	1.8	2.3
D	63-65	1.0	1.5	2.0
D-	60-62	0.7	1.2	1.7
F	0-59	0.0	0.0	0.0

Graduation Requirements

Class of 2019 and 2020			
Minimum Requirements			
Subject	Course Requirements	Standard Diploma	Honors Diploma
English	1.0 Credit - English 9 1.0 Credit - English 10 1.0 Credit - English 11 1.0 Credit - English 12	4.0 Credits	5.0 Credits Note: Must include standard requirements and 0.5 credits for speech and .5 credits for writing (college or creative).
Mathematics	1.0 Credit - Algebra I 1.0 Credit - Geometry 1.0 Credit - Algebra II 1.0 Credit - Additional math course	4.0 Credits	4.0 Credits Note: Must have 1 math credit above Algebra II.
Science	1.0 Credit - Science 1.0 Credit - Science 1.0 Credit - Science Note: Must include one credit of a lab science.	3.0 Credits	4.0 Credits Note: Must meet standard diploma requirements and include 1 additional science credit.
Social Studies	1.0 Credit - Social Studies Elective 1.0 Credit - US History 0.5 Credit - Government 0.5 Credit - Economics	3.0 Credits Note: must include US History, Government, & Economics	3.0 Credits
Foreign Language	2.0 Credits Note: Must be the same language.	2.0 Credits	2.0 Credits
Fine Arts	1.0 Credit (examples: music, art, media design, theater)	1.0 Credit	1.0 Credit
Physical Education/Health	1 Credit	1 Credit	1 Credit
Bible	4.0 Credits Note: If a student transfers into OCSI during high school, credits for other courses may be accepted in the place of Bible.	4.0 Credits	4.0 Credits
Electives	Note: Earn the appropriate credits.	2.0 Credits	None
Minimum Total Credits Required to Graduate		24 Credits	24 Credits
Honors or AP course (and requisite exams)		None	1.0 Credit
Minimum GPA		None	3.5 GPA

Class of 2021 and Beyond

Minimum Requirements

Subject	Course Requirements	Credits Required	Notes
English	1.0 Credit - English 9 1.0 Credit - English 10 1.0 Credit - English 11 1.0 Credit - English 12	4.0 Credits	
Mathematics	1.0 Credit - Algebra I 1.0 Credit - Geometry 1.0 Credit - Algebra II 1.0 Credit - Additional math course	4.0 Credits	
Science	1.0 Credit - Science 1.0 Credit - Science 1.0 Credit - Science	3.0 Credits	Must include one credit of a lab science.
Social Studies	1.0 Credit - Social Studies Elective 1.0 Credit - US History 0.5 Credit - Government 0.5 Credit - Economics	3.0 Credits	
Foreign Language	1.0 Credit - Foreign Language 1.0 Credit - Foreign Language	2.0 Credits	Must be the same language.
Fine Arts	1.0 Credit - Fine Art	1.0 Credit	Examples: Music, Art, Media Design
Physical Education/ Health	1.0 Credit - PE/Health	1.0 Credit	
Bible	1.0 Credit - Bible 9 1.0 Credit - Bible 10 1.0 Credit - Bible 11 1.0 Credit - Bible 12	4.0 Credits	If a student transfers into OCSI during high school, credits for other courses may be accepted in the place of Bible.
Electives	1.0 Credit - Elective 1.0 Credit - Elective	2.0 Credits	
Minimum Total Credits Required to Graduate		24 Credits	

Japanese Language Class, Elementary

Elementary students begin studying Japanese in second grade and they are placed in one of three levels during second and third grades (Beginner, Intermediate, Advanced).

Language Use in School

Okinawa Christian School International is a primarily English speaking school that encourages students to be multilingual. We value the diverse cultures and languages of our student body, while understanding the importance of focusing on English as our common school language. Because we are a community, other languages should never be used for the purpose of exclusion from conversation, whether toward adults or students. **Therefore, students at OCSI should normally speak only English while in the regular classroom and during the school day.** We desire to see our students become proficient in reading, writing, and speaking English while at OCSI.

Physical Education Uniforms

Students from 4th -12th grades must wear a PE uniform to every PE class. All students are also required to have PE shoes that are appropriate for the gym floor. New PE uniforms may be purchased from the school office. Students should only wear their own PE clothes when participating in PE class.

Plagiarism

Academic integrity is an essential element to the OCSI academic program. Cheating, dishonesty, and plagiarism will not be tolerated.

Cheating includes, but it is not limited to, the following examples:

- Talking, stealing, and/or using an assignment from someone else and submitting it as one's own
- Allowing another to take and/or use an assignment to submit as his/her own.
- Looking at another's test or essay with or without his consent for the purpose of duplicating that work and submitting it as one's own.
- Representing as one's own the work or words of a parent, sibling, friend, or anyone else.
- Discussing or revealing the contents of a test or quiz with students who have not completed the assignment.
- Unauthorized used of teacher test materials, answer sheets, computer files, or grading programs.
- Using any type of crib/cliff notes on your person, an object, or programmed within graphing calculators, cell phones, or other electronic devices without teacher permission.
- Receiving answers for assignments or exams from any unauthorized source.
- Working on assignments with others when not authorized by the instructor.
- Copying from other students during an exam.
- Giving answers to another student for an assignment or exam.

Dishonesty includes, but is not limited to, the following examples:

- Agreeing with other students to commit academic dishonesty.
- Falsification of results from research or laboratory experiments.
- Written or oral presentation of results from research which was never performed.

Plagiarism includes, but is not limited to, the following examples:

- Directly quoting or paraphrasing all or part of another’s written or spoken words without giving credit.
- Presenting an idea, theory, or formula originated by another person as the original work of the person submitting that work.
- Purchasing or receiving in any manner a term paper or other assignment that is the work of another person.

Promotion and Retention Guidelines

Elementary: 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 teachers. Those assessments may include, but not be limited to, the following:

- 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.

Retention may be recommended in cases where the classroom teacher believes it best to give a student additional instruction and/or time to develop the skills needed to be successful at the next grade. This recommendation, made following consultations with both the parents and appropriate school administrator, is made based on the same factors used for promotion. No student will be allowed to repeat a grade more than once at OCSI.

Middle School: Middle school students who fail to earn at least 60% for the year in a core subject (math, science, english, social studies) may be required to take the course during summer school via the online Sevenstar program (for an additional fee). If a student does not enroll in Sevenstar or fails the Sevenstar course they may be required to repeat the grade.

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

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

Report Cards

Report cards are issued at the end of each quarter. All report cards will be emailed out via Jupiter, except for the final the Elementary Final Report Card. Official copies of student records may be requested at the front office for a fee.

Scheduling, High School

Students will complete course requests for the next school year during the 2nd semester of the current school year. Decisions on whether courses will be offered will depend on student enrollment and teacher staffing. Students may only repeat a course in which they have received a failing grade.

Sevenstar Courses

OCSI has a partnership with Sevenstar Academy®, a Christian education source for online courses. For an additional fee, students may be eligible to receive credit through online classes. For more information regarding the courses available and student eligibility, please see the Secondary Principal and consult the course description booklet.

Transcripts and Student Records

- Student records for transfer purposes may be requested in the front office.
- High school transcripts may be requested through Parchment. The link can be found on the OCSI website.
- No student records (transcripts, high school diplomas, or report cards) will be released if a family has any outstanding tuition, fees, or bills.

ADMISSIONS & ATTENDANCE

Attendance, Absences

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

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 students are absent, parents are responsible for the following:

1. The parent or guardian should call the school or email info@ocsi.org, to explain the absence.
2. If a student has a pattern of absences/tardies, excused or unexcused, a parent conference may be necessary. If there are more than seven absences in a quarter, secondary students may lose credit. If there are ongoing medical concerns with your child, please obtain a doctor's note. If a child has more than three absences in a row due to illness, you must obtain a note from the doctor's office to excuse the absence.
3. Absences will be recorded daily in each class/period.
4. If a student is being picked up early, parents must go to the office to check the student out. Students will not be called from class until the parent arrives in the office. (Please allow about 10 minutes for the student to arrive in the office.)
5. Students are not allowed to participate in after school activities (clubs, sports, etc.) if they are out that day with an unexcused absence. For an excused absence, students must be present in school by noon in order to participate in after school activities.
6. Secondary Students: It is the student's responsibility to speak with the teacher regarding any work that was missed due to an absence. Students will have equal time to days absent from class, plus one day to complete all missed assignments.
7. Extended (Pre-Excused) Absences: Please notify the office as soon as possible for any extended absences. Principals will determine whether it is excused based on the circumstances.

Attendance, Tardiness

Any student arriving late to school must report to the front office to check in and receive a tardy slip.

Repeated tardies for secondary students will result in the following consequences, by quarter:

- 2 tardies- warning
- 3 tardies- lunch detention
- 4 tardies- principal referral

Non-Discrimination Policy

Okinawa Christian School International does not discriminate against students and parents on the basis of race, biological gender, national or ethnic origin, religion, color, age, or disability in the administration of policy and program.

EXPECTATIONS & GUIDELINES

Behavior Management

Each classroom teacher will teach students what constitutes responsible behavior in classrooms and common areas (playground, halls, restrooms, cafeteria, chapel, buses, etc) and during extra-curricular activities.

OCSI Behavior Expectations:

At OCSI we are....

- Kind
- Respectful
- Hardworking
- Self-Controlled

Discipline Steps for Misconduct

We at OCSI believe it is important to have clear discipline steps and consequences in place so our students know what to expect when they misbehave. For serious behaviors, the principal may elect to bypass some steps.

Step 1: Verbal Warning

A staff member will redirect or re-teach the rule the student is struggling with.

Step 2: Guided Practice

A staff member will have the student practice how to perform the behavior or have him/her talk it out student the correct way.

Step 3: Reflection Time

A staff member will have the student reflect on their behavior. Additional consequences may be given.

Step 4: First Principal Referral

School expectations are reviewed. Conflict resolution and problem-solving choice plan is developed, as necessary. Parent is notified via Jupiter and additional consequences may be given.

Step 5: Second Principal Referral

Student/Parent/Teacher/ Counselor/Principal conference may be required. Behavior goal is developed, as necessary. Additional consequences may be given.

Step 6: Further Principal Referral

Consequences for further misbehavior could include lunch detention, in-school suspension, or expulsion, as determined by the principal.

Dismissal Guidelines, Elementary

To ensure the security of its students, OCSI has implemented procedures that do not allow elementary students to leave campus with any person other than a parent, guardian, or a person authorized by the custodial parent or guardian. The following procedures are used to record and monitor student departures that occur prior to the end of the school day or when someone other than a parent will be picking them up.

1. Parents and/or guardians are advised to provide notification to the classroom teacher and the office by emailing info@ocsi.org or calling the office whenever students need to leave campus before the end of the school day. The note provided should specify the following: 1) what time the student is expected to leave, 2) reason for the departure 3) the name of the person authorized to pick up the student, if other than the parent or guardian.
2. The parent, guardian, or person authorized to pick up the student before the end of the day should report to the OCSI front office to pick up the student.
3. All adults, including parents, MAY be asked to present some form of photographic identification by the OCSI office staff when asking to take an elementary student from school grounds.

Dress Code

Students, parents, and the school are all responsible for ensuring adherence to the dress code. Clothing should be both modest and appropriate for school. At a minimum, clothing selected for school must cover students from their shoulders to mid-thigh.

Tops:

- Blouses or shirts should be long enough to tuck-in.
- No halters, or strapless tops should be worn.
- A student's midriff must not be exposed.
- Straps on shirts must be at least 3 fingers wide (using student's fingers).

Bottoms:

- Girls are to wear modest and neat slacks, pants or jeans that are appropriate in size and fit.
- Leggings, jeggings, and tights may be worn ONLY if under a skirt, top, or shorts of mid-thigh length.
- Pants must be on the waist, they cannot hang from or below the hips.
- All shorts must be no shorter than mid-thigh.
- Pajama pants should not be worn.
- Bottoms should not have tears or holes that expose skin.

Dresses and Skirts:

- Dresses must cover females from their shoulders to mid-thigh.
- Dresses and skirts should be appropriate in size and fit.
- Should not rise above mid-thigh while seated.
- If a dress or skirt has a slit, the highest point of the slit should be at mid-thigh or lower.

Footwear:

- Shoes must be worn at all times.

- Bedroom slippers are not allowed.
- Elementary students should wear athletic shoes and socks each day.

Swimwear:

- Girls are encouraged to wear a one-piece, modest swimming suit.
 - If a two-piece is worn it must be covered by a dark long t-shirt.
- Boys must wear shorts style swimwear.

Pictures, Writing, Symbols, and Logos:

- Clothing, accessories and personal items (including backpacks and binders) must be free of writing, images, and insignia which include:
 - Vulgar, profane, or sexually suggestive; or make reference to, or depict drugs, alcohol, weapons, or tobacco of any kind.
 - Degrade race, gender, sexual orientation, or religious affiliation.
 - Portray persons dressed in a manner that does not comply with the dress code.
- School administrators reserve the right to make informed decisions on the appropriateness of student attire and may prohibit:
 - Items that make noise. This includes, but is not limited to, jewelry, musical clothing, etc.
 - Individual students wearing specific colors/insignias when behavior from the student indicates inappropriate affiliations.
 - Items which communicate political messages when those messages have the potential to disrupt normal school activities.

Headwear

- Headwear should be worn outdoors only and should be removed prior to entering all buildings.
- Sunglasses should not be worn inside of the classroom.

Hair

- Hair must be neat, clean, and well groomed.
- Bright, unnaturally colored, or exotically styled hair will not be permitted.
- Long hair must be styled in a way that the eyes are always visible.
- Elementary students with hair longer than shoulder-length should always tie it back.

Make-Up and Jewelry:

- Excessive makeup, jewelry, and pierced body parts (other than the ear) are not permitted.
- Elementary student should only have post earrings, nothing that hangs below the earlobe.

Prohibited Items

1. Cell phones, iPods, music players or any other electronic equipment should not be used without teacher permission. Students should remove headphones when they arrive on campus.
2. Weapons: BB guns or other guns including toy guns; metal knives of any kind; lasers, etc.
3. Fireworks of any kind
4. Alcohol, tobacco products, drugs, or drug paraphernalia
5. Pornographic material
6. 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.

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. The responsibility for such items belongs to the owner. Students are reminded to take care of things that belong to them! OCSI will not be held responsible for items that are lost.

Library Lost/Overdue Book

Lost Books

- A lost book notice, with the cost of replacement, will be emailed to parent/student after the book is over 3 weeks late.
- Until the lost book fee is paid, the student will be limited in the number of books to be checked out.

Elementary Overdue Books:

- Students are allowed 2 books per week.
- A late book notice will be sent home after 2 weeks of an overdue book. Students can continue checking out books.
- If a book has been lost or damaged, the fine should be paid to the office based on the late book notice.

Secondary Overdue Books

- An overdue notice will be emailed to parents/students once the item is overdue.
- Students will have 5 school days to turn in the item without being fined. After 5 days a fine of ¥20 per school day per book will be assessed.
- After 3 weeks, the book will be considered “lost.”

Payment of Fines/Fees

- Library fines/fees should be paid to the cashier.
- A hold will be placed on student records for unpaid fines.

Lockers, Secondary

All students have assigned lockers. Please keep the locker bay clean at all times.

- High school students will be provided locks for their lockers. Lockers should remain locked at all times. Only the OCSI issued lock should be on the locker.
- Middle school should not use locks on the lockers.
- Stickers and/or anything permanent should not be placed anywhere on the inside or outside of the locker.
- All personal materials and/or backpacks must be inside or on top of the lockers.
- MS and HS students who are taking PE will also be given a locker in the PE locker room.

- The OCSI administration holds the right to search any locker at any time.

Profanity

The use of profanity in any language is absolutely forbidden. Students using profane language (oral, written, on-campus, at any school event, etc.) will be subject to strict disciplinary measures. The use of profane language also includes any printed messages found on clothing. There are other words and phrases which by tone or manner of use are considered harmful and as such fall under this policy. Students are encouraged to only use language that is helpful, kind, and uplifting.

School Hours and Expectations

Normally classes begin at 8:25 a.m. and end at 3:00 p.m. **Students** will not be supervised before 8:00 a.m. or after 3:15 p.m., and **school insurance does not apply when supervision is not provided. Consequently, parents are to** arrange to have their children arrive on campus no earlier than 8:00 a.m. and leave the campus by **3:15 p.m.**

- **Children who arrive after 8:25 must report to the office before being admitted to class.**
- **Children must be picked up by 3:15 if they do not ride the bus.** Parents are expected to make transportation arrangements to meet this requirement. Please follow the pick up procedures for students. **Children will be released only to the legal custodian unless the office and/or classroom is provided written notification to release a student to someone else. Call the office if you need to make other arrangements.**
- Children are not allowed to play on the kindergarten playground after school hours.

Textbooks

OCSI provides textbooks for each class and students are responsible for taking good care of books. **Teachers will require that all books be covered (stretchable book cover not allowed).** Students may receive disciplinary action for textbooks not being covered or for textbooks being left outside of the students lockers. 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.

Transportation, 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:

1. The campus speed is posted. It must be observed.

2. The student is fully responsible for the use of the vehicle.
3. 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.
4. 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.
5. No racing, stunt driving, or any other improper driving activity is permitted anywhere on campus.
6. Motorcycles may not have passengers.

Visitor Policy

Parents are always welcome to visit and observe classes. Please notify the teacher in advance of any planned visit in order to coordinate appropriately with the classroom schedule. Should parents wish to conference with the classroom teacher, conferences can be scheduled accordingly. Parents and visitors are always asked to sign in at the front desk and receive a visitor's identification badge immediately after arriving on campus. This helps to ensure the safety of our students and staff.

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. By special permission from the principal, alumni may visit during lunch or after school only.

Volunteer Policy

Qualifications:

- Long-term volunteers, volunteers who regularly work with children, volunteers who work with children for extended contact time, and non-parent/non-guardian volunteers must submit a volunteer application.
- Parent/guardian volunteers are approved as short-term volunteers by the Leadership Team, provided they comply with expectations of the volunteer opportunity.

Volunteer agreement: Volunteers who regularly work with children, volunteers who work with children for an extended contact time, and non-parent/non-guardian volunteers sign a code of conduct.

Withdrawal

Where possible, a two-week notification should be provided to the OCSI office before withdrawing a student from school to allow time to process paperwork and make a final calculation of all fees or refunds due. School records will be held until all financial responsibilities have been met.

Secondary students withdrawing from school before the end of the semester may be granted academic credit providing that the withdrawal date is no earlier than 2 weeks before the end of the semester. This permission is only granted in extreme circumstances (i.e PCS orders). Written notification must be given at least two weeks in advance. Upon approval, arrangements must be made to complete assignments and tests. Documentation must be given verifying the reason for the early withdrawal. Students who must withdraw more than 2 weeks before the end of the semester will receive a withdrawal grade, not a final grade or credit.

HOME/SCHOOL COMMUNICATION

Conferences, Parent-Teacher and Student-Led Conferences

OCSI schedules two formal academic conferences between parents, students, and teachers. In early November, parents and teachers meet for a traditional parent/teacher conference. While students are encouraged to attend, the focus of the conference is on solidifying clear communication between the parents and teachers concerning the expectations for student growth and progress at the start of the school year.

During the second conference of the year, held in mid-March, secondary will hold a second formal conference. Elementary will hold student-led conferences. During the conference, students will be sharing examples of their classwork and share their progress.

Jupiter

OCSI utilizes the Jupiter student information system for most parent communication. Please check your email regularly for Jupiter emails from the school and teachers. If your email address changes, please inform the office of the new email address as soon as possible so you continue to receive Jupiter emails.

Student Information and Photos

Student information, including photos, will be used to provide an educational program and ensure a safe and secure school environment.

OCSI believes the practices listed below are part of a vital, healthy, and functioning school; and participation of all students is important and encouraged:

1. Using student names, photos, and comments in school publications. (Note: Names of students will not be posted on the webpage, or in promotional materials with pictures, without the consent of the parents). Under no circumstances will address or phone numbers be posted in a public forum in any format.
2. Taking of individual, class, team, or club photos and/or videos for school purposes.
3. Using student names on artwork, other creative work, material of students displayed at school or at school-sponsored displays in the community.
4. Using student names in honor rolls, graduation ceremonies, scholarships, or other awards.

Using student names and academic information necessary for determining eligibility or suitability for federal or other types of awards or scholarships in the event the school applies on a student's behalf.

SPECIAL PROGRAMS/EVENTS

After School Care Program, Elementary

As a service to working families, OCSI offers an after school care program from 3:00 - 6:00 PM. The After School Care Program is a child-supervision service only. It is open for students from PK to 5th grade. Parents must provide transportation home. Applications are accepted on a first come, first serve basis. For more information regarding the fees, etc. please contact the front office or see the application and information available on the OCSI website.

Camp, 4th-12th Grade

One of the highlights of the school year is the camp held in the early fall. Students in grades 4-12 participate in this outdoor education experience. Camp is meant to provide students an opportunity to grow closer together as a group and as responsible learners in a structured environment. All students are expected to attend and students not attending will be marked absent.

National Honor Society (NHS)

Students in 10th-12th grade are selected each spring. Selection is made by a faculty council and approved by the secondary principal. Selection is based on GPA of 3.5 or higher, scholarship, citizenship, service, leadership, character, and spiritual growth.

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 be integrated into every aspect of life. Some activities at the school, however, are more obviously geared to spiritual development than others. All students are expected to participate respectfully in the following:

1. **Bible classes:** All students are required to take Bible class as part of the required curriculum.
2. **Chapel:** Chapel services are conducted for each grade level once per week. Chapel may include such events as guest speakers, videos, class presentations, and special musical.
3. **Service Week:** OCSI endeavors to provide opportunities where students can serve. Students will be given the opportunity to have a meaningful educational experience outside the traditional walls of the classroom and to give back to the community by serving others.

Trip, 5th Grade

Students in 5th grade end the school year with a study of Japanese history and culture. This unit of study culminates with a 3-day, 2-night trip to Osaka, Kyoto, and Nara to visit the historic sites located in these cities and which are attached to the curriculum objectives of this unit. The cost of the trip ranges from 70,000 yen to 80,000 yen and is NOT included in tuition. It is an additional cost.

Trip, 8th Grade

The eighth grade class takes a class trip to Ishigaki Island in southern Okinawa at the end of their last year in middle school. This trip has an educational and service component. The cost of this trip is usually about ¥55,000. This expense is NOT included in tuition; it is an additional cost.

Trip, 12th Grade

The senior class will take a class trip to Taiwan at the end of their senior year. This expense is NOT included in tuition; it is an additional cost.

Guidelines:

- The senior trip will take place the Monday - Thursday prior to graduation on Friday.
- The purpose of the trip is to encourage growth in the following areas: Intellectual, Spiritual, Physical and Social. The trip will include a service project.

HEALTH and SAFETY

Communicable Disease and Concerns Prevention Policy

OCSI strives to prevent, control, and contain communicable diseases and concerns.

Overview:

Okinawa Christian School International strives to promote mental, physical, and spiritual health from a Biblical perspective. In striving toward this goal, we strive to balance the needs of the individual with those of the community. One of our efforts to that end is the prevention, control, and containment of communicable diseases.

Common Communicable Diseases and Concerns:

1. Diseases and concerns which are transmitted through casual contact or airborne route may include, but are not limited to:
 - a. Common childhood diseases, including chicken pox and lice
 - b. Conjunctivitis
 - c. Mononucleosis
 - d. Strep throat
 - e. Tuberculosis
2. **Exclusion From School:** A Leadership Team member may exclude students and staff from school who are suspected to have or are diagnosed with a communicable disease or concern, or whose exposure to a communicable disease or concern may threaten the well-being of that individual. The appropriate Leadership Team member/designee may request a physician's note indicating that the student or staff may return to school.
3. **School Closings for Communicable Disease Outbreaks:** The decision to close school due to communicable disease outbreaks will be made by the head of school in consultation with the Leadership Team.

Serious Chronic or Communicable Diseases:

Serious infectious diseases transmitted by blood-borne pathogens through contact with bodily fluids include, but are not limited to, hepatitis viruses and HIV.

1. In the event a prospective student or employee has a serious chronic condition or any infectious communicable disease (HIV, hepatitis, TB, etc.), the following procedures will be followed:
 - a. **Interview:** Appropriate Leadership Team members will conduct an interview including, but not limited to, the student and parent or prospective employee and review with them a recent physician's report of the person's current health status. The report must have been written within three months. The physician may be contacted directly by the head of school, appropriate principal, or designated translator.
 - b. **Consultation Regarding Enrollment or Employment:**

- i. The head of school will consult with the appropriate principal make a determination about enrollment based on the student's age, grade level, health status, and parent(s) and student's understanding and attitudes toward the disease, as well as the mode of transmission.
 - ii. In the case of a prospective employee, the head of school will consult with the Leadership Team and make a determination about employment, based on the person's age, health status, and understanding and attitudes toward the disease, as well as the mode of transmission.
2. **Change in Health Status:** If a student or employee who is currently at OCSI should later test positive for HIV, hepatitis viruses, etc., that person will be subject to the same procedure.

OCSI Community:

1. **Universal Precautions Procedures:** In addition to known carriers, the school recognizes the possibility that within the OCSI community there may also be those who are unknown carriers of a communicable disease; therefore, all school personnel shall practice procedures related to the prevention and containment of communicable diseases as described in the OCSI Universal Precautions Procedures. The emphasis of the Universal Precautions Procedures is on the protection of all persons rather than on the identification and discrimination of infected persons.
2. **Emergency Situations:** It is understood that in some emergency situations it may not be possible to apply universal precautions; however, emergency action should never be delayed, since the risk of transmission of blood-borne diseases is too small to justify endangering a child.

Counseling, Personal

Trained counselors are available to provide spiritual, emotional, and social guidance and support, and referrals when necessary, to all students. Counselors will maintain student confidentiality in accordance with our Child Protection Policy and Procedures.

Drugs, Tobacco, Alcohol

OCSI has a zero tolerance for any drug usage, drug involvement, or weapons.

A student is in violation of OCSI policy if he/she is involved with dangerous substances, inappropriate drug paraphernalia, controlled substances, regardless of location, including on his/her person; in his/her locker; in his/her vehicle; or among the student's other property, in any of the following ways:

1. Attempting to secure or purchase
2. Using or being under the influence
3. Possessing
4. Intending or attempting to sell or distribute
5. Selling or giving away
6. Being knowingly present when any of the above are used, possessed or consumed

When students are reasonably suspected of any of the above, the following will happen: The student will be identified and reported to the appropriate police agency in accordance with the law; the student's parent/guardian will be contacted; the student will receive the appropriate level of discipline determined by the administration.

Health Records and Immunizations Policy

Emergency information: Parents/guardians of all students provide updated emergency information.

Immunizations:

- Parents and guardians are encouraged to follow the immunization schedule of Japan and/or their country of citizenship.
- All new students are required to have the following immunizations (or provide proof indicating the dates they contracted the disease):

Required Immunizations			
Required Immunization	Under 5 Years	Before the Start of the School Year in which the Student Turns 7	7 Years and Older
DPT (diphtheria, tetanus, pertussis)	4 doses	Japan: 4 doses US: 5 doses Other countries: contact OCSI	Japan schedule: 4 doses US schedule: 5 doses Other countries: contact OCSI
Measles	1 dose	2 doses	2 doses
Mumps	1 dose	2 doses	2 doses
Rubella	1 dose	2 doses	2 doses
Polio	Japan schedule: 4 doses US schedule: 3 doses Other countries: contact OCSI	4 doses	4 doses
Recommended Immunizations (But Not Required)			
Recommended Immunizations	Below 5 Years	Before the Start of the School Year in which the Student Turns 7	7 Years and Older
Hepatitis B (encouraged and <i>not</i> required)	3 doses	3 doses	3 doses
Tdap (encouraged and			11-12 years old: must have documented proof

<i>not</i> required)			of a Pertussis (Whooping Cough) Booster Immunization (Tdap) given after the age of 7.
Varicella (encouraged and <i>not</i> required)	Japan schedule: 2 doses US schedule: 1 dose Other countries: contact OCSI	2 doses	2 doses

Physical examination: A physical examination by a doctor is required for all new students as part of the admissions process. An annual physical exam is required for secondary students participating in sports.

Tuberculosis (TB) screening: New students submit a satisfactory TB screening (x-ray or skin test) as part of the admissions process. Subsequently, all students must submit a satisfactory TB screening when entering grade 5 and grade 9, unless they submitted a satisfactory TB screening when entering grade 4 or grade 8.

Health Services

Students who become sick, injured, or need some medical assistance while in school, must receive permission from their teacher to go to the main office. Someone there will help, and will contact parents if necessary. If a student has submitted an Authorization for Dispensing Medicine form, Office Staff may administer appropriate medication. Students should not request aspirin or other internal medication. Students should not leave school without first going to the school office. Parents need to be contacted before a student leaves the campus.

Students who show symptoms of illness (elevated temperature of 37.5 C or 99.5 F, uncontrolled coughing, coughing lasting longer than 5-7 days, rash, swelling, vomiting, or diarrhea) within 24 hours of a school day should not be sent to school. Students who contract a contagious illness (for example, conjunctivitis, chicken pox, impetigo, influenza, pneumonia, and measles) will not be allowed to return to school unless a medical clearance from a doctor is presented in writing to the office.

Typhoon (Tropical Cyclones) Policy

Policy: School is canceled for the day if American military installations are in typhoon condition 1, 1C, 1E, 1R, or SW (but for SW, only if preceded by 1, 1C, or 1E) at 5:00 a.m. The Leadership Team will determine if and when the school will close if we go into Condition 1 after 5:00 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 35-49 knots or greater are being experienced.**

- Condition 1E (Emergency): Winds of 50 knots or greater are being experienced.
- Condition 1R (Recovery): Clean up is beginning. Military personnel still confined to quarters.
- Condition SW (Storm Watch): The winds are not forecast to exceed 50 knots. There is still a probability of high winds.

Students, parents, guardians, and staff:

- If a typhoon appears to be headed toward Okinawa, check the weather report on the Kadena weather website. School will normally remain in sessions during conditions 4, 3, and 2, unless there is a specific announcement to the contrary.
- If school is cancelled, then by 6:00 a.m.:
 - School cancellation will be posted on the home page of OCSI website.
 - A Jupiter email will be sent to students, parents, guardians, and staff.