



**OKINAWA CHRISTIAN SCHOOL INTERNATIONAL  
PARENT & STUDENT HANDBOOK  
2022-2023**

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**Okinawa Christian School International is accredited by:**

The Association of Christian Schools International (ACSI)  
Western Association of Schools and Colleges (WASC)

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# INTRODUCTION

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## 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 will 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.

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 22nd from 1-6 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.

Warm Regards,

Megan Roe  
Head of School

# PHILOSOPHY STATEMENT

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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 mission, 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

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## 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

OCSI learners will **Excel in Academics** and **Grow as Learners** so they will be **Equipped to Serve**.

- **Excel in Academics**
  - Understand Bible history, Biblical principles, and a Christian worldview.
  - Understand how language works and develop effective communication skills.
  - Understand the connections between numbers, operations, and patterns.
  - Understand the process of scientific inquiry and examine claims before drawing conclusions.
  - Understand the interactions of societies, environments, individuals, and institutions.
- **Grow as Learners**
  - Think critically and Biblically to analyze, synthesize, and evaluate course content.
  - Collaborate in groups to solve problems and help each other learn.
  - Use digital tools appropriately to create ideas and solutions to real world problems.
- **Equipped to Serve**
  - Build Christ-centered community through honest and kind collaboration.
  - Value and maintain physical, social, emotional, moral, and spiritual health.
  - Demonstrate Christ-like character by being kind, respectful, self-controlled, and hardworking.
  - Develop a global mindset, respecting others as God's image bearers.

# STATEMENT OF FAITH

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- 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

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## Achievement Testing

All students in grades K-2 take the Developmental Reading Assessment (DRA) three times a year (fall, winter, spring). 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 *may* grant credit 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, depending on availability of space. 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; *Algebra 1* course required
- Biology - 11th-12th grade. *Biology* and *Chemistry* courses required
- Calculus AB- 12th grade; *Algebra 2* & *Pre-Calculus* courses required
- Comparative Government - 12th Grade (.5 cr); *no prerequisite course required*
- US History - 11th Grade; *no prerequisite course required*
- Art History- 10th-12th grade; *no prerequisite course required*
- Japanese- 10th-12th grade; *Japanese level 4 or higher*

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.

Students who take AP Classes are expected to take AP exams. (Note: Some colleges and universities will not accept AP credit unless an AP Exam grade is also presented for that course.)

- Students wishing to take an AP exam, 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 wishing to take more than 3 AP courses must receive approval from the AP Coordinator and Secondary Principal.

## Dropping or Adding Classes, Secondary

High School students may drop or add a class during the first 10 days (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
- Middle School- 60-90 minutes
- High School- 90-120 minutes (May need more for AP courses)

## Grading Policy

**Elementary standards** will be assessed and reported in Jupiter using a 4 to 1 scale for Kindergarten to 5th grade. K-2 is graded on Reading, Math, Writing, Bible, and Habits. 3-5th is graded on Reading, Math, Writing, Bible, Science, Social Studies, and Habits. K-5th graders are graded on specials classes including Music and PE. 1-5th grade students are graded on Art.

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

<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>EXCEEDS THE STANDARD</b>	<b>ACHIEVES THE STANDARD</b>	<b>PROGRESSING TO THE STANDARD</b>	<b>IN NEED OF SUPPORT</b>
Demonstrates a level of excellence that goes beyond the grade-level expectations.	Demonstrates a competence that is the same as the grade-level expectations.	Demonstrates progress toward the grade-level expectations, but needs support.	Not yet demonstrating adequate growth toward grade-level proficiency.

**Secondary assignments and grades** will be recorded in Jupiter for students and parents to view by the following week.

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.

## Late Work

- Unless otherwise noted (on syllabus), work turned in late will receive a 10% penalty for each day. After five days, the assignment will receive a “0.”

**Secondary grading scale is as follows:**

Letter Grade	Numeric Average	College Prep GPA	Honors GPA	AP 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

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**Graduation Requirements**

Class of 2023			
Minimum Requirements			
Subject	Course Requirements	Credits Required	Notes
English	1.0 Credit - English 9    1.0 Credit - English 11 1.0 Credit - English 10    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 - Biology    1.0 Credit - Chemistry 1.0 Credit - Other 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 11 1.0 Credit - Bible 10    1.0 Credit - Bible 12	4.0 Credits	Student transfers into OCSI may use other credits in place of Bible.
Electives	1.0 Credit - Elective 1.0 Credit - Elective	2.0 Credits	
<b>Minimum Total Credits Required to Graduate</b>		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-fifth 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. See the addendum for what constitutes plagiarism.

## 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.

**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 complete remedial work during the summer in order to advance to the next grade (for an additional fee). If a student does not complete the assignments satisfactorily he or she will be required to repeat the grade. Students failing more than one core subject class are 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 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.
- Current High school students may request transcripts at the front office.
- Alumni may make requests for transcripts through Parchment. The “Records Request” 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

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## Attendance, Absences

When students are absent, parents are responsible for the following:

1. The parent or guardian should use the notifications form on the OCSI website to inform the school and explain the absence or tardy.
2. If a student has a pattern of absences/tardies, 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. Absences will be recorded daily in each class/period by the teachers.
3. If a student is being picked up early, parents must fill out the notification form and 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.)
4. Students are not allowed to participate in after school activities (clubs, sports, etc.) if they are out that day.
5. 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 to complete all missed assignments.
6. Extended (Pre-Planned) Absences: Please fill out the "Notification form" as soon as possible for any extended absences and contact your child's teacher to request work.
7. Jupiter will record a student as "abs" indicating that the student was absent during that period.

### Elementary Absent Half Day:

Elementary students leaving before 11:45am or arriving at school after 11:45 am will be marked as Absent Half Day.

## Attendance, Tardiness

### Secondary:

Any secondary 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

### Elementary:

Any elementary student arriving late to school should proceed straight to the classroom. The teachers will mark the students as tardy.

## 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

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## Behavior Management, Elementary

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 or expectation the student is struggling with by reflecting, and talking out the situation.

**Step 2: Parent Contact** Parents will be notified. A staff member will have the student reflect on their behavior. Additional consequences may be given.

**Step 3: First Principal Referral** School expectations are reviewed. Conflict resolution and problem-solving choice plan is developed, as necessary. Parents are notified via Jupiter and additional consequences may be given.

**Step 4: Second Principal Referral** A conference with the student, parent, teacher, counselor, and/or principal may be required. Behavior goals are developed, as necessary. Additional consequences may be given.

**Step 5: Further Principal Referral** Consequences for further misbehavior could include detention, in-school suspension, or expulsion, as determined by the principal.

## Behavior Management, Secondary

Administration has the discretion to adjust consequences to address severity of actions and to place offenses under the most appropriate category for the actions.

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

### **I. Minor Offenses**

Excessive minor offenses will result in lunch detention at teacher's discretion

- 1st Offense: Verbal warning
  - 2nd Offense: Lunch detention and parent contact
- \*Accumulation of minor offenses may result in a referral to administration

### **II. Major Offenses**

Major offenses will be referred immediately to administration and may result in an after school detention, in school suspension, out of school suspension, or expulsion.

### **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 filling out the notification form whenever students need to leave campus before the end of the school day providing: 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. While waiting for the student to arrive, the parent needs to fill out the notification form if they haven't filled it out beforehand.
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.
4. PreK students will be dismissed from their classroom door. All K-5 Elementary students will be dismissed to the delta area. K-3rd grade students must wait in the delta area for a parent to either walk to the gate or be called into their car. 4th and 5th grade students may proceed straight to pick up and collect any K-2 siblings. Elementary students and parents must communicate with their classroom teachers for any exception to this.

### **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 a 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 above the knee.

**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.
- 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.
- Soccer cleats with plastic or metal studs are not allowed to be worn at school.

**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, tobacco, or other items deemed *controversial in nature*.
  - 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.

**Make-Up and Jewelry:**

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

## 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.

## Prohibited Items

1. Cell phones, iPods, music players or other electronics are not to be used between 8:20-3:00. 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. Non-valuable lost and found items will be stored in the cafeteria.

## Library Lost/Overdue Book (See [Addendum](#))

### 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 and it is nonrefundable.

### Secondary Overdue Books

- Students are allowed to check out books for 3 weeks. An overdue notice will be emailed to parents/students once the item is overdue.
- If a book has been lost or damaged, the student receives a lost book fine and it should be paid to the office and it is nonrefundable.

### 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.

- All high school lockers have combination locks on the lockers; lockers should remain locked at all times.
- 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, valuables and school books must be inside the lockers. Backpacks may be placed 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 (orally, 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 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 provides 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 school playgrounds after school hours.

## Textbooks

OCSI provides either physical or digital textbooks for each class and students are responsible for taking good care of books. 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. Drive slowly and carefully while on campus.
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 the campus. 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 need to wear their official OCSI badges while on campus. 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 and sign the code of conduct.
- Parent/guardian volunteers are approved as short-term volunteers by the Leadership Team, provided they comply with expectations of the volunteer opportunity.

### **Withdrawal**

A 30 day notification should be provided to the OCSI office before withdrawing a student from school. School records will be held until all financial responsibilities have been met.

Secondary students withdrawing 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). 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

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## 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. Secondary students are expected to attend with their parent. The focus of the conference is on solidifying clear communication as to how the parents and teachers can work together to student the student's growth and progress at the start of the school year.

During the second conference of the year, held in mid-March, secondary teachers will hold a second formal conference. Elementary teachers 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

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## 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 camp. 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 10<sup>th</sup>–12<sup>th</sup> 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.

Middle school students may apply for the National Junior Honor Society (NJHS) each spring.

## 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 music.
3. **Service Opportunities:** 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 60,000 yen to 70,000 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 ¥60,000. 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, or mainland Japan at the end of their senior year. This expense is NOT included in tuition; it is an additional cost.

#### **Guidelines:**

- The senior trip normally takes place the week 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

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## 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 to 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**

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, Weapons**

**OCSI has a zero tolerance for any drug usage, drug involvement, alcohol and tobacco use, and the possession of 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	Before the Start of School at OCSI	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	Japan schedule: 4 doses US schedule: 5 doses
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	4 doses	4 doses
Recommended Immunizations (But Not Required)			
Required Immunization	Before the Start of School at OCSI	Before the Start of the School Year in which the Student Turns 7	7 Years and Older
Hepatitis B	3 doses	3 doses	3 doses
Tdap (Pertussis): Whooping Cough			1 dose
Varicella	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. The school nurse or office staff will help, and will contact parents if necessary. Students should not leave school without first going to the school office. Parents need to be contacted before a student leaves the campus.

If a PreK-2nd grade student has prescribed medicine that needs to be taken during the school day, an Authorization for Dispensing Medicine form needs to be submitted to the classroom teacher with the medicine. The form can be found on the OCSI website or from the office.

All students should take their temperature in the morning before arriving at school. 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, only authorized personnel should be on campus during this time.**
- 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 canceled, 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.

# ADDENDUM

## OCSI 1:1 Chromebook Handbook

The purpose of the 1:1 Chromebook program at Okinawa Christian School International is to infuse our learning program with 21st Century skills and to support instruction in the classroom and at home. Students in grades 4-12 will receive a designated Chromebook device and students in grades 6-12 will have the option of bringing their Chromebook home each night. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible for taking their Chromebook to all classes, unless specifically instructed not to do so by a teacher.

### **1. General Information**

- 1.1. Privacy and Ownership
- 1.2. Receiving Your Chromebook
- 1.3. Chromebook Check-In
- 1.4. Damage and Loss

### **2. Taking Care of Your Chromebook**

- 2.1. General Precautions and Care
- 2.2. Carrying Chromebooks
- 2.3. Screen Care

### **3. Using Your Chromebooks for School**

- 3.1. Saving to the Chromebook
- 3.2. Chromebooks Left At Home
- 3.3. Charging Your Chromebook
- 3.4. Photo Library/Screensavers/Background Photos
- 3.5. Sound, Music, Games, or Programs
- 3.6. Home Internet Access
- 3.7. Personal Accounts

### **4. Chromebook Applications and Extensions**

- 4.1. Originally Installed Applications and Extensions
- 4.2. Additional Applications and Extensions
- 4.3. Application and Extension Updates
- 4.4. Go Guardian

### **5. Additional Responsibilities and Expectations**

- 5.1. Parent/Guardian Responsibilities
- 5.2. School Responsibilities
- 5.3. Student Responsibilities

### **6. Digital Citizenship**

### **7. Student/Guardian Chromebook Usage Agreement**

#### **1. General Information**

- 1.1. Privacy and Ownership
  - OCSI maintains ownership of all school-issued devices. Students have no guarantee of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications.
  - Students have no guarantees that data will be retained or destroyed.

- From time to time, administrators may review the information stored on a student's Chromebook.
- Reasons for Chromebook review may include but are not limited to the following: functionality, maintenance, serviceability, and violations of the Acceptable Use Policy or Chromebook Usage Agreement.
- OCSI maintains control over electronic mail which is monitored and archived.

## 1.2. Receiving Your Chromebook

- **Chromebook assignment for PreK, K to Grade 5 (By class)**
  - Chromebooks will be assigned per class, not per individual. This means that chromebooks used in this classroom will stay in the classroom when students move up to the next grade.
  - For PreK and K, the number of chromebooks assigned is 4 per class.
  - For G1 to G3, the number of chromebooks assigned is 8 per class.
  - For G4 to G5, the number of chromebooks assigned is the same as the number of the students.
  - The chromebook assigned to the class will stay in the classroom at all times. Students may not take the chromebook home.
- **Chromebook assignment for Grade 6 to 12 (By Individual)**
  - Chromebook will be assigned per individual for grades 6 to 12. Each student will continue to use the same chromebook even when they move to the next grade. Each student must put his or her name on the chromebook assigned using the label provided by OCSI.
  - At grade 7, students will receive a new chromebook. We expect students to use it for the next 3 years up to the end of grade 9.
  - At grade 10, students will receive a new chromebook. We expect students to use the new chromebook received at grade 10 for the next 3 years until graduation.
  - Used chromebooks that are still functional will be returned and used as loaner devices and to replenish the lower grades needs.

## 1.3. Chromebook Check-In

- Students must turn in their Chromebooks before the end of the school year.
- If a student transfers out of OCSI during the school year, the Chromebook, charger, case, and any other peripheral devices/tools that were issued to the student must be returned at that time.
- If a student fails to return any of the above either at the end of the school year or upon termination of enrollment, the student will be fined for the items.

## 1.4. Damage and Loss

- If at any point during the school year there is damage, loss, or theft of a Chromebook the student must report to the homeroom teacher or Technology Department immediately.

- Any technical issue with the device must be brought to the attention of the school Technology Department immediately. This includes but is not limited to: Chrome OS, battery issues, loss of Internet connectivity, failure of apps to launch, etc.
- Any repairs that are not due to misuse or damage will be covered without cost. The student may be responsible for repair costs due to intentional damage or neglect.
- Failure to properly care for the Chromebook may result in the student losing the privilege of being permitted to take the device home. Improper care of the Chromebook may also result in disciplinary action.
- All reports will be investigated and addressed on a case by case basis.
- If the chromebook breaks, students must report to IT via his or her homeroom teacher. IT will provide a loaner device until the chromebook is fixed or replaced.
- If it is deemed that the damage to the chromebook is due to student negligence, the student will pay the replacement cost as follows.
  - **For grades 4 to 6:** 10,000 yen
  - **For grades 7 to 12:**
    - If during months 0 to 12 after the chromebook was issued, the student will pay 30,000 yen.
    - If during months 13 to 24 after the chromebook was issued, the student will pay 20,000 yen.
    - If during months 25 to 36 after the chromebook was issued, the student will pay 10,000 yen.
- The principals, with the teacher's assistance, will make the final decision on whether the damage is caused by the student's negligence or not.

## 2. Taking Care of Your Chromebook

### 2.1. General Precautions and Care for the Chromebook

- Only use a clean, soft cloth to clean the screen; no cleansers of any type.
- Cords and cables must be inserted carefully to prevent damage.
- Chromebooks and cases must remain free of any writing, drawing, stickers, or labels that are not the property of OCSI.
- OCSI labels must remain in place and unaltered.
- Chromebooks must never be left in an unlocked locker, car, or any unsupervised area.
- Students are responsible for arriving at school with their battery fully charged each day.
- Chromebooks are very sensitive to extreme heat and cold; therefore, they should not be left in cars, direct sunlight, etc.
- Do not stack any books, heavy materials, etc. on top of the Chromebook as it could cause the device to break.
- Keep the Chromebook in the case when not in use.

- Chromebooks should be kept away from food and drinks to limit the possibility of damage.
- 2.2. Carrying Chromebooks
- The protective case provided has sufficient padding to protect the Chromebook from normal wear and tear.
  - Chromebooks should *always* be stored and transported in the protective case.
  - Additional cases and bags may be purchased from the front office.
- 2.3. Screen Care
- The Chromebook screens can be damaged if subjected to rough treatment. The screens are extremely sensitive to damage from excessive pressure on the screen.
  - Do not lean on top of the Chromebook when it is closed.
  - Do not place anything near the Chromebook that could put pressure on the screen.
  - Do not place anything in the carrying case that will press against the cover.
  - Clean the screen with a soft, dry, cloth or anti-static cloth.
3. Using Your Chromebook For School
- 3.1. Saving to the Chromebook
- Students will use their OCSI issued Google account to login and save work.
  - School assignments must be created under their school login.
- 3.2. Chromebooks Left at Home
- If students leave their Chromebook at home, they are responsible for getting a loaner Chromebook from the Technology Department.
  - An administrator will address students who repeatedly leave their Chromebooks at home and disciplinary action may apply.
- 3.3. Charging Your Chromebook's Battery
- Students are responsible for bringing their Chromebook fully charged each day; they should charge their Chromebook each night.
  - Students should also bring their charger to school each day in case it becomes necessary to recharge.
- 3.4. Photo Library/Screensavers/Background Photos
- Inappropriate media should not be on the device and may not be used as a screensaver or background photo. Students in violation of this will be subject to disciplinary action.
  - The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, or drug or gang related symbols or pictures will result in disciplinary action and loss of Chromebook privileges.
  - Photos and videos require a large amount of storage space on the device. Only photos that are for educational purposes should be saved to the device. All other photos/videos should not be taken or stored.
- 3.5. Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Only music/sound files that are obtained legally for educational purposes are allowed.
- The Chromebook's primary role is for instructional purposes.

### 3.6. Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will enable students to successfully complete, retrieve, access, etc. educational content used in classes.
- Students may connect to public WiFi hotspots such as those offered by local restaurants, libraries, or public spaces.
- Students should refrain from connecting to unsecured, private WiFi connections.

### 3.7. Personal Accounts

- Students should only login to their Chromebook using their OCSI issued account and may not add personal accounts.
- Students should not add a credit card to their OCSI Google Account (Google Wallet) to purchase music or applications.

## 4. Chromebook Applications and Extensions

### 4.1. Originally Installed Applications and Extensions

- The extensions and applications originally installed by OCSI must remain on the Chromebook, in usable condition and be easily accessible, at all times.
- From time to time, the school may add applications for use in a particular course.

### 4.2. Additional Applications and Extensions

- Students are responsible for the content on their Chromebooks. Apps and other media must be appropriate per the OCSI Acceptable Use Policy and Chromebook Usage Agreement.
- Any attempt to "jailbreak" or access "developer mode" on the Chromebook or change the configuration will result in an immediate disciplinary action.
- Any application in violation or deemed inappropriate for use in school is not to be downloaded or installed on the Chromebook. If students are unsure, they should ask their homeroom teacher or the OCSI Technology Department.

### 4.3. Application and Extension Updates

- Updated versions of licensed software and applications may become available from time to time. Students may be required to check in their Chromebooks for periodic updates.
- Students are encouraged to periodically upgrade the apps on the Chromebook if prompted. Chromebooks run Chrome Operating Software and updates are conducted automatically.

### 4.4. Go Guardian

- OCSI monitors student Chromebook use via Go Guardian software.
- OCSI Technology Department is alerted if students try to access dangerous or inappropriate sites.
- Go Guardian does not protect against all sites and parents/guardians are strongly encouraged to closely monitor their child's technology use.

## 5. Additional Responsibilities and Expectations

### 5.1. Parent/Guardian Responsibilities

- Please talk to your child about values and standards that your child should follow for Internet use.
- Become an active participant by encouraging your child to show you how they are using their Chromebook at school.
- Check your child's web browsing history regularly.
- Ensure that siblings and other family members are not using the device for personal use.

### 5.2. School Responsibilities

- Provide Internet connectivity and access to course materials.
- Provide Internet filtering via Go Guardian.
- OCSI reserves the right to review, monitor, and restrict information stored on or transmitted on OCSI owned equipment and to investigate inappropriate use of resources.
- Provide support to OCSI staff and teachers so they are prepared to facilitate successful technology integration in the classroom.

### 5.3. Student Responsibilities

- Use computers/devices in a responsible and ethical manner consistent with the educational objectives for OCSI.
- Abide by the Acceptable Use Policy and Chromebook Usage Agreement

## 6. Digital Citizenship

- School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and Chromebook Usage Agreement at all times. While working in a digital and collaborative environment, students should always conduct themselves as a kind, respectful, hardworking, and self-controlled digital citizen.
- Digital Citizenship instruction will be provided for students on an ongoing basis.

## OCSI Student/Guardian Chromebook Usage Agreement

Students and their parents/guardians must agree to the following:

- We understand and have signed the OCSI Acceptable Use Policy.
- We agree to follow all OCSI regulations and policies governing the use of the Chromebooks as well as all applicable laws including copyright and intellectual property law.
- We are responsible for the care and appropriate use of the issued Chromebook and must adhere to the terms each time the device is used, including when it is not on school grounds.
- We agree to ensure the device is safe and securely stored and transported.
- We agree to handle the device carefully and protect it from damage.
- We will report theft (or suspected theft), loss, damage, or malfunctioning of the Chromebook to the homeroom teacher or Technology Department immediately.
- We will bring the Chromebook fully charged to school every day.
- We understand that the Chromebook is the property of OCSI and must be returned at the conclusion of each school year or before the student's withdrawal.

Failure to abide by this handbook, the Student/Guardian Chromebook Usage Agreement, or the Acceptable Use Policy may cause the student to be subject to disciplinary action.

**Signing indicates that student and parent/guardian have read and understand the Chromebook Handbook policies.**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# OCSI Acceptable Use Policy

## Introduction

Okinawa Christian School International (OCSI) recognizes the need to regulate the acceptable use of technology to control the use of the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. OCSI recognizes that the Internet can be used to facilitate many educational activities.

## Educational Value

The Internet is not meant to replace education, but rather, to facilitate the educational process. It should be used as an adjunct to teaching. The Internet can be a valuable learning tool in the areas of electronic mail, research, data searches, enrichment materials, electronic field trips, and library references. OCSI resources available on the Internet will allow classroom projects such as pen pal discussions, scientific data collection, and international cultural exchanges. News retrieval services, encyclopedias, scientific and educational databases will be instantaneously accessible to students and teachers. OCSI believes in the value of incorporating learner-centered experiences in the total educational process. Our philosophy is to make Network/Internet access available to all students, teachers, and staff in OCSI. Therefore, OCSI has made Internet-access available to all grade levels because of the many resources it has to offer and the enhanced opportunities for research it provides.

## Risk

With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. Sites accessible via the Network/ Internet may contain material that is illegal, defamatory, inaccurate or controversial. Although the school will attempt to limit access to most of this objectionable material, controlling all materials on the Network/Internet is impossible. On a global network, it is impossible to control all materials; an industrious user may discover controversial information.

## User Responsibilities

Network/Internet users are responsible for their actions in accessing available resources which are consistent with the educational goals of OCSI. To educate all users of Internet access through the OCSI network, mandatory training on proper Network/Internet conduct is required before access will be allowed.

## Levels of Access/Teacher Supervision

All students are expected to exercise responsible use of the Network/Internet at all times. It is the intent of the school to have personnel present during the students' Network/Internet use; however, due to the nature of their work, it may not always be possible to directly monitor their work. Filtering mechanisms will be used school wide. Sites being accessed by users may be monitored at any time. Access to the school's electronic communications system will be governed as follows:

1. With the approval of the immediate supervisor, School employees will be granted access to the system.

2. The School will require that all passwords be changed periodically at the discretion of the Technology Director or designee.
3. Any system user identified as a security risk or having violated School and/or campus computer-use guidelines may be denied access to the system. Acceptable Use Network/Internet access shall be used to improve learning and teaching consistent with the educational goals of OCSI. The school expects legal, ethical and acceptable use of the Network/Internet. Acceptable use will be defined by school policy and local campus administration guidelines.

### **Unacceptable Use**

Every OCSI user has the responsibility to respect and protect the rights of every user in our community and on the Internet in accordance with the laws of Japan and the United States and with rules and guidelines as set by school policy. All users should be aware that the unacceptable use of electronic information resources can be a violation of local and federal laws. Violations can lead to prosecution. Students are expected to use moral and ethical guidelines in making value decisions regarding network use. Using the network is a privilege, not a right, and the privilege may be revoked at any time for unacceptable conduct. The principal will make the final determination as to what constitutes unacceptable conduct.

### **Individual User Responsibilities**

In accepting this agreement, students acknowledge the following rules and conditions: I will use computers in conformity with the laws of Japan. Violations include, but are not limited to the following:

- Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberbullying, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Libel Laws - Publicly defaming people through the published material on the internet, email, etc...
- Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

### **Network Etiquette and Appropriate Use Guidelines**

The use of the network is a privilege, not a right, and may be revoked if abused. The student is personally responsible for his/her actions when utilizing the school’s computer resources. Despite our best efforts and beyond the limits of filtering technology, your child may run across areas of adult content and some material you might find objectionable. Network storage areas are the property of the school district. The Network Administrator may review any storage area of the school network to maintain system integrity and to ensure that students are using the system responsibly. Students are NOT permitted to download or install any software, shareware, or freeware onto the school’s computers. Students are NOT permitted to copy others’ work or intrude into others’ files. Students are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate. Should students encounter such material by accident, they should report it to their teacher immediately. The use of district online systems for personal gain, political lobbying or any other purpose which is illegal or against district policy or contrary to the district’s best interest is NOT permitted.

## Student Agreement

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
- I understand that my school network and email accounts are owned by OCSI and are not private. OCSI has the right to access my information at any time.
- I will not bring any floppy disks, zip disks, hard drives, CDs, DVDs, flash drives or other storage media to the school unless I have specific permission to do so. I will have the supervising teacher or the district technology department personnel scan the media for viruses and check for appropriate content before using it on school equipment.
- I will be polite and use appropriate language in my email messages, multi-user role-playing and/or virtual learning environments (e.g. Second Life), online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators. I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use computers, handheld computers, digital audio players, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
- I understand that I represent the school in all my online activities. I understand that what I do on social networking websites such as Facebook, Twitter, LinkedIn, Pinterest, Google Plus+, Tumblr, Instagram, VK, Flickr, Vine, Meetup, Tagged, Ask.fm, MeetMe, Classmates and others, should not reflect negatively on my fellow students, teachers, or on the school. I understand that I will be held responsible for how I represent myself and my school, department or OCSI on the Internet. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke. I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of OCSI's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials which violate appropriate use.
- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. I will refrain from attempting to bypass, or circumventing, security settings or Internet filters, or interfere with the operation of the network by installing illegal software, or web-based services and software not approved by the OCSI Administrators or Technology Department.
- I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission. I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission.
- I will use only those school network directories that are designated for my use or for the purpose designated by my teacher. I will follow all guidelines set forth by the school and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all

Internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety. I understand that school administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

- Any malicious attempt to harm or destroy OCSI equipment or materials, data of another user of the OCSI's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of OCSI policy and administrative regulations and, possibly, as criminal activity under applicable federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

### **Information Content/Third Party Supplied Information**

System users and parents of students with access to the School's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the School's system and will be subject to disciplinary action.

### **Internet Safety Education**

The district will educate minors about appropriate online behavior. This includes the appropriate online behavior for interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

### **Technology Protection Measure (Internet Filtering)**

The school has selected a technology protection measure (Internet filtering) for use with the school's Internet system. The filtering technology will always be configured to protect against access material that is obscene, illegal (i.e. child pornography) and material that is harmful to minors. The school may, from time to time, reconfigure the filtering software to best meet the educational needs of the school and address the safety needs of the students. Filtering technology has been found to inappropriately block access to appropriate material. To ensure that the implementation of the technology protection measure is accomplished in a manner that retains district control over decision making regarding the appropriateness of material for students; does not unduly restrict the educational use of the district Internet system by teachers and students; and ensures the protection of students' right to access to information and ideas, authority will be granted to selected educators to temporarily or permanently unblock access to sites blocked by the filter.

## OCSI Secondary Plagiarism and Cheating Policy

**At Okinawa Christian School International, academic honesty is expected of all students. All OCSI students shall demonstrate honesty in all settings, during formal tests, exams and when completing all assignments.**

### **Definition:**

Plagiarism is the practice of taking credit for work which has already been published or evaluated or has been submitted for evaluation under someone else's name.

**Cheating:** Cheating is the act of obtaining or attempting to obtain credit for academic work by using dishonest means.

Plagiarism or cheating includes and is not limited to any or one of the following:

- Taking in part or as a whole, the work of another without giving credit to that person through the proper method of citation such as footnotes or endnotes.
- Taking/copying someone's assignment or a portion of that assignment and submitting it as one's own.
- Submitting papers/essays that were downloaded by the internet.
- Providing answers/work to another student whether it is believed it will be copied or not, with or without a grade.
- Copying, duplicating or cut/pasting of assignments that are turned in, wholly or in part, as original work.
- Using a computer/smart phone, calculator, search engine, foreign language translator or ANY other aid to acquire information during or on an exam/test (in or out of school) without the expressed permission of the teacher.
- Giving or receiving answers for an exam, including allowing other students to look at your test paper. It is every student's responsibility to keep their test paper secure and to keep their eyes on their own paper.
- Taking credit for group work when the student has not contributed in an appropriate amount to the final result.
- Accessing tests or quizzes before the event to determine the questions in advance by word of mouth, the actual exam, or by sharing answers in any form; theft of or unauthorized access to an exam, quiz, test, or assignment.
- Using summaries/commentaries in lieu of reading the assigned materials.
- Submission of the false data or citations in a work.
- Sharing of access codes, logins access or passwords to computer instruction and exam sites.
- Using facts, data, or statistics not considered common knowledge without giving credit through the proper method of citation.
- Committing any act that would conclude, when informed of the evidence, to be a dishonest means of obtaining or attempting to obtain credit for academic work.

### **Proof:**

Plagiarism or cheating shall be proven by any one of the following:

- The teacher matches a passage, theory, image, or model for which credit has not been given through proper citation, with its original source.
- The teacher discovers unexplained irregularities that result in reasonable doubt establishing through a comparison with other examples of the student's work.
- The teacher shows a pattern of errors or similarities in assignments submitted by at least two students.

- The student is unable to define passages, words, theories, or concepts or is unable to use them in proper context.
- Firsthand observation of the student engaging in cheating or plagiarism.
- An unusual or suspicious degree of similarity in work done by different students.
- Admission by the student that he/she has cheated or plagiarized to complete an assignment or exam.
- A demonstrably marked difference in the writing style or grades of the student, as compared to previous work or assignments

**Strategies for avoiding plagiarism for students:**

- Always write down the author, title and page number and publication information when taking research notes.
- Cite the reference as soon as you have mentioned the idea you are using, not just at the end of a paragraph.
- It is not necessary to cite anything that is common knowledge, which includes facts and ideas that can be found in a number of sources and have a good likelihood of being known by many people.
- Acknowledge or cite any facts that are not common knowledge or any ideas that interpret facts.
- If in doubt, cite your source. If unsure, ask the teacher.

**Consequences:**

As per the OCSI Progressive Discipline policy, plagiarism will be considered cheating and will be also considered a major violation of school rules.

**OKINAWA CHRISTIAN SCHOOL INTERNATIONAL**

**PLAGIARISM AND CHEATING GUIDELINES**

**STUDENT UNDERSTANDING**

I \_\_\_\_\_, have read and understand the OCSI Plagiarism and Cheating Guidelines.  
 Name of Student (Print)

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

## Library Use Permission Form

Students and Parents,

*Please read the letter below concerning the use of the library and library resources. It is our desire to keep all of the materials in the library in excellent condition for the use of everyone in the school.*

God has given us a beautiful library. Please help keep it clean and in good condition. This includes not only books, but the furniture and carpet as well. Here are a few rules to remember when you come to the library.

1. Please come in and leave quietly.
2. Please use a soft indoor voice at all times.
3. Please remember to return things where they belong - books, magazines, bean bags, etc.
4. Please return borrowed books on time each week.
5. Please take good care of the books and materials.
6. No food or drinks in the library.
7. Walk, don't run. No pushing or shoving.

Each week, students will borrow up to 2 books to read at school or take home. They may renew the books after the initial checkout as long as there is no waiting list for the book. All books must be brought back to the library a week after checkout for **return** or **renewal**.

If the book is damaged, a fee will be charged accordingly. However, if the book is unrepairable, lost or stolen, the fee will be according to the amount needed to purchase a new one to replace it, plus a **30%** shipping fee. A note will be sent home informing you of the amount to be paid if a book is damaged, lost or stolen. All fees are to be paid to the cashier in the school office.

***Please sign and date the section below to indicate that you have read over the above rules and information concerning lost or damaged books. Cut off the bottom section and return that section to your classroom teacher. Thank you for your help in maintaining the OCSI library and its resources.***

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"I have read the letter concerning library materials and procedures. I understand that a fine will be charged for damaged or lost/stolen books. I will help to ensure my child is responsible for their library books and materials."

My child's name is \_\_\_\_\_ Grade \_\_\_\_\_ Parents  
signature \_\_\_\_\_ Date \_\_\_\_\_

## OCSI Annual Learning Trip Release Form

I/we give permission for \_\_\_\_\_, grade \_\_\_\_\_, to participate in all sports and school-sponsored trips away from the school premises throughout the designated school year. Students will be accompanied by a teacher and will be under adequate supervision.

- I understand that I will be given at least 48 hours' notice of all field trips away from the school premises.
- I further understand that I may revoke permission for a specific field trip by written notice hand delivered to the teacher more than one day prior to the trip.

**Although the school desires to provide a safe and enjoyable time for all students, accidents can happen:**

- I/we understand that there are risks/dangers involved with participation in off-campus trips and their associated activities.
- In consideration of my child being allowed to participate in these events, I/we agree to assume responsibility for those ordinary and reasonable risks associated with the travel and activities.
- I/we agree to hold harmless Okinawa Christian School International, its affiliated organizations, employees, representatives, and agents, including volunteer and other drivers, from any and all claims arising from my child's participation.
- This release agreement does not apply to claims of intentional (criminal) misconduct or gross negligence by the school, its employees, or volunteers. If such circumstances are proved in a court of law, I/we acknowledge and agree that the school can assume no financial liability beyond its actual liability insurance policy in force.
- In case of accident, illness, or other emergency, I/we request that the school contact me/us. If school personnel cannot reach a parent/guardian after conscientious effort, I/we give permission for school staff to call any licensed physician or dentist. If a life-threatening emergency exists, I/we give permission for school staff to obtain medical treatment immediately and then contact me/us as soon as possible thereafter.
- I/we agree to assume the financial responsibility for expenses incurred as a result of services being provided. I/we also agree to be financially responsible for emergency medical transportation.

**This form will be on file at the school office for the current school year. An additional permission to participate form or notification will be sent home prior to each off-campus trip.**

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Name Printed

\_\_\_/\_\_\_/\_\_\_  
mm/dd/yy

## **OCSI Parents/Guardians Positive Engagement Expectations**

In order to ensure the safety of our students and to limit disruption to instruction, Okinawa Christian School International asks that all parents follow these guidelines when visiting the campus.

- 1. All visitors to the school building must enter via the main office entrance; please use the main parking lot and follow the white fence.*
- 2. All parents/guardians must wear their lanyard while on school property. Currently, all people on campus must also wear a mask and follow the health/safety guidelines.*
- 3. Parents or guardians who wish to meet with a teacher are asked to arrange such visits in advance with the classroom teacher. (Teachers are not expected to take class time to discuss individual matters without an appointment.)*
- 4. Parents or guardians should treat all members of the school community with respect and work with the school to support policies and procedures.*
- 5. Parents or guardians are expected to refrain from disruptive behavior which interferes, or threatens to interfere with, the operations of a classroom, office, or other area of the school grounds.*
- 6. Parents or guardians are expected to refrain from disciplining or confronting someone else's child and from communication that is confrontational, abusive, or threatening.*
- 7. Parents or guardians are expected to refrain from recording (audio or visual) individual interactions between faculty, staff, and students.*
- 8. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.*

## OCSI Student Code of Conduct

Okinawa Christian School International requires that all students engage in safe and respectful interactions with each other at all times and that all instances of harassment and/or abuse be reported to an adult.

### Student Rights

- I have the right to feel safe at school,
- I have the right to be treated with fairness and respect in person and online,
- I have the right to respectfully express my opinions, needs, and feelings,
- I have the right to say no to unwanted behavior and unsafe situations,
- I have the right to have my personal boundaries and privacy respected,
- I have the right to be protected from physical and emotional harm,
- I have the right to report unsafe behavior and situations to an adult,
- I have the right to receive help when I need it.

### Student Responsibilities

- I treat others with respect and dignity in person and online,
- I allow others to respectfully express their opinions, needs, and feelings,
- I take responsibility for my own behavior,
- I avoid taking unnecessary risks,
- I respect the personal boundaries and privacy of others,
- I avoid words or actions that cause harm to others in person and online,
- I report unsafe behavior, harassment, or abuse to an adult,
- I stop my behavior when someone says “no”,
- I ask for help when I need it.

I commit to learning to RECOGNIZE, REFUSE and REPORT unsafe situations to an adult. I understand that concerns related to student safety are to/should be reported to an administrator, chaplain, Child Safety Team member, or any staff member. I understand the definitions of harassment and abuse in the Child Protection Policy and commit to the expectations in this Code of Conduct. I understand that any violation of this Code of Conduct or failure to report any violations of the Child Protection Policy may result in disciplinary action. I understand that OCSI will follow school protocols in responding to reports, indicators and disclosures of harassment and/or abuse.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_