

# Osceola Adventist Christian School



## STUDENT HANDBOOK

### 2023-2024

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# About Us

## Our Mission:

The Osceola Adventist Christian School family exists to lead children to Jesus, to nurture their love for Him and others.

## Our Vision:

For Students to develop critical thinking skills and be empowered to serve others.

## Our Philosophy:

OACS is operated by the Seventh-day Adventist church to provide a spiritually oriented education for children. A belief in the existence of the Creator is an important part in the philosophy of S.D.A. schools. We believe that true education develops the spiritual, mental and physical powers of each student to prepare them for the joy of service in this life, and for eternity.

## Contact Us:

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## Faculty & Staff

Board Chair .....	Carol Crawford
Constituency Pastor .....	Pastor Amado Luzbet
Office Manager .....	Lena Soares-Mullings
Principal/Grades 5 & 6 .....	Ancil Samuel
Vice Principal/ECE & ESS Director/Grade K .....	Risobel Torres
Safety Officer/Grades 3 & 4 .....	Michele Thomas
Pre-K/VPK Program/Grades 5 & 6 .....	Elisabeth Mercado
Communications/Grades 1 & 2 .....	Tarkyshia Wade
Robotics/Math Coach/Technology/Grades 7 & 8.....	Theresa Martinez
Music Teacher .....	Jennifer Bolejack
Assistant Teacher .....	Jennifer Handy
Substitute Teacher .....	Deborah Miolan
Bus Monitor/VPK Aftercare/Floater .....	Odessa Benjamin
Transportation .....	Ariel Cortes
Home & School Leader .....	Alegna Hollis
Librarian .....	Claudia Pacuch
Facility Managers .....	Don Gray & Rene Trespelacios

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## **OSCEOLA ADVENTIST CHRISTIAN SCHOOL HANDBOOK**

Osceola Adventist Christian School (OACS), founded in 1981, is a private, nonprofit pre-kindergarten through eighth grade Christian school. It is sponsored and supported by the Florida Conference of Seventh-day Adventists as well as by the local Kissimmee Seventh-day Adventist constituent church. OACS supports the beliefs, standards, and ideals of its church. A board of directors elected from the constituent church supervises its operations.

This handbook outlines OACS's policies, programs, regulations, and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements during the course of the school year without prior notice.

### **ACCREDITATION**

Osceola Adventist Christian School is jointly accredited by the General Conference Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA), in affiliation with the National Council for Private School Accreditation (NCPSA). In addition, OACS is accredited by the Florida Conference of Seventh-day Adventists, an approved accrediting association of the Florida Association of Academic Non-public Schools (FAANS). FAANS is an affiliate member of the Council for American Private Education (CAPE) and is recognized by the state of Florida.

OACS is a school that is comprised of Educators Delivering GREAT Education. The school provides an education that is:

- ❖ God Centered
- ❖ Result Oriented
- ❖ Environment that Nurtures
- ❖ Aligned with SDA and National Standards
- ❖ Team Effort

## **GENERAL INFORMATION**

### **ADMISSION AGREEMENT**

Parents and students seeking admission agree to support the school's principles, programs, and personnel and to act in harmony with the standards, requirements, and philosophy of the school. The Admissions Committee reserves the right to refuse admittance to any student who does not exhibit behavior in harmony with the school's principles.

All new students to Osceola Adventist Christian School are admitted under probationary status for the first nine weeks of the school year. Any disciplinary issues or unforeseen academic issues in the first nine weeks may be cause for dismissal from school.

### **NON-DISCRIMINATION POLICY**

OACS admits students of any race, color, ethnic background, country of origin, or gender with all the rights, privileges, programs, and activities generally made available to students and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.

*Florida Conference Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate on the basis of any of the aforementioned categories in decisions for admission, discipline, or application of education policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.*

### **CONSTITUENT STUDENTS**

OACS was established primarily to provide Adventist Christian education for the children of the members of the constituent church.

### **NON-CONSTITUENT STUDENTS**

Non-constituent students may apply and will be considered for admission to OACS.

## **NON-ADVENTIST STUDENTS**

Adventist Christian education has as its primary role to educate and to spiritually strengthen Seventh-day Adventist youth. Students of other religious backgrounds are welcomed and accepted as space allows.

## **APPLICATION PROCEDURES**

New and returning students must complete and return all documents as required by the application process. Student applications can be found on the OACS website [OACSSda.org](http://OACSSda.org).

## **ADMISSIONS COMMITTEE**

The Admissions Committee will determine acceptance and reserves the right to refuse admission based upon:

- Failure of parents and/or students to support OACS's Mission, Philosophy, Goals.
- Behavioral record.
- Academic record.
- Attendance record.
- Special needs exceeding OACS's services and staffing.
- Outstanding school account with OACS for any length of time or previous school. Financial clearance and approval are necessary.
- Request to transfer from another school any time during the first or second semester of the school year.

## **NEW STUDENT REGISTRATION**

All new students must submit a copy of their birth certificate, current report card, two recommendation forms, an updated Florida physical form (DH3040), and a Florida immunization form (DH680). Immunizations must be in accordance with the state of Florida laws and on a Florida form (DH680). New students will need a school physical completed in the state of Florida. All forms and information must be submitted before the Admissions Committee can act upon a new student's application. Testing is also required for all new students. A local physical address must be provided within the first two weeks of the school year. *If applicable, parents must provide or update any Divorce/ Custodial Agreements. These should include any information that the school should have about visitation, pick-up days, etc.*

## **IMMUNIZATIONS**

Each student at OACS must be in compliance with Florida state immunization requirements of schools. Students must have a compliant Florida state immunization form (DH 680) with a physician's signature (may include temporary or permanent medical exemption) or have a Florida state exemption form (DH 681) in their health record. Updated immunization records must be provided for all new students as well as Kindergarten and 7th grade students. Before a new student is accepted at OACS a complete DH 680 or DH 681 form must be submitted. For returning students who have not kept an up-to-date form DH 680 or DH 681, the student will have a three-week grace period from the audit to come into compliance.

## **ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS**

The following is OACS's admission procedure for identifying and helping students with special needs:

- New students must complete an admissions test. Registration is not complete for students in grades K-8 until a general assessment of the student's knowledge in reading, language, and individual age-appropriate assessments. This assessment applies to all new students.
- Returning Students – All students are reviewed at the end of the school year for reacceptance based on behavior, attendance, bill payment, and academics.

## **PRE-KINDERGARTEN AND KINDERGARTEN SCHOOL READINESS**

School readiness, a term used frequently in the pre-school and kindergarten setting, means that a child is ready to enter a formal, social educational environment. The child is ready to start the process of learning how to do things independently. To do this, a child should have the ability to:

- Work independently.
- Get along with other children of the same age.
- Learn and participate in structured situations such as play and story reading.
- Focus or key in and listen to one central person in the classroom.
- Learn (have the necessary social skills/ability) in a co-operative learning environment where children learn from teachers and from one another.
- Play with other children (wait their turn in line, etc.).



## **ENTRANCE AGE REQUIREMENTS**

**PRE-KINDERGARTEN** – Four (4) years of age before September 1 of the current school year.

**KINDERGARTEN** – Five (5) years of age before September 1 of the current school year.

**FIRST GRADE** – Six (6) years of age before September 1 of the current school year. Exceptions to this policy (for kindergarten and first grade) may only be granted by the Florida Conference Office of Education. The Office of Education may waive the entrance age policy for a student transferring from a state with different entrance age requirements and admit them to first grade upon proof of successful completion of kindergarten and a high score on a reading readiness test. In order to be considered for an exception, parents must contact the Florida Conference Office of Education at 407-644-5000 ext. 2416.

## **PRE-KINDERGARTEN ENTRANCE REQUIREMENTS**

Prior to accepting any four-year-old into the pre-kindergarten program, the following must be taken into consideration:

- Age – Entrance age requirement must be followed.
- Maturity – The child must have completed the toilet-training process before admittance to the program.
- Birth Certificate – A copy must be presented before a child can be admitted to class.
- Physical Exam – A record of the child's current physical exam is required to be on file according to state guidelines.
- OACS reserves the right to request that a child leaves the program if the child is not prepared to respond appropriately for his/her age level and if that behavior impacts the classroom in such a way that it becomes necessary for the child to find another placement.

## **WITHDRAWAL**

Students who are enrolled in the regular school program (PK – 8) shall not be withdrawn from school without prior notification from their parent(s) or legal guardian. Withdrawal of all students must be processed through the school office. The school's

withdrawal form must be properly completed for any student who withdraws. To withdraw, prior written notification is needed to give time to secure progress or final grades from the teacher(s), turn in textbooks, and receive financial clearance from the Business Office. Records will not be released until these steps are completed, and there is no outstanding balance on the student's account.

### **YEARLY RE-ENROLLMENT**

Re-enrollment dates are established annually. Included in the registration process are forms that must be completed, printed, signed, and notarized. After completion of the registration form and payment of the registration fees, the Admissions Committee will meet to process the application. Previous accounts must be paid in full or appropriate arrangements completed before acceptance is finalized. *If applicable, parents must provide or update any Divorce/Custodial Agreements. These should include any information that the school should have about visitation, pick-up days, etc.*

### **CLASS PLACEMENT FOR RETURNING STUDENTS**

Placement requests are not accepted. The Admissions Committee may elect to accept a written request in the event of **perceived** teasing, bullying or if students need to be separated or kept together in terms of siblings or relatives. The Admissions Committee may also look at a request from Kindergarten parents only with a recent history with OACS through an older child. The acceptance of a written request in no way means that the request is automatically granted. Decisions made by the Admissions Committee are final. All information is confidential. The Admissions Committee is comprised of school administration, the ESS Director, the corresponding classroom teacher, and a school board member. This group carefully considers placement and has the best interest of each child and the over-all program in mind.

### **STUDENT SERVICES**

#### **EDUCATIONAL SUPPORT SERVICES (ESS)**

OACS assists students whose academic needs require additional strategies in the classroom or in a small group setting to be successful. The ESS program works in cooperation with the classroom teacher to strengthen the students' academic skills. Instruction will vary according to needs in areas such as reading and math. A recommendation for assessment will be initiated by the classroom teacher if an academic need is suspected. Admittance to the ESS program is based upon need as

indicated by the assessment results.

## **STUDENT HEALTH AND SAFETY**

### **SAFETY DRILLS**

Fire drills are conducted monthly. Teachers escort students to designated positions at the perimeter of the school campus to allow for emergency vehicles to have a clear path to the buildings and to ensure student safety. Other safety drills, such as, school lock down, tornado and other emergencies are conducted throughout the year as well. During these times, all individuals on campus must participate.

### **SCHOOL DELAYS OR CLOSING**

For instructions about school delay and closing, staff, parents and students should tune in to a local radio or TV station for instructions on delays or closings of Osceola County schools. OACS will follow the Osceola County Advisory. Radio Stations: WPOZ 88.3 FM (Z88.3), WKTO 88.9, and WMGF 107.7 (Magic 107.7). Television Station: Spectrum News 13.

### **BICYCLE RIDERS AND WALKERS**

Students are discouraged from riding bicycles to and from school because of traffic and safety factors. Infraction of the rules may result in forfeiture of bike privileges. Students must:

- Inform the office that you are a bicycle rider or walker.
- Leave the school promptly at the end of each school day.
- Ride your bike only.
- Park and lock your bike.
- Ride only to and from school.
- Carry no riders on a bike.
- Obey all safety rules and regulations.
- Wear a helmet (Florida state law).
- Use the bike path.
- Walk the bike across crosswalks.

### **ROLLER BLADES/SKATEBOARDS/SKATES**

Roller blades, skateboards, or in-line skates are not permitted on campus at any time.

## **DISTRACTIONS AT SCHOOL**

OACS Administration reserves the right to inform students and parents of any other items or fads that may be deemed a distraction to the classroom and school environment.

## **SCHOOL LUNCH**

The Seventh-day Adventist Church recommends a healthful, vegetarian diet. Parents are requested not to send caffeinated beverages or meat in sack lunches from home.

Our lunch program introduced this school year is provided by Deli Fresh Orlando. Meals can be pre-ordered at a cost of \$7.00 per meal.

## **STUDENT ILLNESS**

Parents should not send their child to school if the student is sick. This includes but is not limited to vomiting, a temperature above 99.5F, suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, flu, etc.) or has not sufficiently recovered from an illness. If your children have been sick, do not send them to school until they have been free from vomiting and/or fever-free for 24 hours without using fever-reducing agents such as Tylenol, Advil, etc., and/or other symptoms are resolved. If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well-being. The student's parents may be asked to take them home depending on the illness or accident. If we are unable to reach a parent, the individual's listed as the emergency contact on the registration form will be notified as soon as possible.

## **MEDICATION POLICIES**

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription as well as nonprescription medication. The following medication procedure will allow school personnel to administer prescription and nonprescription medication:

- A form, provided by the child's doctor, providing the child's name, medication, dosage, instructions, parent, and physician's signature must be filled.
- The medication must be brought to school in the current prescription bottle or original manufacturer's package. The student's name and written instructions must be on the label. Medication must not be expired.
- The medication must be brought directly to the office by the parent. Medication may not be kept in the student's lunch box, locker or on his/her person. This is

a violation of Florida state law. Exceptions may be considered with EPI pens and inhalers pending proper authorization and notification.

- OACS purchases school accident insurance coverage for each student. The cost of this insurance is included in the registration fee. The school is responsible for only the amount covered by its insurance up to \$500. Parent/students insurance is primary and OACS's is secondary.

## **PARENT INFORMATION**

The School Board recognizes that education of children is a process that involves a partnership between the child's parents, teacher, school administrators, school staff, and school board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, serving as a school volunteer, serving as a field trip chaperone, special program volunteer participant, and other such services is critical to a child's educational progress. For that reason, the School Board welcomes and encourages parental participation in the life of their child's school.

## **VOLUNTEERING**

There are many opportunities to get involved in the education of the students at OACS. Studies show that children do better at school when parents are involved. Of course, the whole student body benefits greatly from the time donated by those who are available to volunteer. Some of the ways to get involved are playground supervisor, library helper, classroom aide, class mom/dad, etc. Please notify the school office if you would be able to fill a need at school. We appreciate our volunteers. All volunteers who have ongoing student contact must be fingerprinted before volunteering at OACS. This is done at the expense of the volunteer. All event volunteers and fieldtrip volunteers must be signed in and screened at the front desk.

## **OFFICE HOURS**

Individuals who wish to make an appointment with the Principal, or Business Manager are urged to call during regular office hours, 8:00 a.m. – 3:00 p.m. Monday through Thursday, and 8:00 a.m. – 1:00 p.m. on Friday.

## **HOLIDAY AND SUMMER OFFICE HOURS**

Holiday and summer office hours will be announced. Please call for hours.

## **CLASS INTERACTION**

Parents, please allow your students to travel to and from their classrooms independently. This shows trust to your child and fosters confidence for the child to take on increasing and appropriate challenges.

## **STUDENTS**

Any person wanting to speak to a student during school hours must make arrangements with the front office.

## **PERSONAL CALLS**

If a phone call becomes necessary, a student must acquire a phone pass from their teacher. If an emergency occurs that requires immediate contact by the student, the student will be given permission to use his or her cell phone. Parents should not contact students by cell phone or smart watch. If a parent must get in contact with a student, please contact the front office and the student will be given the message.

## **CELL PHONES AND SMART WATCHES**

Students may bring their cell phones and smart watches to school, but they must be **powered off and turned in to the class teacher** during school hours: 8:00 a.m. – 3:00 p.m. Monday – Thursday, and 8:00 a.m. – 1:00 p.m. on Friday. Phones must not be visible in the halls, or anywhere on campus before and after class. Students with cell phones and smart watches must adhere to the following requirements:

- Students may use a cell phone and smart watches under the direction of the teacher.
- All cell phones and smart watches must be turned in to the teacher during school hours.
- Students may use a cell phone or smart watch with a teacher's permission for academic purposes such as Kahoot.
- All phone calls must be made at the front office.
- Students must not use a cell phone or smart watches to contact parents to pick them up without permission.
- Students must not use a cell phone or smart watch to alert parents that they are in trouble or in the office. All alerts must come from school personnel.

### **If the rules are broken:**

- The first time, the student will be given a warning by the teacher/staff member and the phone or smart watch will be given to the office to be picked up after

school by the student.

- The second time, the student will pay a fine of \$25.00 and the phone or smart watch will be given to the office to be picked up after school by the student.
- The third time, the student will pay a fine of \$25.00 and the student's parents will be required to pick up the phone or smart watch from the office.
- Any further violations will result in a fine, parent meeting, and one day of in school suspension.
- Taking another student's phone or smart watch without permission will be treated as stealing that phone or smart watch.

## **VISITORS**

All visitors are required to sign in at the front office before going anywhere on campus. To sign in, visitors need their Driver's License. A visitor's pass will be issued. Students may not bring to school a relative or friend without prior approval from school administration. Requests must be made at least one day in advance. Student visitors who have been approved must follow all school regulations including proper dress.

## **NEW PARENT AND STUDENT ORIENTATION**

It is essential that all new parents and their students attend this orientation. This meeting provides an opportunity for the administration, staff, and parents to get acquainted and review school policies and procedures. New students are strongly encouraged to attend this orientation with their parents.

## **OPEN HOUSE**

Open House is held on a prearranged day/evening at the beginning of the school year. This event is for new and current parents to become acquainted with their child's teacher and classroom and school procedures. All parents and students are encouraged to attend.

## **PARENT/TEACHER CONFERENCE**

Formal parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. Parents are invited to meet with the classroom teacher(s) at both conferences.

## **PARENT REQUESTED TEACHER MEETINGS**

School administration encourages parents to contact their child's teacher to discuss

any concerns about the student. Please contact your child's teacher to arrange these meetings. In the interest of collaboration, we ask, as far as possible, that parents meet with teachers first regarding any concerns before contacting administration.

### **STUDENT GRADES FOR PARENTS/GUARDIANS**

A copy of the student's grades will be provided to the parents/guardians. When the custody of a child rests with one parent, grades will be provided to the custodial parent only, unless otherwise directed by the custodial parent. Notification restrictions imposed by the custodial parent on the noncustodial parent should be registered with the school administration upon the registration of the student. Such notification is the responsibility of the custodial parent.

### **GRADES**

Parents of students in grades K – 8 can access student's grades through our management system FACTS/RenWeb. Please contact the school office at 407-348-2226 to create parent accounts.

### **PROGRESS REPORTS & COMMUNICATION**

Parents receive continual updates through the school's FACTS/RenWeb, **ClassDojo**, Dial-my Call, classroom and/or school-wide newsletter, including announcements of upcoming activities and events. Parents are urged to read the Newsletters, texts, and emails. This is one way in which we update our school calendar and share important school information.

### **SCHOOL HOURS**

School hours are 8:00 a.m. – 3:00 p.m. Monday through Thursday, and 8:00 a.m. – 1:00 p.m. on Friday.

### **PROPER SUPERVISION**

Students must be in supervised locations when on campus.

### **ARRIVAL AND DISMISSAL POLICIES**

- General supervision begins at 7:30 a.m. Students are not allowed in the school before 7:30 a.m.
- Dismissal begins at 3:00 p.m. Monday through Thursday and at 1:00 p.m. on Friday.



Friday.

- Any student on campus after dismissal will be sent to the office to call parents. Students not picked up within 20 minutes of dismissal will be charged a late fee.
- The speed limit on campus is 5 miles per hour.
- Family identification tags will be issued to all families. Tags should be prominently displayed in the front windshield.
- Rainy Day Dismissal: Students will be escorted to their cars by an OACS faculty member. In the event of severe weather, students and staff will shelter in place until it is deemed safe to continue escorting students to their vehicles. During severe weather conditions, parents are not encouraged to leave their vehicle to pick-up their child. Parents picking up a student who is not their immediate family will need the hang tag of that student.
- Students may be dropped off in designated areas.
- Park in designated areas only. There is no parking in the fire lane.
- Do not leave your car unattended unless properly parked in a designated parking space.

## **RELEASING A STUDENT FROM SCHOOL**

Administration shall establish the identity and authority of any individual who requests the release of a student from school (i.e., transportation). A student shall be released only to the parent(s) or legal guardian who has custody of the child, or an individual who was placed by the parent/legal guardian on the official "pick-up list" for the child. If an individual other than the student's parent(s) or legal guardian requests release of a student, the principal or designee shall obtain the parent(s) or legal guardian's consent through a text or email from a phone number or email listed in our SIS prior to releasing the student.

## **EARLY PICK-UP**

It is important that students not be picked up early to allow them the full benefit of a day's learning. Early pick-ups are disruptive to the educational process. If an early pick-up cannot be avoided (doctor's appointment, etc.), please send a note with the early dismissal time and the reason to your child's teacher. Students who need to be picked up before the regular end of the school day should use the following procedure:

- 1) Students should bring a note from their parents to be given to the teacher.
- 2) Students will report to the front office at the appropriate time. The student must be signed out by a person authorized to pick up the student. For safety

and security and to lessen classroom disruptions, students must be picked up only at the front office and must be signed out.

## **ATTENDANCE**

Punctual and consistent attendance is essential for the optimal academic and social progress of our students. Administration encourages parents/guardians not to take their children out of school for vacations, medical appointments, or other reasons. Administration also encourages parents/guardians to schedule medical appointments after school or during school breaks, if possible. Accurate and prompt reports of irregular attendance and truancy are required by law. Florida law defines “habitual truant” as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent or guardian, and who is subject to compulsory school attendance.

## **TARDIES**

Tardy students unfairly disrupt the classroom routine for teachers and classmates. Students are expected to be in their classroom at 8:00am. Students who are not in their classroom at 8:00am will be considered tardy. Students arriving after 8:05am must sign in at the front office. A courtesy email from the office will be sent to parents/guardians after 7 unexcused tardies have been accumulated. When 10 unexcused tardies have been accumulated per nine weeks, a fine will be added to the student’s school account. When 20 unexcused tardies have been accumulated per nine weeks, a letter from the Admissions Committee will be sent to the parents/guardians regarding possible dismissal or not being accepted for the following year. Excused tardies include medical appointments and illness. We understand that unexpected situations may occur, and certain situations can be excused by the Attendance Office. However, continuous problems (including traffic, car problems, etc.) will not be excused.

## **ABSENCES**

Absences fall in to two categories- excused and unexcused. An excused absence is an absence due to personal illness, serious illness in the family, death in the family, school-sponsored trips, and medical appointments. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children before or after school hours, or during school holidays. All other absences are

unexcused. Final authority for judging the legitimacy of an absence rests with the appropriate administrator. Unless missed assignments are satisfactorily made up, a student who is absent (excused or unexcused) more than 20 percent of the school days in any nine-week grading period will receive an "F" for that period. Students will be given at least one day (from their return) for each day of absence to complete work. When 8 unexcused absences are accumulated per nine weeks, parents/guardians will receive an email from the school office. When 10 unexcused absences are accumulated per nine weeks, parents/guardians will receive a probation letter from the Admissions Committee for the purpose of improving attendance. If unexcused absences exceed 5 after the probation letter is sent, the parents must meet immediately with administration and the student may be asked to withdraw.

### **REPORTING ABSENCES/TARDIES**

All absences and scheduled tardies must be reported to the office no later than 8:00am. Tardies and Absences will be excused by the office. You may notify the office by either:

- 1) Calling the office at 407-348-2226
- 2) Bringing a written excuse to the office previously or on your return to school.

### **PRE-ARRANGED ABSENCES**

To request an excused absence, parents/guardians may turn in a pre-arranged absence note to the office. Students will be given at least one day (from their return) for each day of absence to complete work.

### **VPK ATTENDANCE**

VPK UNIFORM ATTENDANCE POLICY (FL Rule 60BB-8.204) Each month, and at the end of the VPK program's instruction for the year, an 80/20 formula will be applied to calculate the VPK provider's monthly payment. The 80/20 formula is calculated based on the child's hours of attendance, not the total hours of the program. A minimum of 80% (432 hours school year/240 hours summer) and a maximum of 20% (108 hours school year/60 hours summer) of the VPK providers per student payment is applicable to the instructional days that a child is absent. These figures are an example of percentages and hours if the child attends the entire year, including the first and last days of the class. Payment for a child will be suspended if the child does not attend ATTENDANCE POLICY 6 at least one (1) instructional day during a calendar month. All payments for the child, including payments for absences accruing

while payment is suspended, will resume when the child subsequently attends the program. Absences are not payable for an instructional day before the first day or after the last day of a child's attendance. Unless a child does not attend at least one (1) instructional day during the calendar month or a child misses more than 20% of the VPK program's instructional hours, providers are paid the entire per-student allocation. If a child exceeds the 20% threshold for absences, hours are deducted to bring the absences to the allowable 20%. These deductions will be marked as "adjustments" on the reimbursement reports and may be for portions of the program's instructional hours or for full days of instruction. If a child's over-all absences are less than 20% for the entire year, the provider will receive a reconciliation reimbursement and necessary adjustments will be made to return funds deducted in previous months. Any instructional hours that a child is absent beyond the 20% allowed is not payable, regardless of the reason. Child absence excuses no longer need to be submitted. Parents of VPK students who are absent 20% or more of the year will be required to make up the difference in tuition not covered by VPK due to their student's absences.

### **UNIFORM GENERAL EXPECTATIONS**

All students are required to wear school approved uniforms. All clothing and accessories must meet our Christian standard. Modesty in dress is the goal of our uniform. Modesty is a matter of length, tightness, and appearance. Uniforms must be neat and clean, appropriately sized, and worn as they were designed. The uniform should reflect a positive attitude of pride in one's self and school. Parents are expected to support the school's efforts by not allowing exceptions to the uniform policy. Administration has the final word on questions of appropriate uniforms. All Osceola Adventist Christian School students are required to wear school approved uniforms. No exceptions to the uniform policy will be permitted. It is our goal to make the school uniform policy financially affordable to parents, while maintaining school uniformity and formality.

- Polo Shirts: Logo shirts must be a hunter green, navy blue, or red with a collar, and the appropriate size for the child. Shirts must be tucked. Only uniform sweaters, hoodies, or jackets are allowed over the uniform shirt. The school logo must be placed on the top left side of all red, hunter green, or navy-blue polos.
- Bottoms: Pants, shorts, skirts, jumpers, and scooters are to be tan or navy blue, and must be the appropriate size for the child. No baggy pants or "slim-

fitting” pants are to be worn. Pants shall be worn so that the waistband is worn at the waist. A fitting belt must be worn with pants and undergarments may not show.

- Shorts, skorts, jumpers, scooters, shirts, and dresses: The hem of these items shall extend to the tip of the fingertips when both arms are extended by the side. Tights or leggings of solid khaki, white, or black color may be worn under skirts and skorts so long as the skirt or shorts meets the length requirement.
- Shoes: Shoes/footwear shall be closed toe to protect the entire foot. Students will always wear their shoes. Shoes must be solid black. We will accept only solid black close-toed shoes or solid black sneakers. Sock must be either solid black or solid navy blue.
- Jewelry: No jewelry of any type, including wristbands, hair bands around the wrist, or any item that may be construed as jewelry, may be worn.
- Outerwear: Coats and jackets shall be appropriately sized for the student and shall be worn only when the weather conditions dictate. Uniform sweaters, hoodies, or jackets worn inside the building and/or classrooms must be the same colors as the polo shirts: hunter green, red, or navy. Uniform sweaters, hoodies, or jackets must also have the school logo on the top left side.
- Headgear: The following is not allowed at Osceola Adventist Christian School: hats, caps, bandanas, scarves, towels, stocking caps, sweatbands, doo rags, headphones, and ear buds.
- Hair and Makeup: Hair may not be cut, colored, or worn in such a manner or extreme fashion that it is distracting or disruptive to the learning environment. Makeup, including fingernail polish, should not be worn at the elementary level (PK-8).
- Sweaters/Hoodies: Sweaters/Hoodies shall be removed upon entering the school building, unless they are solid red, hunter green, or navy-blue with the school logo.
- Uniforms may be purchased at any store: Target, Walmart, JC Penney, Kohls, Lands’ End, Old Navy, Sears, Frenchtoast.com, etc. They must have the school logo embroidered.

### **NON-COMPLIANCE**

Non-compliance of the Uniform Policy will result in disciplinary actions. The teacher will determine if a student is not in uniform and send him/her to the office. The office will make the initial contact with parents. If non-compliance continues, the parents will be called and the student will receive a lunch detention/behavioral referral. Continued

non-compliance will result in suspension until the student is in the proper uniform.

## **CODE OF CONDUCT**

Each student is expected to maintain respect for teachers and staff, his/her classmates, and property. Students should treat each person as a valued and worthy member of our community and care for property in a way that does not degrade it.

Proper conduct requires moral commitment and social skill. Rather than imposing a long list of rigid rules, we at OACS strive to develop moral commitment and social skills through example, counsel, encouragement, and discipline. Wherever they go, our students, teachers and parents represent Jesus Christ and OACS. The same expectations apply regardless of the time and place. Violations of specific school/classroom rules or disregard for common courtesy are unacceptable and will be dealt with through correction and/or discipline.

## **PROPERTY RIGHTS**

Areas used by students to store their books and belongings are school property and may be searched by the faculty at any time. When there exists reasonable suspicion that students possess prohibited material, their belongings may be searched.

## **CIVIL AUTHORITY**

It is important to know that should a student choose to participate in any act which is in violation of civil or criminal law that act will be reported to the proper authorities in addition to being handled internally by the school administration. The following actions are disruptive to the OACS school culture:

## **ACADEMIC CHEATING**

Academic cheating is defined as representing someone else's work as your own. It may take many forms. Students who participate in Academic Cheating are subject to a failing grade for that assignment and further disciplinary action as appropriate for the incident.

## **DISRESPECT**

Students are expected to respect the authority of all teachers, staff, and administrators. Parent volunteers, visitors, or guests of OACS shall be afforded the same respect. Each student is expected to maintain respect for teachers and staff,

classmates, and property. Classroom teachers will teach their students respect for people and property.

### **INAPPROPRIATE LANGUAGE**

The use of profane, obscene, abusive, or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

### **SKIPPING CLASS**

Students must properly report for all classes and may not be absent from a class without specific and written approval.

### **MAJOR DISRUPTIONS**

Students are expected to not disrupt the teacher or instruction in the classroom. Such actions take away the learning opportunities of other students and will not be tolerated.

### **ROUGHHOUSING**

Students are expected to follow fair rules of play and contact with each other. Roughhousing could result in injury and must be avoided.

### **FIGHTING/PHYSICAL AGGRESSION/PHYSICAL CONTACT**

Fighting or striking another student is not an acceptable means of settling disputes. Physical aggression towards another student and the aggressive confrontation of a student are also included under this offense. Even if there is not physical contact, the student will be referred to administration immediately.

### **INAPPROPRIATE INTERNET USE**

Students may use school computers only for legitimate academic purposes. Students are prohibited from accessing or down-loading information inappropriate or offensive to the school setting. Internet use at any location that results in disruption to the school setting will not be tolerated. See our Technology and Internet Agreement.

### **DEFACING & THEFT OF PROPERTY**

Students must respect the OACS campus and the property of others. Any student who defaces, destroys, or steals the property of others will be held financially responsible for reparations in addition to the established consequences.

## **POSSESSION OF CONTROLLED SUBSTANCES**

Possession or use of alcohol, or the possession or use of illegal or unauthorized drugs and medications, on campus or at school functions, is considered an extremely serious violation. This includes the sharing of medications with others. These cases will be taken immediately to the School Office for review.

## **WEAPONS AND INCENDEARY DEVICES**

Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus. Students who bring these items, such as firecrackers, lighters, matches, knives, firearms, or any other weapons, will be dealt with immediately by the Administration and School Board.

## **OTHER ITEMS**

Skateboards, scooters, in-line skates, televisions, radios, MP3 devises, electronic games, personal handheld devices, pagers, items for sale, pornographic or inappropriate magazines or material are not permitted on campus.

## **BULLYING AND HARASSMENT**

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, a school employee or a volunteer: unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical contact directed against a student, school employee or volunteer.

Bullying and harassment includes cyber stalking which means to engage in a course of conduct to communicate or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined by Florida Statute 784.048 (1)(d).

There are 4 elements that must be present in bullying and harassment:

- The action of the bully is to hurt or humiliate the victim.
- There is a difference in power between the bully and the victim, whether that



- power difference is height, weight, athletic ability, socioeconomic status, etc.
- The act of hurting and humiliation, on the part of the bully, is repeated.
- The victim has told the individual(s) to stop the specific behavior and the
- behavior is continued by the person(s).

## **SEXUAL HARASSMENT**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, graphic, and written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome or inappropriate touching.

## **RACIAL HARASSMENT**

Racial harassment is verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. Racial harassment, as defined above, may include but is not limited to the following conduct which is based upon race:

- Epithets (name calling) and slurs.
- Negative stereotyping.
- Threatening, intimidating or hostile acts.
- Written or graphic material that shows hostility or aversion toward an individual or group. Students must clearly understand that conduct believed or perceived to constitute harassment must be reported to the administration. Staff must clearly understand that if a student complains to them regarding alleged harassment, they must immediately refer that student to administration to investigate the complaint. Students must clearly understand that they and others supporting them will not suffer any retaliation or recrimination on account of their reporting of any alleged harassment or on account of participating in an investigation of any alleged harassment.

## **BEHAVIORAL LEVEL INTERVENTIONS**

1st major incident—The teacher deals with the incident according to the classroom rules. Parents are informed via behavioral sheets, phone, email, or note. The school administration will be informed. NOTE: In the case of a severe incident, the teacher and administration reserve the right to treat the incident as the second or third and contact parents for a meeting. The teacher may choose to create a behavioral plan with guidance from school administration and/or Conference Education Department Associate.

2nd incident—The student is sent to the office. Parents are contacted.

3rd incident—The student is sent to the office. Parents are contacted and must meet with the teacher and administration. A behavioral contract will be written, and the student may be referred to counseling.

4 or more incidences—After the fourth repeated violation of a major classroom/school expectation, the parents will again meet with the teacher, administration, and board chair. At this meeting, the student may be asked to be withdrawn from school.

PK students will follow the PK classroom Behavioral Management Plan. PK students are reviewed throughout the year, and parents will be contacted with any concerns.

## **ACADEMIC INFORMATION**

### **CURRICULUM**

The curriculum at OACS reflects the philosophy and objectives of Seventh-day Adventist education. The textbooks and course materials are in compliance with the recommendations of the Office of Education for the North American Division of Seventh-day Adventists.

### **INSTRUCTION**

The instruction offered at OACS in the academic areas includes Bible/religion, math, reading, language arts, science, and social studies. Other areas of study include: communication skills, computers, health and safety, physical education, and fine arts. Instruction is delivered through cooperation and integration of the subjects. Learning and assessing are differentiated to meet the students' needs. Instruction may include lecture, hands on, experiential learning, collaboration, etc.

## **LIBRARY**

All students have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family.

## **TEXTBOOKS**

Students are expected to use their textbooks in a responsible manner. Therefore, the student must make restitution for any damage to a textbook. Some textbooks are available electronically through the internet. Students must safeguard their passwords and seek help when there is a problem with accessing the online products.

## **OUTDOOR EDUCATION**

The fifth and sixth grade, and the seventh and eighth grade classrooms go to Camp Kulaqua each year for Outdoor Education. During this week they study, work, worship, play, and pray in God's great outdoors. A fee is charged to the parent. Students may be denied attendance based on behavior and/or academic issues.

## **FINE ARTS/ELECTIVES**

All students in Grades K – 8 have the following fine arts opportunities:

### **GRADE MUSIC OFFERINGS**

Pre-K Classroom music instruction, Bell Choir

K-2 Classroom music instruction, Bell Choir, Choir

3-4 Classroom music instruction, recorder, Choir

5-8 Classroom music instruction, Orchestra, Choir

6-8 Music Festival at Forest Lake Academy

## **TESTING**

### **ENTRANCE TEST**

New students are given an entrance test with the exception of PreK – 1<sup>st</sup> grade. This provides information about the child's current level of functioning, strengths, weaknesses, and appropriate placement.

## **WRAP**

The Writing Assessment Program is administered to students in grades 3 through 8, yearly. It examines the student's progress in writing content and traits.

## **NWEA MAP TESTING**

OACS students in grades K-8 take the NWEA MAP tests. NWEA MAP is a short assessment test given three times a year. The test is used to help identify each student's relative strengths and weaknesses in order to meet individual student's needs. Testing results provide information that teachers and administrators can use to help evaluate students and develop future lesson plans. Test results will be shared with parents. All students should be in school during scheduled testing. Testing dates will be announced, printed in the OACS calendar, and Website.

## **EDUCATIONAL SUPPORT SERVICES (ESS)**

The Educational Support Services team consists of the ESS director, the administration, *Title One* resources, and the classroom teachers. This committee works closely with the parents to design a student contact/plan for students demonstrating need. Screening tests, which evaluate a student's academic standing, are administered upon the teacher's request and parental approval. The educational support program does not function as a self-contained special education classroom. If a student has a documented learning deficiency in a subject matter, modifications can be made to meet the needs of that child if OACS has the resources needed. Grades for the child may derive from what they are able to do at the moment and not necessarily what is required of his/her grade level. Please check with school administration and the ESS Director for eligibility guidelines to see if OACS has the needed resources to service your child.

## **MISCELLANEOUS**

### **LOST AND FOUND**

Lost and found items are located in the school office. At the end of every nine-week period, unclaimed items will be donated to a local charity. Check frequently for lost items. Please label all of your child's belongings to prevent loss.

### **SPIRITUAL ENRICHMENT ACTIVITIES**

All Spiritual Enrichment programs and guests are selected for the spiritual value they provide our students. Unless otherwise announced, students participate in chapel every Friday, Weeks of Prayer, and other spiritual enrichment events. Weeks of Prayer

are held in the fall and in the spring. All students are expected to attend all events during the school day.

### **FIELD TRIPS**

Field trips are approved by the administration and are educational in nature. Parent participation is encouraged; parents are not to bring siblings. Siblings in other grades are not to attend field trips with older or younger siblings. School transportation is used for most trips. Any vehicle that is used for a field trip that is not school owned must have the insurance card checked and approved through the school's business office. The vehicle and driver's insurance must meet the requirements of the Florida Conference of SDA guidelines. Please see OACS's Office Manager for approval. Any student riding in a vehicle not provided by the school must have written parent permission to ride in that vehicle if it is not the parent of that student. Field trip dismissals will be treated like regular school dismissal. Generally, students will be picked up from the school after the field trip. However, students may leave directly from the field trip with someone other than their parent if the sponsor has received written communication. Unless otherwise stated, students should wear appropriate school field trip attire. Policies regarding electronics/cell phone remain in force.

### **SCHOOL SPONSORED PARTIES**

Such activities must be initiated, planned, and chaperoned by school staff. Upon Administrative approval of the event, parents will be notified through regular campus channels (i.e. notices, newsletters, etc.). At these events, the students will be expected to adhere to the regular standards of conduct.

### **ELEMENTARY INFORMATION (PreK – 5)**

#### **PREKINDERGARTEN PROGRAM**

Prekindergarten is an educational program designed to stimulate the growth and development of four-year-old children. The program is designed to enhance the learning experience of children with emphasis on spiritual, physical, social, and emotional growth prior to the kindergarten year.

#### **GRADING SCALE**

The grade groupings use the following grading scales:

## **PREK – K Skills Checklist**

### **GRADES 1 – 2**

**I** Achieves objectives and performs skills independently

**P** Progressing towards achieving objectives and skills

**NT** Needs more time to develop

### **GRADES 3 – 5**

**A+** 99.5-100      **A** 93.5-99.4      **A-** 89.5-93.4

**B+** 86.5-89.4      **B** 83.5-86.4      **B-** 79.5-83.4

**C+** 76.5-79.4      **C** 73.5-76.4      **C-** 69.5-73.4

**D+** 66.5-69.4      **D** 63.5-66.4      **D-** 59.5-63.4

**F** 59.4 – Below

### **REPORT CARDS**

The school year is divided into four nine-week periods. Report cards are given at the conclusion of the first, second, and third period. Fourth quarter grades are mailed when finances are cleared.

### **CLASS ASSIGNMENTS**

Assignments are due at the beginning of the next day's class period unless otherwise stated by the teacher. Late assignments may receive less than full credit unless it is due to an excused absence. Long-term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date.

### **MAKE-UP WORK (GRADES 3 – 5)**

It is the student's responsibility to obtain all missed assignments and to make arrangements with the teacher(s) for makeup work and/or tests. Students should have at least one day for each school day missed to make up work and to take makeup tests unless other arrangements are made with the teacher.

### **PROMOTION AND REMEDIATION (GRADES 3 – 5)**

All student progress is reviewed yearly by the Admissions Committee and Administration. In the event that a student is not meeting the minimum expectations for a grade, a plan will be created to promote success. This plan may include retention in

the current grade for grades K-3. A double year in Pre-K is not considered retention. In the event that a student greatly exceeds grade level expectations, OACS generally chooses to provide enriched curriculum to promote student growth. In rare cases, a student may participate in an accelerated curriculum.

## **PHYSICAL EDUCATION**

Physical Education is offered to students in grades PreK-8. Flexibility, cardiovascular fitness and limited strength exercises are stressed. A letter grade is not given for students in grades PreK-4. Rubber soled athletic shoes are required for PE.

## **MIDDLE SCHOOL INFORMATION (GRADES 6 – 8)**

### **ATTENDANCE**

Attendance will be taken at the beginning of the Home Room period. Attendance will also be taken at the beginning of each period. Students are expected to be in their seats at the beginning of each period. If a student is tardy 3 times to classes in one week, that student will serve a lunch time detention.

This policy applies to all classes. A student who is more than five minutes late to a class without a teacher's note will receive a demerit.

- Students will be given full credit for excused absences. Please remember to send a signed note regarding your child's absence.
- Each student is responsible for obtaining make-up work from teachers and completing it within three days after returning to school.
- After more than a three-day absence, additional time may be allotted by the teacher.
- Long term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date unless prior arrangements have been made with the teacher.

### **GRADING SCALE**

Grading is according to the following scale:

### **GRADES 6 – 8**

<b>A+</b> 99.5-100	<b>A</b> 93.5-99.4	<b>A-</b> 89.5-93.4
<b>B+</b> 86.5-89.4	<b>B</b> 83.5-86.4	<b>B-</b> 79.5-83.4
<b>C+</b> 76.5-79.4	<b>C</b> 73.5-76.4	<b>C-</b> 69.5-73.4
<b>D+</b> 66.5-69.4	<b>D</b> 63.5-66.4	<b>D-</b> 59.5-63.4
<b>F</b> 59.4 or Below		

### **CLASS ASSIGNMENTS**

Assignments are due at the beginning of the next day's class period unless otherwise stated by the teacher. Late assignments may receive less than full credit unless it is due to an excused absence. Long term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date.

### **GRADES 6 – 8:**

Arrangements may be made with the teacher to receive up to 70% for completed late work for all quarters. Work may be accepted until the completion of the current unit of study or as announced by the teacher.

### **ABSENCES/ASSIGNMENTS AND TESTS**

When your child is absent, contact the homeroom teacher to make arrangements for getting the assignments.

### **MAKE-UP WORK**

Students should have at least two days for each school day missed to make up work and to take makeup tests unless other arrangements are made with the teacher. Our goal is for our students to be dependable and trustworthy. During absences, students may access and submit work through the FACTS/Renweb. Parents may arrange with a friend to bring the work or allow the student to make up the work when he/she comes back to school.

### **HONORS RECOGNITION**

Honor rolls may be attained each quarter. Quarterly and yearly honor rolls are determined for each grade.

- High Honors 95 – 100



- Honors 90 – 94
- Honorable Mention 87 – 89
- Subject Area Recognition
- Citizenship

### **EIGHTH GRADE GRADUATION REQUIREMENTS**

Students meeting the eighth grade and Florida Conference academic requirements will receive certification of graduation. A diploma is granted to a student who has successfully passed each required core class with an average of 60% and has completed the other requirement. A Certificate of Completion will be given to those students who have not met the diploma requirements. Students may be denied the privilege of participating in graduation based on behavioral and/or academic issues.

### **ACADEMIC PROBATION (GRADES 6 – 8)**

Students are placed on academic probation if, after evaluating their midterm or quarter grades, they have a failing grade in one or more core subjects. Students on the probation list will not be allowed to participate in extracurricular, nonacademic school sponsored activities for the grading period. After this period, participation will be determined by the weekly progress reports. Once the student is placed on probation, he/she must continue the process throughout the entire quarter.

### **PROMOTION AND REMEDIATION**

Students in grades 6 and 7 not meeting a minimum level of performance during the school year will be reviewed by the Admissions Committee and Administration. A plan will be developed for the student that may include their non-acceptance or readmission to the following school year.

### **PHYSICAL EDUCATION**

Physical Education is taught by the classroom teacher and our sub-contractor, All *Saints Sports* in grades Kindergarten to eighth grade. Letter grades are given and are based on participation, attitude, attendance, and dress, as well as, demonstrated

progress and testing in fitness and skills. The dress requirements are solid black sneakers, and the approved school polo shirt and bottoms. Girls must wear shorts under skirts or jumpers.

### **BEHAVIOR/DISCIPLINE POLICY**

By registering at Osceola Adventist Christian School, the student and parent/guardian agree to comply with the rules and regulations as published by the school. All regulations, whether published in the handbook, adopted by the faculty or announced to the student body have the same weight of enforcement. These regulations will remain in force throughout the school year; both on campus and during off campus events. Osceola Adventist Christian School supports a discipline policy that reflects Biblical principles. Emphasis is placed upon training students to make wise choices and be responsible for the consequences of their actions. We are preparing our young people to face spiritual, social, and academic challenge with Christian dignity and integrity. In this endeavor, the school can succeed only with the help and support of parents and a nurturing, caring community.

### **GENERAL GUIDELINES SCHOOL WIDE GOALS**

**O**bey and Follow Jesus

**A**lways be Responsible

**C**reate Community

**S**eek Possibilities

The teachers, staff, and administration work with each student to meet these guidelines. However, a student who does not respond to the redirection given and chooses to make other choices will receive the following consequences for their actions. OACS has adopted a **Behavior Management System** detailed below.

## Osceola Adventist Christian School Behavior Management System

Level	One	Two	Three	Four
<b>Infractions:</b>	Loitering	Tussling	Vandalism	Drugs
	Littering	Horseplay	Profanity	Possession or use of weapons
	Having or eating candy without school permission	Name calling	Fighting or assault	Sexual harassment
	Persistent disruptive behavior	Throwing objects	Aiding and abetting	Threatening with weapon' Assault to faculty or staff (or anybody)
	Use and/or possession of non-school items (toys, trinket, etc.)	Cheating	Insubordination	Three level three infractions
	Dress code violation	Telling false stories	Stealing	
	Inappropriate reading material	Improper language	Inappropriate adult reading material	
		Irreverence	Tampering with emergency equipment	
		Possession or use of electronic equipment without school permission	Threatening to injure	
			Leaving campus without permission	
		Three level two infractions		
<b>Consequence</b>	<b>4 points</b>	<b>8 points</b>	<b>Parent/Teacher/Principal Conference</b>	<b>Notify legal authorities</b>
	Warning	Parent/teacher conference	1 day suspension-12 points	Teacher/School Board/Parent Convergence
	Note to parent		2 days suspension- 16 points	
			3 days suspension-20 points	
<b>Redemption Plan</b>	No infractions for 8 consecutive days to erase points	No infractions for 16 consecutive days to erase points	No infractions for 24 consecutive days to erase points	Expulsion
			No infractions for 32 consecutive days to erase points	
			No infractions for 40 consecutive days to erase points	

## **GRIEVANCE PROCEDURE**

The common goal for Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliatory procedures based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problem.

### **STEP ONE**

The parent should first talk with the teacher involved and attempt to resolve the problem.

### **STEP TWO**

If the problem is not resolved, the parent teacher should ask the principal, vice-principal, or another administrator to help resolve the problem.

### **STEP THREE**

If the problem is not resolved by administration, the parent should ask for the School Board Chair to help resolve the concern.

### **STEP FOUR**

If the problem is still not resolved, the school board chairman will convene a meeting of either the school board's Executive Committee or the school board. The Conference Superintendent of Education will be present.

### **STEP SIX**

If the problem is not resolved by the Executive Committee or school board, the parent then contacts the Conference Office of Education and provides a written explanation of the problem. The Superintendent of Education attempts to resolve the problem by meeting with the parent, teacher, principal, and the school board chairman.

### **STEP SEVEN**

If the parent is not satisfied with the preceding steps, the matter shall be referred to the Conference K – 12 administrative body. The decision of the K – 12 body shall be considered final.

## **TUITION**

Please review your statements carefully every month to make sure all charges are correct. If there are incorrect charges please discuss them with the Business Office. These adjustments must be made within the same month. Failure to pay miscellaneous charges, will result in being charged a late fee if your balance exceeds \$100 on the last day of the month.

## **STATEMENTS**

Statements are sent out in the beginning of each month. Payment is due by the last day of each month. If the account is not paid in full by the last day of the month a \$20 late payment fee will be charged. Failure to keep an account current could result in dismissal.

## **CHECKS**

Checks being applied to a student's account should be made payable to Osceola Adventist Christian School. The student's name should be written on the check to insure credit to the proper account. The school makes a charge of \$20.00 if the bank does not honor a check.

## **PREVIOUS BALANCE**

The account for the previous year's expenses at OACS or other Seventh-day Adventist educational institutions must be settled before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from a brother or sister who attended OACS must also be settled before another family member is admitted.

## **ACCOUNT STATUS**

The financial sponsor is expected to keep the account current at all times. The student must obtain financial clearance at the following points:

- at the beginning of each nine-week period
- in advance of graduation

## **PAST DUE ACTION 30 Day**

A letter is sent to the financial sponsor(s) requesting payment and the account will be included in an aging list sent to the Finance Committee and Board Chairperson.

45 Days – a second letter is sent to the financial sponsor(s) requesting prompt action on the account. The account will be reviewed at the next Finance Committee meeting. Any decision to remove a student from school due to financial difficulties must have final approval from the Finance Committee.

## **REFUNDS**

If a student withdraws within the first two weeks of the opening day of school, 75% of the registration fee is refunded; students withdrawing within four weeks will receive a 50% refund. After four weeks, no refund will be given. When a student withdraws from school, an adjustment will be made to the account so that only tuition actually used is charged. A full accounting is available. The date effective for the refund calculation is the date the student officially withdraws. Registration and application fees are not refundable. All withdrawal requests must be submitted in writing and returned to the Registrar.

## **STATEMENT OF RESPONSIBILITY**

Each student is accepted at OACS with the understanding that his/her parents or legal guardian is/are responsible for the legal aspects of his/her attendance, regardless of age. These include, but are not limited to, the following:

- Payment of the account
- Damage to property
- Liability through altercation

## **TRANSCRIPT OR DIPLOMA**

Transcripts, cumulative records, or diplomas cannot be issued unless the account for the student has been paid in full. If full payment is not received for exited students within a year, a 1099C will be issued for collection of debt.

## **STUDENT TECHNOLOGY AND INTERNET AGREEMENT**

The purpose of the OACS technology program is to provide educational services, opportunities and learning for today and the future. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. With this educational opportunity also comes responsibility. By accepting OACS's Student Handbook in the Application the parent and student are accepting the Student Technology and Internet Agreement. Access and use of the internet, local area

networks, computers, and related equipment is a privilege. When an individual vandalizes or misuses this privilege, the entire program is negatively impacted. The following policies are intended to ensure the proper maintenance and use of equipment:

- I will use my authorized network account (code) only for appropriate purposes. I will not intentionally seek or share information on, obtain copies of or modify files, other data or passwords belonging to other users, or misrepresent other users on the internet. Therefore, I will protect the privacy of others' areas by not trying to learn their password.
- I will use the OACS internet access, *Clever*, *Teams*, and any other on-line platform provided by OACS, as well as my Florida Conference issued accounts for education purposes only.
- I will not disrupt the learning environment of any class whether it is in a physical or virtual (on-line) setting.
- I will not bring any software or other unauthorized computer related materials into the school setting.
- I recognize that software is protected by copyright laws; therefore, I will not make any copies of software, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend, or sell copies of software to others.
- I will follow copyright laws and give appropriate credit to sources and internet sites as needed for content. If in doubt I will ask the supervising teacher or adult for specific guidance in these matters
- I will not vandalize equipment or data. Vandalism includes any attempt to take, harm or destroy hardware or data, either willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses, taking food or drink near computers, and not following all boot and shutdown procedures carefully so as not to harm the equipment.
- I will not waste or take supplies, such as paper, printer ink, cartridges, or flash drives.
- I recognize that any activity not directly related to teacher-directed classroom activities are considered inappropriate use unless I have received direct permission at a particular time. I recognize that I will be expected to request permission each time.
- I will not take photos, videos, or audio record another student, teacher, coach, or OACS staff member without their expressed permission to do so.

- I will not access any inappropriate or unauthorized material on the internet.
- I recognize that an authorized staff member must monitor all use of technology.
- I recognize that misuse of technology could result in suspension with possible expulsion.
- I understand and agree with OACS's Technology Agreement and all the student expectations and responsibilities affiliated with technology, school computers, and the internet.