

# OACS



**Osceola Adventist Christian School**  
**STUDENT HANDBOOK**  
**2025-2026**

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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.

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## Faculty & Staff

Board Chair ..... Carol Crawford\*

Constituency Pastor ..... Pastor Amado Luzbet\*

Office Manager ..... Lena Soares-Mullings\*

Treasurer..... Ana Maria Escobar\*

Principal..... Ancil Samuel\*

Vice Principal /ESS Coordinator/Grade K .....Risobel Torres

ECE Director/Pre-K Teacher/Spanish & Art .....Elisabeth Mercado

Grade 1 .....Jennifer Handy

Music Teacher/Grade 2 .....Jennifer Irizarry

Safety Officer/Grades 3&4 ..... Michele Thomas

Robotics/Innovation/Grades 5&6..... Tarkyshia Wade

NJHS/Grades 7&8.....Deborah Miolan

High School Proctor ..... Monique Norris

After Care..... Laura Sanchez

Teacher Assistant..... Kishaun Benjamin

Home & School Leader ..... Alegna Hollis\*

Librarian ..... Claudia Pacuch\*

Facility Managers ..... Don Gray

Board Members.....Bridget Appow, Ursuline Jnmarie,  
.....Sabrina Miller, Dr. Kwami Ntim

*\*Serves as Board Members as well*

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# **OSCEOLA ADVENTIST CHRISTIAN SCHOOL HANDBOOK**

Founded in 1981, Osceola Adventist Christian School (OACS) is a private, nonprofit Christian school serving students from Pre-K through 8th grade. It is sponsored by the Florida Conference of Seventh-day Adventists and supported by the Kissimmee Seventh-day Adventist Church. A board of directors, elected by the constituent church, oversees school operations.

This handbook outlines current policies, programs, and requirements. While accurate at the time of publication, the school board and administration reserve the right to make changes at any time 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**

By seeking admission, parents and students agree to support OACS's principles, programs, personnel, and values, and to uphold the school's standards and philosophy. The Admissions Committee reserves the right to deny admission to any student whose behavior is not aligned with these principles.

All new students are admitted on a nine-week probationary status. Significant disciplinary or academic concerns during this period may result in dismissal.

## **NON-DISCRIMINATION POLICY**

OACS, part of the Florida Conference of Seventh-day Adventist schools, admits students of any race, color, ethnicity, national origin, gender, or sexual orientation to all rights, privileges, programs, and activities. We do not discriminate in educational policies, admissions, discipline, financial aid, or extracurricular activities. While we welcome all students, we maintain a code of conduct grounded in the biblical values of the Seventh-day Adventist Church, fostering both academic excellence and spiritual growth in a safe, supportive environment.

## **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 dismiss a child if their behavior is not age-appropriate and disrupts the classroom environment. It may be 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. However, the Admissions Committee may consider written requests in special cases such as bullying concerns, sibling/relative placement, or, for kindergarten only, if the family has a recent history with OACS through an older child. Please note that submitting a request does not guarantee approval. All decisions by the Admissions Committee are final and confidential. The Committee, made up of administration, the ESS Director, the classroom teacher, and a school board member, carefully considers each placement with the best interests of the student and school community in mind.

## **STUDENT SERVICES**

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

OACS provides academic support for students who need additional strategies to succeed. The ESS program works alongside classroom teachers to strengthen skills, especially in reading and math, through targeted small group or individualized instruction. If a need is suspected, the classroom teacher may recommend an assessment. Admission to the ESS program is based on assessment results and demonstrated need.

## **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 and candy from home. Our lunch program provided by **Delicious Taste**, will continue this year, providing healthy vegetarian meals for all students from VPK through 12<sup>th</sup> grade. Every month, a link to order lunches will be posted on Class Dojo.

## **STUDENT ILLNESS**

Parents should keep children home when they are sick, especially if they have vomited, have a fever over 99.5°F, or show signs of a contagious illness (e.g., flu, pinkeye, chickenpox, impetigo, ringworm). Students must be vomit- and fever-free for **24 hours** without medication before returning to school, and all other symptoms should be resolved. If a student becomes ill or injured at school, parents may be asked to pick them up. If a parent cannot be reached, the emergency contact listed on the registration form will be notified.

## **MEDICATION POLICIES**

Florida law prohibits school staff from administering any prescription or nonprescription medication without written authorization. To comply, the following steps must be followed:

- A signed form from the doctor must include the student's name, medication, dosage, and instructions, along with parent and physician signatures.
- Medication must be in its original container with the student's name and valid instructions on the label. Expired medication is not accepted.
- Medication must be brought to the office by a parent—not stored in lunch boxes, lockers, or on the student. This is required by law.
- Exceptions may be made for EPI pens and inhalers with proper authorization.

### **Student Accident Insurance**

- OACS provides student accident insurance, included in the registration fee. This coverage is secondary, with parents' personal insurance as the primary. OACS coverage is limited to \$500 per incident.

## **PARENT INFORMATION**

The School Board recognizes that educating children is a shared responsibility among parents, teachers, administrators, staff, and board members. Parental involvement, through conferences, volunteering, chaperoning, and special programs, is vital to student success. We welcome and encourage parents to be active participants in their child's educational journey.

## **VOLUNTEERING**

There are many wonderful opportunities to get involved in the education and daily life of students at OACS. Research shows that children thrive when their parents and community members are actively involved in their school experience. The entire student body benefits from the time, energy, and care that our volunteers bring. Ways to help include being a playground supervisor, library helper, classroom aide, class mom or dad, and more. If you're interested in filling a volunteer role, please contact the school office, we'd love to have you join us!

### **Volunteer Screening:**

For the safety of our students, all volunteers who have ongoing contact with students must complete a background check through **Sterling Volunteers**, which includes fingerprinting. This is done at the volunteer's expense. All event and field trip volunteers must sign in and be screened at the front desk before participating. We are so grateful for the generous support of our volunteers, thank you for making a difference at OACS!

## **MANDATORY PARENT PARTICIPATION POLICY**

At OACS, we believe that education is a partnership between the school and the home. As a Christian community, we are called to serve one another and to work together in nurturing the spiritual, academic, and social development of our students. To that end, we require active parent participation in school life.

### **Purpose**

The purpose of this policy is to:

- Foster a strong, Christ-centered school community.
- Encourage parental involvement in the educational process.
- Support school programs and events through volunteer service.
- Model servant leadership for our students.

### **Participation Requirements**

Each family is required to contribute a minimum of 12 hours of volunteer service per academic year. These hours may be fulfilled through a variety of activities, including but not limited to:

- Assisting in the classroom or library
- Chaperoning field trips (6-8 hours)
- Participating in school events and fundraisers (4-6 hours)
- Serving on parent committees or the Parent-Teacher Fellowship (PTF)

- Supporting chapel services or spiritual life events (1hrs/week)
- Providing administrative or maintenance support

### **Documentation and Accountability**

- Families must log their volunteer hours using the school's designated tracking system.
- Hours must be completed by May 1st of each school year.
- Families unable to fulfill the required hours may opt to contribute a **donation in lieu of service** (\$120 or \$10 per hour).

### **SCHOOL HOURS**

School hours are 8:00 a.m. – 3:00 p.m. Monday through Thursday, and 8:00 a.m. – 2:00 p.m. on Friday.

### **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. – 2:00 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. Parents will only be allowed in class or the hall at the beginning of the school year in VPK-2nd, only with a visitors pass, to volunteer, Parent teacher conference or an appointment. There would be exceptions.

### **STUDENTS PERSONAL CALLS**

If an emergency occurs that requires immediate contact by the student, the student will be given permission to use the office phone. 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**

In adherence to the law passed by Governor DeSantis regarding student phone use in schools, OACS maintains a strict NO CELL PHONE policy. This includes all school-

sponsored trips such as Outdoor Education, Festival of the Arts, and all field trips, as these are considered regular school days. Students may only bring cell phones to school if there is a documented medical necessity—for example, a student with diabetes whose parents monitor their blood sugar levels via an app.

Smart watches must be powered off during the entire school day, including class time, school activities, and all school-sponsored events. Any smart watch found in violation of this policy may be confiscated.

Please note that OACS is not responsible for lost, damaged, or stolen smart watches that are confiscated due to noncompliance with this policy. We appreciate your support in maintaining a focused and respectful learning environment for all students.

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

- The first time, the phone or smart watch will be confiscated and given to the office. It will be returned to the student at the end of the day as well as parent notification.
- The second time, the phone or smart watch will be confiscated and given to the office. Student's parents will be required to pick up the phone or smart watch from the office.
- The third time, in addition to confiscation of the device and parent pick-up from the front office, the student's family will be assessed a fine of \$25.00
- Any further violations will result in a fine of \$50.00, parent meeting, and one day of in school suspension.

### **VISITORS**

All visitors must sign in at the front office with a valid Driver's License and wear a visitor's pass while on campus. Student guests are not allowed without prior administrative approval, requested at least one day in advance. Approved student visitors must follow all school rules, including the dress code.

### **TOURS**

New families requesting to tour our facility may do so on Thursday afternoons between the hours of 3:30 and 5:30pm.

### **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**

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. In addition, a hard copy of the student's grades will be provided. 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.

## **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.

## **PROPER SUPERVISION**

Students must be in supervised locations when on campus.

## **ARRIVAL AND DISMISSAL POLICIES**

- General supervision begins at 8:00 a.m. Before Care may be available starting at 7:30am upon request and subject to a fee. Students are not allowed in the school before 7:30 a.m.
- Dismissal begins at 3:00 p.m. Monday through Thursday and at 2:00 p.m. on Friday.
- Any student on campus after dismissal will be sent to the office to call parents. Students not picked up within 20minutes 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**

To ensure student safety, administration must verify the identity and authority of any individual requesting to pick up a student.

Students will only be released to:

- A parent or legal guardian with documented custody, or
- An individual listed on the student's official authorized pick-up list.

If someone not listed on the pick-up list requests to take a student, the principal or designee must first receive verified consent from the parent or legal guardian via text or email sent from a phone number or email address listed in our Student Information System (SIS). We appreciate your cooperation in helping us maintain a safe and secure environment for all students.

## **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.

## **AFTERCARE**

After Care is available Monday through Thursday from 3:30 PM to 5:30 PM, and Friday from 2:30 PM to 4:30 PM. The cost is \$25 per family per day, \$100 per week, or \$300 per month. Timely pickup is expected. The first late pickup results in a written warning. On the second offense, families will be billed \$10 per minute starting at 5:31/4:31 PM. A third late pickup will incur the same fee and result in dismissal from the After Care program.

## **ATTENDANCE**

Punctual and consistent attendance is vital for students' academic and social development. Parents/guardians are strongly encouraged to avoid taking students out of school for vacations, appointments, or other non-essential reasons. Whenever possible, medical appointments should be scheduled after school or during breaks.

Accurate and timely reporting of absences is required by law. According to Florida law, a "habitual truant" is a student with 15 or more unexcused absences within 90 calendar days, with or without parental knowledge or consent, and who is subject to compulsory attendance. Your partnership in promoting strong attendance habits is greatly appreciated.

## **TARDIES**

Punctuality is essential to maintaining a smooth classroom routine. Students are expected to be in their classroom by 8:00 AM. Any student not in class by that time will be marked tardy. Students arriving after 8:05 AM must sign in at the front office.

- After 7 unexcused tardies in a nine-week period, parents/guardians will receive a courtesy email from the school office.
- At 10 unexcused tardies, a fine will be added to the student's school account.
- At 20 unexcused tardies, a letter from the Admissions Committee will be sent to address possible dismissal or non-renewal of enrollment for the following school year.

Excused tardies include medical appointments and illness. While we understand that occasional unexpected events may occur, repeated issues such as traffic or car trouble will not be considered excused. We appreciate your cooperation in helping students start their day on time and ready to learn.

## **ABSENCES**

Absences are classified as excused or unexcused. Excused absences include personal illness, serious illness or death in the family, school-sponsored trips, and medical appointments. Parents are encouraged to schedule appointments outside school hours whenever possible. All other absences are considered unexcused. The school administration has the final say in determining whether an absence is excused.

Students who miss more than 20% of school days in a nine-week period—regardless of the reason—and do not make up the work satisfactorily will receive an “F” for that grading period. Students have one day per day of absence to complete missed work.

Unexcused Absence Notifications:

- At 8 unexcused absences per quarter, parents will receive an email notification.
- At 10 unexcused absences, a probation letter will be issued by the Admissions Committee.
- If 5 additional unexcused absences occur after probation, a meeting with administration is required and the student may be withdrawn from OACS.

Consistent attendance is essential for academic success and student growth. We appreciate your partnership in supporting your child’s education.

## **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** (*Florida Rule 60BB-8.204*)

To remain eligible for full state funding, VPK students must attend at least 80% of the program’s instructional hours. This includes:

- School Year Program: Minimum of 432 hours (80%)
- Summer Program: Minimum of 240 hours (80%)

Children may be absent for up to 20% of the program's instructional hours (108 hours for school year / 60 hours for summer). These allowable absences are still counted toward the provider’s reimbursement.

Important Notes:

- If a child does not attend at least one instructional day in a calendar month,

payments will be suspended until the child returns.

- Payments will not be made for any days a child is absent before their first day or after their last day of attendance.
- If a child's absences exceed 20%, the provider's payment will be adjusted, and those missed hours will not be covered by the state—regardless of the reason.
- Parents no longer need to submit absence excuses.
- At the end of the year, if a child's total absences fall below 20%, any previous deductions may be reimbursed to the provider.

#### Parental Responsibility:

If a VPK student is absent for more than 20% of the program year, parents will be responsible for paying the difference in tuition not covered by the state due to those excess absences. Your child's regular attendance ensures they receive the full benefit of the VPK program and helps avoid additional costs.

## **UNIFORM GENERAL EXPECTATIONS**

All students at Osceola Adventist Christian School are required to wear school-approved uniforms—no exceptions. Our dress code reflects our commitment to modesty, Christian values, and school pride. Uniforms must be clean, neat, properly fitted, and worn as intended. Parents are expected to fully support this policy by ensuring students are dressed appropriately each day. The goal of the uniform is to promote modesty in length, tightness, and appearance, while keeping the policy affordable, uniform, and formal. Final decisions regarding uniform compliance rest with the administration.

### **Uniform Guidelines**

#### Shirts:

- Polo shirts must be hunter green, navy blue, or red, with a collar and the school logo on the top left side.
- Shirts must be the correct size and tucked in at all times.
- Only uniform-approved outerwear (sweaters, hoodies, jackets) may be worn over polos.

#### Bottoms:

- Pants, shorts, skirts, skorts, jumpers, and scooters must be tan or navy blue and appropriately sized.
- No baggy or slim-fit pants.
- Pants must sit at the waist, and a belt is required. Undergarments must not be visible.

#### Length Requirement:

- Shorts, skirts, skorts, jumpers, and dresses must reach fingertip length when arms are at the side.
- Solid black, white, or khaki tights/leggings may be worn under skirts/skorts as long as the outer layer meets the length requirement.

#### Shoes and Socks:

- Shoes must be solid black, closed-toe, and cover the entire foot (e.g., black sneakers or dress shoes).
- Socks must be solid black or navy blue.
- Students must wear shoes at all times.

#### Jewelry:

- No jewelry of any kind is permitted (including wristbands, bracelets, or decorative hair bands worn on the wrist). These items will be confiscated.

#### Outerwear:

- Coats and jackets may be worn outside and must be weather appropriate and correctly sized.
- Inside the building, only uniform sweaters, jackets, or hoodies in red, hunter green, or navy with the school logo are allowed.

#### Headgear:

- The following are not allowed: hats, caps, bandanas, scarves, towels, stocking caps, sweatbands, doo-rags, headphones, and earbuds.

#### Hair and Makeup:

- Hair must be neat and free of extreme styles or colors that cause distraction.
- Makeup and nail polish are not permitted in grades PK–8.

#### Sweaters/Hoodies:

- Non-uniform hoodies/sweaters must be removed upon entering the building.
- Only uniform-approved hoodies/sweaters with the school logo are permitted indoors.

#### PE Uniform:

- Students will wear the designated PE uniform on Mondays and Wednesdays.

#### Where to Buy:

- Polos, Jackets, PE Uniforms, and all others can be purchased at Uniform and Fashions at 1106 N John Young Pkwy Kissimmee, FL 34741

## **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.**

## **ATHLETIC DEPARTEMENT**

OACS is launching basketball and volleyball teams under the guidelines of the Florida Basketball and Volleyball Association (FBVA). To participate, students must maintain at least a C average and avoid suspension. Students who improve their grades by quarter's --

end may be reinstated. Sports physicals are recommended. Each athlete will be charged a fee for uniforms, equipment, and league costs, which must be paid before participation. This fee is separate from any sponsorship funds.

## **CODE OF CONDUCT**

At OACS, students are expected to respect teachers, staff, peers, and property. We promote responsibility, compassion, and moral conduct through guidance, example, and discipline—rather than rigid rules. As representatives of Jesus Christ and our school, students, staff, and parents are held to consistent behavior standards on and off campus. Disrespect or rule violations will be addressed appropriately as we work to build a Christ-centered community of character.

## **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 devices, electronic games, personal handheld devices, pagers, items for sale, pornographic or inappropriate magazines or material are not permitted on campus.

## **BULLYING AND HARASSMENT**

Bullying is repeated, intentional behavior—verbal, physical, written, or digital—that causes physical harm or emotional distress to a student, staff member, or volunteer. It includes threats, insults, or gestures that create a hostile environment, cause humiliation, or interfere with school participation. Harassment is any demeaning or threatening behavior—spoken, written, physical, or digital—directed at an individual in the school community. This also includes cyberstalking, defined by Florida Statute 784.048 (1)(d), as repeated electronic communication causing substantial emotional distress and serving no valid purpose.

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.
- Harassment includes any written, verbal, or graphic material that shows hostility toward an individual or group. Students must report any suspected harassment to administration. Staff are required to refer such reports immediately. Students who report or support others in reporting will be protected from retaliation.
- OACS is committed to a safe and respectful school environment.

## **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.

## **BEHAVIORAL LEVEL INTERVENTIONS**

**1st Incident:** The teacher addresses the issue per classroom rules. Parents are informed (via behavior sheet, phone, email, or note), and administration is notified.

*Severe incidents may be escalated immediately to a higher level. A behavioral plan may be created with administration and/or the Conference Education Department.*

**2nd Incident:** The student is sent to the office, and parents are contacted.

**3rd Incident:** The student is sent to the office. Parents must meet with the teacher and administration. A behavioral contract will be created, and counseling may be recommended.

**4th+ Incidents:** Parents will meet with the teacher, administration, and board chair. The student may be asked to withdraw from the school.

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

## **BEHAVIOR/DISCIPLINE POLICY**

By enrolling at OACS, students and parents/guardians agree to follow all school rules—whether in the handbook, set by staff, or announced throughout the year. These rules apply on and off campus. OACS uses a Biblical, principle-based discipline policy to guide students in making wise choices and taking responsibility. Parent and community partnership is essential to support each child’s spiritual, social, and academic growth.

## **GENERAL GUIDELINES SCHOOL WIDE GOALS**

**Obey and Follow Jesus**

**Always be Responsible**

**Create Community**

**Seek 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                            | Expulsion   |
|                             |   |   | 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 |   |
|                             |   |   | No infractions for 32 consecutive days to erase points |   |
|                             |   |   | No infractions for 40 consecutive days to erase points |   |

## **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 classroom 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  
5-12 Classroom music instruction, Orchestra, Choir  
6-12 Music Festival at Forest Lake Academy  
2-12 Audition choir

## **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.

### **STAR EARLY LITERACY**

OACS students in the VPK program take the Star Early Literacy Assessment.

### **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.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor society OACS Chapter consists of students from Grades 6-8, who maintain a GPA of 3.0. Its purpose is for students to be of service to their school, church, and surrounding communities, through volunteer work.

## **STUDENT COUNCIL**

Student Council which will be formed for students in grades 5-8 is meant to encourage middle school students to take an active role in shaping their environment. It teaches them to collaborate effectively and to consider the perspectives of others through empathy. In addition, organizing social activities enriches the school experience, strengthening the sense of community among students,

## **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**

All field trips must be administratively approved and educational in nature. Parent chaperones are welcome, but siblings may not attend, including those in other grades. School transportation is used for most trips. Any non-school vehicle must be pre-approved through the business office and meet Florida Conference insurance guidelines. See the Office Manager for approval. Students riding in a non-parent vehicle must have written permission from their parent. Students may leave directly from the trip with someone other

than their parent only if written communication is provided to the sponsor. Field trip dismissals follow regular school procedures. Students should wear approved field trip attire, and cell phone/electronics policies remain in effect.

## **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

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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. The Honors Assembly is held each semester.

## **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, non-academic 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 t-shirt and knee length bottoms.

## **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 via EZ School Apps by Thursday of every week. 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.