

2025-2026



Olive Knolls Christian School

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**PARENT** STUDENT  
**HANDBOOK**

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Welcome to the Olive Knolls Christian School family. This is a unique campus that offers an experience that is transformational for every student and every parent who commits to our values and partners with us in good faith.

We believe in the power of God to *build resilient and capable kids of character!* That's what we do here – and we've been getting better at it every year since 1979!

We are always on the look-out for parents who have those same goals and values and are willing to partner with us to achieve it. That's not true of every parent. Is it true of you?

Read carefully the sections The OKCS Mission and our School Covenant. Those pages should communicate clearly if you are one of those rare parents who want to be part of this grand vision. We are not a good fit for everyone. But for those parents who buy into our mission, vision and values: we will help you become the true hero of your child's life journey!

Godspeed,  
Rev, Rusty Rhodes  
Head of School/Principal



Mr. Rhodes

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## **The OKCS Mission Statement**

*We build resilient and capable kids of character!*

### **Resilient**

The culture we live in does not build resilient children. Many young adults cannot leave their parent's nest to become productive, independent, and contributing citizens. Many university students are unable to deal with opposing opinions and need "safe spaces" on their campus in order to survive higher education! But OKCS, in partnership with parents who buy into our philosophy, will build resilient students.

How is this done? There are many things we do, but one important and non-negotiable principle is that we insist our students go through the normal struggles of life and not avoid them! They must push through the hardships of learning. They must face the often-difficult relationship issues and solve those conflicts themselves. They must be strong in the midst of emotional hardships. They must ask the hard life-questions and find the answers. Our students will navigate through their struggles with loving adults around them to guide them through to the other side stronger, resilient, and able to face whatever comes.

### **Capable**

All our students are capable. We must build within them the idea of "I can!"

The parenting in our culture often reinforces a child's idea that they are incapable – and worse: they are taught to live life in fear. There is a parenting style that teaches children a "learned helplessness" and reinforces the idea that they can't possibly succeed, and that there is a logical reason to be anxious and fearful, that something bad will happen if they try!

We want to partner with parents who will join us with messages to their children that build confidence in their ability to overcome. They may need more help, more tools, more instruction, more time – but they are all capable!

*Isaiah 53:6a (NIV)*

*We all, like sheep, have gone astray,  
each of us has turned to our own way;*

*Romans 3:23 (NIV)*

*for all have sinned and fall short of the glory of God.*

*James 1: 2-4 (NIV)*

*Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds, because you know that the testing of your faith produces perseverance. Let perseverance finish its work so that you may be mature and complete, not lacking anything.*

Whereas most children are qualified students of Olive Knolls Christian School, not all potential faculty, staff, or parents are qualified. Most say they want to *build resilient and capable kids of character*, but not every adult wants to pay the required price. It's hard.

It's understood that most students don't want to pay the price – they're children! But we need willing faculty, staff, and parents ready to make hard choices that will result in children who grow into confident adults – adults with meaningful and successful lives.

How do we do that?

First, we recognize that we are all born with a sin nature. Two side effects of that sin nature are laziness and a self-centeredness that obfuscates that truth.

Laziness often manifests itself in an aversion to any kind of pain or struggle that is required for all successful endeavors. Those endeavors could be anything from homework to relationships. By nature, our children want to avoid the pain or struggle needed to be an overcomer.

As mature adults we will guide them through their pain and struggle – not assist them in avoiding them. We will encourage and equip them to solve their own problems (academically, socially, spiritually, and emotionally) and not solve those problems for them. We will not remove those obstacles; we will empower them to overcome them on their own. And we will model that kind of perseverance in our own lives!

Pain and struggle are not the enemy. They are opportunities for your child to grow! Letting your child struggle may be the kindest and most loving thing you could ever do. Capable kids are built when we allow them to go through their pain and struggles within a safe environment.

When we realize that our child's sin nature wants to obfuscate the truth, when we recognize a child's inherent ability to play one parent against another – and one adult against another, we will understand that it is always in the best interests of the child to give a teacher the benefit of the doubt over our child's immature and limited perception and take great care not to empower a child for defiance. Olive Knolls Christian School hires faculty and staff committed to what is best for every child. They can be trusted. That trust is required for a successful partnership between the school and parent. Even though *building resilient and capable kids of character* can be hard, as Fredrick Douglas once said, "It is easier to build strong children than to repair broken men." Let's build strong children!

If you're the kind of parent who wants this for your child, and you're willing to pay the price along with us, you're the kind of parent Olive Knolls Christian School desires to add to our family.

For more in-depth understanding of how to build resilient and capable kids of character, OKCS will provide – for every new family who enrolls – the book [13 Things Mentally Strong Parents Don't Do: Raising Self-Assured Children and Training Their Brains for a Life of Happiness, Meaning and Success.](#)

**Please consider Dr. Amy Morin's book a supplement to this handbook and to The OKCS Mission and School Covenant/Vision.**

## School Covenant

*I covenant to activate my sense of **responsibility**, commit to a **Christ-called character**, seek **truth** with a passion, maximize my **God-given talent**, and pursue a **life-long vision** to transform my world for the glory of God!*

### Responsibility

We build leaders at OKCS by equipping students to take responsibility for their daily lives – but also those objectives God impresses upon their heart. Winston Churchill said that the first step to greatness and leadership is to take responsibility. It's why Christians build hospitals, fight injustice, and beautify our world: they take responsibility.

### Character

The character we want to instill in our students is a Christ-called character. Jesus said to love God and love each other. We often have difficulty with the latter. Our lack of character is often exposed in how we treat others and how we deal with conflict.

How do we manage our emotions and navigate through difficulty for better relationships? We begin with Jesus' Matthew 18 principle that all our children learn: 1) Don't gossip. 2) Speak directly to the person who has offended you. If that doesn't work, 3) Call a witness to help bring clarity, understanding, and reconciliation.

### Truth

Jesus said that everyone on the side of truth listens to him (John 18:37b). It makes sense. Jesus created the universe. The closer we get to Jesus and His truth the closer we get to reality and the natural law He created.

The world we live in is not into reality. It believes there are no consequences for our poor choices, that there are more sexes than male and female, that the nuclear family is irrelevant, that all disparity in society is due to oppression, the legal system should not be blind, and on and on.

While we believe that Jesus is the embodiment of truth, we have no litmus test for faith to enroll at OKCS. We give our children permission not to believe. They are still expected to obey our rules, go to chapel, learn the Bible, pursue excellence, and treat others with kindness, but we encourage them to ask the hard questions and learn how to discern what is true.

### Talent

We believe that every child has been gifted by God – although that gifting may be different from those around them. They should never compare themselves to others. But we want to plant the seed in their hearts that their life has purpose and that they are encouraged to explore their passions and interests to find that thing God wants for them to do and be. That's why we go out of our way to honor those students who pursue excellence and achieve their various awards and ribbons whether associated directly with our school or not!

### Vision

Our graduates may not know what they want to be at the moment they walk the stage and receive their diploma, but the seed has been planted. Many return to our campus to talk about the vision God has given them and how they are pursuing their goals. We want a generation of change-agents *transforming their world for the glory of God!*

## **Expected School-wide Learning Results (E.S.L.R)**

It is the aim and desire of the administration and faculty to develop students who value **O**utreach, **K**nowledge, **C**itizenship and **S**piritual growth

### **O – Outreach to a Hurting World**

- ❖ Develop a love for others.
- ❖ Recognize needs within the school community (and greater community) and find appropriate ways to help.

### **K – Knowledge of Person, Academics, and the World:**

- ❖ Read and write for meaning and understanding
- ❖ Use sound and ethical technological practices
- ❖ Independently apply their learning
- ❖ Think critically
- ❖ Communicate effectively
- ❖ Seek a balance of spiritual, physical, and emotional health

### **C – Citizenship within the Home, School, and Community:**

- ❖ Show patriotism
- ❖ Recognize their role as citizens and the power of their influence
- ❖ Work collaboratively with diverse teams
- ❖ Seek consensus through problem solving
- ❖ Adopt a Matthew 18 approach to conflict

### **S – Spiritual Growth**

- ❖ Have or challenged to have a personal relationship with Jesus.
- ❖ Have overall Bible knowledge
- ❖ Have a personal prayer life.
- ❖ Demonstrate their faith in action, word, witness and deed.

## **Statement of Faith**

- ❖ We believe that the Bible is the inspired Word of God, and as such, it is the moral and spiritual authority of our lives.
- ❖ We believe that God is a Triune Being: Father, Son, and Holy Spirit
- ❖ We believe that God created the world and its inhabitants in six days.
- ❖ We believe that God, having created us male and female, gives clear instructions in the Bible how we are to express our sexuality and that the sexual act is intended to be reserved for one man with one woman in a marriage covenant relationship.
- ❖ We believe that Jesus was born of the Virgin Mary, conceived of the Holy Spirit.
- ❖ We believe that the Lord Jesus Christ died for our sins, according to the scriptures.
- ❖ We believe that all who believe in Him are justified by their faith on the grounds of his shed blood.
- ❖ We believe that the responsibility of the believer is to glorify God by sharing the Gospel of Christ in all the world and to every creature.
- ❖ We believe in being filled with the Holy Spirit after conversion. This experience is both a cleansing of the heart and empowering for Christian service.

## **Accreditation**

In 2022 Olive Knolls Christian School was awarded accreditation with honors from the Association of Christian Schools International (ACSI) and Western Association of Schools & Colleges (WASC).

## **School Insurance**

Our school carries student accident insurance. This policy covers any accident during school hours on the school grounds or while the student is engaged in any school activity. The student's personal health insurance is the primary insurance and the school's insurance is the secondary insurance. If it becomes necessary to utilize the school insurance policy, the injured party is responsible for paying a \$50.00 deductible charged per accident. All accidents must be reported to the school within 24 hours to ensure the necessary paperwork is completed.

### **Hours of Operation**

**Kinder:** Monday – Friday 8:25am to 2:15pm

**1<sup>st</sup> – 3<sup>rd</sup>:** Monday – Friday 8:25am to 2:30pm

**4<sup>th</sup> – 5<sup>th</sup>:** Monday – Friday 8:25am to 3:00pm

**6<sup>th</sup> – 8<sup>th</sup>:** Monday – Friday 8:00am to 3:00pm

**Business Hours: Monday – Friday 7:00am to 6:00pm**



## **Academics**

### **Kinder**

- BJU

### **1<sup>st</sup> – 3<sup>rd</sup>**

- BJU
- Rocket Math
- Read Theory

### **4<sup>th</sup>**

- BJU
- Read Theory
- Rocket Math
- California History

### **5<sup>th</sup>**

- BJU
- Read Theory
- Rocket Math

### **6<sup>th</sup> – 8<sup>th</sup>**

- Positive Action
- BJU
- Spectrum Writing
- Read Theory
- Center for Civic Reaction

### **Academics Cont.**

Olive Knolls Christian School uses a range of both Christian-based and traditional curriculum for K-8<sup>th</sup> grade. In addition, our educational program also includes weekly chapel, music, physical education, library, art, and electives for Middle School.

## **Technology**

Beginning in Kindergarten, and continuing through 5<sup>th</sup> grade, students utilize computers in the class at least once a week where they have controlled access to the internet, sharpen their typing skills, and learn computer proficiency.

### **Music**

Our Kindergarten through the fifth grade enjoy weekly classroom instruction in music. They learn basic music theory and by the fourth grade, learn to play Novo instruments in preparation for the OKCS Wind Ensemble. We have a fourth-fifth grade choir and in fifth grade they have the opportunity to join our OKCS Wind Ensemble (Beginning in 2024).

### **Library**

Kindergarten through 5<sup>th</sup> grade visits the library once a week for 30 minutes. During that time, they listen to a story, check out books, or do research for projects and reports. Twice a year, the library hosts the Scholastic book fair which is open to all students and their families.

### **Chapel**

Chapel services are held on a weekly basis in order to give students and teachers the opportunity to worship the Lord together. Worship is an important part of the Christian life, and each student is encouraged to approach the chapel services with an attitude of reverence and openness. Student of the Month is presented during chapel each month.

### **Educational Support Services**

Olive Knolls Christian School offers intervention for students needing additional support in reading or math. Our teachers work closely with our intervention specialist to provide students with the best academic support. Please make administration aware of your student's needs at time of enrollment.

### **Physical Education**

Students participate in physical education classes at least twice per week where they are introduced to and practice necessary skills and techniques for a variety of physical activities, sports and team play. The course includes Presidential Fitness testing. Any health restrictions preventing students from participation should be submitted in writing directly to the PE teacher. Please refer to the dress code for proper PE attire.

## **Middle School Electives**

*Yearbook:* This elective gives students an opportunity to learn about photography, editing, and designing yearbook pages. Students work as a team to create a yearbook that highlights student activities throughout the year.

*Robotics:* OK Robotics is an exciting opportunity for students to enter the world of engineering. Through our VEX Robotics competitions and our innovative classroom curriculum, students are immersed in the mechanics, electronics, planning, and designing of a unique robot. The focus is not only on robotics, but teamwork, leadership, interview skills, and written communication.

*Worship Team:* Students work as a team to provide music during chapel and other school events. Participants learn about instruments, how to become better musicians, and how to use their God-given talents.

*Broadcasting:* Broadcasting class is a student driven social media reporting class. We make student reports on all things OKCS from sports to activities to events at OKCS. Must be willing to be on camera. This class requires responsibilities outside normal class at times.

*Art:* Whether your children are natural artists, or just want to test out their artistic abilities, this class is for everyone. This elective is a great opportunity to work with many different types of artistic media.

*Creative Writing:* Creative writing allows students to express their ideas and stories through their written work. Whether it's writing scripts for Movie Academy or making and publishing their own children's book or crafting short stories, students will enjoy using written language to express themselves and will experience their work being recognized through published products or motion picture productions.

*Newspaper:* Newspaper challenges students to find the stories happening on campus and report about them in OKCS's newspaper, "The Eagle Post". They will learn how to formulate interview questions and go out and interview any subjects connected to the stories. They will exercise their writing skills to create the best stories to capture their audience's attention. Each month they see their hard work pay off with tangible copies of their project available to every student and staff member on campus.

*Production and Tech:* In this class students develop skills and knowledge in the creative arts, such as concert lighting, live sound, and visual media. Students will learn how to connect; program and trouble shoot production network systems. This class is hands on and closely collaborates with Broadcasting and Worship Arts to create a dynamic experience in our chapels. The goal is for these students to walk away with working practical knowledge that helps them serve in their local churches and/or performing arts centers proficiently.

Life Skills: The OKCS Life Skills class is designed to help young people develop their abilities and motivation to use information. It allows students to explore various interests, as well as refine important skills that will benefit them throughout their lives, including cooking skills, learning about kitchen safety, fire safety, foodborne illnesses, and how to prepare healthy meals. The class also has a focus on fitness and nutrition, gardening and home-grown foods, communication and healthy relationships, basic car maintenance and a section on finance. The finance section teaches students about banking basics, savings, credit and compound interest, smart shopping and godly financial responsibility.

Movie Academy: Students learn about camera operating, sound equipment and editing. They also learn how to run and be on an actual set. We spend the last few months of the school year creating an actual movie that is entered into the Christian Youth Film Festival. You will learn all aspects of film and production. From the writing of the script, to casting, to prop and set design and all the way to the final cut.

\*\*There may be additional fees for the participation in the above Middle School Electives\*\*

\*\*Other electives might be added or removed depending on staffing\*\*

## **Class size**

We make it our goal to maximize the learning experience by providing a smaller student–teacher ratio that is most effective for a productive and healthy learning environment.

(K – 2<sup>nd</sup> Grade 20 Students)

(3<sup>rd</sup> – 8<sup>th</sup> Grade 24 Students)

\*\* Please be aware that in rare situations the class size may increase\*\*

## **Student Placement**

The decisions on class assignments will be carefully examined and the determination based on the best interest of your child. We put a lot of prayer into the placement of our students and trust the Holy Spirit will direct us. All decisions are based on sound educational practices and procedures and those decisions will be final.

## **Supplies**

We have found that personal responsibility and good character qualities are encouraged when a student is in charge of their own school supplies. Each teacher will provide a list of needed supplies to parents prior to the start of school.

## **Field Trips**

Field trips are part of the curriculum, Teachers plan these trips to enrich the academic program at Olive Knolls Christian School. Parent support is essential for their success. Signed permission slips are required for all field trips. Volunteer drivers must have on file with the school office a copy of their current driver's license, insurance and registration. If you would like to volunteer to drive for field trips, please register with the school office. The following field trips have taken place in past years:

**Kindergarten:** Pumpkin patch

**1<sup>st</sup>:** Banducci's pumpkin patch, CALM, Fire Department

**2<sup>nd</sup>:** Murray Family Farms, Pioneer Village, Dewars

**3<sup>rd</sup>:** Windwolves Preserve, BC Planetarium

**4<sup>th</sup>:** California Mission

**5<sup>th</sup>:** Reagan Library, Science Museum

\*\*Field trips are chosen at teacher discretion, with the approval of the administrator, and are subject to change every year. \*\*

## **ACSI Student Activities**

We participate in several student activities hosted by ACSI schools and we host the District Spelling Bee and District Art Festival. We encourage students to participate in classroom, school events, and ACSI Student activities. We participate in the following:

- ❖ District Spelling Bee 1<sup>st</sup> – 8<sup>th</sup>
- ❖ Math Olympics 3<sup>rd</sup> – 8<sup>th</sup>
- ❖ Elementary Speech Meet 1<sup>st</sup> – 5<sup>th</sup>
- ❖ Middle School Speech Meet 6<sup>th</sup> – 8<sup>th</sup>
- ❖ Creative Writing Festival
- ❖ Art Festival K – 8<sup>th</sup>

### **Additional Student Activities**

- ❖ Hume Lake Nature Camp (5<sup>th</sup> and 6<sup>th</sup> Grade students)
- ❖ Washington DC trip – every other year (7<sup>th</sup> and 8<sup>th</sup> Grade students)
- ❖ 8<sup>th</sup> Grade retreat (Graduating 8<sup>th</sup> Grade students)

### **Friday Flag**

Friday Flag occurs every Friday after the 8:25 bell rings. All classes take turns leading the flag, Bible salutes, reciting the school covenant and prayer. Parents are always welcome. We also celebrate birthdays for the week and any accomplishments that students of staff have. If your student has any awards that need to be celebrated, please let Mr. Rhodes know.

**\*Please check in through the office for Friday Flag for the safety of our students\***

### **Field Days**

Field Day is organized by the Student Government and is ran by faculty and staff. Twice a year, teams composed of students from K to 8<sup>th</sup> grade come together and play games. Sportsmanship, teamwork, leadership, and humility are the qualities that are encouraged and emphasized by our staff. The purpose of Field Day is to build community that spans across all grade levels.

### **Birthdays**

Your child may celebrate his/her birthday at school if prior arrangements have been made with your child's teacher as to the date and time. Please be aware of any food allergies in your child's class.

### **Sports Leagues**

Olive Knolls Christian School is part of the Christian School League and offers Football, Volleyball, Basketball, Golf, and Cheerleading for grades 5<sup>th</sup> – 8<sup>th</sup>. Sign-ups are done online and a link is emailed out when they open. Please call the school office if you have any questions about our sports program.

### **Parent/Teacher Fellowship**

Olive Knolls Christian School has an active and supportive Parent and Teacher Fellowship. The PTF meets on a monthly basis to discuss needs of the school and how best to allocate the fundraising proceeds received from our fundraisers. Active participation is requested so all parents have input.

**\*Please check online for meeting dates\***

### **Fundraisers**

OKCS participates in general school-wide fundraisers each year. Please keep an eye out for information being sent home throughout the year.

## **Registration**

*Please note: Parents are only obligated to pay ONE registration fee per student per calendar year. If a registration fee has been paid in the fall as part of tuition costs, a second registration fee for daycare or summer daycare is not required and will be due again the next fall.*

Elementary/Middle School Registration is non-refundable and payable annually for each child. The registration fee includes the annual OKCS yearbook and class field trips, with the exception of the 5<sup>th</sup>/6<sup>th</sup> grade Hume Lake trip and 7<sup>th</sup>/8<sup>th</sup> grade Washington DC trip. OKCS yearbooks will be distributed at the end of the school year to every student who is enrolled at the time of distribution. Please see fee schedule for current registration fees.

## **Curriculum Fee**

A curriculum fee is due annually and is nonrefundable. It is \$250 for kindergarten and \$450 for 1<sup>st</sup> – 8<sup>th</sup> for the year per student and covers all books and subscriptions used throughout the year.

## **Enrollment Requirements**

1. Olive Knolls Christian School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students.
2. Applicant's parents or guardians must agree, in writing, to the OKCS Statement of Faith, Mission Statement, and School covenant understanding that they are the basis for all school curriculum and operations.
3. Applicant's parents or guardians must agree, in writing, to support school policies and procedures.
4. Applicants who have been expelled or have behavioral problems at a previous school will not be considered for admission unless approved by an administrator and discipline committee.
5. Applicants whose special education needs cannot be adequately met in OKCS's current program and facilities will not be considered for admission.
6. A six-week probationary period will be in effect to assure positive adjustment of applicant to OKCS's program.
7. The administrator must approve any exceptions to the above.
8. A child must be five (5) years old before September 1<sup>st</sup> in order to apply for enrollment in kindergarten.
9. All Elementary and Middle School applicants must be self-sufficient regarding communicating, toileting, feeding, and dressing.
10. Receipt of application by OKCS does not automatically ensure that a student has been admitted to OKCS. A student is not officially registered until he/she has completed the initial interview with Mr. Rhodes.

## Payment Policy

- ❖ We use FACTS as our tuition management system.
- ❖ All payments are due and payable through FACTS on the 5<sup>th</sup> or the 20<sup>th</sup> day of the month.
- ❖ Any account 30 days delinquent will be flagged. If your account is flagged, you will receive notice making you aware that you are past due.
- ❖ If payment has not been received within 45 days or payment arrangements made with the accounting office, your child will not be allowed to return to school until the balance is paid or satisfactory payment arrangements have been made with the accounting office.
- ❖ Any account 90 days delinquent will be turned over to a collection agency.
- ❖ We understand that even the best plans for financial stability can suffer setbacks and disruption. Therefore, in a case when the parent/guardian finds him/herself struggling financially, the first and most important step is to contact the accounting office. We are willing to help, but it begins with understanding your needs and setting up a plan to stay current and pay off past due amounts before they become unmanageable.

In all financial matters, communication is the key! \*Please contact the office in regards to tuition.

## Notice of Withdrawal

You must submit a 30-day notice, in writing, to withdraw your child from school. You will continue to be responsible for tuition payments until the 30-day notice is complete. **Penalty for early withdrawal:** If you have chosen the 10-month or 11-month payment plan and you withdraw your student, for any reason, prior to the end of the school year, your account will be prorated based on the regular annual tuition rate and you will forfeit the discounted tuition pricing.

## Discounts

- All applicants for discounts must be submitted annually
- 5% discount is offered if paid in full before student's start date.
- Qualifying discounts may be applied to tuition expenses only. Discounts do not apply to any other school related fees including, but not limited to, lunches, book registration fees, or other school activities.
- Combining discounts cannot exceed 20% per family in total.

## Multiple Child Discount

Families having two or more children at OKCS pay full tuition for the child with the highest rate, and receive a discount for each additional child. Multiple child discounts are as follows; second child receives 10% off tuition, third child receives 15% off tuition, fourth, and subsequent children receive 20% off tuition. Families may utilize the various discounts offered, up to a maximum of 20% off of the TOTAL family tuition.

## Member Discount

Members of the Olive Knolls Church of The Nazarene, in good standing by regular attendance and active participation, may receive a 10% discount. All discounts combined cannot exceed 20% off of TOTAL family tuition. This must be approved by the Church Business Manager.



## **Tuition Assistance**

OKCS does set aside a portion of our budget for consideration of tuition for Elementary and Middle School based on financial need. It is anticipated that families receiving assistance will be involved in the school, seeking opportunities for service, and participate in school fundraisers to help offset the finances awarded with the Tuition assistance. There is an application process required for tuition assistance that needs to be completed by June 15<sup>th</sup>.

\*Please keep arrangement confidential\* (breach of confidentiality could result in loss of tuition assistance).

## **Lunch Program**

- ❖ A monthly menu is posted in the school office and is available upon request. You may also view and print the lunch menu each month it is posted on the OKCS website.
- ❖ Lunches are billed at the end of the month.
- ❖ Your student also has the option of bringing his/her lunch from home.
- ❖ Our lunch program goes all year long including during summer daycare.

### **Prices for Lunch:**

K – 4<sup>th</sup> includes milk \$4.75

5<sup>th</sup> – 8<sup>th</sup> includes milk \$5.00

## **Daycare**

Olive Knolls Christian School provides daycare for its students as well as nonstudents. Opportunities are provided for supervised homework, creative arts, games, and free play. We accept kids going into K – 6<sup>th</sup> grade or 12 years of age. A registration fee of \$50 is due upon enrollment for non-OKCS students ONLY. Non-OKCS students who wish to enroll in multiple daycare programs throughout the year will only be required to pay one registration fee per calendar year.

### **Extended Daycare**

In the mornings, from 7:00am – 8:00am for Elementary (K – 5<sup>th</sup>). Billing for the morning stops at 8:00.

In the afternoon, daycare fees are assessed every 15 minutes after school gets out and is available until 6:00pm.

Please check the school calendar for the school closure dates and minimum days that daycare will still be open. Daycare rates on school closures is \$65 a day. A full day is considered between the hours of 7:00am and 6:00pm.

Children participating in both daycare and summer daycare in the same school year are only required to pay on registration fee per child annually.

- ❖ Full time hours are considered to be anytime between 7:00am and 6:00pm
- ❖ Late pick up after 6:00pm - \$2.00 per minute late fee charged for each minute past scheduled pickup time.
- ❖ Schedule changes must be submitted in writing by using a “Status Change” form and will only be applicable on the 1<sup>st</sup> of each month.
- ❖ We accept children entering 1<sup>st</sup> grade and up to their 13<sup>th</sup> birthday.
- ❖ Please contact the school office for inquiries regarding tuition.

## **Daycare Procedures**

Parents/Guardians must sign their children in and out daily. Curbside service is not provided. You must park and escort your children to and from the playground each day. Students not signed out will be charged the full day.

## **Medical Requirements/Physical Examination**

Upon enrollment The Department of Social Services requires a physical examination by a physician. This also requires a TB test (or waiver) and current immunizations.

## **Oral Assessment**

An oral assessment by a licensed dentist is required for enrollment.

## **Immunizations**

It is required that you bring your "Yellow California Immunization Record," a doctor's immunization, or another official immunization record to verify immunizations. As your child receives more immunizations, please inform the office so your child's records will be current. Immunizations must be current at time of enrollment as determined and set forth in the Health and Safety Code Sections 120325-120380 and California Administrative Code, Title 17, Sections 6000-6075. You can receive a copy of this guide by asking for it at the school office.

## **Medical Administration**

The school office is not equipped to administer medication unless assisting in the aid of an emergency event or is necessary for a life-saving effort. If your child is in need of medication during school hours you must make arrangements to come to the school and administer the medication. Medications for emergency or chronic medical issues (i.e., asthma inhalers, epi-pens) may be left at the school under the following conditions:

1. Medications, either prescriptions or non-prescription, may not be administered without a "Medical Release Form".
2. Prescription medicine must be in the original container with a label indicating the child's name and dosage.
3. Medication will be held in the front office and be recorded each time it is dispensed.

## Sick Policy

- ❖ If a child has a fever or any other symptoms of illness, he/she should not be sent to school, as it will then be necessary to call parents and the student will have to be picked up immediately.
- ❖ A child needs to be 24 hours symptom free with out medications be returning to school.
- ❖ If you take your child to the doctor and he says he/she is not contagious, your child may return to school with a doctor's note.
- ❖ If your child has diarrhea through the evening, please keep him/her home for 24 hours to make sure he/she is free of infection.
- ❖ Any yellowish or green nasal discharge is usually a sign of illness. We will bring this to your attention if it seems to affect your child's well-being at school.
- ❖ If your child vomits through the evening, please keep him/her home 24 hours.
- ❖ If your child vomits while at school, you will be called to pick him/her up.
- ❖ Immediately upon recovery from measles, mumps, pneumonia, whooping cough, chicken pox, pinworms, scabies, ringworm, impetigo, hand foot mouth, and pink eye, a child must have written consent from either a physician or the health department.
- ❖ Parents/guardians should pick up their student within 30 minutes of notification of illness or injury. We are unable to allow students to stay in the office for an extended period of time due to the Department of Social Services regulations.

## Attendance

Regular school attendance is required by law and necessary for good scholarship. Reasons for excused absences are as follows: illness, medical/dental appointments, or death in the family. In order to avoid classroom disruption, please schedule doctor appointments before/after school. Please do everything necessary to be sure your student is dropped off 15 minutes before the start times and picked up 15 minutes after their dismissal time.

Elementary (K – 5<sup>th</sup>) Start – 8:25am  
Middle School (6<sup>th</sup> – 8<sup>th</sup>) Start – 8:00am  
Kinder dismissal – 2:15pm  
1<sup>st</sup> – 3<sup>rd</sup> Dismissal – 2:30pm  
4<sup>th</sup> – 8<sup>th</sup> Dismissal – 3:00pm

## Absence & Tardy Policy

Please call the office 661-393-3566 between 7:30-8:30am on the morning of your student's absence or tardy. Students who arrive after their start times must report to the office to obtain a tardy slip.

OKCS does not observe fog delays. School will begin at the usual time. Please use your judgment when it is a safe time to bring students to school. Tardies will be excused due to fog.

Tardies – The majority of OKCS students are dependent on a parent getting them to school on time. We ask parents to make every effort to get their child to school no later than 7:45am for middle school and 8:15am for elementary so your student can be prepared to start class promptly when the bell rings. Please take into consideration the disruption that is caused in the classroom by students who are continually tardy.

**More than three tardies per week will result in disciplinary action.**

## **Homework Policy**

Homework is a necessary part of your student's education and an opportunity for daily contact between home and school. It is the joint responsibility of teachers, students, and parents to see that homework is completed on time. Each teacher will assign an acceptable quantity of homework and will outline his/her standards in writing during the first two weeks of school.

Reasons for homework:

- To demonstrate mastery over content learned in class
- Communicate scope and sequence of learning and comprehension
- To build student responsibility

The administration and staff believe in the importance of homework and will take the necessary steps to assist parents and students in the implementation of the homework policy. Parent's willingness to communicate with the student and the school is essential.

### **Awards & Recognition**

1. Praise (verbal recognition by teacher and or school staff that is immediate and specific)
2. Recognition in front of peers (teacher or staff praises student in the presence of his/her peers)
3. Recognition to parents (phone call and or message from teacher or staff)
4. Students who demonstrate appropriate behavior will be included in all student body activities such as field trips, field days, assemblies or programs.
5. Teachers have reward/behavior incentives in their classroom.

### **Student of the Month**

Our teachers take great pleasure in acknowledging students who show their sense of responsibility, commit to a Christ-called character, seek truth with a passion, maximize their God-given talents and pursue a lifelong vision. They do this by choosing a student every month who portrays these traits to honor during chapel.

### **End of Year Awards Assembly**

We will honor Perfect Attendance which is defined having no absences or tardies. Honor Roll which is awarded by GPA in levels. There is A Honor Roll, A/B Honor Roll and Principal's List, along with other awards.

### **Uniform Dress Code**

School uniforms are **mandatory**. It is our desire to follow Biblical principles of modesty and exercise good taste in our dress code. Uniforms provide neatness, remove "label competition," and provide an improved self-image. Fridays are non-uniform days. The school will require a student to change or turn their shirt inside out if the writing or graphic is considered inappropriate.

**Parents are also expected to dress modestly while on campus.**

### OKCS DRESS CODE

<b>Outerwear</b>	Sweaters, sweatshirts – Solid navy, red (no burgundy), or white. Jackets, Winter coats – can be any color/pattern without oversized characters, logos, or teams. OKCS approved merchandise is acceptable.
<b>Shoes</b>	Soles on tennis shoes must be white or non-marking black. Heels no higher than a half inch. Closed toes and heels are required even during warmer months. (Backstraps required) No Heelys (shoes with wheels in the soles). We trust the parent to make a decision on shoes being non distracting or inappropriate.
<b>Tops</b>	Solid-colored button up or polo shirts in navy, red, or white. T-shirts with the OKCS logo. No spaghetti straps. Boys No muscle tank tops. *All shirts should have no more than two buttons open at the neck.
<b>Bottoms</b>	Uniform pants and shorts must be solid navy or khaki. All bottoms must be worn at the waist – no low riders, cargo pants, or oversized garments. All shorts, including for P.E., must be no shorter than <u>5" inseam</u> . Skirts, jumpers, and skorts in navy, khaki, or navy/red plaid must be no shorter than 4 inches above the knee. Leggings must not be worn as a substitute for pants or skirt. No torn, ripped, or faux ripped/torn jeans may be worn. No yoga pants, sweat pants or joggers, warmups, or the like. Leggings and jeggings must not be worn as a substitute for pants or skirt. Girls: must wear dark colored shorts under skirts and jumpers.
<b>Hair</b>	Must be clean and well-groomed. May not be dyed any unnatural color or extreme style. Boys must have their hair neat, tasteful, out of their eyes and not touching shirt collar. Bangs must not hang over the eyebrows. Hair accessories must be tasteful (No excessive feathers, beads, colored extensions, etc.)
<b>Makeup</b>	5 <sup>th</sup> and Middle School ONLY: light makeup with clear or tinted lip color, no heavy eyeliner. No makeup for K – 4 <sup>th</sup> grades or any age boys.
<b>Jewelry</b>	Rings, necklaces, and bracelets must be appropriate to the Christian walk. No heavy chains or logo jewelry allowed. No spikes. No facial or body piercings. Ear studs and modest earrings for girls only.
	No henna tattoos or actual tattoos of any kind. No drawing on hands or legs. No fake nails and boys may not wear nail polish.
<b>Hats/beanies</b>	May be worn out on the playground only.

\*All of the above has to be observed for Free Dress Days with exception of Red, White, Khaki and Navy\*

\*Final say defers to administration\*

## **PE Attire**

On PE days, ALL students must wear tennis shoes with white or non-marking soles. No UGGs, boots, or sandals allowed even on non-uniform days. Middle School (6<sup>th</sup> – 8<sup>th</sup>) must wear OKCS official PE attire.

## **Policies and Procedures social media**

We live in a social media culture that is very powerful and can be used for good. We've also seen it used for evil. The Apostle Paul instructs that no unwholesome talk come out of our mouths (Ephesians 4:29). We believe that this also applies to social media. It is the policy of Olive Knolls Christian School that criticism of a student, a teacher, a parent, or the school in general, never be placed online whether on Facebook, snapchat, twitter, group texts or any other social media platform. Any conflict with a member of the OKCS family should be worked out in person utilizing the principles of Matthew 18. Any faculty, staff, parent, or student who violates this policy may have their relationship with our school terminated.

## **Money at School**

We discourage students from bringing money to school unless for a specific purpose. Infrequently money for a book order, school pictures, lunches, or school-sponsored events may accompany the student and should be turned into the school office or teacher upon arrival. Students will often bring money for snack shack. Please do not send more money with your child than he/she will need.

## **Personal Property**

Parents and children must understand that the school is not responsible for any personal property brought on campus. This means personal property is the students' responsibility. They bring property on campus at their own risk. The exception would be a show and tell or similar activity that would require the possession of personal property in the classroom. These are rare and limited activities, and does not absolve the student of their responsibility. The school will not be held accountable for lost, stolen, or broken personal property.

## **Electronics**

No electronic toys or music devices are allowed at any time, including smart watches. Basic analog/digital watches are allowed. Cell phones are allowed for the purpose of contacting parents after school. Cell phones must be powered off during school hours. Any cell phones used during school hours will be confiscated and must be picked up in the office by a parent/guardian. If parents need to contact their child during school hours they need to call the school office: 661-393-3566. Middle Schoolers must power off cell phones and place them in cell phone holders in class.

## **Parent Teacher Conferences**

A parent and teacher conference is arranged periodically for all the Elementary and Middle School classes. This gives the teacher an opportunity of sharing the class work, progress of each child, and upcoming events. It also allows the parents to see their child's work. It is essential that parents attend these meetings. Any parent who so desires will be given an opportunity to schedule an appointment with the teacher as needed during the school year.

## **Students Leaving Campus**

Students are required to remain on campus during school hours, including lunch periods, unless special permission has been obtained from the office. Parents must come into the office to check students in/out when leaving campus for any reason. We discourage students or groups of students leaving campus during school hours. Students will only be released to persons authorized on the pick-up list. If an emergency arises, please contact the school office with the necessary details of the person taking your child from the school campus. Parents/guardians must check in at the office before taking students off campus during school hours.

## **Emergency Contact Information**

All emergency contact information should remain current for your student. When that information changes, it is the sole responsibility of the parents/guardian to update that information. When your information needs to be updated, fill out a "Status Change Form" that will be provided for you upon request. It is necessary that at the beginning of each school year this information is updated.

## **Visitors to the Campus**

Parents are always welcome! When you would like to visit or volunteer in the classroom please notify the teacher of your plans in advance. When you arrive on campus, check into the front office to receive your "visitor's" pass to be worn during your entire time on campus. (The office may check with the teacher to verify all parent involvement in the class. Teaching time is not to be interrupted.) When visiting, please keep in mind that you are an observer. Teachers and yard aides remain in authority. Conferences are not to take place during class observations or volunteer time. If you would like to conference with your teacher, please make an appointment.

## **Parking Lot Rules**

- ❖ NEVER LEAVE A CHILD ALONE IN THE CAR. This is against the law; if it is reported you could go to jail.
- ❖ The parking lot on Lucille is where the main school office is located, please be sure to follow the entrance and exit rules. The entrances are on either END of the parking lot. The center is the EXIT.
- ❖ Middle school for drop off and pickup only enter north end or parking lot located on Fruitvale
- ❖ Grades (4<sup>th</sup> – 5<sup>th</sup>) Pick up only is located in the Fruitvale parking lot.
- ❖ Please park in a parking place when bringing your child to school or picking them up if you will be staying for any length of time.
- ❖ You may use the yellow curb for quick pick-up or drop-off. You may not park for an extended time and at no time block the parking spaces.
- ❖ Please drive very slowly in the parking lot area and watch carefully when backing out.
- ❖ Smoking is not allowed in the parking lot or anywhere on campus. This is a state law.
- ❖ Gates facing the parking lot are not to be used as an entrance for dropping off children.
- ❖ Students K – 5<sup>th</sup> must enter through the front office, Middle school must entreat their campus before 8am, otherwise enter through front office.

## Student Expectations

To insure a safe and positive environment, students are expected to understand and follow school rules and policies. We expect students to behave in an orderly and respectful manner, maintaining a Christ-like character. In doing so, students are to adhere to the following rules and policies. Please review them carefully.

- ❖ Students will follow all classroom rules outlined by their teacher.
- ❖ Students will do their best in keeping our campus clean and well-kept by picking up after themselves.
- ❖ Students will adhere to the dress code on campus during school hours.
- ❖ Students will maintain Christ-like behavior on campus and off campus, during field trips, sporting events or any other related school event. ‘
- ❖ Students will be respectful of themselves, their peers, and staff at all times.
- ❖ Students will refrain from chewing gum on campus.
- ❖ Students will refrain from eating in class unless permitted to do so by their teacher.
- ❖ Students will refrain from using *personal* electronic devices in the classroom or on campus at any time. This includes cell phones, smart watches, iPods, iPads, and tablets. Use of these devices will result in confiscation and will only be returned to a parent.
- ❖ Students will refrain from cheating or plagiarizing.
- ❖ Students will refrain from being in unauthorized areas unless accompanied by an adult or with a pass/note from a staff member.
- ❖ Students will refrain from damaging or defacing any school property. Doing so may result in financial ramifications.
- ❖ Students will refrain from showing inappropriate displays of affection.
- ❖ Students will refrain from showing any signs of aggression towards another student. (i.e. punching, slapping, pushing, shoving)
- ❖ Students will refrain from the use of inappropriate language at all times.

## Playground Rules

Adult teachers and aides supervise our playground at all times when children are at play.

1. Do not stand on or walk up the slide backwards.
2. Do not throw rocks, dirt, or playground chips, etc.
3. Children need to swing forward and backward on swings on their bottoms. Children may not twist in the swings or swing side to side.
4. Restrooms are not to play in. They are not to be used as a “safe” place for tag games.
5. Stay out of classrooms during recesses unless you have the teacher’s permission to go in.
6. You must have permission before going into the office area.
7. Do not sit on the picnic tables
8. Fighting or rough play will not be tolerated.
9. Snacks should be eaten in the provided eating area only.

If you choose to disobey a rule, an appropriate consequence will be given.



## **Graduation Requirements**

Every student is required to complete the following guidelines in order to be a part of the graduation ceremonies. The requirements are as follows:

1. Each student must pass the US Constitution Test.
2. Each student must have a cumulative (four quarters) GPA of at least 2.0.
3. All library books and/or text books are to be returned to OKCS.
4. All accounts are to be paid prior to graduation.

The principal may withdraw the privilege of participating in end-of-year activities related to graduation and promotion from any student for one or more of the following reasons:

1. Excessive absences (22 days or more unless the student is under the care of a doctor). This will be at the discretion of the school administrator/school board.
2. Disciplinary reasons. If through administrative procedure of disciplinary rules, the principal determines a student has not earned the right to take part.

## **Discipline Policies and Procedures**

The ultimate goal at Olive Knolls Christian School is to follow the Biblical mandate, "Let everything be done decently and in order." (1 Corinthians 14:40). We are dedicated to establishing a spiritual climate where students make strong decisions to stand for Jesus Christ. We view our discipline procedures in a positive and restorative manner. It is important that parents work conjunctively with teachers and staff to carry out these policies.

Any parent who chooses to enroll their child at Olive Knolls Christian School must agree to our discipline policy, as it will be applied consistently and fairly by our teachers and staff. As part of our admissions process, parents are required to sign the Enrollment Contract. By signing this form, you agree to carry out these policies and support our best efforts to hold students accountable.

Each student is responsible for his or her own actions to contribute to a positive learning environment. Students who exude this type of Christ-like character will be acknowledged throughout the year. This may be demonstrated in one of the following ways:

- ❖ Recognition by teacher that is immediate and specific.
- ❖ Recognition and/or rewards in front of peers by teacher/administration during class or chapel.
- ❖ Recognition in the form of a phone call, note or email to parents.

Since the early 1960s, God has been pushed out of our government-run schools. This is the root cause of the discipline issues we now find prevalent in those institutions. There are well-meaning administrators and faculty present on those campuses – many follow Jesus – but they are limited by the government in their approach to build students with a strong moral character.

Public schools can only deal with symptoms. In private Christian education, we deal with causes. Through the power of Christ, we can deal with the inherent sin nature found in all of us. Our goal is not merely to change behavior – but to transform hearts!

When we deal with a misbehaving student it may look similar to discipline you've seen in other schools. But when we invite God's wisdom into those situations, and turn our hearts toward Jesus, it becomes discipleship.

### **Network Administration Policy**

Computers are used to support learning and to enhance instruction. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner.

*“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy think about such things.” (Philippians 4:8)*

Failure to adhere to the policy and the guidelines below will result in the revocation of the user's access privilege by the network administrator. Unacceptable uses of the computer include:

1. Violating the conditions of the Education Code dealing with student's rights to privacy.
2. Using profanity, obscenity, or other language that may be offensive to another user.
3. Reposting, (forwarding) personal communication without the author's prior consent.
4. Copying commercial software in violation of copyright law.
5. Using the network for financial gain, for commercial activity, or for any illegal activity.
6. No un-Godly or inappropriate material is to be downloaded. The definition of appropriateness is left the discretion of the network administrator.

### **Computer and Internet Acceptable Use Policy**

1. It is a privilege to use the Internet
2. The internet is free to all users.
3. A responsible user may have use of the internet as long as he/she is a student of OKCS.
4. The internet may be used to research assigned classroom projects or to explore other computer systems.
5. The internet may not be used for any illegal purpose, impolite, or abusive language or to violate the rules of common sense and etiquette or to change any computer files that do not belong to the user or to send or get copyrighted materials without permission.
6. Internet shouldn't be used for unapproved websites.

System operators will have access to all user accounts. If any person does not follow the rules above, use of the network will be cancelled. There will be no second chances. If the user is not sure how to do something on the computer, the student should ask a teacher or the system administrator.

**Because access to the internet provides connections to other computer systems located all over the world, users and parents of users, must understand that the school does not control the content of the information available on these other systems. Some of the information available is controversial and sometimes offensive. The school does not condone the use of such materials. School employees, students, and parents of the students must be aware that access to the internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school.**