

ELEMENTARY SPECIFIC INFORMATION

SCHOOL HOURS

8:10 A.M. – 3:00 P.M.

DROP OFF

1. Students should not be dropped off until 7:45 A.M.
2. Please do not park in the drop-off lane.
3. Students are to wait outside classroom door until 8:05.
4. On stormy or severely cold mornings, students may enter their classroom when they arrive.
5. Tardy bell rings at 8:10.

PICK UP

3:00 Dismissal

3:20 Any student not picked up by 3:20 must return to classroom for Study Hall.

3:30 Any student not picked up by 3:30 will report to Late Stay in School Library.
Late Stay Fee - \$5.00 per half hour.

* Be sure a “Student Pick Up Authorization” Form is completed on your child.

Dress Code – refer to pages 12-15 of this manual.

CURRICULUM INFORMATION

Handwriting Skills: Good posture, pencil hold, paper positioning, correct letter formation, spacing and neatness using 3/8 inch writing lines; learning alternate styles of capital letters; good handwriting is encouraged at all levels.

Music: Students are taught concepts, skills, and music appreciation as well as the joy of singing, posture and breathing, vocal tone quality, singing canons, rounds, and descants. Lower elementary students begin reading symbols, eighth notes, quarter notes, ties, staves, first and second endings and standard notation. Grades 4-6 learn “head” voice vs. “chest” voice: two-and-three-part songs, chord symbols, key signatures, rehearsal letters, measure repeat signs.

Heritage Studies: History: Patriotism, the United States government, Constitutional Amendments, Western Hemisphere, and Eastern Hemisphere nations. Also stressed is the influence of Christians, the Church, Christian missions and world missions. Geography: Map and globe skills, map symbols.

Science: Includes history of earth, solar system, history of man, stars, space, exploration, living things the human body, light, sound, electricity, thermal and nuclear energy, matter, measuring length, mass and weight, length, area, volume, atoms, molecules and chemistry.

Language/Reading: Stresses phonetic sounds, emphasizes comprehension, listening, silent and oral reading and reading groups. Students enjoy folk tales, songs, stories, poems and teacher reading to class. Critical reading, vocabulary building, word and structural analysis skills, skimming, scanning, literature appreciation, pantomime, skits, choral reading, and drama are also taught. Writing experiences include: descriptive paragraphs, a poem, a fable, book reports, journals, letters, and taking notes. Use of reference tools and study skills are stressed. School and in-class libraries are available.

Math:

Numeration: Recognizing and writing 1 – 1,000,000,000,000, Roman numerals, Egyptian numerals, ordinals, use of number line, place value.

Addition: 100 basic facts, column addition, money, order, grouping, word problems, missing minuend, etc.

Subtraction: 100 basic facts, missing addend, digit subtrahend and minuend, unknown part, six digit subtrahend and mental math.

Multiplication: 100 basic facts, multiplication/addition principle.

Division: 90 basic facts, measurement, partitive, word problems.

Fractions: rename into higher and lower terms, ratio, percent, add, subtract, multiply, divide mixed numbers.

Decimals: read and write tenths and hundredths, round to the nearest tenth, hundredths, thousandths, add, subtract, multiply and divide.

Algebra Readiness; Geometry; Estimation; Measurement; Problem Solving; Statistics and Graphs; Calculators; Computer.

Textbooks

1. King James Version of the Bible is required for all classes.
Provided as part of the supply fee.
2. Textbooks must be kept covered, except workbooks.
Do not use adhesive book covers.
3. Lost books must be paid for at new price.
4. A student who fails to bring books to school each day is unprepared for class. The first offense will be excused. Repeated offenses will be recorded.

Excellency in Academic Standards

In order to achieve a high standard of academic excellence, students take part in the

following activities, projects, and experiences as part of the academic programs.

Reading Enrichment

Reading Buddies – read together twice a month – 5th Grade w/ 1st Grade, 4th Grade w/ 2nd Grade, 3rd Grade w/ Kindergarten

Book Report/Talk – each six weeks 2nd through 5th Grades.

Library/Media Center – the OBCS Library, located across from the school office, has over 5000 books and audio/video tapes. Students visit the library once a week to check out books, utilize reference materials, view subject related videos, etc.

OBCS Book Fair – features the best in Christian/Family reading and is very popular with students and families alike.

Science Fair – Exhibit projects, experiments, etc. in all areas of Physical, Earth, and Life Science.

Animals/Pets Brought to School – must be approved in advance by the teacher and must be in a cage or on a leash. No animals will be allowed which have not had veterinary care.

Classroom Computers – A computer is provided in each classroom for subject related projects.

Community Service

1st - 3rd Grade – Deliver student-made Valentines to area nursing homes/elderly care.

4th - 5th Grade – Christmas caroling to elderly nursing home facilities.

Lend-a-Hand – At Christmas elementary students donate food for the needy.

No class gift exchange.

EXTRA-CURRICULAR ACTIVITIES

Talent Show - Gives our students an opportunity to demonstrate special skills and interests. Example: skits, dramatic readings, singing, instrumental music.

Field Day - Each spring Field Day allows students to learn to work together as a team and have fun as well. Teachers and parents work together to organize and plan Field Day events.

Parent/Teacher Fellowship (PTF) - Fall & Spring Programs featuring drama, recitation, singing, pretending, plays, etc.

Last Class Day Activities ~ “Safari Theme”- Students have a picnic lunch, and play games.

American Theater of Arts for Youth - Optional - (Depends on Play)

DARE Program - This program sponsored by the Lowndes County Sheriff's Department teaches 5th graders the dangers of drugs and alcohol.

	Field Trips	Subject Related Activities
1 st	Music Store Teddy Bear Picnic	Cowboy Day Circus Day
2 nd	Historical Museum/Library	English Tea Party/Pet Day
3 rd	Strawberry Picking/Library	Solar Sensation
4 th	Agrirama	Invention Convention
5 th	South Georgia Medical C.	State Fashion Show and Food Fair

Private Parties/Activities

1. Private parties/activities - To prevent hurt feelings all invitations issued at school must include all boys or all girls or the entire class. OBCS does not endorse all the activities that can take place (swim parties, movies, etc.) We defer decisions regarding private parties to the discretion of the parents.
2. Birthday parties- Contact your child's teacher ahead of time to plan your child's birthday party.
 - a. Students in grades 1-3 will celebrate their birthday during the last 20 minutes of the school day.
 - b. Students in grades 4-5 will celebrate their birthday during their scheduled lunch. If this is not feasible, arrangement made be made for the last 20 minutes of the day.
3. Holiday parties, scheduled for the last hour of the day, follow the Scriptural theme of the holiday. There will be no collection of money for parties and no gift exchanges. There will be no celebration of Halloween.

ABSENTEES/TARDIES

Absentees

1. Must have a written note from the parent to the teacher in order to be excused.
2. If a student is absent more than one day, please pick up make-up work after 3:15 each successive day. Please do not come during class time to pick up work.

Make-Up Work

1. The student will be issued a "Make-Up Work" form.
2. Make-up work should not exceed twice the number of school days missed.

3. Any tests a student misses due to absence from class must be made up at a scheduled time after school.

Tardies/Early Dismissals

1. Tardy bell rings at 8:10.
2. Parents, stop by the office to check in/out before arriving or leaving the classroom.
3. Three un-excused tardies equal a day's absence. Georgia law states that any student that missed more than 20 days may be retained.
4. Partial absenteeism:
 - a. Send a note with the student in the morning of the appointment. State whether or not the student will be returning to class following the appointment.
 - b. Assignments will be given for subjects missed. Completed work is to be turned in the following day. If work cannot be completed related to doctor/dental care, a parental note stating so must be sent.

GRADING

Reading - Oral reading is 20% of the grade. Written comprehension and phonics work text pages are 40% of the grade. Oral comprehension questions are 40% of the grade.

English - Selected independent work text pages, review pages, and selected compositions will be 50% of the grade. Tests and selected compositions will be 50% of the grade.

Spelling - Test grades (weekly) will be 50% of the Grade. Dictionary skill and work text page (front and back together) will be 50% of grade. NOTE: First grade does not grade dictionary pages.

Social Studies - Selected notebook pages will be graded. Tests will be 50% of the grade. Usually 2 or 3 tests will be given per six weeks.

Science - Selected notebook pages will be grades. Tests will be 50% of the grade. Usually 2 or 3 tests will be given per six weeks.

Math - Grade selected work text pages each week. The work text pages, review pages, and timed drills will be 50% of the grade. Tests will be 50% of the grade.

Principal's Honor Roll

A student must have all "A's" with no grade below 95 for the six-week period

"A" Honor Roll

A student must have all "A's" for the six-weeks period.

Honor Roll

A student must have all "A's" and "B's" for the six-week period.

Grading Scale

90-100	A
80-89	B
73-79	C
70-72	D
Below 70	F

Progress Reports

The student is issued a "Progress Report" at the mid-mark of each six weeks if a grade average is below 80 or when the teacher deems necessary.

Homework Time

Total work time for the "average" student in grades 1-5 should not exceed:

Grade One -	30 minutes
Grade Two -	40 minutes
Grade Three -	45 minutes
Grade Four -	50 minutes
Grade Five -	55 minutes

1st-5th Grade Homework

1. Homework assignments are sent home on Monday of each week on the Homework Assignment Form. The teacher will complete the form for 1st - 3rd grades. In 4th & 5th grade students complete the form or write their assignments in a homework pad.
2. Announcements, project deadlines, and important news will be added to this form.
3. "Student Work Folder"- Tests, homework grades, announcements, etc., will be sent home on Fridays in the "Student Work Folder" to be reviewed by the parent and returned the following school day.

Creative Arts

Spring Creative Art Exhibit - Students use needle or nails to create projects.

Fall Creative Art Exhibit - Featuring projects using beans, pasta, etc. These are "at-home" projects with parent involvement which will be graded; 3 points will be added to the lowest 6 weeks test grade.

Creative Art Class - Using everyday materials in creative ways with the aid of volunteer parents.

DISCIPLINE PLAN

Behavior Objectives

1. Attentive/Participation.
2. Positive/Cooperative.
3. Behavior toward others of kindness and consideration.

Behaviors

1. Talking/Noises: distractive and disruptive noises, talking out, talking back, speaking harshly or unkindly.
2. Out Of Seat: not sitting up; sitting on feet.
3. Wrong Attitude: pouting, negative facial expressions, making fun of others, name-calling, uncontrolled temper.
4. Not Keeping Hands/Feet To Self: pushing, hitting, snatching, picking, kicking.
5. Disobedience.
6. Not Staying On Task.

Consequences

1. The second time a child is corrected for any of the areas listed above, the student moves his/her name to the broken rung on the ladder.
2. The next time the student is corrected for any of the above areas, the student moves his/her name to the bottom of the ladder.
3. The first time a student falls to the bottom of the ladder, he/she must run one lap, walk one lap, run one lap (3 laps total) around the playground at the next outside activity (Recess or PE). After the fall the name is moved back to the top and the student starts the process over. This gives the student a fresh start.
4. The second time in the same day a student falls off the ladder, the student will be isolated for the rest of the class day.

Isolation

1. Seat must be removed away from the rest of the students, including library, music, lunchroom, etc.
2. During any outside activity, including PE, the student will have to walk laps in the area of the activity.
3. At line up time the student must walk with the teacher.
4. During classroom movement such as going to lockers, lining up for water, getting coats, etc. the student must remain seated until all other Students have completed tasks and will then be given permission to go.
5. Student/Teacher Conference after falling off the ladder once.
6. Discipline Note - Will be sent home if a child falls a second time in a day.
7. Parent/Teacher Conference - after three Discipline Notes have been sent.
8. Student/Parent/Teacher/Principal Conference when needed.

Serious Disorderly Conduct

Behavior: Physical injury to another or Fighting.

Consequences: Item 4 above and Item 5 Disciplinary Form.

Students will be rewarded for good behavior. The down the ladder behavioral chart will be wiped clean at the end of each week.

THE LUNCHROOM

Open Bible Christian School has one staff employee and parent volunteers working in the lunchroom. Students may bring a lunch

from home, purchase “heat-up” type items in the lunchroom or may choose to order from select area restaurants on certain days of the week.

Lunches Brought from Home

Items brought from home which need to be kept cool or warmed at lunch are taken to the lunchroom in the morning by parent volunteers.

These items are stored until the lunch hour and then heated if needed and served to the students.

Ordering From The Lunchroom

Each morning the lunch money and orders are collected and sent to the lunchroom. Students may choose from “heat-ups” such as, corn dogs, hot dogs, hamburgers, etc. Milk, juice and certain snack items are also available. At lunchtime, the items are prepared and served to the students. A complete menu/price list may be found in the Orientation Packet you will receive at enrollment.

Ordering Out

Students may request forms from their teacher for restaurant orders. These orders are placed ahead of time and delivered hot at lunchtime.

Parent Volunteers

Parents who desire to help out in the lunchroom may choose to do so once a month or weekly. Parent volunteers pick up lunches in the morning for delivery to the lunchroom, or may assist the Lunchroom Manager from 10:55 a.m. to 1:15 p.m. heating and serving lunches. Parents are asked to abide by the student dress code while volunteering on campus.

Guests

For security reasons, only family members are allowed to eat with students. Please check in at the office prior to your visit. Visits are to be limited to once a week.

Lunch Boxes

No T.V. Stars, Disney characters, or any characters displaying distasteful behavior or dress. This also applies to Book bags.

Elementary Age-Appropriate Dress Code Guidelines

WALKING SHORTS, CAPRIS, PALAZZOS, AND GAUCHOS ARE NOT PERMITTED

Please refer to the OBCS Parent & Student Handbook for complete information.

All students are to be in dress code when attending any school function or on campus. Clothing should be age appropriate in size, not oversized or baggy. For safety reasons, no tying of garments around the body or waist. No cleats or sports uniforms of any kind are to be worn to school. No clothing with characters displaying indecent, distasteful or improper behavior: T.V. characters, Movie stars, Pop/Rock Singers. No clothing with screen printed pictures/signs/slogans/designs/symbols that are not in keeping with the spirit of Open Bible's dress code. Caps, hats, visors or sunglasses* are not to be worn at school. Winter hats may be worn when outside. (*Teachers may give permission on special days.) The OBCS Activity Shirt is only worn for field trips or other special occasions when the teacher gives permission.

GIRLS

- >Only one earring per ear in elementary. Earrings should be small and conservative in appearance (stud type earrings). No long, dangling or large loop type earrings should be worn for safety reasons.
- >Bracelets in moderate style and age appropriate, no more than one should be worn at a time. Please be mindful not to wear one that "makes noise when writing".
- >Rings are only to be worn on the ring finger. NO TOE RINGS.
- >All girls' clothing is to be no shorter than the middle of the knee. Length must be long enough that thigh does not show when sitting. Garments worn under skirts or dresses must be no longer than the hem line.
- >Custom-made split skirt patterns need to allow 2" on each side front & back for a total of 8" to give the necessary fullness of a skirt.
- >For safety reasons, shoes must have a heel strap or full heel back.
- >No purses or make-up including lip gloss. Chap stick may be used when necessary.
- >Capri and ankle length leggings as well as footless tights may be worn with required dress code- length skirts and dresses.

BOYS

- > Boy's pants are not to have holes or patches on them. Belts worn if belt loops on pants.
- > Only collared shirts are to be worn. Shirts are to be kept tucked in.
- >Knee-length khaki (tan) shorts may be worn from August to the end of October and starting back on the Monday after Spring Break.

>Shorts (worn during the approved months) must reach the top of the knee when standing and not be below the knee or mid-calf (so as not to appear sloppy thus violating the spirit of the dress code). Khaki cargo shorts are permitted as long as they are not too long or baggy.
>No athletic shorts or gym shorts.

P.E. DRESS (PLEASE NOTE: THE OBCS ACTIVITY SHIRT IS NOT TO BE WORN FOR P.E)

Boys will wear everyday school attire.

Girls may wear a split-skirt or shorts/ bike shorts under a loose-fitting dress or skirt. Remember the shorts are not to be longer than the dress or skirt.