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## Introduction to Owatonna Christian School

Owatonna Christian School, known hereafter as OCS, was established in 1975, by Grace Baptist Church of Owatonna. The purpose was to create an alternative to public education that teaches all academic subjects from a biblical perspective.

The teachers at OCS are called to the ministry of cultivating Godly character in the lives of their students. The excellent student-teacher ratio allows for the development of each student's unique talents and abilities and goals.

Since the beginning, OCS has offered a full and varied educational program with the highest quality training in a distinctly Christian environment. Quality programs are available to the students in academics, music, athletics, drama, and other elective and extra-curricular activities. Throughout the years, OCS students' testing scores have exceeded those of the public schools in our town as well as the national averages.

## Philosophy of Education

OCS has a two-fold purpose. First, OCS seeks to assist parents in complying with the biblical directive in Deuteronomy 6:6-10 and in Proverbs 22:6 which states: "Train up a child in the way he should go: and when he is old, he will not depart from it." Secondly, as a ministry of Grace Baptist Church and knowing as stated in Ephesians 4:11-12 that God has uniquely prepared each person, OCS strives to fully prepare God's people for the work of the ministry.

This two-fold purpose of OCS is linked directly with our goal of equipping students with God's truth and enabling them to know and fulfill God's purpose in and through their lives. Knowing God's truth brings about a transformation in character and the ability to discern and apply truth in the real world (Romans 12:1-2). Because all truth is based upon God's revealed Truth, the academic curriculum must be infused with biblical principles to produce real knowledge. Knowledge of the natural world, such as the study of language, mathematics, science, history, and other disciplines, should be approached with due diligence so as to produce excellence and effectiveness in living out God's design and purpose in this present world.

OCS's desire is to build a solid working relationship between teacher, parent, and student to provide the best Christian education experience possible. OCS seeks to assist parents in helping their student(s) be successful at all levels of their educational experience. This desire is predicated on the fact that parents support what is happening in the school setting by reinforcing the importance of all curricular areas at home. It is also dependent on parents assisting in the educational process by providing structures at home that create an environment that allows students ample time to focus on their

academic needs, as well as their spiritual, social, and emotional needs.

In Christian education, OCS also recognizes the importance of the role of the teachers. They are the living curriculum, serving as models of faith and victorious Christian living. Teachers must be gifted and trained to teach, serve as passionate authorities in their subject area, understand the nature of the learner (including developmentally appropriate teaching strategies for different learning styles), have effective classroom management skills, and must be committed to lifelong learning, demonstrating a desire to continually grow personally and professionally. Additionally, teachers are one avenue by which God's love and grace are demonstrated on a daily basis to each student. It is the desire of each and every person working at OCS to be a demonstration of the love of God. Not only do we want to serve as models of faith, we also want to be models of Christ to the students. OCS also recognizes that God expects the responsibility of stewardship to be demonstrated in the ministry that He allows OCS to have.

The students of OCS are the heart of the school. OCS recognizes that without the students, there would not be a ministry. Students are expected to know and follow the expectations set forth in the Student Handbook and by each individual teacher. As students progress through their educational experience, they should be seeking to grow as Christians and as individuals. The expectations placed on them will increase from year to year, and they need to be willing to accept this challenge. While things will increase in intensity, our expectations will be realistic and reasonable. As with any Christian, their relationship with the Lord should be their first priority. Family should follow closely behind. School work should also be one of their top priorities. The students of OCS need to strive to achieve their highest potential as Christians and as students.

School work and homework are both vital parts of OCS. Students will be expected to be responsible for their input into their educational experience by focusing on their academic studies both in school and out of school. At the elementary level, some homework should be expected. As a student gets older, the extent of their homework load will be greater. However, OCS's desire is to not have homework interfere with spiritual growth.

OCS's goal is to prepare each student for whatever path the Lord leads them to pursue, whether they choose a career after graduation or choose to go on for higher education. This goal drives OCS to make sure that the curriculum adequately prepares those who are college bound and yet offers a good practical education for those who choose a career upon graduation.

The goals of an education at OCS are that individuals will be transformed into the image of Jesus Christ, will be equipped to live victorious Christian lives, and will be able to articulate the good news of the Gospel to others. These young Christians will be

academically equipped to do whatever God has prepared for them to do in their lives (Ephesians 2:10 – “For we are His workmanship, created in Christ Jesus unto good works, which God hath before ordained that we should walk in them.”).

OCS has the great privilege of instilling the truths of God into our students. OCS seeks to give the students the ability to shine as lights in the darkness around them (Philippians 2:15 – “That ye may be blameless and harmless, the sons of God, without rebuke, in the midst of a crooked and perverse nation, among whom ye shine as lights in the world.”). In doing this, OCS must faithfully demonstrate how to live in the world while not promoting the things the world values (1 John 2:15 – “Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him.”). The answer is the Truth of God in the person and work of the Lord Jesus Christ. The joy of Christian education is that we have the Truth, the Word of God, and are free to teach it.

Chapel: At the heart of Christian education is the constant concern of the entire staff for the spiritual growth and vitality of the student body. As a part of this concern, chapel is conducted for grades K4 through 12 to spiritually challenge the students. OCS provides speakers from churches and our own church family, as well as from our own staff.

## Doctrinal Position of OCS

OCS, a ministry of Grace Baptist Church, holds the same doctrinal beliefs as set forth in the constitution of Grace Baptist Church. The following briefly describes our position.

The Holy Bible, written without error in its original languages by men divinely inspired, is the supreme standard by which all human conduct, creeds and opinions should be tried.

There is one loving and true God, an infinite, perfect Spirit and personal Being in three persons, the Father, the Son and the Holy Spirit.

The salvation of sinners is completely by grace, through the work of the Son of God, who by His death made a full atonement for sins.

In order to be saved, sinners must be born again, personally receiving Christ as Savior.

Sanctification is the process by which we are made partakers of His holiness, carried on in the hearts of believers throughout their earthly lives by the presence and power of the Holy Spirit. Speaking in tongues is not a manifestation of the Holy Spirit today.

All real believers endure unto the end, kept by the power of God through faith unto salvation.

Both Christian baptism and the Lord’s Supper are each a memorial, a symbol, and a prophecy.

The six days of creation in Genesis chapter one were solar days of twenty-four hours each.

The first day of the week is the Lord's Day and is a Christian institution.

Jesus rose from the dead bodily. He now exists in His glorified body at God's right hand.

The end of this age is approaching. The wicked will be judged to eternal punishment and the righteous to eternal joy. We believe in the pretribulation rapture and the personal, visible, premillennial return of Christ with the restoration of Israel and related events.

In Jesus are hidden all the treasures of wisdom and knowledge.

OCS believes that the local church is God's organization for this age: and, thus, OCS will promote the local church through this school.

OCS also believes that any form of homosexuality, lesbianism, transgenderism, and bisexuality (any sexuality outside of Biblical marriage) are sinful perversions of God's design for man and woman.

## Code of Conduct

Believing that Christians should reflect the image of Christ, OCS has adopted standards of conduct which are based upon Biblical principles and are intended to foster spiritual growth and development of young people. Students are expected to abide by the following standards throughout their enrollment, whether at home, school, or elsewhere, and regardless of whether or not school is in session.

1. Students will demonstrate a respect for God, the Bible, other people, and property. (*Ps. 86:9-12; 119:97; Phil. 2:3-4*)
2. Students will be kind and considerate of others, show honesty and integrity in their work, be modest and pure in their clothing, actions, and speech, and encourage others toward what is morally and ethically right. (*Col. 1:10; Phil. 4:7-9; Prov. 20:11; 1 Tim. 4:12; 1 Pet. 3:10; Heb. 10:24*)
3. Students will avoid association or participation in activities that cause dissension whether in person or through any online presence. These include, but are not limited to, harassment, fighting, violence, or threats of any kind regardless of provocation; promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism. (*Rom. 12:16-18; Gal. 5:16-26; Eph. 4:32; Phil. 2:3; 1 John 4:7-8*)
4. Students will avoid association or participation in activities that are contrary to a student's Christian walk. These include, but are not limited to, involvement in the occult; gambling; stealing; smoking in any form including e-cigarettes and vaporizers; possession or use of alcoholic beverages, tobacco, illicit drugs, or associated products and paraphernalia; misuse or abuse of a legal drug, substance, or chemical; body piercing; pornography; premarital sex; promoting or participating in homosexual or transgender lifestyles or other lifestyles contrary to Scripture; swearing or indecent language; inappropriate online or social media content. (*Ps. 24:3-5; Prov. 13:11; Prov. 20:1; 28:22; Rom. 1:26-27; 6:12-13; 12:1-2; 13:8-10; 14:13; 1 Cor. 6:9-10; Gal. 5:16-26; Eph. 4:29-32; 5:1-16; Titus 2:11-14; James 5:12*)

5. Students are expected to obey and honor the rules of the school and all school personnel. (*Rom. 13:1-7; 1 Pet. 2:13; Titus 3:1*)
6. Students are expected to promote the good name of OCS by their behavior and attitudes both on and off-campus. (*Eph. 5:1-2, 15-16; Matt. 5:16; Titus 2:7*)

Students found to be out of compliance with or harmony with these standards of conduct will be subject to disciplinary action. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by this Code of Conduct and maintain Christian standards. Attendance at OCS is a privilege, not a right.

Parents and secondary students will be asked to sign this Code of Conduct at the time of orientation each year.

## Personality of OCS

### **School Verse:**

Proverbs 3:5-6 ~ Trust in the Lord with all thine heart; and lean not on thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths.

**Mascot:** Sabres

**Yearbook:** Sabre

**Colors:** Purple and White

### **Song:**

Sabres for victory, we'll march ever forward, waving our banner high.  
Owatonna Christian Day School, "Onward" is our cry. (Rah, rah, rah.)  
Over the forces of evil we'll conquer, doing our very best.  
Sabres for victory, for Christ and country, O.C.S. (Rah, rah.)

### **Seal:**



## **Pledges:**

I pledge allegiance to the flag of the United States of America and to the republic, for which it stands; one nation under God, indivisible with liberty and justice for all.

I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty for all who believe.

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

**The following rules/policies apply to all students, regardless of enrollment status (full-time, part-time, PSEO, etc.).**

## **Admission Policies**

The school admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, and national or ethnic origin in administration of our educational, admission, scholarships, athletic and/or other school administered programs.

Admission to OCS will be determined by testing, by personal interview to determine a student's interest in academic and spiritual matters, and by the prospective student's general attitude toward the school and its policies.

We desire to educate as many students as possible, but class size and staff capabilities may limit admission. We are not equipped to handle students with substantial learning disabilities, severe emotional problems, or uncooperative spirit toward rules and disciplines. Parents must agree to abide by school policies and to assist the school and support school officials in the implementation and enforcement of its policies.

We reserve the right to discuss potential "special needs" solutions with parents and students as appropriate throughout the school year. The goal is to provide each student with the best possible situation to meet their educational needs. Our work with each family will vary according to the amount of help we receive from that family outside the classroom.

### **First Time Enrollment**

1. An application and enrollment fee are to be submitted for each student desiring admission. Upon receipt of these items, a testing time will be set up for the student. Notification of acceptance or of refusal will be given to the parents as soon as possible.
2. K4 is a kindergarten readiness program, thus students must be four years old by September 1 of the enrollment year and must be able to care for their own bathroom needs. Screening, immunization or exemption form, and a copy of the



birth certificate are to be on file before school begins. (Screening should be done by August 15.)

3. Kindergarten students must be five years old by September 1 of the enrollment year. Screening, immunization forms, and a copy of the birth certificate are to be on file before school begins. (Screening should be done by August 15.)

### **Reenrollment**

1. Reenrollment forms are sent home with current students in March. Forms should be filled out and returned to the office before the last day of school.
2. A student who has been on probation for two consecutive quarters may not re-enroll.

### **Transfer Students**

Students desiring to transfer to OCS at the beginning of a school year should follow the normal enrollment procedure discussed above. Transferring to OCS after the school year has begun will be considered on a case-by-case basis. A meeting with the school administration, prospective student, and parents will determine whether or not a transfer will be allowed.

### **Immunization Requirements**

Minnesota State law requires that each child's file contains proof that his/her immunizations are current. Please check your child's medical records and have any missing inoculations completed and reported to OCS **before** attending. For transfer students, the previous school may have this record and can be transferred to OCS via fax (507-451-3762) or e-mail (info@owatonnachristianschool.org), as may the doctor's office.

If parents conscientiously object to their student(s) being immunized or if a doctor certifies that it would be unhealthy for the student(s) to be immunized, an exemption form must be completed, notarized, and filed in the school office before school begins.

### **All students going into kindergarten (and any students in the 1<sup>st</sup>-6<sup>th</sup> that has not had these shots)**

- 5 DTP (diphtheria, tetanus, and pertussis)
- 4 Polio
- 2 MMRs (measles, mumps, and rubella)
- Hepatitis B – the 3 shots series takes 6 months to complete (once given, it is good for life)
- 2 Chicken Pox (varivax) or parent documentation of the chicken pox illness
- 1 MenACWY (Meningococcal) – prior to 7<sup>th</sup> grade

### **All students going into 7<sup>th</sup> grade (and any student in the 8<sup>th</sup>-12<sup>th</sup> that has not had these shots)**

- 1 Td/Tdap (tetanus-diphtheria-pertussis) booster

- 2 MMRs (measles, mumps, and rubella) after 1 year of age
- Hepatitis B – the 3 shot series that takes 6 months to complete
- 2 Chicken Pox (varivax) or parent documentation of the chicken pox illness
- 1 MenACWY (Meningococcal) Booster – when child turns 16 years of age

### **Financial Policy**

OCS knows that parents who choose to enroll their children in OCS are making a significant financial investment in the academic, social, and spiritual lives of their children. Each member of the faculty and staff at OCS takes this responsibility and partnership seriously. Your timely payments ensure that OCS can continue to meet the chief financial obligation of our greatest assets – our faculty and staff.

1. Parents may pay tuition in 10 monthly installments. These will begin on August 1<sup>st</sup> and will conclude with the May 1<sup>st</sup> payment. The OCS Past Due Policy is approved by the school committee and executed by the OCS office. This policy exists to provide guidelines and add clarity on all financial issues including what steps need to be taken to formulate a plan when a family's account becomes past due. Failure to submit a plan, failure to reach acceptable agreement with the school administrator, or failure to comply with the plan will result in dismissal of the family's student(s). Accounts must be brought current within fifteen (15) days. If needed, parents should contact the OCS office prior to the tuition due date to make special/additional arrangements. Transcripts will be withheld at end of the school year until tuition payments are brought current.
2. Any requests for special financial arrangements must be presented in writing to the administrator for approval.
3. Tuition credit is available for families who recruit new, never before enrolled, students. One family credited per referral.
4. A discounted rate of tuition is given to families who are members of Grace Baptist Church.

### **Health and Safety Policy**

OCS works diligently to maintain a safe and healthy environment for all students. Parent and student cooperation with school health and safety policies is necessary in order to avoid accidents and to properly care for students.

### **Sickness**

In the interest of every student's well-being, parents are requested to keep their student home when he or she is sick. If a student has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge, diarrhea, pink eye, or any other symptom of a communicable disease, keep him or her out of school for a minimum of 24 hours until the symptoms have been resolved. Please contact the school office to notify us of the absence and related illness.

If a student develops symptoms at school, he or she will be sent to the office, and parents will be notified to pick up the student as soon as possible.

### **Medications**

Students are not permitted to carry medications (either over the counter or prescription) on their person or store them in their desks, lockers, backpacks, or vehicles. All medications must be stored in the school office in a clearly marked container with the child's name, date, dose, number of doses, and the time to be taken. Designated school staff will administer all medications in the school office. Only non-prescription pain relievers (such as Ibuprofen or Acetaminophen) are given with parental permission.

### **Emergency Drills**

Fire, tornado, and lock down emergency drills will be conducted throughout the school year in accordance with state regulations. Evacuation maps are located in each classroom and are reviewed periodically by the teachers before each drill.

### **Books and Supplies**

The school will furnish all textbooks and workbooks. Students must provide their own Bible, and each grade has a required list of supplies.

All hardbound books should be covered within the first week of school. Contact paper should not be used. At the end of the year, books will be collected, and students must pay for lost or books damaged beyond further use.

## **Attendance Policies**

Regular school attendance is required. By law, responsibility for the care and safety of the student is transferred from the parents to the school as the student arrives on school grounds.

In accordance with the Minnesota Compulsory Attendance Law, Minn Stat. 120.101, subd. 9., students are required to attend all assigned classes and/or school-sponsored programs every day school is in session unless:

1. The student has already completed the prescribed course of studies and/or requirements.
2. The student's bodily or mental condition is such as to prevent attendance at school or application to study.
3. The parent requests an excused absence for the student—see below.

In order for the student to leave campus during regular school hours, written or telephone notification from the parents must be given to the school office. If students need to leave during the school day, they must sign out on the checkout sheet in the school office. Students who fail to sign out are considered absent from any classes they miss and may face disciplinary action. If they return the same day, they must sign in.

## **Excused Absences**

The following reasons constitute excused absences:

1. Personal illness
2. Serious illness in the immediate family
3. Death in the immediate family or a close friend or relative
4. Medical or dental appointments
5. Court appearances
6. Physical emergency conditions such as a fire, flood or storm
7. Official school field trips or other school-sponsored activities
8. Removal of a student pursuant to a suspension
9. Pre-approved family vacations (not to exceed 5 days a quarter or a total of 7 days per school year.) Any days that exceed the allowable maximum may be counted as unexcused at the administrator's discretion.

## **Procedure to Follow for Excused Absences**

1. Any anticipated absence from school requires notice from the parent/guardian prior to the absence.
2. An unanticipated absence from school requires a phone call or email from the parent/guardian to the school office (451-3495) on the day of the absence. When leaving a phone message, give the student's name, the name of the person calling, and the reason for the absence.
3. A student will be released from school during the day only after the parent/guardian has been contacted or has contacted the school office.
4. After an absence, a student must bring in a written excuse from the parent/guardian stating the reason for the absence if the parent/guardian has not already called the office by phone or sent an email.
5. Regarding missed work:
  - Elementary: Parents of elementary students should call the office and request the missed daily work. They may pick it up in the office, or it may be sent home with the returned student, or possibly with a sibling. The allowed time to make up work is equal to the number of days missed.
  - Secondary: It is the responsibility of the secondary student to get the missed assignments from the teachers. Parents may request the assignments in the case of extended absence. The allowed time to make up work is equal to the number of days missed.
6. In the case of excuses for non-participation in Physical Education, a note must be sent by the parent/guardian stating the student's inability to participate. On the 3rd day of non-participation, the student must bring in a doctor's excuse.

## **Vacation Policy**

Parents must weigh the value of a vacation during regularly scheduled school days against the loss of instruction that occurs in the classroom. Much of the classroom

instruction cannot be duplicated and will not be covered in homework assignments.

1. Elementary: Parents must notify the teacher at least one week before the vacation. The notification should include the dates of the vacation and the date of the return to school. All work is to be made-up. The allowed time to make up work is equal to the number of days missed.
2. Secondary: It is the responsibility of the secondary student to notify the teachers at least one week before the vacation. The notification should include the dates of the vacation and the date of the return to school. All work is to be made-up. The allowed time to make up work is equal to the number of days missed.

### **Unexcused Absences**

The following situations are unexcused absences under state regulations:

1. Truancy—an absence without prior school approval or parental notification.
2. Any absence for which the student failed to comply with any reporting requirements of the school.
3. Leaving the building at any time without verbal and/or written approval from the school.
4. Working at home during school hours. Without prior administrative approval.
5. Working at a business during school hours. Without prior administrative approval.
6. Family vacations that exceed the allowable maximum without prior approval from the administrator.
7. Shopping trips during school hours.
8. Non-medical appointments during school hours.

### **Tardiness**

1. Students are considered tardy if they are not in their classroom at the beginning of each class period.
2. Students who arrive at class without normal supplies (textbooks, writing utensils, homework assignment, etc.) will be considered tardy.
3. Three tardies will equal one (1) unexcused absence.
4. Five tardies is an automatic after school detention or a \$50 penalty.
5. Continued tardiness will result in a parent/administrator conference, possibly leading to revocation of student privileges and/or suspension.

### **Excessive Absences**

1. Elementary: Students who are absent for 10 or more class days per semester whether for excused or unexcused absences will receive an automatic failure for that grade unless written authorization is obtained from the administrator. Extra classwork will be required for students who exceed the absence limit and they will be placed on probation.
2. Secondary: Secondary students who miss 10 or more class periods in any one class per semester whether for excused or unexcused absences will receive an

automatic failure for that class unless written authorization is obtained from the administrator. Extra classwork will be required of students who exceed the absence limit and they will be placed on probation.

### **Truancy**

1. Continuing Truant: Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120.101 and is absent from instruction in a school. As defined in Minn. Stat. 120.05, without valid excuse within a single school year for three or more class periods on three days if the child is in the middle school, junior high school, or high school.
2. Habitual Truant: A habitual truant is a child under the age of 16 years who is absent from school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or high school.

A school administrator shall refer a habitual truant and the child's parent(s) or legal guardian to appropriate services and procedures under Minnesota Statute Chapter 260A.

### **Morning Arrival**

School starts at 8:15 a.m. Students should not arrive at school prior to 7:45 a.m. Since the school does not provide supervision of students prior to this time and personal safety is of utmost importance, students should not arrive prior to 7:45 a.m.

1. All students should use the main school entrance (Door #5). Elementary students should go to the gymnasium. They will be admitted to their classrooms at 8:05 a.m.
2. Secondary students should report to their assigned homeroom and must not loiter in halls or bathroom.
3. Students may not enter through any other doors.

Once students have arrived on campus, they may not leave without obtaining permission and signing out.

### **Afternoon Dismissal Time**

1. The school day ends at 2:50 p.m. each day.
2. Elementary students will be ready for pickup at 2:55 p.m.
3. All students are to be out of the building by 3:05 p.m. unless they are staying for a designated after-school activity or have obtained permission from the administrator to stay later.
4. After 3:05 p.m. all students in the building must be with a teacher, parent, or coach.
5. Students staying for after-school activities are to stay in the designated area for that activity and are not to be in any other part of the building. Students may not

stay after school in the building or on the school grounds in order to attend an evening ball game or other activity. Parents must pick up students after school and return them for the evening event. An adult must be present with elementary students, grades 1st – 4th, at all games and activities.

6. Elementary students who are not going home in the regular manner (i.e. walking, riding with a designated carpool/driver or riding their regular bus) must have a signed note or an email sent stating the change in driver or destination. In the case of last-minute change of plans, parents must call the school office otherwise the student will be sent home by his regular means of transportation.
7. OCS reserves the right to establish a late pick-up charge if necessary.

### **Closing of School**

OCS follows the Owatonna Public School System in closing for inclement weather. All closings will be announced on Owatonna's KRFO (1390 AM) and Minneapolis's WCCO (830 AM) radio. Closings will also scroll on the bottom of TV news channels such as WCCO (4), KSTP (5), KAAL (6). If school closes early due to inclement weather, students should be picked up as soon as possible.

## **Homework Policies**

### **Purpose of Homework**

Homework contributes toward building responsibility, self-discipline, and life-long learning habits. It is the intention of the OCS faculty to give relevant, challenging, and meaningful homework assignments that will reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. The following reasons are why homework is assigned:

1. For drill: OCS staff believes that most students require solid drilling to master material essential to their educational progress. (Spelling, multiplication tables, etc.)
2. For practice: After classroom explanation, homework may be assigned to reinforce the material that was presented.
3. For remedial activity: As instruction progresses, various weak points in the student's grasp of a subject become evident. Homework is often given to overcome such difficulties.
4. For preview: Reading homework is often assigned to prepare the student for subsequent lessons.
5. For special projects: Book reports, compositions, special research assignments, and study for exams are some of the activities that are frequently given as homework.

## **Responsibilities**

1. Staff:
  - Assign relevant, challenging, and meaningful homework that reinforces classroom learning.
  - Give clear instructions, and make sure students understand the purpose.
  - Give feedback and correct homework.
  - Communicate with other teachers.
  - Involve parents and contact them if a pattern of late or incomplete homework develops.
2. Parents:
  - Set a regular, uninterrupted study time each day.
  - Establish a quiet, well-lit study area.
  - Monitor student's organization and daily list of assignments.
  - Be supportive and encouraging when the student gets difficult assignments.
  - Contact the teacher to stay well informed about the student's progress.
3. Students:
  - Write down assignments in the Student Planner.
  - Be sure all assignments are clear—don't be afraid to ask questions if needed.
  - Set aside a regular time for studying.
  - Use a quiet, well-lit study area.
  - Work on homework independently as much as possible.
  - Produce quality work.
  - Make sure assignments are done according to the instructions.
  - Make sure assignments are completed and turned in on time.

## **Late Work Policies**

1. Late Assignment with No Absence Involved
  - Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion or grade level policy:
    - Partial credit, but no penalty greater than the unexcused absence policy
    - Communication with parents with possible conference
    - After school detention
    - Possible loss of participation in extracurricular activities
    - Individual teachers will clearly explain their policy
2. Make-Up Work Due to Excused Absences, Including Pre-Arranged Family Vacations
  - For an excused absence or prearranged family vacation, the allowed time to make up work is equal to the number of days missed not to exceed 5 days.
  - Any work (including tests and quizzes) submitted later than 5 school days



- after the student returns to class will fall under the late assignment policy.
- Previously announced projects, assignments, or tests/quizzes must be turned in or taken on the day of the student's return to school. If extenuating circumstances exist, the teacher may grant additional make-up time.
3. Make-Up Work Due to Unexcused Absences
- Work turned in immediately upon return to class will receive a 20% reduction. This includes missed tests and quizzes, which must be taken the day of return to class.
  - Work turned in the day after the return to class will receive a 50% grade reduction.
  - Work turned in 3 days or later after the return to class will receive no credit.
  - Communication with parents will be necessary and possibly a conference.
  - Participation in extra-curricular activities may be denied.

## Academic Policies

### Communication

1. Envelopes - Elementary envelopes are sent home weekly and are due back the next school day.
2. Email - A list of faculty email addresses is available on the school's website [www.owatonnachristianschool.org](http://www.owatonnachristianschool.org).
3. Progress Reports - The school year is divided into four nine-week periods. Progress reports will be issued and distributed at Parent/Teacher Conferences. Grades are always available on Gradelink.
4. Parent-Teacher Conferences - A parent-teacher conference will be scheduled once each semester.

OCS desires to keep parents continually informed about their student(s) and school events. Notes from the office, contacts by the student's teachers via telephone or e-mail, Gradelink are some of the ways that OCS achieves this.

Parents wanting to speak with a teacher should not interrupt teaching time to discuss private matters in front of other students. The school would be glad to schedule an appointment to meet with a teacher or the administrator.

There may be times when a student may have a disagreement with or opposition to OCS's standards established to guide them toward Christian maturity and the achievement of academic excellence. Such time may cause misunderstanding between the home and the school. Open communication between the parties involved is appreciated in an attempt to resolve apparent controversies. OCS personnel look upon these moments of difficulty as opportunities to work more closely with your family, and that with you, we might have the privilege of drawing

you and cultivating your child's God-given strength while minimizing their weaknesses. In the final analysis, it is hoped that they will find God's purpose for their lives.

### **Grading Scale**

The grading scale used by OCS is as follows:

A+ = 98-100	C+ = 78-80
A = 94-97	C = 74-77
A- = 91-93	C- = 71-73
B+ = 88-90	D+ = 68-70
B = 84-87	D = 64-67
B- = 81-83	D- = 61-63
	F = below 60

### **Extra-Curricular Eligibility**

The purpose of this policy is to identify how students maintain eligibility so they can participate in extra-curricular activities (i.e. games, tournaments, school play, programs, trips, etc.). The desire is to maintain high academic standards, not to eliminate students from activities.

1. Students must maintain a 2.0 (C) grade point average per quarter in all classes.
2. To maintain eligibility, a student must:
  - be free of incompletes but exceptions may be made by the school office
  - have NO failing grades
  - not have multiple D's
  - have no unresolved discipline issues
3. Parents will be notified of their student's ineligibility and of what needs to be done to help them regain eligibility.
4. Teachers will provide encouragement and assistance to students who are having difficulty with a subject in an attempt to help them regain eligibility.
5. Coaches will be notified on Friday of any students who becomes ineligible so they can determine if additional action is necessary on their part. Students will be ineligible until grades are brought up to eligibility status.
6. Students who receive a suspension will be subject to disciplinary review and possible disqualification by a committee made up of the administrator, a coach, and a faculty member.
7. On game days, athletes must be in school the whole day (except by special permission, prearranged). Athletes must attend at least one-half a day of school to attend practice (except by special permission, prearranged).
8. Sports fees must be paid in-full before the first game in order for the student to participate.

## Awards

1. The Valedictorian and Salutatorian awards will be given to the students having the highest rank and second highest rank respectively in the graduating class. The graduating seniors must achieve Honors ranking to be considered for these awards.
2. Highest Academic Average awards are presented annually to one student in each grade who has the highest academic average.
3. Honor Society awards are given annually to students in grades 10th - 12th who are selected by the faculty for induction into the American Association of Christian Schools Honor Society. Selection is based upon academics (GPA 3.2), character, service, and leadership. Students must attend OCS one full year prior to being considered.
4. The School Spirit award is given annually to one student chosen from 9<sup>th</sup>-12<sup>th</sup> grade who in the opinion of the faculty best exemplifies school spirit (promotes the school with a positive attitude, gives evidence of godly attributes, and demonstrates a biblical servant's heart).
5. Music awards may be given annually to students in grades 9th - 12th in vocal and instrumental music. The recipients must show talent and willingness to use their talent in Christian service and school activities.
  - Outstanding Senior Musician awards may be given to two senior students selected by the music teacher as musicians representing the qualities desired by OCS.
  - Trophies: Up to three trophies and two certificates per year may be given at the discretion of the music teacher. Any further awards deemed necessary must be given in private and funded by the teacher.
  - Lettering: The purpose of the music-lettering program is to provide recognition and rewards for students who participate in our music program. Guidelines for determining letter eligibility are as follows:
    - Students will be awarded only one monogram in grades 9th - 12th regardless of the number of times he/she letters in music.
    - To earn a letter, students must be faithful in attendance at rehearsals, and attend all performances, including concerts and competitions.
  - Participation certificates will be awarded to students who participate but do not qualify for a letter.
6. Athletic awards may be given annually to students in grades 9th - 12th in athletics. The recipients must have participated in our athletic program during the current year.
  - Outstanding Senior Athlete awards will be given to one male and one female full-time senior student selected by the coaches and the school administrator. No student who has been academically ineligible or suspended for any reason during their full-time 4 years of high school may be given this award.

- Additionally, no student with a GPA of less than 2.0 may receive this award.
- Academic All-Star awards are given to all athletes (full-time, 9<sup>th</sup>-12<sup>th</sup>) who demonstrate academic excellence while competing in at least two sports and maintaining a 3.5 GPA (or better) for that year.
  - Trophies: Up to three trophies and two certificates per year may be given at the discretion of the coach in each sport. Any further awards seen as necessary by the coach must be given in private team meetings and funded by the coaching staff. Trophies will be given to 9<sup>th</sup>-12<sup>th</sup> grade only.
  - Lettering: The purpose of the athletic-lettering system at OCS is to provide recognition and rewards for athletes who participate in our athletic program. Guidelines for determining letter eligibility for varsity boys and girls sports are as follows:
    - An athlete will be awarded only one school monogram in grades 9th - 12th regardless of the number of times they letter in a sport or number of sports in which they participate. If an athlete is ineligible for any part of the season, no awards may be given.
    - A certificate of participation will be awarded to each individual who completes the season but who does not earn a letter.

## **Retention**

It is the policy of the school to retain any student who does not successfully complete a specific grade level, or whom a teacher and the administrator feel would benefit by repeating that grade. OCS will attempt to notify the parents of a teacher's retention concerns as soon as possible.

The general policy of the school is to retain elementary students who fail reading and one other subject and Junior High students who fail two academic subjects. Senior High students who fail a course must repeat that course in order to receive credit. Deficiency can be fulfilled with subjects at the discretion of the administrator or by transfer of post-secondary credits.

## **PSEO (Post-Secondary Education Options)**

Students during their Junior and Senior years are encouraged to participate in PSEO (if they qualify) to take advantage of the many programs available. OCS students must maintain a 3.0 cumulative GPA to participate in PSEO. The administrator will review each case individually with parents and students to determine an acceptable academic program.

Class schedules and institution must be approved by the administration. PSEO students must be present on OCS campus during school hours. In-person "lab" classes may be considered, but they must not interfere with OCS classes. Bible class and a half-credit "life skills" class are still required for all PSEO students.

The OCS Administrator will schedule three progress check-ins per semester to ensure that students are staying on track with their PSEO classes. Any additional costs related

to PSEO (out-of-state institution, lab fees, etc.) will be the responsibility of the student/family.

OCS greatly encourages students to take advantage of these opportunities to grow themselves academically and receive valuable college credit. However, OCS also believes that the on-campus leadership opportunities provided to Juniors and Seniors are essential for personal and spiritual growth, as well as the overall health of our school. Participation in PSEO is a privilege, not a right. Students who are resistant to our school mission of promoting servant leadership may be prohibited from participation in PSEO.

### **Graduation Requirements**

To graduate from OCS, a full-time student must complete 25 credits, meeting the requirements listed below. Students must complete one year of OCS Bible instruction per school year from grades 9-12, in order to graduate from OCS. The OCS commencement is for OCS graduating students only. Exceptions to these requirements may be granted on a case-by-case basis by approval of the administration. Required courses for high school graduation are:

English -- 4 credits

Mathematics – 3 credits

Science -- 3 credits

Social Studies -- 4 credits

Bible -- 4 credits

Fine Arts -- 1 credit

Electives -- 3 credits

### **Technology**

The technology and internet connection provided by OCS is to be used for educational purposes only. Students will be assigned an individual user account and they must keep this log-in information confidential. Faculty members may dictate acceptable uses of technology and the use of personal devices in their classroom to support learning initiatives. Any technological device that becomes a distraction may be confiscated by a staff member.

### **Telephone and Cell Phone Usage**

Calls will be allowed only between classes, study halls, and during lunch. Students must ask permission to make a phone call in the school office.

Personal cell phones may be used only in the school office. They should be used for “business” type calls rather than for casual conversation. Cell phones should be turned off and kept in the school office during the school day. Cell phone must not be used in locker rooms or bathrooms.

### **Computer and Internet Usage**

Student access to OCS internet connection is intended for educational purposes only and will be under supervision of school personnel.

OCS computers will be used to conduct school-related research and/or produce school-related documents of projects.

### **Expectations and Responsibilities**

Any student using the school computers must use his or her own user ID/password.

Students are expected to maintain the highest ethical standards when using school computers, specifically avoiding plagiarism, copyright violations, cheating, and offensive or inappropriate content.

Students should not attempt to circumvent the web filters that are in place and are required to report immediately any failure of the web filter system.

The student is responsible for any damage – physical or electronic – to school owned hardware, software, or data that occurs because of abuse or negligence. Students must not eat or drink while operating the school computers.

### **Information Privacy and Storage**

All data created, sent, received, or stored on OCS computers, server, or network are the property of OCS and may be reviewed by the IT manager or teacher at any time.

Students should only save information on their assigned network user directory. School computers may be erased occasionally without notice for maintenance or repair.

### **Restrictions**

No software – including plug-ins – will be downloaded and/or installed by a student unless they student is given specific instructions from a teacher to do so.

No electronic mail or other communication software will be used by the student at any time unless the student is given specific instruction from a teacher to do so.

The student will not attach any hardware to a computer (zip drives, external CD drives, digital cameras, etc.) unless the student is given specific instructions from a teacher do to so.

### **Consequences**

If a student chooses to disobey these guidelines, the student's access to the OCS network and OCS computers will be suspended for one week. Repeated violations will be handled by the administrator and the teacher and may result in a permanent loss of computer privileges. The OCS administration and teacher will make the final decision regarding interpreting these rules.

## **Social Media**

Students must refrain from posting content that is counter to the standards of conduct outlined in this handbook. Students must obtain permission from others before any postings.

## **Security**

Students must refrain from giving any personal or financial information over the network and internet. Students must refrain from opening e-mails received from unknown sources. Students must report any suspicious activity or content suspected of containing a virus.

OCS reserves the right to inspect all technological devices for appropriateness of content. There is no expectation of privacy when using technological devices and/or internet services provided by OCS. Inappropriate use of technology may result in loss of privilege and disciplinary action.

## **Plagiarism**

The Merriam-Webster dictionary states that plagiarizing is “to steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source...to commit literary theft: present as new and original an idea or product derived from an existing source.” Plagiarism includes not only intentional misuse of someone else’s work, but also unintentional misuse.

Plagiarism is unethical and dishonest, but it is also illegal. OCS will not tolerate any form of plagiarism on any homework. Students will receive classroom training and instruction on how to recognize and avoid plagiarism in their assignments.

Any student who turns in an assignment containing plagiarism will be given a zero for the assignment and disciplinary action will be taken.

“plagiarize.” Merriam-Webster Online Dictionary. 2016. Merriam-Webster Online. 16 June 2016 <http://www.merriam-webster.com/dictionary/plagiarize>.

## **OCS Activity Guidelines for All Students**

This includes, but is not limited to athletic activities at OCS according to the following guidelines:

1. Students must adhere to all entrance requirements, standards, guidelines, and the philosophy of the school, and must meet all eligibility requirements as set forth by OCS.
2. Students must pay the full sports fee before the first game.
3. Middle school and high school student participating in sports are required to have a physical examination on file before the first practice that is no more than three

years old.

4. Field trips are for full-time enrolled K4-12<sup>th</sup> grade students only. Part-time students may be included in field trips upon invitation from OCS. Parents may be asked to chaperone a field trip but siblings or other children who are not enrolled at OCS or in the grades participating in the field trip are not permitted to attend. Parents who are chaperoning may not drive themselves to field trips in order to bring other children with them to participate.

### **Class Activities**

All class activities or parties must have prior approval by the administrator before being announced to students.

### **Homeschool Involvement**

Homeschool students wishing to participate in any OCS activities (athletics and/or drama) must follow the same Guidelines and Code of Conduct as students enrolled in OCS. Students who take one or more classes at OCS are considered enrolled.

### **Guidelines for the Senior Class Trip**

1. The Senior class must assume all costs related to the trip.
2. Class advisors will be designated by the administration. They will normally be a staff member or a parent from the class. Class advisors are encouraged to be part of the chaperone group for the trip.
3. The class advisors will help organize fundraisers, help students decide on a destination, plan the trip itinerary, and make necessary reservations.
4. Since the senior class trip is considered an extension of OCS, student conduct shall be governed by the rules and regulations outlined in the handbook.
5. Participants must be a member of that year's graduating class.
6. Trips will be planned with consideration of cost feasibility for all students.
7. All school fees must be paid in full by the student prior to the senior trip.
8. Trip destination and itinerary must be approved by the OCS School Committee. Trips outside the U.S. will not be permitted.
9. The itinerary review must include clothing to assure that OCS standards are met. It should be noted that parents are responsible to assure that their students dress meets OCS standards.
10. Any money raised for a senior class trip through a fundraising activity by a student who does not go on the trip will be forfeited to the class. Any student who does not participate in the class trip is expected to be in regular school attendance.
11. Class advisors and students are encouraged to plan trips that have some educational and spiritual emphasis.
12. Any gross misbehavior of school rules will result in the student being sent home immediately at the expense of his/her parents after the parents have been notified by telephone.
13. Each student must have written permission from his/her parents to participate in



the class trip.

14. Class advisors must carry student medical information forms which must be completed prior.

## Appearance Guidelines

These principles apply to all school activities, on or off campus. The OCS dress code attempts to reflect our need to be a positive witness in the community; and to establish standards of dress and personal grooming that are not distracting to the educational process. These standards include the need for modesty (I Timothy 2:9); the establishment of an identity which is in, but not of, the world (I John 2:15-17); and the ability to avoid being a stumbling block to others (I John 2:10, Romans 14:13). Students are encouraged to act as ladies and gentlemen (I Peter 3:3,4 and I Corinthians 10:31,32).

The desire is that students dress appropriately for the occasion—not be overdressed (showy) or underdressed (sloppy). The key to acceptability in clothing is to avoid extremes. Modesty, neatness and sensitivity to what is “appropriate” is the standard we wish to maintain and portray. Clothing that is immodest and which tends to draw attention to oneself or sex should be avoided.

As students grow in Christian character, they will develop Biblical patterns of deportment, dress, and grooming. The intent of the dress code found below is to give guidance to students as they make choices. Rules cannot cover every situation, but are necessary to determine certain guidelines for our students. Outward conformity to manmade rules means nothing unless it is done with a proper heart attitude and a genuine love for the Lord.

### Dress Standards

All Students (K4 - 12th)

1. OCS t-shirts and/or sweatshirts are to be worn at all times when school is in session. These shirts may be cotton or dry fit but **must have an OCS logo or name on the front of the shirt**. Acceptable shirt colors are purple, black, gray, and white. Special color shirts (ex. Race for Education shirts) may be worn on Fridays.
2. Black or blue jeans or khakis, that are not ripped or torn are to be worn at all times during the school day. Girls may elect to wear skirts as long as they are to the middle of the knee, including slits or openings. Capris are permitted for girls but must follow the black or blue jean, khaki guideline. No joggers. It is OCS's desire for all of our students to be modest. If one of the staff or administration of OCS deems clothing to be immodest, the student will either need to return home to change into appropriate attire or a parent may bring appropriate clothing for

the student to change into.

3. The school office can provide you with information on approved shirts, pants, and skirts. Approved shirts are available from Court Sports in Owatonna.
4. There will be specific events (concerts, graduation, awards ceremonies, etc.) in which students will be required to wear more formal attire. Students will be informed at least 1 week prior to the event. Swimwear and formalwear are to be checked by faculty.
5. No jackets/coats/outerwear are to be worn in school. Hoods on sweatshirts are not to be worn in school. Sweaters or flannels (black, gray, white, or purple) may be worn for warmth but the **school's logo/name must still be visible on shirt underneath**.
6. Other layering shirts must fit within the school's color scheme (purple, black, gray, or white).
7. No bib-overalls.
8. No holes or worn/tattered/extremely faded clothing.
9. No tight or extremely baggy clothing.
10. No pants with strings (ties) hanging from side pockets.
11. All attire must be neat, modest, appropriate, and properly sized.
12. Shorts and sweatpants, when allowed to be worn, must be purchased from the school store via Court Sports. This includes gym classes.
13. Shoes
  - Socks are to be worn as intended.
  - Sandals are permitted. No slides or flip-flops. For safety reasons, children must change into sneakers for recess or PE classes.
  - Non-marking gym shoes are to be worn in the gym.

Acceptable dress according to these policies will be determined by the administrator or a faculty representative.

### **Accessories**

1. No hats or sunglasses may be worn in school.
2. No visible tattoos (temporary or permanent).
3. Hoods are not to be worn during the school day.
4. Boys may not wear jewelry except watches, rings, or ID-type bracelets.
5. Boys are not permitted to wear make-up or nail polish.
6. Girls may wear up to three pair of earrings in ears only.

### **Hair**

1. Extreme hair styles or colors are to be avoided. Hair color must be a natural hair color throughout with natural highlights.
2. Boys' hair must be neatly trimmed. Hair must not hang over ears or eyes and must be off the collar. Ponytails and hair ties are not permitted.
3. Boys must be clean-shaven. Side burns must not be longer than the bottom of

the ear.

4. Lice: A letter will go home to inform a class of a pending head-check. Also, a letter will be sent home with a child found with lice or nits, listing our requirements and a treatment schedule. The student must be checked by OCS personnel and cleared before being re-admitted to the classroom.

## Classroom & School Conduct

Because OCS belongs to God, He is to be honored in it; and because self-discipline is necessary to learning, the following rules are to be obeyed:

1. Vulgar or improper language is not to be used.
2. Boy/girl relationships: No hand-holding or other displays of physical affection are permitted at school or any school function. As a general rule, there should be no touching.
3. A boy and girl, regardless of relationship status, may not be alone in a room without adult supervision.
4. No speaking aloud in class without permission of the teacher.
5. No putting of heads down on desks or sleeping in class.
6. Students are dismissed from class by the teacher and not by the bell.
7. Lying on the floors of classrooms or hallways, sitting on top of desks, tables, other furniture, sitting on the kitchen counters or in the stairwells is not permitted. Feet should not be propped up on furniture.
8. Talk quietly at lunch and between classes.
9. No running, pushing, or excessive noise is allowed in the hallways.
10. No throwing snowballs or water balloons is allowed.
11. Food and beverages will be consumed only in designated areas. No opened food or beverage containers are permitted in lockers.
12. Stickers are not permitted on or inside of lockers. Magnets are permitted.
13. No gum chewing is allowed in the building during regular school hours.
14. Portable media players, electronic games, headphones (except for class purposes), or inappropriate reading materials are not to be at school or at school activities.
15. Cell phones are to be kept in the school office and are not to be used except by special permission.
16. No pocketknives (or tools with knives), weapons, replica weapons, laser pointers, pocket chains, lighters, matches, squirt guns, or BB guns are allowed in school.
17. Pulling the fire alarms or calling 911 must reflect a genuine emergency situation. (Any violation of points 16 or 17 may result in a suspension.)
18. Students and all visitors may only use the designated bathroom that is consistent with their biological gender.

Students should conduct themselves at all times in a manner becoming a Christian. If a student comes home with questions about a policy or discipline, parents should contact

the staff member involved to gain a clear insight into the situation.

## **Discipline**

The Bible gives the mandate of doing all things “decently and in order.” The training of children requires diligence. One aspect of training is discipline. Appropriate and timely discipline brings repentance and restitution. Parents will be informed of disciplinary proceedings.

1. Detention: Detention may be given whenever a student violates a classroom rule or school policy. All single detentions will be thirty minutes in duration.
  - When a student receives a detention, a slip is sent home with the student and is to be signed by the parents and returned the following day. If the student doesn't show up, an additional detention time may be assigned, and the parents will be called.
  - If a student receives 3 detentions in a quarter, disciplinary action up to and including an in-school suspension will be taken. A parent conference may also be scheduled with the administrator and teachers involved.
  - The existence of detention does not prohibit the teacher from keeping a student after school as punishment for classroom misconduct.
  - To serve a detention, students should report to the teacher on duty and be prepared to study or to do a task, if asked.
2. Probation: A student may be placed on probation until the next quarter for unexcused absences, lack of academic effort or behavior problems. Any student who has been on probation two consecutive semesters may not be permitted to reenroll for the following semester.
3. Suspension: Suspension (1 to 5 days) will be served either as an in-school or home suspension. When a student is suspended, it will be considered an unexcused absence. Students must make up any work missed with a late penalty assessed, up to and including a zero for the assignment.
4. Expulsion: A meeting will be scheduled with the student, his parents and the administrator, following which the student will be removed from the school. This action excludes the student from attendance the remainder of the semester or for one full semester plus the semester in which the expulsion occurred, depending on the circumstances surrounding the expulsion. In order to reapply, the student must appear before the School Committee in a regularly scheduled meeting before the beginning of the next semester of eligibility. The Committee will take the re-admittance request under advisement.

## **Owatonna Bus Company Rules**

OCS does not provide busing to and from OCS for regular school attendance. Busing is provided by the Owatonna Bus Company and is under their authority. Questions or complaints regarding bus service should be directed to their office at 451-5262. The Bus Company has established rules for student transportation. Parents and students are

responsible to adhere to these standards.

### **OCS Bus Rules**

1. Everyone must sit in the seats facing forward.
2. No one should throw objects into or out of the bus.
3. No one should disturb another person's belongings.
4. If a person requests to sit in a seat and there is room, they should be allowed to sit courteously.
5. Guys and girls are not to sit together on the bus.
6. Vulgar or improper language will not be allowed.
7. No one should argue or talk back to the driver.
8. No MP3s, iPods, earbuds, headphones, or tablets are to be brought onto the bus.
9. Hands, heads, or other items are not to be outside of the bus.
10. Do not lean over the backs of the seats or sit on the seat backs. Damage to the foam will result.
11. Cell phones will remain with the driver/coach until the return trip at which time the students will be allowed to contact parents when approaching the destination.

### **Student Operation of Vehicles**

It is a privilege and not a right to drive a car to OCS. Students who drive to school must obey the following regulations.

1. Students who drive to school should remember that the safety of pedestrians and other vehicles should be of primary consideration.
2. Any careless or reckless driving on the church property, may result in loss of driving privileges on the church property.
3. Excessive volume from audio equipment is not allowed.
4. Students may not lounge in their cars before school or during lunchtime. Upon arrival at school in the morning, students must leave their cars and may not return to them until school dismisses except by permission.
5. For parking lot safety, the use of skateboards, roller skates, and roller blades is prohibited before and after school.
6. Students who bring bicycles should not be riding them around the parking lot during the school day. Bikes should be parked in the morning and not used until the student leaves for the day. Bikes are not permitted inside the school building unless by special permission.

### **Equipment Regulations**

1. Respect all school and personal property of others at all times. Students must pay for any lost, damaged, defaced or broken school property.
2. Lockers must be kept neat and clean. Do not keep valuables in your locker. OCS is not responsible for items lost or stolen out of lockers. Only items pertaining to school, a mirror, and pictures of friends may be kept in lockers.

3. Students may not open other student's lockers, teacher's desks and/or cabinets without clearly expressed permission.
4. Names should be clearly marked on all notebooks, jackets, uniforms, and other personal items.
5. Lost and Found items will be displayed from time to time. Items not claimed may be disposed of.
6. Students are not to use school equipment (athletic supplies, telephones, microscopes, computers, blackboards, white boards, etc.) without permission.

## **Bullying**

OCS is committed to providing a caring, friendly, and safe environment for all of its students so they can learn in a relaxed and secure atmosphere. Bullying is prohibited at OCS. It will not be tolerated during the school day or during any school-sponsored activities, on or off the school grounds. Bullying, harassment, and intimidation are actions that are contrary to the teachings of God's Word. This behavior is against the Godly principles and character traits taught in Scripture and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment. Anyone who knows that bullying is happening is expected to tell the staff. Events of bullying will require a meeting with students and parents involved as well administrator and superintendent of OCS to resolve the issue.

### **What is Bullying?**

Bullying is the use of aggression with the apparent intention of hurting another person. Bullying results in pain and distress to the victim. Note that some kinds of bullying listed below cross over into other areas of abuse, such as child abuse or violent/threatening behaviors; such behaviors may be dealt with according to other school policies as well.

### **Bullying can be:**

1. Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridiculing
2. Physical: pushing, kicking, hitting, pinching, any use or threat of violence, or any unwanted physical contact
3. Verbal: name-calling, sarcasm, spreading rumors, teasing (could be racist or sexual in content)
4. Cyber: all areas of technology, such as e-mail, text, and social media

### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Students who are bullying need to be confronted with and repent of the harm they are doing to others and to themselves, and they need to learn different ways of behaving.

## **Athletic Events Conduct**

The OCS athletic program exists to help train students to glorify God by providing opportunities to develop and display their God-given abilities and Christ-honoring attitudes.

Therefore, OCS expects all fans to help fulfill this mission by observing the following code of conduct at all athletic events.

1. Demonstrate by my behavior and attitude the importance of sportsmanship in all areas of play.
2. Respect and support in a positive manner all players, coaches, officials, fans, and program administrators.
3. Place the spiritual, emotional, academic, and physical well-being of others ahead of the personal desire to win.

## **Solicitations and Fundraisers**

Solicitation of any kind is forbidden at OCS without permission of the administrator. This includes, but is not limited to the following: the selling of tickets, selling of candy, the distribution of political materials, the circulation of petitions, handing out event flyers, etc. Any and all school fundraisers must be approved by the administrator.

## Visitor Policies

For safety and security reasons, visitors are allowed in the school only under the following guidelines. Visitors are any persons not on our payroll or not a student at OCS.

1. All visitors, including parents of students, must get permission from the school office prior to visiting students, teachers, or classes. Such visits should be limited to extra ordinary situations, not for recurring social visits.
2. Visiting students must abide by our dress code.
3. This policy applies on all normal school days between the hours of 7:00 a.m. and 3:15 p.m.
4. Exceptions to this policy must be approved by the administrator.
5. All photography, audio, and video of OCS students and/or faculty is strictly prohibited on school grounds during school hours (exceptions including Race for Education, Spelling Bee, etc., at the discretion of the administrator).
6. All visitors must comply with the *Solicitations and Fundraisers* policy listed above.

## Volunteer & Substitute Teacher Policies

OCS greatly appreciates volunteers and substitute teachers.

1. Volunteers must sign the Child Protection form, to be kept on file in the office.
2. Volunteers and substitute teachers must complete a background check form.
3. OCS volunteers and substitute teachers represent the school; therefore, we would ask that they follow our policies of behavior, speech, and appearance while at OCS.
4. Volunteers are used to assist our staff. Volunteers must not be asked to perform tasks that would violate the privacy rights of our students.
5. Exceptions to this policy must be approved by the administrator.

## Statement of Cooperation

1. It is understood that parents will pay tuition payments promptly. Payments are due according to the schedule set forth in this handbook. Requests for special payment arrangements must be presented in writing to the administrator for approval. Students may be removed from school at the close of any quarter in which the financial conditions are not fully met.
2. Since the tuition charged does not cover the actual costs of educating our children, we will participate in prayer, service, and gifts as the Lord makes it possible.
3. We will attend as many school functions as possible.
4. We pledge our loyalty to the aims and ideals of the school. We will bring any and all questions or concerns first to the teacher involved, and then if the issue is unresolved, to the administrator. Conversations that disregard this process may lead to ungodly communication, such as slander and gossip.
5. We give authority to the school to discipline our children, non-corporally, as necessary. We agree that we will cooperate and discipline our children in the home as needed.
6. OCS reserves the right to dismiss any student who does not cooperate with the educational process of the school. If a student is dismissed for any reason, tuition is due through the end of the calendar month.
7. We give permission for our children to take part in school activities, including sports and field trips off the school premises. In case of accident or serious injury, we request the school to contact us. If the school is unable to reach us, we authorize the person in charge to make whatever arrangements seem necessary to care for our injured child.