

Ottumwa Christian School 2017-2018



Handbook

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OTTUMWA CHRISTIAN SCHOOL

2017-2018 Handbook

Principal's Note:

Ottumwa Christian School strives to be a school of excellence, where Christian children and youth can increase in knowledge and wisdom, and grow in maturity through their relationship with God. Toward this purpose, the staff of OCS purposes to excel in teaching and modeling Godly character for the students. This handbook serves as a guideline, but cannot anticipate every possible need that may arise. Our desire is to uphold a high standard in academics and conduct. We ask the students to consider the purpose behind the rules and regulations, as well as the specifics mentioned in this handbook, and to do their best in conducting themselves in a godly, orderly, and courteous manner. Our goal is to help parents train up the next generation of Godly leaders; intelligent young men and women, with integrity and virtue, who will represent Christ to their world.

Welcome to Ottumwa Christian School.

Mission:

Ottumwa Christian School exists to provide opportunities for all students to discover their God-given potential and purpose, to become who God intended them to be and to equip them for a life of service.

Statement of Faith

1. THE SCRIPTURES – Belief in the authority and reliability of the Bible as the inspired Word of God. The Bible is the complete and final revelation of God concerning all matters of faith, and practice. All truth is God's truth.
2. THE TRINITY – Belief in one God: personal, infinite and holy, eternally existing in three distinct persons, the Father, the Son and the Holy Spirit.
3. GOD THE FATHER – Belief in the omnipotent, omniscient and omnipresent God

who is sovereign over all. His sovereignty is seen in acts of creation, salvation and continual care.

4. GOD THE SON – Belief in the Deity of Jesus Christ, true God and true man; His virgin birth, sinless life, miracles, atonement for our sins by His blood sacrifice, His bodily resurrection, ascension and His personal return in power and glory.

5. GOD THE HOLY SPIRIT – Belief in the ministry of the Holy Spirit who convicts of sin, regenerates, indwells every believer, enables the believer to live a godly life and empowers the believer for effective Christian service.

6. MAN – Belief that man was created in the image of God, that he sinned and thereby incurred both physical and spiritual death on himself, which is separation from God, that all human beings are born with a sinful nature and therefore are sinners in thought, word and deed.

7. SALVATION – Belief that all who believe on the Lord Jesus Christ, truly repent of their sins and receive Him by faith, are born again of the Holy Spirit, thereby becoming children of God. We believe good works to be the inevitable result of true faith.

8. THE CHURCH – Belief in both the church universal, which is composed of all believers in Jesus Christ both living and dead, and the individual church congregation through whom God works to carry out the Great Commission.

Ottumwa Christian School Schoolwide Learning Goals

Students as Growing Christians

- Students accept Jesus Christ as their personal Savior and form a personal relationship with Him.
- Students accept the Bible as the Word of God and the basis of all truth and the authority for all matters in life.
- Students should respect God, country, family, faculty and fellow students as well as school property. (OCS Handbook pg. 5)
- Students have enough Biblical knowledge to be able to defend their faith /beliefs concerning moral and social issues.

Students as Independent Learners

- Students strive for excellence in all subject areas and complete assignments with diligence and good use of time management. (OCS Handbook pg. 25)
- Students develop a variety of study and learning skills.
- Students accept personal responsibility for their thoughts, speech, actions, and attitudes. (OCS Handbook pg. 5)
- Students can work well in a group setting by using their individual strengths and abilities to accomplish the group's goals.
- Students can effectively demonstrate both written and verbal communication.

Students as Critical Thinking

- Students can collect, evaluate, analyze and apply information in a logical way.
- Students can make wise decisions in all situations by comparing and contrasting information to God's Word.

FINANCIAL POLICY

OCS operates solely for the purpose of providing an academically challenging, Christ-centered education. It is not our intent, nor do we have the resources or personnel, to become a credit or collection agency. Unpaid tuition accounts have contributed to the demise of many private schools. For these reasons, the Board of Directors of OCS has approved our tuition/fee schedule. It is our desire to balance our sense of mercy and compassion with our duties to be the best possible stewards of all that the Lord has blessed our school.

- Each year a current TUITION SCHEDULE & AGREEMENT will be available with registration materials. This will include registration fees, academic fees, any other special fees, and tuition fees.
- Registration fees, academic fees, and any other special fees are due on registration night (usually in July). Note - An Early registration fee is available if paid by the deadline (usually in May).
- Registration, academic, and other special fees are non-refundable.
- Fees and tuition for dual/partial enrolled students will be prorated as listed on the tuition schedule.
- For students enrolling late in the year tuition will be prorated by month. Their first month's rate will be the full regular monthly rate if enrolling before or on the 15th and will be one-half the regular monthly rate of tuition if enrolling after the 15th.
- Should a check return to our office because of insufficient funds, the parent will be asked to come in to pick up the check, and make cash payment, including a \$25 fee for the returned check. If there is a second returned check, the parent will need to pay cash for any further payments.
- All report cards, records and diplomas may be delayed at the end of a semester and/or the end of the school year until all tuition costs and fees are paid.
- Any accounts with an outstanding balance must be paid prior to the beginning of the new school year.
- Failure to cooperate with the board or to make any effort to bring the account current will result in the balance due being turned over to collections.
- If any refunds of tuition need to be made, they will be made quarter by quarter, **up to the third quarter of school**. Students withdrawing or who are dismissed for the school year will pay one-half the monthly rate of tuition if withdrawn/dismissed before the 15th and a full month's rate if withdrawn/dismissed on or after the 15th. Refunds will not be made if withdrawn or dismissed during the fourth quarter.

- If tuition payments are 15 days past due a late fee of \$15 will be added to the tuition balance.
- Any accounts that are 90 days past due will be considered seriously past due and will be required to meet with the OCS school board to discuss payment options so that the student may continue at OCS.

ADMISSIONS POLICIES & PROCEDURES

Admission to the Ottumwa Christian School (OCS) is determined by:

- A completed enrollment application with required registration fee.
- Records from other schools and documents required by the state of Iowa (immunization, legal birth certificate and a copy of Social Security card).
- Academic and physical abilities of the student to participate in the programs of OCS. At this time, OCS has no provisions available to admit students with mental, physical, or emotional disabilities.
- An admission interview with parent(s) or legal guardian(s) of **new** Jr. High and High School students will be required before beginning OCS.
- It is requested that parents bring to the interview student records; current report card, achievement test scores, or other official records that will indicate the student's academic abilities. Placement tests may be given before grade placement is finalized.
- A signed statement of agreement and cooperation with OCS policies, and a signed statement of faith. Previous students must have a record of support and agreement with the school's policy.
- New students must have a record of cooperation with previous school's policies.
- Pastor's recommendation.
- Parental agreement to participate and support school projects, fundraisers, and other programs vital to the school functioning (volunteerism).
- Parents who cannot agree to support and cooperate completely with all the policies of OCS will be asked to make other arrangements for their child's education.
- Processing of above application by the School Board and administration.
- After acceptance of student, payment arrangements will be completed.
- Parents will not be allowed to enroll a child at OCS if they still owe money to a previous Christian school or if they owe money to OCS for past schooling.
- OCS does not admit married students.

Upon completion of the application process, the school will inform parents whether the student has been accepted.

Ottumwa Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color,

national and ethnic origin in administration of its educational policies, scholarship and loan programs and athletic and other school administered programs. (Department of the treasury, Publication 5578,1992,15.)

OCS Admission Policies are based on the following passages:

1 Cor. 14:33, 40 *“For God is not the Author of confusion, but of peace, as in churches of the saints. Let all things be done decently and in order.”*

Hebrews 13:17 *“Obey them that have the rule over you, and submit yourselves; for they watch for your souls, as they must give an account, that they may do it with joy, and not with grief; for that is unprofitable for you.”*

1 Cor. 10:10 *“Neither murmur ye, as some of them also murmured, and were destroyed of the destroyer.*

Christian Character

This section and the following “Code of Conduct” must be agreed to and a signed copy added to student’s file each year as part of the admission process. It is added here for your reference.

As a Christian school we strongly believe in developing within our students a Christian worldview. You need to understand that everything taught at OCS will be presented from a Christian perspective. This point of view is reflected in our Statement of Faith.

Your behavior and lifestyle is to be consistent with a Christian model. This is particularly true in that we believe the Bible makes specific prohibitions against the following behaviors and lifestyles and that these issues can significantly affect your ability to be part of OCS:

- Promiscuous behavior - sex outside of marriage (1 Corinthians 6:18-20)
- Homosexuality (1 Corinthians 6:9, Romans 1:26-27)
- Criminal activity (Titus 3:1)
- Illegal drug and alcohol use (1 Corinthians 3:16-17 and Proverbs 20:1)
- Disrespectfulness of authority (Col. 3:22, Heb. 13:17, Rom. 12:7)
- Hate crimes and racial discrimination (1 John 3:15, Gen. 1:27, Col. 3:10-11)
- Usage of pornography (Matt. 5:28, Philippians 4:8).

In addition to these direct biblical mandates, we feel the following areas (addressed indirectly in scripture) would also be inconsistent with Christian standards at OCS:

- Inappropriate use of anger (Ephesians 4:26, James 1:20, 1 Corinthians 9:27, Titus 2:2)
- Profanity (Exodus 20:7, Colossians 4:6, Ephesians 4:29, 5:4)
- Bringing weapons or anything that can be construed as a weapon to school (2 Corinthians 10:3-4)

Character is who you are and how you behave when no one is watching.

Code of Conduct

Believing in the Key Verse: *Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus (Philippians 2:3-5)*, OCS has adopted the following Principles of Conduct as a standard of behavior for its students.

I will treat with respect those adults, both teachers and parents that are in authority over me during the school day. (See Respect Policy)

THIS MEANS I will accept the judgments and directions of teachers and parents with a teachable, humble spirit, and I will attempt at all times to have a cooperative attitude.

I will respect and uphold the physical and emotional well being of others.

THIS MEANS there will be no physical violence or unkind words or actions taken against another. No punching, kicking, name-calling, or teasing, even in a joking manner.

I will respect the rights of others to learn.

THIS MEANS that I will not make noises or in any other way disturb the atmosphere of the classroom during quiet study times or special instructional times. I will help maintain an orderly learning environment.

I will treat others with courteous behavior.

THIS MEANS I will use my best manners. I will make a special effort to say, "please", "thank you", and "excuse me". I will try not to walk in front of others or place myself first in line, always considering others more important than myself.

I am a respectful of school property and facilities. THIS MEANS I will take care of all school materials and supplies, keeping them clean and in good order. I do my best to take care of the school building and furnishings, and do not misuse or mistreat them.

I am accountable for my own thoughts, speech and attitudes.

THIS MEANS I will accept the consequences of poor behavior as well as the rewards for good behavior. I will not make excuses or blame others for my actions and responses. It also MEANS that in an effort to reflect the attitudes of Christ, I will seek to do good for others at all times.

Students who are unable to maintain these standards will be disciplined through the following means:

- Parent involvement
- Detentions
- In-school suspensions
- Out-of-school suspensions
- Disciplinary / Academic probation
- Expulsion

Serious actions may require immediate use of suspension or expulsion.

ATTENDANCE

Arrival and Departure

Regular school hours are from 8:20 am through 2:55 pm for grades PreK and K; 8:20am through 3:00pm for grades 1-6; and 8:20 am through 3:05 pm for grades 7-12, Monday through Friday. **The school is not responsible for students who arrive before 8:00am or who remain after 3:10pm (except for scheduled after-school activities).** Students should be picked up no later than 3:10pm. In the event of an emergency, please make sure you call the school office to notify us that you will be late. Students who arrive before 8:00 am and who are not picked up by 3:10 will be sent to Wee Care and parents will be charged accordingly.

Class Attendance

OCS reserves the right to retain a student at the same grade level, if absent 10 or more days during the school year.

No secondary student may miss more than 10 individual class hours, per class per semester or they will receive no credit for that semester, unless the parents request an appeal before the OCS Board. Excessive tardies can be considered an absence for that class: 6 tardies in elementary grades, 3 tardies for secondary grades. After 3 consecutive days absence, a physician's excuse will be required.

Tardiness

Students will be expected to be on time to classes, chapel and all other school functions. Any student who comes to school late or who is delayed in going to class must go directly to the office for a pass to class (excused or unexcused). An elementary student who accumulates 6 unexcused Tardies will be required to have a meeting with student's parents/guardian and administration. A secondary student accumulating 3 unexcused tardies will required to have a meeting with the student's parents/guardians and administration. A student is considered tardy if s/he is not in his/her seat class begins. This includes being tardy for each class of the day. Students will be dismissed from school for consistent tardiness, if the problem cannot be corrected. Excessive tardies can affect whether a student will be allowed to re-enroll at OCS.

Mid-Day or Early Departure

All parents coming during class time to pick up students for dental appointments, doctor appointments or other excused absences must report to the office and **NOT** to the student's classroom. If a student must leave school early, a written note stating the reason is to be brought from the parent and approved in the school office before classes begin in the morning. The parent must come to the office and ask for the student. The office personnel will call the student and the parent must sign the official checkout register before the student may be dismissed.

Secondary students who come to campus after school has begun must sign in at the office before going to class. Secondary students who leave campus after school has begun must go to the office and sign out. Students who do not will have a meeting with administration and possibly the student's parents/guardian. *A written permission letter must be on file for any situation (such as dual-enrollment or student employment) stating the days and times that the student will routinely need to leave early.*

Wee Care

Ottumwa Christian School offers before and after school care. Before school care opens at 7:00 am and ends at 8:00 am, Monday-Friday. There will be no before school care on (weather related) late start days. After school care is available Monday-Friday until 5:30 pm, except 1:00 dismissal days. Please contact the office for more information.

Emergency Closings

In the event of closing because of bad weather, Ottumwa Christian School will be closed/delayed or dismissed early if the Ottumwa Public Schools are closed/delayed or dismissed early. Announcements will be made on certain radio and TV stations. Listen to KLEE 1480 AM and KISS radio stations, as well as KTVO channel 3 television station or KCCI television station. You may also call the Ottumwa High School to listen to their recordings regarding school cancellation at **683-4444 ext. 8** or visit their website at ottumwaschools.com and sign up for Ed alert. **Please do not call teachers and staff for the information.**

Withdrawal/Dismissal

Withdrawals from school must be made by the parent or legal guardian, in person, in the office. Records will not be released until all bills are paid and all textbooks and materials have been returned. A student will be dismissed from OCS if s/he is found to be out of harmony with the rules and policies of the school. Students who are expelled from OCS will not be considered for readmission during the current school year. Parents and students must meet with the administration before readmission will be considered for subsequent years.

Discipline

Rules, policies and guidelines are a necessary part of every school, organization or institution. At Ottumwa Christian School we have carefully established rules that reflect biblical principles and Christian values. Some rules are more important in terms of orderliness in a classroom or at a school function. Some rules relate to how you treat your fellow classmates. Some rules relate strictly to behavior. You are expected to follow the policies and guidelines established in this handbook because they affect you and our school. It is important that open communication be maintained through the appropriate channels such as faculty, and administration whenever policies, rules and related issues need addressed.

You are expected to live out biblical principles that are reflected in inter-personal communication. Any differences of opinion about issues should be addressed by talking with your teacher, principal or the OCS Board. We realize that it is much easier to talk among yourselves as students about the policies and procedures or even about the people in charge. This is not biblical. In terms of maintaining a distinctly Christian atmosphere and character about our school, we must be Christian in how we handle our differences. Biblically, we are called to love and honor each other as well as to hold each other accountable. It is expected that students will carry these principles out at Ottumwa Christian School.

Daily Disciplinary Procedures for Elementary School

Each Elementary teacher has their own system of discipline guidelines. Please see your child's teacher for their discipline procedures.

Daily Disciplinary Procedures for Jr. & Sr. High School

For any disciplinary infraction, the student is given a pink slip by the teacher in addition to loss of classroom privileges, relocation to a different area in the room, and/or a creative intervention of the teacher's choosing. The teacher will also call the parents that day. The teacher can also choose to give the student a "cooling off" time, if appropriate for the situation. (See below)

If inappropriate behavior continues, student is sent to the principal's office for the rest of the class period or until the student is ready to go back to his next class, making him stay longer if he/she has not cooled off. The student will also receive an automatic detention. The Principal will tell the student that if he/she creates any more problems that day it will be an automatic in-school suspension for the rest of the day. A green slip will be sent home for a parent/guardian to sign and it must be returned to the office.

Cooling Off

If a student is in poor emotional health during class because of a personal problem, then he/she should be able to cool off. The “cooling off” would be with the Principal or in his absence, the secretary. The classroom teacher would be the one to allow the student an opportunity to cool off.

“Pink Slips” (Secondary Discipline Notice)

Pink Slips will be given by the staff for behavior such as:

- Unprepared for class, Incomplete assignments
- Mild Classroom disruption; talking out of turn, out of seat, etc.
- Horseplay/Rough-housing
- Rudeness to classmates/others, teasing, etc.
- Inappropriate conversation/language/gestures
- Tardiness to class (not morning tardy)
- Untidy work or “cubby” area
- Uncooperative attitude
- Food or beverages outside lunchroom
- Dress code violations

Pink slips that accumulate from multiple teachers, or from more than one date, will count toward detention. Pink slips will be sent home for a parent/guardian to sign and it must be returned to the office within 48 hours. A failure to do so will result in a 1 day in-school suspension.

“Green Slips” (Secondary Discipline Referral)

Green Slips will be given by the staff for behavior such as:

- Cheating
- Disrespectful/Defiant toward Teacher
- Destruction of Property
- Profane Language
- Obscene Material
- Severe Disruptive Behavior
- Fighting
- Public Display of Affection
- Cellular Telephone Violations
- Misuse or inappropriate use of technology

Students receiving a green slip will be sent immediately to the principal’s office and will earn a detention, in-school suspension or expulsion. Green slips will be sent home for a parent/guardian to sign and it must be returned to the office within 48 hours. A failure to do so will result in a 3 day out of school suspension.

Severe Inappropriate Behaviors

Any serious violation could result in immediate suspension or expulsion. Cheating, danger to self or others, disrespect/disobedience toward staff, destruction of property, fighting, harassment, or possession of any drug, alcohol, tobacco, weapons, items forged into weapons, or obscene material or any other severe disruptive behavior would constitute an automatic trip to the principal, and will earn a detention, in-school suspension or expulsion. Behavior that is criminal such as drugs, alcohol, tobacco, and weapons will be referred to the proper authorities. See individual policies below.

Detention (Secondary)

A detention period will be held one day a week between the hours of 3:15-4:15pm when necessary or appropriate. Days and times may be set by the Principal as deemed necessary – with a phone call or letter sent to parents prior to the date and time. The student will earn a detention by:

- Accumulation of 3 pink slips.
- Accumulation of 3 tardy slips.
- Continued classroom disruption requiring trip to office.
- Receiving 1 green slip.

Other misconduct such as:

- Inappropriate behavior toward others (rudeness, teasing, etc.)
- Inappropriate language
- Mistreatment of property
- Disrespectful attitude to staff and/or volunteers

Tardy slips and pink slips will be counted each week for the following week's detention. The slate, as far as accumulation of pink or tardy slips leading up to detention, will be wiped clean after each semester.

When the student requires a detention, the following procedure occurs:

- The student will be notified by the school Principal or a staff member in person.
- The faculty is notified of the detention.
- Parent will be notified stating the infraction, where to report, and the length of the detention.

When the student is assigned a detention, he/she is expected to:

- report to the room on time {3:15pm during the week}
- be seated and remain the full 60 minutes
- study or read {appropriate material} or complete duties assigned by detention supervisor.
- remain quiet during the entire period

The student in athletics or co-curricular activities will not be excused for practices or contests. If the student misses their assigned detention time, a meeting with the student, parents and principal will be set to resolve the issue of making up detention time. Modifications of the detention policy may be made with the input of teachers and parents. The final decision regarding a student detention will be made by the Principal. Failure to comply with the detention policy will result in additional detention time, suspension, and/or expulsion.

Discipline Visits to the Principal's Office

1st Visit per Semester – The principal will correct, instruct, read the Word of God and pray with the student. Parents or guardians will be notified so they can help the student overcome his/her behavioral problem. It is our hope and desire that conduct problems will be resolved at this point.

2nd Visit per Semester – The student will be put on a 3 week probationary period. Parents or guardians will be notified and asked to come to the school for a conference with the teacher and/or principal. It will be determined at that time what corrective action needs to be taken to help the student overcome this/her behavioral problem.

If the student, following a 3 week probationary period, has a definite change of conduct and a willingness to abide by classroom rules, s/he will be taken off of probation. However, if the student begins to violate classroom rules again, s/he will be placed back on another 3 week probation.

3rd Visit per Semester – If the student, while on probation, continues to violate the conduct rules and is sent to the principal's office for the 3rd time, parents will be called and the student will be suspended for up to 3 days. The schoolwork for the suspension period is required to be completed and turned in on the same day the student returns to school. Upon returning to school, the student will begin the probationary period again. The length of this probationary period depends solely on the behavior and attitude of the student and will be determined by the principal.

If the student comes back to school following a 3 day suspension with a definite change of conduct and a willingness to abide by classroom rules, then s/he will be taken off of probation. However, if the student begins to violate classroom rules again, s/he will be placed back on another 3 week probation.

4th Visit per Semester – If the student, while on probation, continues to violate the conduct rules and is sent to the principal's office for the 4th time, s/he will be expelled from OCS for the remainder of the school year. Parents will be notified and will have 7 days to request a school board hearing to review the decision.

Each student will start each new semester (1/2 school year) with a clean slate. It is our hope that this will give any student with a behavioral problem the chance to have a fresh start and begin behaving properly.

Disciplinary Probation (Secondary)

A student may be placed on disciplinary probation if he/she receives an in or out-of-school suspension as a last step before expulsion from Ottumwa Christian Jr. & Sr. High School. Disciplinary probation means that in the minds of the administration, faculty and Board, a student has not chosen to respond to corrective disciplinary procedures in a manner that evidences godly repentance. Repentance means the student has consciously chosen to turn his back on any behavior that opposes the school's principles of conduct for which he has previously been disciplined. Repeated disregard of these principles shows a rebellious, unteachable spirit that Ottumwa Christian Jr. & Sr. High School will not tolerate. When a student is placed on disciplinary probation, there will be a meeting with the student, parents and administrator to discuss solutions. A student on disciplinary probation who is sent to the office by classroom teacher or receives 3 pink slips may be expelled.

Academic Probation (Secondary)

A high school student who receives one or more "F"s in a quarter or earns a quarterly grade point of less than 1.1 will be placed on academic probation. Academic probation serves as a warning to students and parents. The parents will be notified to set up a conference with the student, administrator and teacher. Solutions to the deficiency and a timeline for remediation will be determined. A student placed on academic probation who does not receive a 2.0 GPA by the next quarter may be asked to leave the school.

Suspension

The Principal may suspend a pupil for not more than three school days. A suspension will be issued for the following infractions:

- 9th pink slip within a given semester.
- Third visit to Principal's office in a semester (including dress code violations).

Gross misconduct including, but not limited to:

- Inappropriate language or gestures
- Danger to self (alcohol, drug use, etc.)
- Danger to others (fighting, harassment, etc.)
- Destruction of property
- Skipping class
- Cheating
- Direct disobedience/defiance toward staff

When a student receives an In-school or Out-of-school Suspension, they will check in with the principal upon returning to school. He/she will again be placed on disciplinary probation for one semester.

Expulsion

A student will be expelled from school by the Ottumwa Christian School Board with input from the Principal and the staff. An expulsion is the long-term or permanent removal of a student from attendance. An expulsion will require:

- A written notice sent to the parent(s).
- A formal hearing between the parents, child, and administration, if requested.
- The student's parent(s) have the right to present information on behalf of the student.
- The Administration will make the decision of expulsion based on what is in the best interests of the school.

Specific Disciplinary Policies by Topic

Cheating

Cheating on a test or assignment will result in a zero for that assignment. However, further assignments and/or consequences are to be determined by the individual teacher. Instances of cheating will result in suspension from school, and eventually expulsion.

Plagiarism

The definition of plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. This includes Any instance of plagiarism will result in a green slip.

Drug/Tobacco/Alcohol Use or Possession

Ottumwa Christian School has a firm **NO TOBACCO / NO DRUGS / NO ALCOHOL** policy. This means tobacco, alcohol, and drugs are not permitted in any way – the OCS Board will address infractions of this policy.

Furthermore, Ottumwa Christian School complies with Iowa law, HF2212 (Iowa Smokefree Air Act) which prohibits smoking on all school grounds, including private vehicles parked on school grounds. OCS also complies with the appending code No. 905.2 which reads “School district facilities and grounds, including school vehicles, are off limits for tobacco use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.”

We ask that you respect this policy without having to be asked to dispose of your cigarette, chewing, or other tobacco product. Please make aware of our policy any family or friends who might bring or pick up your child or who might attend a function at the school.

Harassment

It is the policy of OCS to commit to maintain an academic and work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment and hazing. (Violator: one who sticks, shoves, kicks, or otherwise subjects a person to physical contact, or attempts, or threatens to do the same, engages in a course of conduct or repeatedly commits acts which harass or intimidate another person and which serve no legitimate purpose.) The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline up to and including termination or expulsion.

Profanity

Use of inappropriate, offensive, rude or crude language will result in an after school detention. Sexual and/or blasphemous language is not tolerated at school. For severe offenses of any type of language the student will receive a one-day in-school suspension. Repeated offenses could result in dismissal from school.

Property Damage

Students who disfigure property, break windows or do other damage to the school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined. Sitting on desks, carving and defacing desks, defacing, losing or destroying books are included.

Public Displays of Affection/Dating

Proper Christian conduct with the opposite sex will be emphasized in the school. No public display of affection is allowed in school or at any school function or field/school trips. This includes but is not limited to:

- Kissing
- Hugging
- Hand-holding or Arms around each other

Social Media

Students will not use any type of social media at school. Any social media that a student may have must reflect the Christian values and principles of OCS. Students will be asked to remove content or sites that other students may have access too. OCS has a ZERO-TOLERANCE policy for the following:

- Cyber Bullying (The pressuring, harassing, or exploitation of student(s) through electronic devices and/or social media).
- Sexing or inappropriate texting.
- The creating or sending of inappropriate photographs
- The creating or sending of inappropriate jokes, sayings, or emails.
- The creating, sending, or use of inappropriate emojis.

- The creating, sending, or use of inappropriate videos.
- The use or altering of a student's picture as a form of harassment Intimidation, or exploitation.

Any student caught violating any of the zero-tolerance policies will be subject to discipline up to and including suspension or expulsion. If a student's actions crosses into criminal action then the proper authorities will be called.

OCS expects that our students will live up to a higher calling. We asked that as parents/guardians that you will help monitor the social media sites that your students may have access.

Computer Use

- Screensavers and backgrounds can only be changed with staff approval and in accordance with the school's mission statement and other similar student policies (such as wording on t-shirts, etc).
- Students may save their own class work on their own flash drives.
- No game disks or other outside programs should be used or installed.
- Documents need to be saved to the designated directory only. Saving a document to another directory is prohibited.
- Installation of software (including downloading) is prohibited unless approved by the OCS Board.
- Changing the clock, date or configuration settings are prohibited.
- Students are not permitted to access email accounts at school. – unless with direct teacher supervision for a class project. The faculty or staff member must read all the students' incoming and outgoing e-mails for the project.
- Do not delete the work of others. In case of an accidental deletion, please inform a staff member ASAP.
- Students are not permitted to access chat rooms / use instant messaging at school.
- Computer is for educational purposes only / no web browsing for recreation.

Internet Usage

The following topics are inappropriate for students to access off the Internet:

- Sexual content
- Swearing/bad language
- Satanic/cult material
- Anti-Christian material
- Anti-Patriotic material
- Non-Christian music or related sites

Deliberate violation of the above policies will result in loss of computer use for a period of time determined by the principal. Based on your log-in we will monitor your internet

activity. If a student accesses any inappropriate material the following consequences will occur:

- First offense: The student will lose his/her computer privileges for 3 months
- Second offense: The student will lose all computer privileges for 12 months

If a student would unintentionally access any inappropriate material, the student will need to inform the teacher immediately. This must be done so that the student does not lose his/her computer privileges.

No software is to be brought into the school from home. School software must be a legal copy as per the copyright laws.

Respect Policy

We feel that students and adults should be treated with respect. Respectful communication is more likely to be heard. James 1:19 says that *“Everyone should be quick to listen, slow to speak and slow to become angry.”*

Being respectful means that we are:

- Using the appropriate words
- Using the appropriate tone of voice
- Using the appropriate actions and expressions

OCS expects its students to show respect towards God, country, family, faculty and fellow students. Disrespect to any member of the faculty, staff, volunteers, or board members will not be tolerated. Students should always *address and reply* to teachers with utmost respect. Bad attitudes and actions towards authority are considered to be forms of disrespect. Heb. 13:17

Weapons

A weapon is defined as any object that may be construed as being dangerous (pen knife, gun, broken glass, etc.). As required by law, students who bring a gun to school will be immediately expelled. Any student bringing other types of weapons to school will receive a minimum of a one-day out-of-school suspension. Repeated offenses will result in out of school suspension and possible dismissal from school. The actions of the student in regard to the weapons may require immediate dismissal from school.

Corporal Punishment

Due to the possibilities of misunderstanding, misapplication, and infringement of existing laws – as well as the possible harm to OCS’ public image within the community – the faculty and staff of OCS are not to use corporal punishment as a means of discipline with any OCS student.

Classroom Rules

We recognize that each student and teacher is a unique individual in God’s eyes. You will find your teacher’s individuality may be expressed in different classroom rules. These minor differences are important and you will be expected to respect each teacher’s rules while in their class. Four fundamental rules for the classroom are:

- Be respectful.

- Don't get out of seat without permission.
- Don't speak out in class without permission.
- Face forward in seats and pay attention to learning.

Electronics/Games/Music

- **No** student cell phone usage is allowed in the school building during the school day. Student may have cell phone in backpack, with phone turned off, for after school use. Students will be asked to use cell phones outside the building. Students violating these rules will have cell phone confiscated until a parent picks it up from office.
- Students will be given a green slip if they are caught with an electronic device and they will lose their device until the end of the day when a parent comes to pick it up.
- No personal tablets or devices in the classroom at any time.
- No Game Boys or hand held computers or computer type games are allowed.
- No portable music devices are allowed on school property. No portable music devices are allowed in the classroom unless a teacher **and** the principal for a classroom project give specific authorization. Students violating this policy will have their music and player confiscated until your parent picks it up from the principal.

Teachers are allowed to play quiet Christian music in their classrooms as long as it is not disturbing to the classroom environment or other classes.

Philippians 4:8 *“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 ever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”*

Student Planners

Students 3rd through 12th grade have been provided school planners. Students are required to use these planners daily.**

- Students must have their planners signed to leave the classroom
- Students must have their planners signed by the office to return to the classroom
- Students must have their planner in every class. They must use their planners to remind them of homework assignments, tests, and other school events.
- Students caught without a signed planner in the hallway will receive disciplinary action according to their grade level. Jr and Sr. high students caught without a signed planner will receive a pink slip.
- If a student loses their planner they will be required to pay \$5.00 to buy a new planner.

Curriculum

OCS uses primarily ABeka, ACSI, Saxon, and Bob Jones curriculum.

DRESS CODE

The primary purpose for a dress code is to uphold the biblical standard of modesty in the Christian education environment. Proper grooming must be taught along with other rules of manner and morals. OCS supports the emphasis of the Christian home in matters of modesty of dress, hairstyles and good grooming (1 Corinthians 6:19-20). In addition to biblical modesty, the dress code is influenced by our belief that dress and appearance affect the learning environment. Many studies have been done regarding the effects of dress on student behavior. A more casual appearance leads to a more casual and undisciplined pattern of behavior. The administration reserves the right to reject any fad, accessory or clothing article that is not complementary to the overall appearance of the student body.

The administration will determine if dress or appearance is appropriate. **The administration also reserves the right to determine dress to be inappropriate although there may not be a specific listing of that type of attire in the dress code.** The dress code applies to all school functions except when specifically changed for an activity.

Secondary General Guidelines

Unless otherwise specified, students attending any OCS function (**including Sr. Formal/ Awards Banquet**) are to follow the school dress code established for classes.

- Parents who are involved during the school day in any aspect of the school program (room mother, PTF volunteer, bus driver etc.) are expected dress modestly. Parents/guardians are also expected to follow the OCS dress code while on campus or with OCS students.
- Students must wear appropriate attire to chapel service.
- Clothing should be clean and tidy in appearance.
- Hoods / Hats are not to be worn inside the OCS building.
- Due to daily recess and weekly P.E., students should have tennis shoes available to wear at all times.
- No undergarments are to be visible at any time.
- Any article of clothing or other personal item (backpacks, etc.) that pertains to secular music, sexual innuendo, or drug culture is not acceptable. Items may not be imprinted with questionable messages or pictures.
- Wearing of shorts is discouraged except during hot weather. Shorts should be no shorter than the top of the knee at any time.

- Excessively bleached, torn, cut, or blotchy jeans are not acceptable. **No holes of any kind.**
- No pajama pants.
- Anything that significantly alters a natural appearance or draws an excessive amount of attention should not be worn. No skin art of any kind.
- This includes hairstyles and hair color. No unnatural hair color.
- Sweat pants/athletic pants will be allowed **ONLY** on P.E. days and they must follow all other dress code guidelines.

Secondary Girls' Specific Guidelines

- Girls must wear modest attire.
- When wearing dresses/skirts, they must be worn no shorter than the top of the knee. Tunics/long shirts are unacceptable to wear with leggings unless they are also to the knee.
- The wearing of dresses, skirts, or pants with "slits" is inappropriate and unacceptable.
- Pants or shorts may be worn providing they are not tight or revealing. Dress shorts and not gym or beach shorts. No jeans on chapel days.
- Tops are to be modest. Low or plunging necklines and off-the-shoulder styles are unacceptable. Tops should be no lower than 2" below the collarbone. Tight, form-fitting tops should not be worn. Backs, stomachs and undergarments must be covered at all times.
- No strapless, spaghetti straps, or tank top straps tops. All straps must be 2 inches or wider. Lace or sheer shirts must be worn with a shirt or tank top underneath that follows dress code guidelines.
- No spandex shorts, pants, jeggings, or leggings, unless worn under dresses, skirts or sweater dresses that go to the knee.

Secondary Boys' Specific Guidelines

- Boys must wear modest attire.
- Neat, clean and properly fitted pants or shorts are to be worn.
- White short sleeve cotton (undershirts) or tank shirts may not be worn as an outside or only shirt.
- Hair is to be neatly groomed at all times, above the collar and eyes. Beards and mustaches are not permitted. Boys must be clean-shaven at all times.
- No article that is considered feminine is to be worn, including earrings.
- No unnatural hair colors.

Elementary Specific Guidelines

Elementary Guidelines are the same as Secondary, with the following exceptions.

- Shorts, skirts, and dresses should be fingertip length or longer.
- Sweatpants and athletic pants can be worn any day, except chapel day.
- Shorts are strongly encouraged under dresses and skirts.

Chapel Day

- No jeans are allowed on chapel day.
- Boys must wear dress pants or dress shorts (no denim) with a nice shirt.
- Girls must wear dresses, skirts, or dress pants.
- Students should dress for chapel to honor God and to represent OCS well to visiting pastors, missionaries, and Christian Colleges.

Enforcing the dress code is not the sole responsibility of the school. Since the student dresses at home, parental guidance is essential. Students who are dressed inappropriately, according to OCS guidelines, will be sent to the office and required to wear appropriate attire provided to them by the school (when available) for the remainder of the school day. In some cases, parents may be called to bring appropriate clothing to the school. The student will remain in the office until appropriate attire is available. In addition, dress code violations are subject to the disciplinary procedures of this handbook; with each dress code violation being regarded as a disciplinary trip to the principal's office (see pg. 10).

GRADE LEVELS

Pre-K and Kindergarten Classes

Pre-K and Kindergarten classes at OCS offer a fun time of learning for your child. This is not a babysitting service, but a delightful educational program designed to give your child a firm education for a lifetime of learning.

Each year the Kindergarten students are honored with a special graduation and a reception afterwards. This will be a time that you and your child will cherish for years to come.

Elementary

The student forms most of his/her basic beliefs, concepts, and life principles before she/he reaches the secondary level of education. At the elementary school level, great emphasis is placed on the basic fundamentals of education. A strong phonics program begins at the first grade level and produces excellent readers. The mathematics program provides a quality mathematical base. Bible, Penmanship, History, Science, Spelling and Language are additional elementary subjects. Every grade is involved in a chapel program once a week. Homework, report cards, concerned teachers and informed parents are the rule and not the exception. The Bible is our main textbook.

High standards and effective discipline are the highlights of the elementary program. We desire to train students to be diligent and use their abilities to the fullest extent and not to be content with just getting by. Our education program is designed for the average student, but also produces above average results. All this is accomplished in a warm Christian atmosphere.

Secondary

The adolescent years are times of spiritual and academic growth. Friendships, social habits, goals and desires are established for life during these important years. Because the student's future is dependent upon the training and guidance given during these years, we believe that Bible-based education is imperative. Self-discipline, obedience, respect for authority, love for fellow man, country and God, honesty and dependability are emphasized and taught from a Christian perspective.

Our high school program meets and exceeds the requirements established by the Iowa Department of Education. All students must follow the course of study recommended to them. This is to ensure that each student attains as much as possible academically. (See Graduation Requirements)

MISCELLANEOUS

Age

Students entering OCS must reach the age required by the Iowa public school system for that grade by September 15th of that year. Exemptions may be considered on a case-by-case basis. No student will be admitted who is more than two years older than the chronological age for his/her grade level.

Athletics

Event participation/Eligibility

Although the coaches have specific instructions, rules and guidelines for each sport, OCS has certain basic guidelines for participation in athletic events. They are as follows:

1. Parents are responsible for arranging means for their student to attend practices and to meet at the school to go to the games. **No phone calls (unless for emergencies) should be made during the school day to make such arrangements. Remember that there should be a permission note on file in the office if your child will be riding to or from school with someone else.**
2. A "C" average with no "F"s must be maintained by all students participating in athletics. Should the student's grade average drop below a "C" average, or an "F" appears on a midterm or report card, the student will be ineligible for game play for a **minimum of 2 weeks**. At the end of 2 weeks, the administration will evaluate the student's grades. If at the end of 2 weeks, the student's grade average returns to a "C" average or higher and/or the student is not failing any classes, he/she will then be eligible for game play. If these requirements are not

met at the end of 2 weeks, the student will be eligible to play as soon as they are raised.

3. The student must be present at school on the day of the game if s/he expects to play. In extreme situations, the coach must be advised beforehand, and s/he will make the necessary decision. Illness is not a satisfactory excuse. If one is too sick to come to school, s/he is too sick to participate in a strenuous sport.
4. Any student on Disciplinary Probation or Suspension is ineligible for that time period.

Dual-Enrolled Students

Students that do not attend school at OCS full-time, but are involved in athletics are required to:

1. Take one full-year class at OCS, including Bible unless the student is currently taking Bible at a different institution. The student will pay a fee for each class, including registration, athletic fees and any other academic costs. Student must sign up for course(s) by the 2nd week of class. After 2 weeks, new students must be enrolled in at least 3 courses (2 ½ credits or more) to be eligible.
2. Have all non-OCS grades available for our administration to see – including all midterms and report cards. Dual-enrolled athletes are under the same academic requirements as OCS students. (See Athletic Event Participation)
3. Receive pre-approval by the administration to participate on an OCS team.
4. Attend church regularly.
5. Act in a Christ-like manner at all times. When a dual-enrolled student is on an OCS team, they are a representative of the Ottumwa Christian School.

NOTE: If a dual-enrolled student drops or fails their required course(s) after basketball season, they become ineligible for the next basketball season.

Awards Day

At the end of the school year in May, we have a special time to reward the academic and personal accomplishments of our student body. The students receive recognition for things such as perfect attendance, honor roll, spiritual growth, etc. that they have made during the school year.

Care of Property

OCS is considered to be God's property. Respect for the appearance and care of the school is a part of the Christian testimony presented by OCS. All effort should be given to keep our campus free from litter or trash on the ground or in the school building. Practical jokes involving school property are in poor taste and offenders will be dealt with accordingly.

Chapel

Weekly chapels are generally on Monday. In recognition of the importance of chapel and in respect to the presenter(s), students are required to:

- Bring a Bible to chapel.
- Bring a notebook and pen/pencil.
- Enter the assembly room quietly and respectfully.
- Quietly meditate upon the Lord before the speaker begins.
- Be respectful toward speaker. Pay attention, interact appropriately, and remain quiet at other times.
- Shake hands and thank the speaker upon leaving chapel.
- Chapel dress is required for the entire day. (See dress code)

Church Attendance

Church fellowship is a vital part of spiritual and social growth. Our school **encourages** all students to attend a weekly church service with their family or on their own. Students are also strongly encouraged to participate in church sponsored youth programs and events.

Exam Exemption

Students who maintain the quarterly grade of an “A” all year will be allowed to exempt the final exam for the subject.

Field Trips

Field trips are taken at various times during the school year and are required school days for the students. The students are required to maintain the same level of discipline away from the school as is required at school. Parents may be asked to serve as chaperones. The school requires parents to follow the same standards of dress and conduct as is required of the students. Should a parent be asked to chaperone a class field trip, no older children should be taken along with a younger class. This includes such activities as class picnics or parties in the classroom as well as field trips.

It is imperative that the welfare of the students be the number one priority! There will be at least one responsible adult chaperone for every 6 or less students on day trips and one adult for every bedroom on overnight trips. Male and female students and chaperones must be divided on any and all sleeping arrangements.

There will be a roster of all the students participating and each chaperone will have a separate list of the students they are personally responsible for. There is no freedom to break away from the group. Students must have a buddy for all snack bar visits and bathroom breaks. If the group goes on a pre-approved side trip, each chaperone will remain with the students and be responsible for them at all times. Chaperones will

carry a cell phone and have all other chaperone's cell numbers in their possession. When the group comes back together, the adults will check their roster and account for every student.

Parents will receive a letter prior to the trip including:

- Names of all chaperones and drivers – including cell phone numbers.
- A complete schedule of events.
- Locations and phone numbers where students can be reached.
- List of items students will need to bring with them.
- Expected departure and arrival times (cell phone calls must be made to all parents if these times change for any reason).

If the number of chaperones needed is not met, the event will be cancelled.

Food

No food or beverages are allowed outside of the lunchroom, unless it is a special occasion approved by the teacher and administration. Water in non-glass containers with lids or caps is allowed during class time with teacher approval. Absolutely NO food or beverages in the lockers or cubbies, unless it is your lunch.

Grading Scale

A+	99-100
A	92-98
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D+	68-69
D	62-67
D-	60-61
F	0-59

At the recommendation of the parent, teachers and the OCS administration, exceptions may be made pertaining to the grading scale if a child is identified as a special education student. However, no exceptions will be made if there is a lack of effort on the student's part. Students also receive marks and/or comments for character qualities such as attitude, citizenship, etc.

Graduation Requirements (High School)

Bible	8 credit hours
English Language Arts	8 credit hours
Social Studies	6 credit hours
Mathematics	6 credit hours
Science	6 credit hours
Health	1 credit hours
Physical Education	3 credit hours
Foreign Language	4 credit hours (If Available)
<u>Electives</u>	<u>3 credit hours</u>
Total	45 credit hours

Hallways

Students are expected to walk at all times in the building. In the hallway normal talking voices are expected. Shouting is not acceptable. Horseplay is not acceptable. Coat area is to be kept tidy. No personal items should be on the floor, but they should be kept on shelf above coat hooks. When in the halls during class time quiet voices are required. Failure to follow these guidelines will result in disciplinary action. **3rd-12th grade see school planners.

Study Hall Rules

- Students must study, read and/or remain quiet during the entire period.
- Permission to speak with a fellow student must be granted by the teacher in charge and must relate to schoolwork and shall be for a limited time.
- Study hall is for studying and it is not to be used a free time or play time. If a Student has completed all their work they may read quietly.
- No computer usage unless it is for an assignment. No game playing or cyber surfing.
- If permission is granted to use the restrooms, only one boy and one girl may do so at a time and a bathroom pass must be issued.
- Except water bottles, no food or beverage is allowed. (Also see Classroom Rules)

Homework for Elementary Students

Homework is a fundamental part of our general academic program. It prepares students for high school and college, and entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills.

Homework's immediate educational purpose is:

- To reinforce skills and concepts learned in class.

- To develop study skills and habits.
- To practice skills and knowledge in ways that are not readily accomplished in the classroom.
- To inform parents of what is being taught in the classroom.

Homework assignments should be expected each school day, except Wednesday. They may be modified to accommodate the needs of your child. **If your child is consistently not getting homework assignments finished in the allotted time, please contact your child’s teacher.** The goal is to reinforce, not burden the student. The 3rd-6th grade students will have a school planner. This is to be signed by the parent and returned as the teacher requests. Most elementary students will need a parent to assist them during the homework time. The expected homework time allotment for each grade is as follows:

Kindergarten	10 min. (Parent assistance needed.)
Grades 1-3	30 min. (Parent assistance needed.)
Grades 4-6	45 min. (Parent assistance needed.)

The suggested times serve as a guideline and may vary depending on the work assigned on a given day, the students’ organizational skills, study habits and use of study hall, and the nature of the assignments. Students are expected to learn how to use the time efficiently to complete the required work at each grade level. Parents are expected to support their children in their endeavor.

Homework for Secondary Students

Homework is a valuable part of your educational process and considered part of your grade. Generally no more than two hours a night should be spent on homework. Usually less homework will be assigned on Wednesdays due to your church commitments and youth program. Secondary students are responsible for collecting their own assignments and completing them in a timely fashion.

There will be times when you will have long-term assignments that you must plan for in order to avoid over crowding with homework on particular nights. For instance, special project requirements may best be managed over several weeks or months in order to avoid a crunch at the due date. Your failure to effectively manage long-term assignments is a work management issue and not a “too much homework issue.” You and your teachers need to work together to help you develop appropriate management skills for your developmental level. It is important that we not create workaholic students by having you do too much homework. If you feel that you consistently have been given more homework than is appropriate, talk with your teacher.

Make-up Work

Students absent due to an illness, will have 2 school days (per sick day) upon return to make-up any assignments given during the absence. Any assignments or quiz/tests

given prior to the absence will be due when the student returns from the school. If the absence is planned (vacation, appointments, etc), assignments are to be collected by student in advance of the absence, and turned in upon their return.

Honor Roll

- An Honor Roll student is determined by the following qualifications:
- Student must attend OCS full time.
- “A” Honor Roll – Student shall have A’s in each subject.
- “B” Honor Roll – Student shall have A’s and/or B’s in each subject.
- Student shall meet Christian character guidelines as described earlier in handbook and have no disciplinary issues.

Library

A \$5.00 per book charge will be added to a student’s tuition bill for any unreturned library materials at the end of the school year. This will help in replacing the unreturned item.

Lost and Found

Lost and found articles will be in a designated area in the school office. Any article not claimed for more than two weeks may be given to charity or disposed of.

Lunch Program

The lunch program may vary by year due in part to the availability of volunteers to oversee and serve at lunch times. Information for any current lunch program may be obtained in the office. Chocolate and white milk cartons are available in the lunchroom for .50 cents each. Milk tickets may be purchased for \$5.00.

Cafeteria

No misconduct or “horseplay” will be tolerated in the lunch area. Students are to enter and leave the lunch area in an orderly fashion. Students should see that his/her area of the table and floor is clean after eating. No food or drink is to be taken out of the lunch room. Students may be asked to help wipe tables, sweep floors, and empty trash on a rotating basis.

Office Hours

The school office is open for business between the hours of **8:00 am and 3:30pm** Monday through Friday during the regularly scheduled school year. Exceptions are morning delays, early outs or cancellations. Parents may set up appointments to meet with the principal or teachers, pay on accounts or take care of other school-related business transactions at these times. Should you need to contact the school during the summer months, please call in advance to schedule your visit as the summer schedule varies. You may leave a message on the answering machine at times when office personnel are unavailable. The office manager is in the office during the summer on Tuesdays and Thursdays from 7-11 am.

Parent/Teacher Conferences

Parent involvement and Parent /Teacher communication are vital for achieving the best education for the individual student. Conferences for all parents are scheduled twice a year by the individual teachers. Conference dates are listed on the school calendar. If you need additional conferences during the school year to discuss concerns regarding your child, please call the teacher to schedule an appointment.

Parent/Teacher Communication

When problems and disagreements arise during the school year, for the best interest of our school, it is extremely important that they be dealt with in a Christian manner. We believe in and practice the chain of command in dealing with problems as taught in **Matthew 18**.

The following procedures will serve this end:

- Call the school to have the teacher call you when out of class.
- Do not call the teacher at home unless the teacher requests that you do so – they will not have records at home.
- If you are not able to get the problem solved together, you may request a conference with the principal, where all parties can meet.

We feel this is the scriptural method of solving any difficulties. *Of course, it is never appropriate (and sometimes compounds the problems) to discuss any problems with other parents.*

Promotion / Retention

In Kindergarten through 6th grade a student's report card will contain a notation as to whether the student has been promoted or retained. Students receiving "F"s in two or more academic subjects may be retained. Satisfactory scores on achievement tests and, in some cases, the recommendation from the student's teacher will be necessary for promotion.

Records Requests

A two-day advance notice must be given if a student's records are needed. After one year of graduation, a student may have one copy of records sent without charge. Copies thereafter will be provided at a cost of \$5.00 each.

Sickness and Medication

Children who are sick or who have a temperature of 100 or above should not be sent to school. We do not have a nurse on staff or facilities to accommodate sick children. Therefore, it will be necessary for a child who becomes sick at school to be sent home. Please arrange ahead of time for this type of emergency. Students should not bring medication to school unless specific written instructions are received from the parent.

The medication and written instructions should then be presented to the office. Medical Permission Forms for the above mentioned medications must be signed and on file. Because of possible abuse and liability, students must not bring aspirin, cough syrups, antacids or other over-the-counter medicine to school without a note from parents and a release form signed. Prescription medications must be accompanied by a copy of the prescription. OCS will distribute these medications, but staff cannot administer medications to the children. Only medications that can be self-administered by the child can be allowed.

Socials

OCS will not be responsible for any party or social affair, which is not officially sponsored or approved by the school. School-sponsored socials will adhere to the same guidelines as outlined in this handbook.

Telephone Use

Phone usage is discouraged that would cause students to miss out on class time. Only in an extreme emergency will students be allowed to receive calls. Messages from parents can be delivered to students during the day.

(See **Electronics** for rules regarding cell phone usage by students)

Vehicles

Students possessing a valid Iowa driver's license may drive to school on a regular basis provided that they have, on file in the school office, a permission form signed by parents. Students who drive are permitted to pick up riders from other families only if all parents concerned give their written permission. Students are not allowed to remain in cars once they have arrived at school.

Failure to comply with any of the above rules or improper driving conduct such as speeding, reckless driving, etc., on the way to or from school will be sufficient grounds for revocation of the school's permission to drive.

The school assumes no liability for the damage to or losses from any vehicle parked on campus during the school day or during any school-sponsored extracurricular activity.

Visitors

Visitors may not attend classes without permission from the administration. Students with a day off from another school, or former students will not be allowed to attend classes or visit OCS students during the school day. Parents of students, and families considering future enrollment are welcome. Please call ahead to schedule a time to visit. When arriving on campus, come directly to the office. Do NOT go directly to classrooms as this may distract the students and interrupt the learning process in the classroom. Parents may bring small children to their classroom in the mornings, but please be aware of the teacher's duties. They don't have time for conferences and answering many questions and still get the school day started on time. The office will

gladly arrange a suitable time for you to meet with your child's teacher. All visitors should abide by the OCS conduct standards and modesty dress code guidelines when visiting school or attending school-related events.

All visitors should park in the designated parking area. Please do not stop in the drive area and leave your car unattended, as this is a serious safety risk. Parking is very limited, and many parents need to pick up their children at the same time. Please be courteous of others when using the parking lot.

The parking lot on the North side of the building is for staff only.

Volunteers

Volunteers are a necessary and appreciated part of OCS. Volunteer applications are available in the school office. All volunteers are screened to insure the safety of our students. Volunteers are scheduled to a specific task and time schedule. Please check into the office upon arrival.

PLEDGES

A demonstration of an individual's love and appreciation for our country, Savior and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of OCS. At the beginning of each day, recitation of the words of the pledges given below is a consistent reminder of the honor and privilege we have both as American citizens and Christians.

Pledge to the Bible

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.

Pledge to the Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands. One Savior, crucified, buried, risen and coming again, with light and life to all who believe.

Pledge to the American Flag

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.

STUDENT LEADERSHIP COUNCIL

Purpose: To give students a voice in the making of school policy, traditions, activities, privileges and other school functions. The Council will be overseen by a Faculty Sponsor.

Process of selection of the Council: Applications are to be completed and turned in to homeroom teachers by the end of the second week of school. Applicants must have been a student in attendance at OCS the semester prior to applying to the Council and must have a C average or better with no failing grades.

Homeroom teachers and the principal will select a pool of students from the applications from which the students may choose by secret ballot those to hold office in the Council. The Council is comprised of a Chairperson, Secretary, Treasurer and Co-Treasurer, plus the following representatives: at least two students from grades 9-12, two students from grades 7-8. (Number of representatives may fluctuate as student body population fluctuates)

Chairperson – It is recommended that this position be held by a mature student that is willing and able to show leadership, responsibility and give direction to the Council. The Chairperson must be able to represent the students and the school in an honorable manner.

Secretary – A student that is willing and able to keep notes during Council meetings of all decisions made.

Treasurer/Co-Treasurer – These two students must keep record of all monies pertaining to the Leadership Council. Their records would show up-to-date balance, credits and debits to the account in an orderly and accurate manner. These “books” would need to be periodically reconciled with the school bookkeeper and/or Board Treasurer.

Representatives of Grades 9-12 – These students are necessary to help carry on the work of the Council in any way they can and help share with other students the work being carried on in the Council.

Representatives for Grades 7-8 – These students represent and have authority to speak for their respective class and homeroom. They will

report to the Council as to business and ideas their class may have and report back to their classes Council decisions and activities.

Students may serve on the Council for the full year provided their grades and character remain in good standing. Students are asked to make a commitment to serve at least one full semester at which time they may ask to be relieved of their position. At such a time as a vacancy opens, the process of replacing them is much the same as in the beginning of the year.

Meetings: Meetings will take place formally as needed. These can take place at a time when members and sponsor are able to be present. Other interested students can attend the meetings. If they want to address the Council, they should request in advance that the Chairperson list them on the agenda. They may present a suggestion or idea to the Council, but are not able to vote.

Scope: The High School Council members also become the representative body for the High School. The Junior High Members report back to their own homerooms that may have their own governing body (depending on size of student body). The treasury account of the Council is the High School treasury. If the Junior High has its own Council, they will have their own monies. When the Council needs monies from both accounts for projects dealing with grades 7-12, each homeroom will decide what can be afforded to provide for such projects.

FINAL NOTE:

OCS holds that the Bible is the infallible, inerrant Word of God, and that salvation by faith in Christ is the initial step in the Christian life. The result is a life consecrated unto God and separated from the world (Romans 8:29, 2 Corinthians 6:17). Therefore, OCS seeks to provide an environment conducive to spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of a Christian should bring glory to God (1 Corinthians 10:31; Colossians 3:17) and promote spiritual growth.

Our policies are designed to teach our young people the importance of consistent Christian actions and attitudes everywhere they go and in everything they do. We hope that each student will abide by the standards of conduct whether they are at home, school or elsewhere.

Attendance at OCS is a privilege, not a right. Constructive suggestions are welcome, but griping is not tolerated. Anyone who will not cooperate spiritually, morally, or scholastically may be asked to withdraw.

The contents of this handbook are to be used as a guide. This book is no way an all-inclusive statement of OCS rules, regulations, and philosophy. The administration reserves the right to determine acceptable consequences for actions, behavior, conduct, and dress deemed inappropriate. This can result in in-school suspension, out of school suspension, up to and including expulsion.