
**Ocean
View
Christian
Academy
&
Preschool**

**Family
Handbook**

Dear Parents/Guardians and Students,

We are thrilled to welcome you to Ocean View Christian Academy. We know that your decision to become a part of our “family” was not made lightly, and it is our prayer that we can help you produce long-lasting, fond memories of your time with us.

At OVCA, we believe that spiritual values are critical to our purpose for providing a distinctly Christian education. We not only want to prepare our students for academic success; it is also our goal to prepare them for life and eternity. Our purpose for existing is to provide safety in a nurturing environment where our young people can grow as Jesus did “...in wisdom, stature and in favor with God and man” (Luke 2:52).

This handbook is provided to you for the purpose of outlining and explaining the academic and behavioral expectations that have been set for students at Ocean View Christian Academy. Our expectations are for the purpose of teaching and molding a young person to make them better people and more useful to the Kingdom of God.

It is critical to the success of the home/school relationship that parents be objective and cooperative where the expectations of this handbook are concerned. It is required that parents/guardians read and agree to the expectations outlined herein.

We look forward to partnering with each of you during your time with us. May the Lord, bless our efforts, as we work together.

Sincerely,

Ocean View Christian Academy & Preschool
Administration & Staff

Ocean View Christian Academy & Preschool Family Handbook

Table of Contents

INTRODUCTION/GENERAL INFORMATION

Statement of Faith..... 6

Statement on Marriage, Gender, and Sexuality..... 7

Vision Statement & Educational Philosophy

Vision Statement..... 7

Mission statement..... 7

Educational Philosophy..... 8

Educational Outcomes..... 8

Right to Amend..... 9

Academy History & Structure

History..... 9

Structure..... 9

Memberships & Affiliations 9

School Hours 10

Lunch Procedures..... 10

Chapel..... 10

Field Trips..... 10

Early Dismissal..... 10

Inclement Weather..... 10

Contact Information 10

STUDENT ISSUES

Admissions

Admissions Policy 11

Acceptance Guidelines 11

Admission Requirements 11

Parental Responsibilities 12

Withdrawal Policy..... 12

Financial Policies & Fee Schedule

Contract Signing..... 12

Invoice & Payment Options..... 12

Student Conduct 12

Discipline Policy..... 13

Philosophy 13

Standards of Behavior..... 14

Disciplinary Action..... 14

Tardiness.....	14
Minor Behavior Offences.....	15
Major Behavior Offences.....	16
Severe Behavior Offences.....	17
Academic Cheating.....	19
Extreme Behavior Offences.....	20
<u>Harassment/Sexual Harassment Policy.....</u>	20
<u>Uniform Guidelines.....</u>	20
Personal Appearance.....	20
Book Bags guidelines.....	21
Dress Code Violations.....	21
<u>Dress Down Fridays.....</u>	22
<u>Student Council Eligibility.....</u>	22
<u>Academics</u>	
Academic Policy	23
Preschool Student Development.....	24
Achievement Tests	24
Report Cards.....	24
Grading Scale	24
Honor Roll	25
Parent/Teacher Conference	25
Student Records	25
<u>Attendance</u>	
Attendance Policy.....	25
Parents Roll in Attendance.....	25
Excused Absence.....	26
Unexcused Absence.....	26
Tardiness.....	26
Arrival/Drop off Procedure.....	26
Departure/Pick up Procedure.....	27
<u>Curriculum</u>	27
<u>HEALTH & SAFETY</u>	
<u>Health</u>	28
Staff Health Requirements.....	28
Hand Washing Procedures	28
Daily Health Screening/Illness Guidelines.....	29
Medication Administration.....	30
Over the Counter	30
Prescription	30
CPR/First Aid/MAT.....	30
Classroom Snack & Party Food Policy.....	30
<u>Safety</u>	
General Safety	31

Visitors.....	31
Volunteers.....	31
Authorization Pick up Persons.....	31
Child/Staff Ratio.....	31
Emergency Drills	31
Earthquake	32
Fire	32
Lock Down Procedure	32
Building & Grounds Safety.....	32
Child Abuse/Neglect	33
Child Custody	33
<u>Transportation</u>	
Field Trips	33
Valid Drivers/CDL	33
Vehicle Inspection/Insurance	33
Child Restraint Devices	33
<u>Public Disclosure Statements</u>	
Code of Virginia.....	33
Religious Exemption	34
Personnel Qualifications.....	34
Facility Description.....	34
Enrollment/Capacity.....	34
Food Service.....	34
Staff Health Requirements.....	34
Public Liability Insurance.....	34
FERPA.....	35

INTRODUCTION/GENERAL INFORMATION

Statement of Faith

Ocean View Statement of Faith

(In summary form taken from the Baptist Faith and Message)

1. We believe the Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. All scripture is totally true and trustworthy. It is the infallible, authoritative Word of God.
2. We believe there is one and only one living and true God. God is infinite in holiness, all powerful and all knowing. The triune God reveals Himself as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His obedience and substitutionary death on the cross making provisions for the redemption of men from sin, His resurrection from the dead after three days, and His ascension into heaven where He sits exalted at the right hand of God the Father, and His return in power and glory to judge the world and to consummate His redemptive mission. He dwells now in all believers as the living and ever present Lord.
4. The Holy Spirit (the Spirit of God), who inspired holy men to write the Scriptures. Through illumination He enables men to understand the truth; He convicts men of sin, of righteousness, and of judgment. He baptizes believers into the Body of Christ, cultivates Christian character, comforts believers and bestows spiritual gifts by which we serve God with. He seals the believer, brings the believer into fullness of the stature of Christ, enlightens and empowers the believer for worship, evangelism, and service.
5. Man made in the image of God, both male and female as the crowning work of His creation. In the beginning man was innocent of sin and was given the gift of free choice. By free choice man sinned against God and brought sin into the human race. Only the grace of God can bring man into His holy fellowship.
6. Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. It includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.
7. We believe in the resurrection of both the saved and the lost. The saved to the resurrection of life and the lost to damnation.

Statement on Marriage, Gender and Sexuality

OVCA Position Statement

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the Image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as defined in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Ocean View Christian Academy & Preschool as a local Body of Christ, and to provide a biblical role model to the school's members, it is imperative that all persons employed by Ocean View Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Position Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Ocean View Christian Academy.

Vision Statement and Educational Philosophy

Vision Statement

Because of our dedication to excellence and the kingdom of God, the Vision at OVCA is to Glorify God by helping students fulfill their potential, both physically and spiritually, in a nurturing Christ-centered environment. We strive to accomplish this through educational excellence and imparting the knowledge of the saving grace of Jesus Christ.

Mission Statement

To equip students spiritually, intellectually, and physically to love God, love people, and make disciples.

OVCA Goal

We strive to accomplish this through educational excellence and imparting the

Knowledge of the saving grace of Jesus Christ.

Educational Philosophy

The philosophy of OVCA is based on a God centered view that all truth is from God and apart from Him it is impossible to know truth. The Bible therefore is the inspired, infallible, authoritative Word of God containing God's truth, by which it is used for teaching, reproof, correction, and for training in righteousness leading those who believe to be proficient and equipped for every good work. (Timothy 3:16)

The students of OVCA are fearfully and wonderfully made. At OVCA we view each child as a precious gift from God, and He has given each of them a purpose and destiny. It is our job to facilitate each child to grow in the purposes and plans that God has for them, in order to become servants of God.

The Curriculum of OVCA arises from a philosophy that places God, not man, in the center of all things and allows for each child to grow in the manner of Christ Jesus, increasing in all wisdom, and stature, and favor with God and man. (Luke 2:52)

OVCA, as an educational institution, believes bringing up a child in Christ-likeness is primarily the responsibility and biblical duty of the parent. Our school exists, to partner with and assist in the education process, believing that if a child is trained in the ways he/she should go they will not depart from it. (Proverbs 22:6)

The role of the Teacher at OVCA is to exhibit, in the fullest possible manner, the fruits of the Spirit. Each teacher is to motivate on an individual basis according to one's own ability and foster student effort encouraging the application of spiritual motives for learning. It is required of OVCA teachers to "walk worthy of the calling" with all "lowliness and gentleness, with patience, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace." (Eph 4:1-3, Gal. 5:22)

OVCA as a Christian educational system is to teach all truth to our students, pointing them to Christ as the only Savior and Lord, encouraging them to make a personal commitment to Him and to "grow in grace, and in the knowledge of our Lord and Savior Jesus Christ." (II Peter 3:18). The school upholds standards of appropriate behavior and academic excellence with God's Word as the unchanging standard.

Educational Outcomes

1. To relate the principles of Christ to every discipline of academics, and to every co-curricular and extra-curricular activity, both by instruction and example.
2. For each student to develop his/her whole person spiritually, academically, emotionally, and physically with the standard of excellence being the goal, transferring Christian values to their life and world around them.
3. For each student to obtain an increased understanding and appreciation of Biblical truths.

4. Each student will be encouraged by reinforcing positive self-concepts, recognizing and accepting his/her potential in Christ.
5. Each student will obtain an understanding of and respect for local, national, and international affairs while trying to provide avenues of interaction with the community surrounding them.

Right to Amend

The Policy & Procedure manual is the official statement of policies and procedures for Ocean View Christian Academy. Because of changes in state law or unforeseen circumstances, it may be necessary to make changes to this handbook during the school year. Ocean View Christian Academy will make every effort to inform parents and students of changes.

Academy History and Structure

History

Ocean View Christian Academy was founded in 1993 when a church member of Ocean View Church [formally Ocean View Baptist] realized the urgent need for students to learn in a safe, compassionate environment. It was brought to their attention by one of the youth who, shortly before he took his life, expressed his concern for teenagers and the dangers they faced in public schools because of the availability of drugs. Initially, OVCA opened for 7th and 8th grade; the Academy now serves children from 2 years to 12th grade. Degreed teachers instruct students in core subjects, in addition to art, music, Physical education, Spanish.

Structure

The School Board shall consist of no fewer than five members, with an odd number being the norm for voting purposes. Each member must be an [OV] Church Covenant Member.

The Administration consists of

- Principal (in charge of student issues and management of staff)
- Business Administrator (in charge of all office issues and management of staff)

Each PK 2, PK 3, and PK 4 is separated by age. Classes of ten students are led by one teacher, with PK2 also having aides present in the classroom.

Kindergarten, and 1st – 12th Grade classroom structure dependent on enrollment and may be dual grade classrooms.

Memberships and Affiliations

Ocean View Christian Academy is mission of [OV] Church. We are regulated by the State of Virginia and are members of the Association of Christian Schools International (ACSI), Virginia Council for Private Education.

School Hours

Teachers available: 7:30am – 3:30pm or 8:30am – 4:30pm
PreK2 – 4: 8:30am – 11:30am [half day] or 6am-6pm [full]
K through 12th Grade 8:30am – 3:00pm (extended hours available 6am-6pm)

Lunch & Snack Procedures

1. Lunch & Snack is either in the classroom (pk2) or in the cafeteria.
2. No refrigeration available for packed lunches.
3. Microwave available if needed.

Chapel

A regular part of the schedule of OVCA is the weekly chapel program. The chapel program will consist of prayer, music, and a short message. Chapel is every Wednesday.

Field Trips

All Field Trips using the school bus require the following from each participant:

- Signed field trip permission slip
- \$5 fee to cover gas & bus driver (per child; \$7 for trips over 25 miles)
- Fees paid by check or cash (exact amount; petty cash may not be available for change)

Parents are encouraged to participate by volunteering as chaperones for the trips.

1. Siblings may participate but must use separate transportation.

Children not attending must find alternate childcare accommodations for that day.

Early Dismissal

On some occasions school is dismissed at noon, i.e. for staff development, holidays, etc.

Early dismissals are communicated on the yearly calendar as well as signs posted at the school's entrance. In addition email/text reminders are sent out via "Remind".

Inclement Weather Policy

In the case inclement weather, closings will be posted at WAVY TV 10, in addition to a text message for those who have enrolled in our "Remind" App.

Contact Information

School office hours are from 8am – 5pm Monday through Friday. Teachers are not accessible via phone or email when they are instructing their class. If you need to get in contact with a teacher immediately, contact the school office for the urgent message to be relayed. Otherwise, phone calls will be returned within 24 hours.

Contact Numbers:

Ocean View Christian Academy
Phone: 757-583-1808
Fax: 757-583-5706

Address:

Ocean View Christian Academy
9504 Selby Place
Norfolk, VA 23503

Website: www.ovcademy.com

Email: school@ovcademy.com

STUDENT ISSUES

Admissions

Admissions Policy

Ocean View Christian Academy & Preschool does not discriminate on the basis of race, color, national and ethnic origin in admissions policies. OVCA reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including willingness to cooperate with OVCA administration and to abide by its policies. The admission process includes the completion of an online enrollment, a tuition contract, a health record, receipt of a birth certificate, and a consent form for photos, field trips, and activities.

Acceptance Guidelines

- The student's behavior, both socially and academically, must adhere to the philosophy of OVCA and the guidelines set forth in the family handbook.
- A student's acceptance is based upon entrance exam, past school records, and family interview with the Principal. All students are accepted on a probationary period in regard to academics and discipline.
- Students must be open to instruction from a Biblical perspective. Parents and/or guardians should be supportive of their child being taught from a Christian perspective.
- Students, whose behavior problems in another school or in the prior year at OVCA, must first give evidence of having solved the problems before admission into OVCA is granted. Success is attained only when students seek to maintain a positive attitude toward the academy, their teachers, and fellow students.

Admission Requirements

Preschool (2yrs.-4yrs.)

- Copy of Birth Certificate
- Must submit proof of current immunizations

Kindergarten

- Must be 5 yrs. old by September 30th.
- Must take entrance exam and may be assessed for placement, if need be
- Copy of Birth Certificate
- Must submit proof of current immunizations

Elementary/Middle School/High School (1st – 12th)

- Must take entrance exam and may be assessed for placement, if need be
- Copy of Birth Certificate
- Must submit proof of current immunizations
- Furnish most recent report cards and standardized test scores

- Schedule Parent/Guardian Interview with Administration

Parental Responsibilities

- Demonstrate interest, cooperation, and support all OVCA activities (i.e. fundraisers, field trips, events, etc.)
- Meet with School Administrator prior to student's admittance.
- Insure students are available to participate in the following: Christmas & Farewell program.
- Parents agree to budget and plan for the cost of a private education. Each parent is required to sign a tuition contract. Tuition must be paid to OVCA the first of every month. A late fee of \$35 will be added for any payments after the 15th of the month. OVCA also charges a \$25 fee for non-Sufficient Funds.

Withdrawal Policy

Withdrawals made after the 15th of any given month requires full payment for that month.

Exemptions are given to military upon receiving a copy of military orders. Payment is expected up to the point of transfer. Student's records will not be released until payment has been made in full.

Financial Policies & Fee Schedules

Contract Signing

When you sign a contract, you are agreeing to pay OVCA tuition for the education of your child. OV Christian Academy maintains a waiting list and relies on your enrollment to keep classrooms filled. Unpaid tuition may result in services being terminated if your account is more than 30 days past due.

Invoices & Payment Options

Invoices are sent out the first of each month. Payment is expected no later than the 15th of the month. Payments not received by the 15th are subject to a late fee of \$35. Payments may be made in the following manner:

- **Online** – through your invoice (ACH deposit from your bank to ours)
- **EFT/Bank Check** – you may choose to have your bank automatically pay your tuition by Electronic Fund Transfer (EFT) or by Bank Check sent directly to us.
- **Check** – Personal checks are accepted or **Cash** – This is the only payment method in which you will receive a receipt.

Student Conduct

Ocean View Christian Academy exists only for the purpose of making Christ and Christian principles the dominating influence in the lives of its students. In order to provide structure for this purpose, the following disciplinary guidelines are followed. They are intended to help provide for orderly school operation, for personal physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the aforementioned school purpose.

Basic Principles that govern student conduct include:

- Show respect and courtesy to others.
- Cooperate with others in work and play.
- Follow classroom and building procedures as follows:
 1. Observe classroom rules set forth by each teacher.
 2. Be ready with all needed materials when class starts.
 3. Walk in the hallway and use a quiet voice.
 4. Follow proper lunchroom, restroom, and hallway behavior.
- Demonstrate promptness and responsibility in attendance and assignments.
- Practice personal cleanliness, uniform compliance and orderliness of possessions.
- Respect school and others' property.
- Follow playground rule:
 1. Observe playground boundaries and rules
 2. Seek permission from teacher before leaving the area.
 3. Play fighting is not allowed.
 4. Use equipment properly.
 5. Do not throw bark, rocks, or dirt.
 6. Throwing balls and/or equipment at others is not allowed.

Items that are strictly prohibited from school are:

- Improper language. This includes coarse, vulgar, abusive, swearing and degrading language or gestures.
- Harassment of any kind, including sexual, racial, and bullying.
- The use of illegal substances.
- Cell phone are permitted, however, are not to be turned on while on school property. Absolutely no texting will be allowed during school hours.
- Weapons of any kind, play or real.
- Electronic devices, such as personal CD, IPOD, or MP3 players are only permitted at the discretion of the teacher.

OVCA Discipline Policy

Goals

The goal of OVCA: We strive to shape leaders who choose character before career, wisdom beyond scholarship, and service before self.

Philosophy

School discipline is a collaborative effort by the parents, guardians, students, and staff. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment. The focus of the OVCA Discipline policy is to promote positive behavior choices by recognizing students who engage in consistent positive behavior. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach them about confession and that everyone should confess when they have wronged someone, not only to the person but also to God. We teach them

about forgiveness and that God Himself forgives us when we ask. We teach them about consequences, that every choice we make has a consequence. When this occurs, we believe that a very positive and productive learning environment will result enabling students to strive for excellence.

Proverbs 6:23 “For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life.

Student Standards of Behavior

In order to show respect, maintain safety, and focus on learning all students must:

1. Always be on time.
2. Follow directions the first time.
3. Speak using polite language, volume and tone.
4. Keep hands, feet, and objects to myself.
5. Be where I am supposed to be.
6. Take care of school property and personal belongings.
7. Walk quietly in the hallways so I do not disturb other classes.

Disciplinary Actions

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

Please note: *Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.*

Tardiness

It is the student's responsibility to be on time to class. If student is not on time the following procedure will be adhered to. This process will begin again with each new semester.

1. Child must check in at Welcome Center to receive an excused or un-excused tardy slip. (excused tardies include: doctor or dentist visit [with note from doctors office], funeral or family emergencies [we must be notified in advance w/phone call]).

2. Child must present the tardy slip to teacher, and teacher will record it in attendance log in Gradelink.
3. Consequences are as follows:
 - *1st - 2nd tardy = recorded in attendance [excused/unexcused].*
 - *3rd - 5th tardy = teacher contacts parent/guardian.*
 - *6th - tardy = conference with parents/guardian.*

Minor Behavior Offenses

- *Breaking classroom rules (talking, leaving seat without permission, etc.)*
- *Breaking bathroom rules*
- *Disobedience of instruction*
- *Disrupting class*
- *Violation of uniform dress code*
- *Throwing objects in class that do not pose a safety hazard*
- *Running in classroom or hallway*
- *Horse playing*
- *PDA*
- *Disrupting lunch room or assembly time*
- *Toys from home*
- *Petty theft (pencils, personal items belonging to another, etc.)*

Consequences for each minor behavior offenses (handled by teacher & supported by administration) Process will begin again with each new semester.

1. **First Offense**-Warning
2. **Second Offense**-Teacher contacts parent
3. **Third Offense**-Lunch detention with note home & Gradelink entry
4. **Fourth Offense**-One (1) day ISS & Gradelink entry
5. **Fifth Offense**-Conference with parents to determine next course of action

Lunch Detention Rules

- *Student is not allowed candy, carbonated drink or snack foods*

- *No talking during detention*
- *Student must remain seated*
- *Student must bring classroom work or independent reading material*

Major Behavior Offenses

- *Obscene language, materials, gestures or behavior*
- *Skipping school*
- *Outright defiant or disrespectful behavior*
- *Bullying (light physical, or verbal)*
- *Excessive horseplay*
- *Intentional biting and/or scratching*
- *Throwing objects that pose safety hazards*
- *“Look Alike” weapons (realistic toys/souvenirs)*
- *Deceitful behavior and lying*

Consequences for major behavior offenses

First Offense

1. Document

- *Written/dated journal entry; signed by student*
- *Gradelink entry*

2. Consequence

- *Writing assignment determined by the teacher; signed by a parent*

Second Offense

1. Document

- *Written/dated journal entry*
- *Email to parent*
- *Gradelink entry*

2. Consequence

- *Detention*

Third Offense

1. Document

- *Written/dated journal entry*

- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Conference with parents*
- *One (1) day ISS (in school office; will be allowed to make up work)*

Fourth Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *One (1) day out of school suspension (receives 70% of grades in Gradelink for the day)*
- *Parents and student must meet with Administration before returning to class*

Severe Behavior Offenses

- *Cheating (Academic cheating has special circumstances, see bottom of section)*
- *Pulling False fire alarms*
- *Vandalism (altering any surface or item)*
- *Bullying (cyber, electronic, etc.)*
- *Possession, use, sale or distribution of a controlled substance including but not limited to tobacco, alcohol, narcotics or prescription drugs*
- *Fighting/ battery/assault with intent to injure (regardless of who started it)*

Consequences for severe behavior offenses

First Offense

1. Document

- *Written/dated journal entry; signed by student*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Writing assignment determined by the teacher; signed by a parent*
- *One (1) day ISS (in school office; will be allowed to make up work)*

Second Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Conference with parents*
- *Writing assignment determined by the teacher; signed by a parent*
- *One (1) day out of school suspension (receives 70% of grades in Gradelink for the day)*

Third Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*

2. Consequence

- *Conference with parents*
- *Three (3) days out of school suspension with zeros in all graded assignments for the day*
- *Parents and student must meet with principal before returning to class*

Fourth Offense

1. Document

- *Written/dated journal entry*
- *Email to parents*
- *Gradelink entry*
- *Formal letter in student records*

2. Consequence

- *Expulsion*

Academic Cheating (on quizzes, Tests and Plagiarizing):

First Offense

1. Document

- *Written/dated journal entry*
- *Email or call parent*
- *Gradelink entry*

2. Consequence

- *Zero on quiz, test, or written assignment; signed by student*
- *Writing assignment determined by teacher; signed by parent*
- *One (1) day in school suspension (will receive 70% of grades in Gradelink for the day)*

Second Offense

1. Document

- *Written/dated journal entry*
- *Email or call parent*
- *Gradelink entry*

2. Consequence

- *Zero on quiz, test, or written assignment; signed by student*
- *Writing assignment determined by teacher; signed by parent*
- *One (1) day out of school suspension with zeros in all grades assignment for the day*

Third Offense

1. Document

- *Written/dated journal entry*
- *Email or call to parents*
- *Gradelink entry*

2. Consequences

- *Zero on the Quiz, Test or Written assignment; signed by student*
- *Writing assignment determined by the teacher; signed by a parent*
- *Three (3) days out of school suspension with zeros in all graded assignments for the day*

Fourth Offense:

- *Must have conference with the Principal before returning to OVCA*

Extreme Behavior Offenses

- *Bomb threats*
- *Weapon possession*
- *Arson*
- *Grand Theft (anything valued over \$50)*

Consequences for extreme behavior offenses

- *Expulsion*
- *Police notification*

Harassment Policy

OVCA is committed to providing an environment for students, faculty, and staff that is free from unlawful discrimination. In keeping with the commitment, the school maintains a strict policy prohibiting harassment based on race, color, national origin, ancestry, physical handicap, gender, disability, or age. This policy prohibits unlawful harassment including verbal, physical, and visual harassment.

Sexual Harassment Policy

While all forms of teasing, ridicule, humiliation, bullying, and belittlement are discouraged, sexual harassment of any kind will not be tolerated. Sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when made one person to another. Any conduct which has the purpose or effect of substantially interfering with another student's academic performance, or of creating an intimidating, hostile, or offensive educational environment, will be considered harassment. Students who believe that they are being harassed should promptly report such to a teacher or the School Administrator.

Uniform Guidelines

Appropriate dress for school should be conducive to a positive, productive learning atmosphere. We expect clothing to be attractive, neat, modest, and meeting the guidelines listed below. The administration makes the final decision regarding issues with clothing. It is expected that all students wear the correct uniform, in good repair, to school each day.

Personal Appearance

All Students must follow the guidelines set forth below concerning uniforms and general appearance at OVCA.

- Uniforms are to be maintained in good condition. Children are to wear clean, unstained articles of clothing. When items become ripped, torn, or worn thru please refrain from wearing to school.
- All hair must be neat, clean, and well groomed. Extreme dyes are to be avoided.

Book bags/Pencil Boxes/Outerwear/ Misc. Items

Items must fit in the designated classroom storage area and not display evil-looking, or promote illegal, immoral, or otherwise inappropriate graphics.

Dress Code Violations

Students are expected to abide by the school dress code policies (uniforms or dress down Friday's) and attend school in proper attire. If a student is out of dress code, the classroom teacher will notify the parent/guardian in writing, or by phone. A pattern of dress code misuse will result in the violation policy below. K-8th grade will be sent to the school office where they will receive one of the following dress code violations.

1st Violation:

- Send student to the academy office to make to call their parent/guardian.
- Document the violation.
- If possible, the student may be asked to come into compliance with the dress code, and a parent/guardian may bring a change of clothes, if available.
- If a parent/guardian is unavailable, student will remain in academy office, until a change of clothing is brought to school.
- Students dressed immodestly will not be allowed to return to class unless a change of clothes is brought to school.

2nd Violation:

- Follow the above procedures.
- Student will be given 1-3 day detention [to be served during their lunch].

3rd Violation:

- Follow the above procedures.
- Schedule a parent conference.

4th Violation:

- Follow the above procedures.
- Principal may impose a suspension.

Dress Down Friday

Every Friday during the school year students will be allowed to participate in Dress Down Fridays. Uniforms are not required on these days. There will be a per student participation fee of \$1.00 for each Friday. This money will be collected and placed in the academy's savings account to be used for improvements to the school or to help the church with needed repairs. The money will be collected as the students arrive

each Friday morning. If a child comes to school without a uniform or money to participate, they will be in violation of the Student Dress Code and will be dealt with according to the Disciplinary Code found in the Student/Parent Handbook.

Guidelines for “Dress Down Friday”

Girls:

Pants/Jeans must not be tight or form fitting around the hips or thighs. All jeans/pants must sit at waist. No ripped, torn, or frayed jeans.

Shirts – must remain modest, without profane, vulgar, or inappropriate language or scenes on them. They are to cover the midriff. No spaghetti straps, halter or tank tops.

Shorts/Skirts – are to remain at knee length. When sitting, skirts are to touch the tops of the knees. No cut off shorts.

Shoes – Flip flops, excessively high heels are **prohibited**.

Undergarments – all undergarments are to be unnoticeable and remain under all clothing. Clothing should cover and conceal all appropriate undergarments.

Boys:

Pants/Jeans must not be baggy, loose, or cause children to trip. All jeans/pants must sit at waist and conceal all undergarments. No ripped, torn, or frayed jeans.

Shirts – must remain modest, without profane, vulgar, or inappropriate language or scenes on them. Boys are not allowed to wear muscle shirts, tank tops or t-shirts with the sleeves cut off.

Shoes – Flip flops are **prohibited**.

Undergarments – all undergarments are to be unnoticeable and remain under all clothing. Clothing should cover and conceal all undergarments.

Student Council Eligibility

The Student Council of Ocean View Christian Academy shall exist to support the academy in any way deemed necessary by the school administration or the school board. The Student Council in no way is a law making body, but a support and leadership group. This group of elected officers shall have a meeting twice a month, and at other times deemed necessary. The Officers shall be elected from grades 6th – 12th, with each grade below the 6th having one elected representative. The president must come from the 7th – 8th. Nominations shall take place during the last week of October. The elected position will be as follows: President, Vice President, and Secretary/Treasurer. The qualifications are as follows:

1. A real concern for the school and a born again Christian.
2. Has maintained an overall B average.
3. Has been at the school for at least one semester.

At any time during the year if these or other situations come into question, the administration, along with the student advisor may remove the person from office.

Duties:

- *President:* To preside over meetings and to present an outlined agenda. To lead in discussion of matters before the council, and introduce various programs for the school, and vote on each.
- *Vice-President:* Shall be in support of the President and preside over meetings in the absence of the President. Shall be allowed to introduce various programs and vote on each.
- *Secretary/Treasurer:* To maintain good notes, with the proper dates and to collect money when necessary and report to the council. May also introduce programs for the school and vote. Will be responsible to put out a newsletter, as to the events planned as needed.

No officer shall serve more than one school year, as President, Vice President, or Secretary/Treasurer.

During the time of the campaign for office, those that are running may have no more than 3 posters located on the third floor to promote their election. All posters must be approved by teachers/administration. Keep in mind posters need to be positive. All speeches must be approved.

The council will, from time to time during the year, plan at least TWO activities – or community activities for the school. These activities may not be fundraisers.

All officers are expected to be at all council meetings and must attend all activities unless they are ill.

Above all these officers are expected to maintain a positive and Christ like attitude at all times.

Academics

Academic Policy

Students must come to class prepared for the day, i.e. pens, pencils, paper, etc. A Master Schedule governs the daily routine of students. Students who do not maintain their grades are placed on academic probation until their grades meet OVCA academic standards. Should additional academic instruction be required, after school help is available at the teachers' discretion. Teachers are normally available until 3:30pm each day, unless prior arrangements are made by student for later time frames.

A student will be placed on academic probation for 9 weeks if they received a failing grade or a D in two or more subjects. This period of time allows the student and parent to partner with the teacher to develop a strategy to assist in the student's academic success. During this 9 week period students will not be allowed to participate in school field trips.

A student will not be promoted to the next grade level if he/she has failed two (2) or more core subjects for the year. In this event, the student will need to attend summer school at OVCA, for an additional cost.

Should a student fail one subject for two or more quarters, a conference attended by the Parent/Teacher/ School Administrator will be scheduled in order to develop an academic plan enabling the student to pass.

All financial responsibilities must be fulfilled before students receive their diplomas and before school records are forwarded to the receiving schools.

Preschool Student Development

Ocean View Christian Academy wants every student to achieve greatness and perform at their highest level. Some student's progress faster than others, and it is important to know where each child is, developmentally, in order to help them reach the personal and academic goals set in the Abeka curriculum.

In each PK2 and PK3 classroom teachers will initiate ASQ testing for students. These tests evaluate the following skills: communication, fine motor, gross motor, problem solving, personal & social. If delays are discovered, teachers will meet with the parent and suggest next steps in securing appropriate help for the child.

Achievement Tests

Each spring all students, grades K – 12th take Terra Nova achievement tests, for the purpose of measuring academic growth. These tests have no bearing on student grades associated with individual classes.

Report Cards/Progress Reports

K-12th grade report cards and/or progress reports are sent out 4 times within an Academic year, at the end of each quarter. They are also made available through our Gradelink System and can be accessed with your child's login information.

Grading Scale

Grading Scale for First thru Eighth grade is as follows

93-100	=	A
85-92	=	B
77-84	=	C
70-76	=	D
69 or Below	=	F

Outstanding	=	O
Satisfactory	=	S
Needs Improvement	=	N
Unsatisfactory	=	U
Not Applicable	=	N/A

Honor Roll

Honor Roll students must meet the following guidelines:

A Honor Roll – Students must receive all A’s

B Honor Roll – Students must receive all A’s and B’s.

Parent/Teacher Conference

Frequent communication between parent and teacher concerning their students’ school activities and progress is essential. Appointments for special conferences with individual teachers are encouraged.

Scheduled conferences are required and occur twice per year. These times are set aside for sharing insights and encouragement and for going over report cards or progress reports. This is also a time in which parents and teachers may want to set some specific goals for the child. Refer to school calendar for specific dates.

Student Records

The Academy keeps individual records for each student. Each record includes registration information, academics, standardized exam results, health and discipline records. Active files are maintained for all currently enrolled students. Once a student transfers, school records are copied and released upon request to transferring school. ***Student records will not be released if there is an outstanding balance on the tuition account.***

Attendance

Attendance Policy

Regular attendance is necessary if high standards of achievement are to be met. In accordance with policy, students who are absent a total of 20 or more days (unexcused absences) **MAY NOT BE PROMOTED**. However, the School Board has the authority to review individual cases.

Parents Roll in Attendance

1. It is the parents’ responsibility to help their children get to school regularly and punctually.
2. Parents should provide a written excuse for their children following an absence or late arrival. Parents are also requested email their child’s teacher through Gradelink (teacher email available under the assignments tab).
3. Parents are expected to make prior arrangements for their students when an extended/planned absence from school will occur.

Excused Absence

Absences are excused for the following reasons (with written note from parent/doctor):

- personal illness
- illness or death in the immediate family
- emergency medical or dental attention or
- Other legitimate emergency situations with documented evidence or proof (as approved by administration).

Unexcused Absence

All absences, other than those indicated under the section above will be considered unexcused. After two checkouts to go home sick within one week, a note from a doctor will be required for readmission to school. Suspensions are counted as unexcused absences. The following consequences occur with unexcused absences:

- A student with an unexcused absence loses all credit (0) that day (tests, assignments due, etc.) without opportunity to make up.
- Each unexcused absence will go on the student's attendance record as an unexcused absence.

Tardiness

Child must check in at Welcome Center to receive an excused or un-excused tardy slip (excused tardies include: doctor or dentist visit [with note from doctors office], funeral or family emergencies [we must be notified in advance w/phone call]).

Child must present tardy slip and teacher will record it in attendance log in Gradelink.

Arrival & Drop off Procedure

PK2-PK4

- ALL PRE K STUDENTS MUST BE ESCORTED TO THEIR CLASSROOM BY THEIR PARENTS (unless arriving during morning extended care)
- PK2 students should arrive and enter through the classroom doors facing the parking lot.
- PK3 and PK4 students should arrive and enter through the Welcome Center unless they arrive before 8am, in which case they enter through the PK2 doors facing the parking lot

Kindergarten-High School

All students arriving for school between the hours of:

- 6am-8am for extended care must enter the building through one of the doors facing the parking lot (room 101 or 102), unless the Welcome Center is manned by an extended care worker available to give child entrance.
 - 8am-8:30am must enter the building through the doors at the Welcome Center
- *Use the drop off circle in front of the Welcome Center for drop off ONLY. Leaving

your vehicle is not permitted. If you need to come inside, please park in the parking lot before coming in.

Departure & Pick up Procedure

PK2-PK4

- Parents of PK2 students should pick up their child through their classroom doors which faces the parking lot.
- Parents of PK3 and PK4 students should enter the building through the Welcome Center unless:
 - They are picking up their child after 5pm, in which case they enter through the PK2 classroom doors facing the parking lot or
 - If they also have a PK2 student, in which case they are permitted to enter the building through the PK2 classroom doors facing the parking lot. They can then proceed to pick up their child from the appropriate classroom

Kindergarten-2nd Grade

- Parents picking up their children between the hours of
 - **3pm-3:15pm** must pick up at the doors located in the parking lot
 - **3:15pm-5pm** must enter the Welcome Center and ask the Receptionist to page their child from the third floor. Please do not go beyond the Welcome Center.
 - **5pm-6pm** must enter the building through one of the doors facing the parking lot (room 101 or 102). A teacher or aide will call your child down from the third floor. Please do not go beyond the Welcome Center.

3rd – 12th Grade

- Parents picking up their children between the hours of
 - **3pm-3:15pm** must pick up at the doors of the Worship Center (Wells Parkway) ***Any upper grade sibling of a Kindergarten-2nd grade student may meet their parents at the parking lot door, along with their sibling)
 - **3:15pm-5pm** must enter the Welcome Center and ask the Receptionist to page their child from the third floor. Please do not go beyond the Welcome Center.
 - **5pm-6pm** must enter the building through one of the doors facing the parking lot (room 101 or 102). A teacher or aide will call your child down from the third floor. Please do not go beyond the Welcome Center.

Curriculum

Three decades ago, God raised up *A Beka Book* to provide Christian schools with God honoring, high-quality textbooks and teaching aids to help each school fulfill the goal of its ministry. The hundreds of traditional Christian educational materials developed by *A Beka Book* have been developed and refined over a period of 50 years in the classrooms of Pensacola Christian Academy. Ocean View Christian recognizes that *A Beka Book* sets the standard of excellence in the publishing of textbooks and other materials for Christian schools.

A Beka Books skilled researchers and writers do not paraphrase progressive education textbooks and add Biblical principles; they do primary research in every subject and look at the subject from God's point of view. Of course, the most original source is always the Word of God, the only foundation for true scholarship in any area of human endeavor. Thus *A Beka Book* publications are built upon the firm foundation of Scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching.

Health & Safety

Health

Staff Health Requirements

All staff must have an annual physical by a certified physician or nurse practitioner, a TB test and be free from any disability which would prevent them from caring for children.

Hand Washing Procedures

Proper Hand Washing Technique includes the following: Check to make sure there are clean, single use cloths or disposable paper towels available. Turn on warm water at a temperature between 60 and 120 degrees F. Wet hands with water and apply soap, rubbing hands together until you create a soapy lather. Continue rubbing hands together for at least 10 seconds, including between the fingers, under the nails and around the nail beds and on the back of hands. Rinse hands clean and dry with a dry towel. If the faucet does not turn off automatically use a paper towel to turn it off.

Helping Children – Sometimes you work with children who are unable to stand or too heavy to hold for proper hand washing. Wipe these children's hands with a damp paper towel moistened with a drop of liquid soap, then throw out the towel. Wipe children's hands with a wet, clean paper towel until the hands are free of soap. Dry the children's hands with a dry clean cloth or paper towel.

When to Wash Hands – The National Resource Center for Health and Safety in Child Care says hands should be washed

- After arrival for the day
- When moving from one group of children to another
- Before and after eating, handling food or feeding a child
- After administering medication
- After diapering, using the toilet, or helping a child use the toilet
- After playing in sandboxes
- After cleaning
- After handling garbage, bodily fluids, or working with uncooked food
- After touching animals

Daily Health Screening

The following rules are in compliance with the Commonwealth of Virginia Licensing Regulations. OVCA follows all State Licensing and Department of Social Service policies and regulations concerning health and safety.

1. If a child has been sick (whether the illness began at home or while in our care) the child must be free of fever, diarrhea and or vomiting for at least 24 hours before they may return to school.
2. A child who has taken ill during the school day will be evaluated by school personnel to determine whether he/she should be sent home. If it is determined that the child is too sick to remain at school, the parent/guardian will be contacted by the Academy office.
3. If child is injured at school, call parent immediately (or other authorized person) and alert them of the situation, and determine if the child should be picked up.
4. If the situation is determined to be at risk, call emergency medical help at once. A parent's insurance coverage is considered primary; while the school's insurance is secondary in an accident situation. The school maintains a parent's signed consent form agreeing to this provision.
5. Parents must inform OVCA within 24 hours (or the next business day), after the child or any member of the home has developed a reportable communicable disease (as determined by the State Board of Health), except for life threatening diseases, which must be reported immediately.

Examples communicable diseases and how to handle them:

- **Head Lice** – Any children with head lice eggs (nits) are immediately excluded from the school. Documented verification that treatment has been completed and was successful will be required before children can return to school. A third documented head lice condition will necessitate a home visit from a health department official.
- **Hand Foot and Mouth** – Child may return to school once ALL open blisters and fever are gone.
- **Ring Worm** – Must be treated and have a Doctor's note before child can return to school.
- **Pink Eye**
 - – virus based: Child may return to school with a doctor's note.
 - – bacteria based: Child may return to school once they have been on antibiotics for a minimum of 24 hours.
- **Fevers** – Any temperature of 101° and up will result in a parent/guardian being called to pick up the child. Children must be out of the school for a full 24 hours of monitoring before being allowed to return.

- **Runny Nose** – Children with continual runny noses of any color, and heavy mucus must be seen by a doctor.
- **Diarrhea/Vomiting** – Parent or guardian will be called at the discretion in cases of vomiting and diarrhea. Children sent home due to either of these conditions may not return to school for a minimum of 24 hours.

Medication Administration

The Virginia Guidelines for Specialized Health Care Procedures recommends that “when a licensed registered nurse or licensed practical nurse is present in the school, the nurse will administer the medications when needed. Should the licensed nurse not be available, the administration staff must assume responsibility for arranging the administration of medication.” The OVCA School Administrator is a Licensed practical nurse and the Office Administrator is MAT certified. OVCA Preschool teachers are PMAT/EMAT Certified and may administer EPI-Pens, Inhalers and topical creams ONLY. All medications will be administered in the following manner:

Over the Counter – Medication Authorization Forms must be on file for each child for **ALL** medications, even for over the counter medication. The form must be signed by the parent and is good for six months at a time. The school nurse or MAT certified individual will check the child’s file before administering medication. Parents will be notified of the need for a dosage. All medication is recorded, by dosage on “Medication Administration” form.

Prescription – Medication Authorization Forms must be on file for each child for ALL prescribed medications. Prescriptions must be signed by a licensed physician or nurse practitioner. All prescriptions must be accompanied by a form explaining all possible side effects. Any changes in the original medication authorization require a new written authorization and corresponding change in the prescription label.

*When the Nurse or MAT certified individual administers medications they will ensure that:

- Medication is given correctly and documented appropriately.
- The appropriate forms are completed prior to giving any medication to include authorization and parent/guardian consent.
- The medication is properly labeled and stored in a secure, safe place.

CPR/First Aid/EMAT

OVCA has a CPR/First Aid/EMAT trained staff member on the premises at all times.

Classroom Snack & Party Food Policy

For all classrooms that have community snacks, the following guidelines are to be followed.

Snacks are to be purchased according to the OVCA Snack List, must be prepackaged and purchased at a retail store. Previously opened containers cannot be accepted.

Napkins, and water are provided by the preschool at snack time. A Snack list is updated quarterly and can be obtained from school administration.

Birthday celebrations: Party food must adhere to the snack guidelines. In case of a child allergy, an alternative snack **MUST** be provided for the individual child. Approved snack list is available from your teacher.

Safety

General Safety

The safety of the children in our care is always a concern to both parents and school staff. We ask parents to take the following precautions to avert possible tragedy:

- If a child remains after school when a parent was expected to pick them up, we will call the parent immediately, and place the child in aftercare until the parent/guardian arrives to pick up the child.
- We will never allow a child to start walking home if a ride is expected.
- We will never allow a child to go with someone besides their parent/guardian, unless the individual is an authorized pick up person.

Visitors

- Our building is locked and secured and visitors are buzzed into the building, greeted by the Welcome Center Receptionist, and instructed to wait for academy staff to greet them/or they are allowed to proceed to requested area only **AFTER** the administration has given permission.
- Visits to the K-12th grade classrooms during school hours are prohibited unless parent is expressly cleared by administration or teacher.
- A written note or phone call from parent is required before releasing a child to any non-parent adult.

Volunteers

All volunteers must submit to a background check before permitted to help in the classroom.

Authorized Pick up Persons

Any person you wish to give pick up permission **MUST** be identified in the students file.

Unless the teachers and/or Welcome Center Receptionist are familiar with the individual, they must produce identification to pick up your child.

Child/Staff Ratios

OVCA follows all State Licensing and Department of Social Service policies and regulations concerning Child/Staff Ratios.

Child Staff Ratios are as Follows:

- 2 years – 6years: 10/1
- 6 years – over: 25/1

Emergency Drills & Procedures

Drills are held monthly and are scheduled to occur without warning to teachers and

students. For drills which require building to be emptied, an alarm bell is rung continuously until all personnel and students have exited the building. In the event of a severe emergency, students will be kept at school until contact with parent/guardian has been made and will then be dismissed to the care of a parent or guardian or emergency contact person.

Earthquake

In the event of an earthquake, students will be instructed to hide under their desk until they are no longer in danger/instructed by teacher to move. Once danger has subsided all teachers should attempt to reach each parent by phone to assure them their child is safe.

Fire

In the event of fire follow posted route in each room and exit building to designated spot. One drill per month will be conducted.

Lock Down

In the unlikely event an intruder were to obtain access to our building, and posed a threat to the staff and students, the following announcement will be heard over the intercom: "Pastor Paul, please come to room _____*."

If the above page is heard over the intercom, teachers are instructed to lock the classroom door, turn off the lights, and move children out of the view of the door.

If teachers and students are not in their classroom, teachers are instructed to escort students to the nearest lockable classroom, usher them inside, lock the door, turn off the lights, and move children out of view of the door.

** If a room number is mentioned, this indicates where the intruder is located and that a hostage situation may be happening. All teachers and students should refrain from entering the area/room stated in the intercom message.*

Building & Grounds Safety

The Staff and Administration wish for OVCA to be a safe place for all students and visitors. In order to make our campus a safe place for all we ensure that:

- Two Preschool staff members are required to monitor playground at all times
- Ensure all areas are free from obvious hazard/injury
- Ensure all interior and exterior doors are not blocked in any way
- Clean all spills in a timely manner
- Ensure that everyone is made aware of spills which require a larger clean up, to avoid an accidental injury
- Provide mulch on the playground which meets certified safety codes
- Ensure playground equipment is used appropriately

- Never allow students on playground without proper supervision

Child Abuse/Neglect

All teacher and staff are required by Virginia law to report any known child abuse. OVCA will follow all state mandated guidelines for these procedures to ensure the safety and wellbeing of all students.

Child Custody

In cases where parents are divorced, or custody has been granted to another family member, an affidavit of the court MUST be supplied to the school's office in order to document the official custody arrangements regarding children enrolled at OVCA. Upon request, the school will provide school records to both parents UNLESS supplied with official documentation prohibiting such. It is the parents' responsibility to provide the school with updates. Only the custodial parent or authorized pick up will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian. OVCA will follow all state mandated guidelines for these procedures to ensure the safety and wellbeing of all students.

Transportation

Field Trips

All children are transported for field trips by parent/teacher vehicles or OVCA school bus.

VA Drivers License/CDL

All teachers or parents who transport children for field trips must hold a valid VA State Drivers License. Individuals driving the school bus will hold a valid VA CDL License.

Vehicle Inspection

The OVCA school bus is maintained and serviced by Ocean View Church. Yearly inspections are the responsibility of the church.

Vehicle Insurance

The OVCA school bus is covered by appropriate insurance and the premium is paid by Ocean View Church.

Child Restraint Devices

All children, under the age of 2 years, must use a state approved child restraint device when in transport. The OVCA school bus is equipped with seat belts in each seat.

Public Disclosure Statements

Code of Virginia

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting

documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

Religious Exemption

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

Personnel Qualifications

All employees should meet or exceed the following requirements:

- Be an active member in good standing of a local Christian Church.
- Have a personal relationship with Jesus Christ
- **PK2:** Minimum of two (2) years experience working with children and have or be working towards Child Care Certification.
- **PK3 - PK4:** Minimum of associates degree or equivalent, in Early Childhood Education.
- **Kindergarten-High School:** Minimum of Bachelor’s degree in Education.

Facilities Description

- The Child Care Center/Academy is located at 9504 Selby Place Norfolk VA 23503.
- The square footage of our building is approximately 36,000 sq ft.
- The number of rooms used for Preschool Depart./Acad.: 12 (current)/14 possible.
- The kitchen facilities are available for use by anyone holding a food service card.
- Play equipment consist(s) of one toddler swing set, monkey bars, fireman’s pole, and rainbow climber, slide, and train.

Enrollment/Capacity

- The maximum number of children the Preschool Department will enroll: 60.
- The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 400 (Preschool and Academy combined).

Food Service

The Preschool/Academy provides an optional hot lunch program for a fee. Classroom snacks provided by parents per teacher request. Aftercare snacks provided by OVCA. Monthly lunch menus available and students are able to purchase monthly or daily.

Staff Health Requirements

Staff employed at the school are certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file.

Public Liability Insurance

The school is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the school as a result of negligence.

Family Educational Rights and Privacy Act (Ferpa)

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. OVCA does not receive such funds. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Updated/November 2016