



Ovilla Christian School Parent-Student Handbook 2017-2018

“Preparing Students for Life”
www.ovillachristian.org

In order to serve the best interest of the school, its students, and its standards, the OCS School Board and the Administration of OCS reserve the right to make changes and additions to the rules, regulations, and policies contained in the Handbook, including those relating to admission, instruction, and graduation.

TABLE OF CONTENTS

Campus Map 6
Admissions: How Do I Apply? 7
Enrollment & Priority enrollment: Policies & Procedures 8
Tuition Schedule 10
School Schedule 10-11
Eagle Camp/Eagle Nest 11

I. INTRODUCTION

History 12
Mission 12
Mascot and Colors 12-13
Philosophy of Education 13-14
School Governance 14
Statement of Faith 14-17

II. SCHOOL POLICIES

Attendance/Absences/Tardies 17-20
Behavioral Policies 21-27
Child Abuse Procedures 27
Church Attendance 27
Class Size 28
Closed Campus 28
Crisis/Inclement Weather Communication 28
Crisis Management Plan 28-29
Fundraising Policy 29
Grievance Policy 29-30
Non-school Sponsored Activities 30
Status Reviews 30-33
Telephone/Cell Phone Use 33
Textbook Damage Policy 33

III. GENERAL INFORMATION

ACSI Membership/Accreditation	33
Automated External Defibrillator	34
Chapel	34
Culture of Respect	34-35
Driving Guidelines/HS Student Parking and Driving Instructions	36
Early Dismissals	36
Evangelism of Students	36
Extra Credit	36
Field Trips	36
Food Service Program	36
Grading Scale	37
Guidance Services	37
Hall Passes	37
Learning Lab Program	38-39
Library Procedures	39
Lost and Found	39-40
Parent Participation	40
Parent-Teacher Conferences	40
Parent Teacher Fellowship (PTF)	40
Permanent Records/Transcripts	41
RenWeb	41-42
Report Cards/Progress Reports	42
Standardized Testing	42-43
Student Health Care	43-45
Withdrawal of Student	45

IV. ELEMENTARY ACADEMICS AND ACTIVITIES

Academic/Fine Arts Events	46
Cheating	46
Enrichment Classes	46
Grand Pals' Day	46
Incomplete Work	47
Late Work	47

Make-up Work and Tests 47

V. ELEMENTARY DISCIPLINE

Discipline Policy 47-48

Classroom Discipline 48-49

Administrative Discipline 49-51

VI. ELEMENTARY DRESS CODE

Philosophy 51

Grooming Guidelines 52

Modesty Guidelines 52

General Guidelines 52-53

Duration and Extent 53

Enforcement 53

Special Events 53

Daily Uniform Standards 53-54

Spirit Day Uniform Standards 55

VII. SECONDARY ACADEMICS AND ACTIVITIES

Academic Awards 55

Averaging Course Work 55-56

Classification by Credits 56

Community Service Requirement for Graduation 56

Early Arrival 57

Early Release Privileges 57

Grade Point Average 57

Home School and Part-time Students 57

Late Work 57-58

Lockers 58

Makeup Work/Tests 58-59

National Honor Society 59

P. E. Requirements 59

Quarter and Semester Grading Weights and Exams 59-60

Schedule Changes 60

Transfer Credits (High School) 60-61
Student Programs and Activities 61-64
Athletic Program 64-66
Fine Arts Program 66-69

VIII. SECONDARY DISCIPLINE

Discipleship Policy 69-70
OCS Student Code of Conduct 70
Administrative Procedures for Discipleship 70-71
Appeal Process 71-76

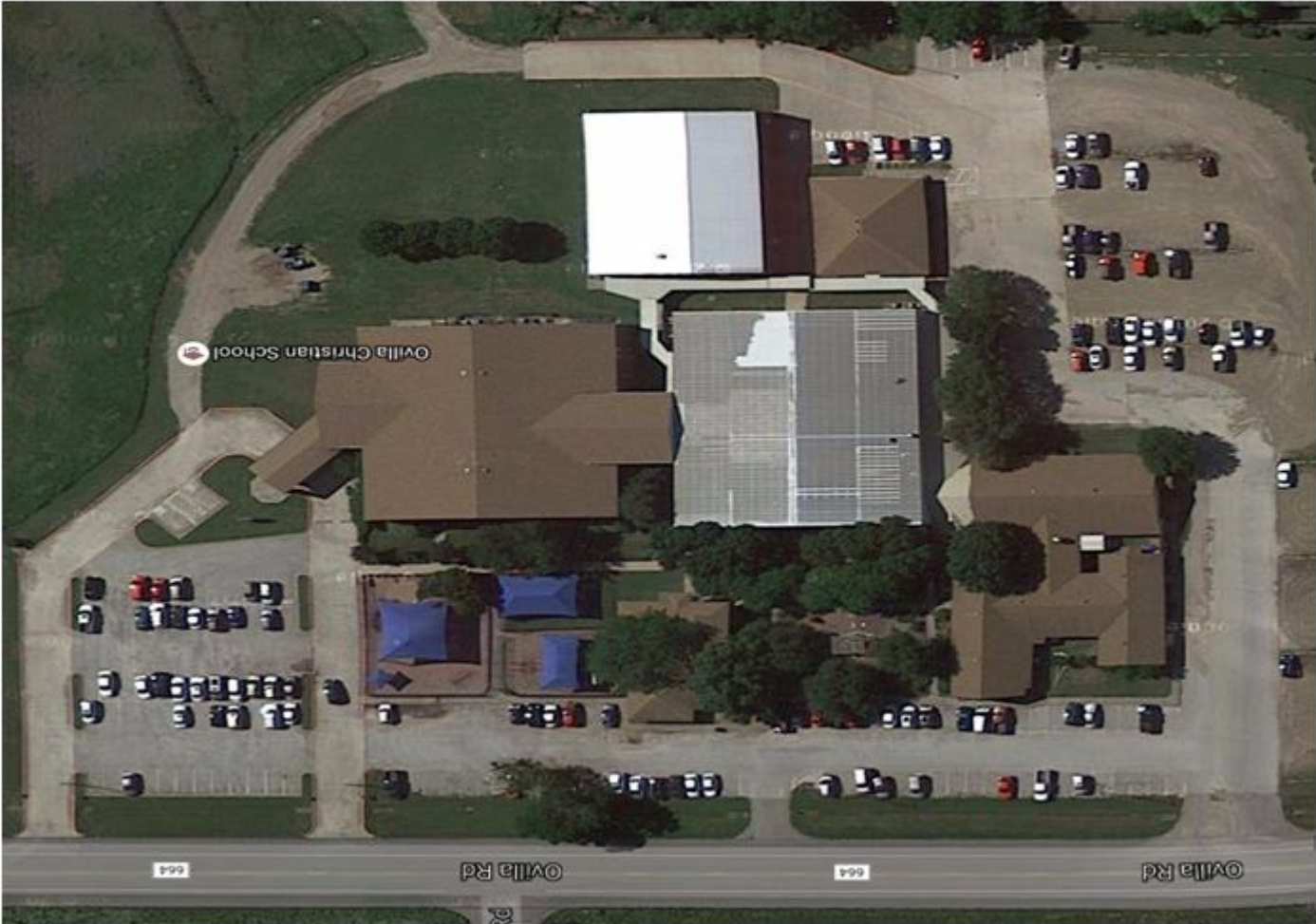
IX. SECONDARY DRESS CODE

Philosophy 76
Grooming Guidelines 76
Modesty Guidelines 76
General Guidelines 77
Duration and Extent 77
Enforcement 77
Daily Uniform Standards 78
Spirit Day Uniform Standards 78
Formal Event Standards 79
P.E. Uniform Standards 79

Appendix A: High School Profile 80-83

Appendix B: Internet & Computer Acceptable Use Policy 84-90

Campus Map



ADMISSIONS: HOW DO I APPLY TO OCS?

Admission Requirements: OCS is a mission-driven school which seeks to teach and train students from Christian homes. Therefore, the following requirements apply:

- One parent/guardian must be a born again believer in Jesus Christ.
- The student entering K4 must be 4 years old by September 1st; the student entering K5 must be 5 years old by September 1st.
- The student entering grades 1 – 12 must be working academically on grade level as demonstrated by screening based on standardized entrance tests.
- The student must have an acceptable behavioral history with his/her former school.

How to Apply:

- Submit a completed application.
- Submit the \$75 application fee per family.
- Submit a Teacher Recommendation Form (2 forms for grades 6 – 12) completed by the most recent English and/or Math teacher.
- Submit a Pastoral Reference Form which must be completed by your pastor/minister and mailed or e-mailed to the Admissions Office (dgarrett@ovillachristian.org).
- Submit a Family Tuition Commitment Contract.
- Submit a Parent/Student Affidavit (Grades 6 – 12).
- Submit a Student Commitment Form (Grades 6 – 12).
- Enclose copies of the following with the application:
 - ✓ birth certificate (for students age 11 & under)
 - ✓ health/immunization records
 - ✓ school records, including previous report cards, standardized test scores, discipline records and special diagnostic testing results

Admission Process:

- K5 (kindergarten) students will be screened (included in application fee). First and second grades will take a paper/pencil entrance test (included in application fee). Third through twelfth grades will take an online entrance test for an additional \$125 fee. No test will be administered for K4 students.
- Upon completion of required testing and receipt of documentation, the family will:
 - Interview with the Principal, Admissions Director and/or Headmaster.
 - Meet with the Financial Assistant regarding tuition payments and the \$500 enrollment fee (per child).

- The applicant(s) will be placed in the wait pool for their grade level and will be notified of their acceptance during the scheduled Acceptance Round.

Non-Discrimination Policy: Ovilla Christian School admits students of any ethnicity, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. OCS does not discriminate on the basis of ethnicity, color, national, or ethnic origin in the administration of its student financial assistance, educational, or athletic programs and other school-administered programs. *OCS does have admissions standards for students based on statement of faith and age.

“And then He took a little child and set him in the midst of them. And when He had taken him in His arms, He said to them, ‘Whoever receives one of these little children in My name receives me; and whoever receives Me, receives not Me but Him who sent Me,’” (Mark 9:36, 37).

ENROLLMENT & RE-ENROLLMENT: FINANCIAL POLICIES & PROCEDURES

New Student Application Process (begins February 1st)

A one-time \$75 non-refundable Application Fee is required with the complete application (per family).

A \$500 non-refundable Enrollment Fee per student will be due at the time of acceptance to OCS.

RE-ENROLLEMENT PROCESS

Priority Re-Enrollment (February 1-28)

A \$200 incentive credit per family will apply to a returning student submitting their re-enrollment contract during this period.

An OCS student is not considered re-enrolled until the Family Tuition Commitment Contract is returned. Priority Re-Enrollment ensures your student will not be placed in the wait pool.

General Re-Enrollment (March 2 – April 28)

No incentive credit will be given to a returning student submitting their re-enrollment contract during this period.

An OCS student is not considered re-enrolled until the Family Tuition Commitment Contract is returned. General Re-Enrollment ensures your student will not be placed in the wait pool.

Late Re-Enrollment (After May 1st)

A \$400 late re-enrollment fee per family will apply to a returning student submitting their re-enrollment contract during this period and the student will be placed in a wait pool.

An OCS student is not considered re-enrolled until the Family Tuition Commitment Contract is returned.

Payment of Tuition: Tuition is due on the 1st of each month; a late fee of \$50.00 will be assessed to

the account if payment is not made by the 10th of the month. Several payment options are available and are clearly outlined on the Tuition Worksheet at Enrollment/Priority enrollment each year.

Sibling Discounts: Full tuition is charged for the first and second child enrolled at the highest grade level. Discounts for other children of 5%, 15%, and 25%, are applied on a descending grade level basis. The enrollment fee per student is not discounted.

Late Payment Policy: As stated above, a late fee of \$50.00 will be assessed to the account if payment is not made by the 10th of the month. Any tuition payment that has not reached our office by the 10th of the month is considered delinquent thereby making the parent subject to an "Automatic Bank Draft" of the parent's financial institution.

Parents will not have any access to RenWeb, including report cards and transcripts, if a tuition delinquency exists. Senior final exams may not be given. Diplomas and transcripts will be withheld until all financial obligations to OCS are met. At any time an account is one (1) month in arrears, the student is subject to dismissal.

No accounts are allowed to carry a balance forward to the next school year and no re-enrollment funds can be applied until current obligations are met. Students are not eligible to participate in fee related activities unless tuition accounts are current; account must remain current for on-going participation.

Financial Assistance: Families can apply for tuition assistance by applying online with Financial Aid for School Tuition (FAST). A web link is accessible through the OCS website. FAST reports to OCS the percentage of scholarship help for which the family qualifies. The maximum financial assistance amount allowed is 50% of the tuition amount. Recipients will receive a letter from the Business Office detailing any family responsibilities connected to this financial aid. The enrollment fee is excluded along with any extra-curricular student participation fees. If you have any questions contact the Business Office or the Admissions Office.

Financial assistance can be jeopardized by excessive absences (10 or more per semester), delinquent tuition, disciplinary action, and/or failing any class at any grading period.

2017 – 2018 Tuition Schedule

GRADE	ENROLLMENT FEE	TUITION 1ST CHILD	TUITION 2ND CHILD	TUITION 3RD CHILD	TUITION 4TH CHILD	TUITION 5TH CHILD
1/2 Day K4	\$500	\$6,361	\$6,361	\$6,043	\$5,407	\$4,771
1/2 Day K5	\$500	\$7,484	\$7,484	\$7,110	\$6,361	\$5,613
Full Day K4	\$500	\$7,484	\$7,484	\$7,110	\$6,361	\$5,613
Full Day K5	\$500	\$8,188	\$8,188	\$7,779	\$6,960	\$6,141
1st - 5th	\$500	\$9,797	\$9,797	\$9,307	\$8,327	\$7,348
6th - 8th	\$500	\$10,454	\$10,454	\$9,931	\$8,886	\$7,841
9th - 12th	\$500	\$6,361	\$6,361	\$6,043	\$5,407	\$4,771

*Multiple student discounts are applied to the base tuition only.

*Additional \$400 annual fee for advanced placement classes applies for 10th 11th & 12th grades only.

*Dual credit classes require additional fees paid to Navarro College (11th & 12th grades only).

*Field trips, educational trips and student supplies are not included in tuition.

SCHOOL SCHEDULE

Early Arrival - The buildings are open for student arrival and supervision by 7:00 a.m.

- Grades K4 - 2 report to the hallway of the education building near the school office.
- Grades 3 - 12 report to the lunch room.

Classes for all grades begin at 8 a.m.

At 7:50 a.m. Elementary teachers pick up students from the hallway. Middle and High school students are dismissed to go to their lockers. Students who need to go to their lockers prior to 7:50 a.m. should obtain a hall pass from the teacher on morning duty.

All students in grades K4 -12 arriving late to school must report to the school office for a tardy slip before reporting to the classroom.

Monday – Friday Dismissal (Half day students)

- K4 half-day kindergarten classes are dismissed at 12:00 p.m. and must be picked up by 12:05 p.m., otherwise the following rates will apply:

12:05-12:30 - \$20 late charge

After 12:30 - \$50 late charge

*****If you arrive after 12:05pm, you will need to check in at the front desk and go pick up your child from the cafeteria.*****

Monday – Friday Dismissal (All Full day students)

- All students from K4 - 12 will be dismissed at 3:20 p.m.

NOTE: All elementary students who are not picked up by 3:40 p.m. will be signed in to Eagle Camp and their parents/caregivers charged accordingly.

School Office Hours:

-7:45 a.m. to 4:00 p.m. Monday - Friday

Summer office hours are 10:00 a.m. to 2:00 p.m. Monday -Thursday. The school office is closed on Fridays in June and July.

EAGLE CAMP - Before & After School Extended Care for Elementary

7:00–8:00 a.m. Supervised Care (K4-5th) - no charge

- K4 – 2nd grade: Education Building
- 3rd – 5th grade: Worship Center

3:40 - 6 p.m. Supervised Care (K4-5th)

- See Registration Form available from office (or online)
- Charges vary according to how often children in grades K4 - 5th attend the program

EAGLE NEST - After School Secondary Supervision

(This is a new policy and offering to parents)

Secondary students on campus at 4 p.m. and not involved in an OCS sponsored event are required to be in Eagle Nest.

4:00 – 6:00 p.m. Supervised Care

- See Registration Form available from office
- Charges vary according to how often the student attends the program

I. INTRODUCTION

HISTORY

In 1983, Nick Harris was called as pastor of Ovilla Road Baptist Church. He and the church prayed for the day when a school could be formed that would teach all disciplines in the context of a Christian worldview and would assist parents as they rear their children in the knowledge of the Lord. Those prayers were answered in the fall of 1992.

In August of 1992, nine five-year-old kindergarten students met in a room. They would be the first class taught in the new Ovilla Christian School. Under the direction of the pastor and the school board, grades K4, 1st, 2nd, and 3rd were added for the 1993-94 school year. The total enrollment that year would grow to 60 students. With continued growth, the 1994-95 school year brought the addition of 4th-6th grades. The total enrollment for the year would be over 100 students. For the 1995-96 school year, grades 7 and 8 were added and enrollment grew to 160. The 1996-97 school year with grades K4-10 in place saw enrollment surpass 360 students. Over 500 students were enrolled in a full K4-12th grade program by the end of the 1997-98 school year.

Under the continued leadership of Ovilla Road Baptist Church, over two decades have passed since the founding of our school. Through years of growth, new buildings, new programs, challenges, and opportunities, our vision has remained the same: to be a school that teaches all disciplines in the context of a Christian worldview and assists parents as they rear their children in the knowledge of the Lord.

“You shall love the Lord your God with all your heart, with all your soul, and with all your might. And these words which I command you today shall be in your heart; you shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.” (Deuteronomy 6:5-7)

MISSION

Ovilla Christian School is a college preparatory learning community developing servant leaders who love God and love people.

“I have come that they may have life, and that they may have it more abundantly.” (John 10:10)

MASCOT AND COLORS

The mascot of Ovilla Christian School is the eagle. The eagle symbolizes faith. Through faith each Christian has the ability to rise above the power of sin, self, hell, and the grave because of the life, death, and resurrection of Jesus Christ.

“But those who wait on the Lord shall renew their strength; they shall mount up with wings like eagles, they shall run and not be weary, they shall walk and not faint.” (Isaiah 40:31)

The colors of Ovilla Christian School are navy blue and hunter green. Blue symbolizes purity. Obedience to the Word of God in the life of a student is the demonstration of purity in character.

“Christ also loved the church and gave Himself for it, that He might sanctify and cleanse it with the washing of water by the word.” (Ephesians 5:25b, 26)

Green symbolizes integrity. The growth that God wants to produce in the lives of His children is demonstrated by student behavior based on integrity.

“And Jesus increased in wisdom and stature, and in favor with God and man.” (Luke 2:52)

PHILOSOPHY OF EDUCATION

Christian education is a biblically based, Christ-centered process, the purpose of which is to lead students toward a deeper walk with Christ, equipping them with the knowledge, skills, and attitude for effective Christian service. Ovilla Christian School is equally committed to providing a sound academic education and encouraging students to embrace a lifestyle that is based on the authoritative and inerrant Word of God. Ovilla Christian School offers a curriculum rooted in a God-centered view of life. This view holds that God’s truth is the standard for all truth.

This educational program is designed for children in grades K4-12 whose parents are committed to a personal faith in the Lord Jesus Christ and are in agreement with the school’s Statement of Faith. Functioning as an extension of the Christian home, Ovilla Christian School supports parents who seek to obey the biblical instruction which gives them ultimate responsibility for the spiritual education of their children (Deuteronomy 6:7-8). It is also the purpose of Ovilla Christian School to involve parents in the educational process as much as possible.

The curriculum, taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church. We believe that this foundation will enhance all areas of a child’s learning and will prepare a child for life.

“Now, therefore, fear the LORD and serve Him in sincerity and truth...” (Joshua 24:14a)

Biblical Integration: Ovilla Christian School teachers are carefully selected on the basis of their education, experience, and integrity. The most important requirements for the teachers and staff are an unselfish spirit of dedication to children, a belief that Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ as their Savior.

The task of the Christian educator is to integrate applicable scriptures and scriptural principle into math, science, literature, athletics, fine arts, and indeed all subjects and activities of the school. In order for students to develop a Christian worldview (and in order for an education to be considered Christian), all subjects must be taught, not only by Christians, but from an integrated Christian frame of reference.

Such integration is not intended to be forced or otherwise interjected inappropriately. The intent of the Scriptures is not to address every conceivable subject area and all of its sub-categories. Rather, the Word of God tells of God’s salvific and eternal plan to draw creation in general and humanity in particular into His transformative, holy purposes. These purposes are centered in God’s perfect and holy will, which is evidenced in and made efficacious by the crucified and risen Christ, whom the Scriptures declare is the Son of God. Within God’s all-encompassing framework, then, biblical integration seeks to find application where it legitimately may be found, and from it, to locate points of connection between our world as we know and experience it and our God who is revealed in Christ, from whom both creation and personal redemption flow, without distortion and misapplication,

realizing that all that exists does so by the merciful, loving, and purposeful will of God.

“For by Him all things were created, both in the heavens and on the earth, visible and invisible, whether thrones or dominions or rulers or authorities—all things have been created through Him and for Him. For He is before all things and in Him all things hold together.” (Colossians 1:16-17)

College Preparatory: OCS will provide all students at all grade levels with developmentally appropriate opportunities to acquire the knowledge and values necessary for success throughout their school years up to and including college. Students who apply themselves to all that is asked of them and who avail themselves of all that is provided for them will indeed be well-prepared to make the transition from OCS to college and university level achievement.

“As for these four youths, God gave them the knowledge and intelligence for every branch of literature and wisdom; Daniel even understood all kinds of visions and dreams.” (Daniel 1:17)

SCHOOL GOVERNANCE

Ovilla Christian School is a ministry of Ovilla Road Baptist Church. The church elders are the final authorities. The church elders appoint the School Board. The Headmaster of the school is appointed by the School Board to direct all activities and personnel, including teachers, office staff, and part-time employees. The School Board assists and advises the Headmaster and makes certain that the best interests of the church are maintained in all school activities. The School Board assists in establishing all major policies of the school. The Secondary and Elementary Principals supervise the teachers; the teachers supervise classroom and student activities as assigned.

STATEMENT OF FAITH

For the certain preservation and security of the principles, philosophy, and mission of Ovilla Christian School; and to the end that this educational institution may provide instruction in a like manner consistent with the accepted tenets of the Holy Scripture; and for the purpose of integrity and unity within the body of believers, God has brought together to Teach and train Ovilla Christian School students; we as employees of OCS, do hereby declare and adhere to the following statement of faith:

- **The Trinity:** God is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence of being. Genesis 1:26, II Corinthians 13:14
- **God:** There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself all perfections, and being infinite in them all; and to Him all creation owes the highest love, reverence, and obedience. I Corinthians 8:6, Genesis 1:1
- **The Mediator:** Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law and suffered and died upon the cross for the salvation of sinners. He was buried and rose again the third day and ascended to His Father, at whose right hand He ever lives to make intercession for His people. He is the only Mediator, the Prophet, Priest, and King of the church and Sovereign of the Universe. Isaiah 53, Colossians 1:1-13
- **The Holy Spirit:** The Paraclete sent from the Father by the Living Christ as the personal and

powerful presence of God in the world; Whose purpose is to convict the world of sin, of righteousness, and of judgment; Who by means of spiritual gifts, instructs and empowers the saints to boldly testify of Jesus Christ and to carry out the work of Christ in the world and Who is not limited to using man as His only agent to supernaturally accomplish the ultimate purposes of God in His created order. I Corinthians 2:10-14, John 14:26

- **Providence:** God from eternity decrees or permits all things that come to pass and perpetually upholds, directs, and governs all creation and all events; yet so as not in any wise to be the author or approver of sin nor to destroy the responsibility of man. Roman 1:18-20, Ephesians 1:11
- **Inspiration of Scripture:** God so supernaturally directed the writers of Scripture that without waving their human intelligence, literary style, or personal feeling, His complete and coherent message to man was recorded with perfect accuracy, the very words of the original manuscripts bearing the authority of Divine Authorship. II Timothy 3:16, II Peter 1:21
- **Scripture:** The Holy Bible is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth without any mixture of error for its matter. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions will be tried. The criterion by which the Bible is to be interpreted is Jesus Christ. Hebrews 4:12, Psalm 119:11
- **The Fall of Man:** God originally created man in His own image and free from sin; but through the temptation of Satan, he transgressed the command of God and fell from his original holiness and righteousness; whereby his posterity inherited a nature corrupt and wholly opposed to God and His law and under condemnation, and as soon as they are capable of moral action, become actual transgressors. Genesis 3, Romans 3:10-18, 5:12-21
- **Faith:** Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ and the accepting and resting upon Him alone for justification, sanctification, and eternal life. It is wrought in the heart by the Holy Spirit and is the key to all other experienced graces and leads to a life of holiness. Hebrews 11, Galatians 2:16
- **Repentance:** Repentance is an evangelical grace wherein a person is made aware of the manifold evil of his sin by the Holy Spirit and humbles himself for it with godly sorrow, detestation of it, and self-aborrence, and purposes in his heart to walk with God so as to please Him in all things. II Chronicles 7:14, James 4:6-10
- **Regeneration:** Regeneration is a change of heart wrought about by the Holy Spirit, who quickens the dead in trespasses and sins, enlightens their minds spiritually and savingly to understand the Word of God, and renews their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone. John 3:3-7, Ephesians 2:5
- **Justification:** Justification is God's gracious and merciful acquittal of sinners from all sin, who believe in and receive Christ, through the satisfaction that Christ made; not for anything wrought in them or done by them, but on account of the obedience and satisfaction of Christ, they receive and rest on Him and His righteousness by faith. Romans 3:20-26; 5:1-2
- **Sanctification:** Sanctification is the process by which, according to the will of God, we are made partakers of His holiness and through grace set apart for a sacred purpose. It is a progressive work begun in regeneration and carried on in the hearts of believers by the presence and power of the Holy

Spirit. John 17:16-19, I Thessalonians 4:3-7

- **Perseverance of the Saints:** Those whom God has accepted in the Beloved and sanctified by His Spirit will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall through neglect and temptation into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation. Romans 8:28-29, Ephesians 4:30
- **The Church:** The Lord Jesus is the founder and the Head of the Church, composed of all His true disciples, and in Him is vested supremely all power for its government. According to His commandment, Christians are to assemble themselves into unified fellowships, known as the visible or local church. To each of these churches He has given His authority for administering that order and to worship and discipline in the Spirit which He has appointed. The scriptural officers of a church are Elders and Deacons. Ephesians 4; 1:22-23
- **Baptism:** Baptism, one of the two ordinances by the Lord Jesus, is commanded by Him for every believer, wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a public confession of his identification with the death, burial, and resurrection of Jesus Christ and is symbolic of giving himself completely to the Lordship of Christ to live and walk thereafter in newness of life. Romans 6:3-4, Luke 3:21-22
- **The Lord's Supper:** The Lord's Supper is the other ordinance instituted by the Lord Jesus and commemorates the giving of His body, represented by bread, and His blood, represented by wine, for the remission of sins, which each believer receives as a reminder of that sacrifice and in anticipation of His second coming. Matthew 26:26-29, I Corinthians 11: 23-31
- **The Lord's Day:** The first day of the week that Christians celebrate is the day God visibly showed His acceptance of the atoning work of His only Begotten Son by raising Him in victory over sin and death. This day symbolically acknowledges God's sovereignty over the remaining six days and as such should be spent in both private and corporate worship and in resting from normal secular activities such that the physical and spiritual man may be refreshed. Exodus 20:8-11
- **The Family:** Marriage was divinely ordained by God and consummated within His perfect will by the giving of man and woman to one another. This was done in order that each would be completed in the other and be faithfully committed to one another for life. The family thus created was to be inviolate and sacred and to be the human unit that embodied and showed to the world the very love of God. This unit is to be based on God's principles and thus no believer should join himself to an unbeliever in this lifelong union. Man is subject to God, the woman to the man, and the children to the parents. The ideal Christian family is the one blessed by the presence of the Holy Spirit where Christ is supreme in the lives of each and where each respects the other as an individual child of God. We shall as believers resist and totally defeat through the power of the Holy Spirit any threat, which shall endanger this holy unit. Our total commitment to God and to each member within the family should be embodied in the thesis, "What God joined together, let not man put asunder." Genesis 2:21-24, Mark 10:9, Ephesians 5:22-23
- **Liberty of Conscience:** God alone is Lord of the conscience; and He has left it free from the doctrines and commandments of men which are in anything contrary to His Word, or not contained in it. Civil magistrates are ordained of God and thus believers should submit to them in all lawful things commanded by them, as unto the Lord, not only for wrath but also for conscience sake. Matthew 6:22-

23; Romans 2:14-15

- **Separation of Church and State:** Both church and state are ordained by God and each has specific duties and obligations. Each is to complement the other, but neither to dominate the other. I Peter 2:17; Romans 13

- **Resurrection:** The bodies of men after death return to dust, but their spirits return immediately to God – the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. On the last day, the bodies of all the dead, both just and unjust, will be raised. 1 Corinthians 15; II Corinthians 4:14

- **The Judgment:** God has appointed a day, wherein He will judge the world by Jesus Christ, when everyone shall be judged according to his relationship with the Lamb of God; the wicked, without justification through the blood of the risen Savior stand condemned to everlasting punishment; the righteous, having accepted the atoning work of Christ Jesus, are delivered to everlasting life. Hebrews 9:27; Romans 14:10-12

IN CONCLUSION

Ovilla Christian School does not represent a guarantee. We provide an opportunity. We provide an education that is distinctively Christian in a school that works in partnership with Christian families. We prepare children and young people for college by providing a high standard for instruction, achievement, and character. We prepare them to fulfill God's call in all aspects of their lives by recognizing and addressing the needs of the whole person.

II. SCHOOL POLICIES

24/7/365

OCS students are to reflect the character of Christ and give honor to God, their parents and the school 24/7/365 days a year. Students are always representatives of OCS and must act accordingly. Students that violate school rules and bring dishonor to God, parents and their school can be subject to disciplinary action even if the infraction is off-campus or during times that school is not in session. Disciplinary action will be based on the discipline policy found later in this handbook and will be at the discretion of the Dean of Students and the Headmaster.

ATTENDANCE/TARDY POLICY

Academic achievement is directly related to school attendance and punctuality. The accepted standard for attendance at OCS is ninety percent: students must be present and punctual ninety percent of the time. The responsibility of regular and punctual attendance has a direct relationship to the privileges extended by the school.

Ovilla Christian School, therefore, records student absences in one of four categories:

- Excused

- Approved
- Unexcused
- Medical

Absences in the excused and unexcused categories count against the ninety percent standard; absences in the medical and approved categories do not.

Secondary

- Students arriving to class twenty five minutes (or more) late will be counted absent.
- For any extra-curricular activity the student must be in attendance for at least 50% of the school day in order to be eligible to compete or participate that day.
- Any quarter (nine week grading period) wherein more than 10% of the scheduled school days were affected by an absence (excused or unexcused) will result in the student being subject to a quarterly status review.
- Secondary students who have been absent (from any class) for more than 10% of the scheduled class time for that semester may not receive credit for the course and will be considered ineligible to return to OCS pending the recommendation from a Status Review made by the Administration.
- Students may be placed on "Homebound" status due to long term illness or injury. Credits and eligibility to return to OCS will be reviewed after all the Homebound IEP requirements are met.
- Students receiving financial aid will place such aid in jeopardy if not in compliance with the above attendance policy.

ABSENCES

Excused Absence – A1 (Reference code used on Renweb.) Any absence must be documented by the parent (by calling, e-mail, written note, or doctor's excuse form).

Excused absences are the following:

- personal illness
- illness in family
- death in family
- college visits
- special circumstances or prearranged absences – must be approved by the administration

Note: Excused absences count against the ninety percent standard.

Medical Absence A2 (Reference code used on RenWeb.) Any absence that is documented by a medical professional as a hospital stay, treatment in an emergency room, the result of a physician's directive to stay home, the result of a diagnosed and documented chronic condition or due to a

doctor/dental appointment will not be counted against the ninety percent standard.

Please Note: In order for the absence to be categorized as “medical” the school must receive written confirmation (via note, e-mail, or fax) from a medical professional regarding the absence. In the case of a diagnosed chronic condition that may result in an absence but not require a doctor’s care, there must be a letter in the student’s file from a physician noting that such a condition may indeed cause the child to be unable to attend school from time to time.

Approved Absence – A3 (Reference code used on RenWeb.) Any absence that can be documented as occurring due to participation in administratively approved OCS school events and activities will not be counted against the ninety percent standard. Students may be required to receive pre-approved signatures from each of their teachers prior to being allowed on any OCS sponsored trip. The administration reserves the right and the discretionary authority to grant approved status on a case-by-case basis to student competition activities and opportunities not directly sponsored by OCS (FFA competitions, special conferences, etc.). The determining factors will include the merit of the activity in question and the student’s overall attendance\academic\behavioral record.

Unexcused Absence – A4 (Reference code used on RenWeb.) Any absence that cannot be documented as an excused absence will be considered an unexcused absence. Note: unexcused absences count against the ninety percent standard and require disciplinary action (see section on Discipline).

Reporting Absences: When a student is absent from school, the parent or guardian is required to telephone or email the school office between 8:30 a.m. and 10:00 a.m. each day the child is absent. Returning students must report to the receptionist and receive a permit before returning to class. If the parents have not already contacted the school, they must call, e-mail, or send a written note or doctor’s excuse before the absence can be considered for excused status.

TARDIES

Punctuality has a direct relationship to a well-ordered instructional environment and well-managed classrooms. The responsibility of regular and punctual attendance has a direct relationship to the privileges extended by OCS.

A student is tardy when he or she is not in the classroom when the class is scheduled to begin, at 8 a.m. Students who are tardy will not be allowed in the classroom without a tardy slip from the school office.

All students in grades K4-12 arriving late to school must report to the school office for an unexcused or excused tardy slip before reporting to the classroom.

K4 – 12th grade students who arrive after 8:00 a.m. are marked absent. When the student obtains a tardy slip from the school office, the absence is changed to a tardy on official records. Tardiness causes a disruption to class, and students lose valuable instruction during the time missed.

Teachers, at their discretion, may refuse to allow the student to make-up any work, quizzes, or tests missed because of a tardy.

All tardies will be logged into RenWeb and tardies will be accumulated per semester period.

Tardies because of medical appointments will not be counted in the event that an official doctor or dentist excuse is presented to the Lobby desk within 24 hours of the tardy.

TARDY # CONSEQUENCE

- 1-3 No Consequence
- 4 Warning Email
- 5 Student Discipleship Class (SDC)
- 6 Parent conference and further action

Homebound Students

Students who are absent for more than two consecutive weeks and have a condition that appears long – term may be placed on homebound status. A parent meeting will be held with the appropriate Principal or Dean of Students, the teacher or teachers responsible for the education of the student and the guidance counselor in order to determine if homebound status is right for the particular student and condition and what measures need to be taken to complete the education of the student during the period of absence. Homebound status is not automatic. Some student conditions may require an alternative education method that will not be overseen by OCS. Upon completion of the meeting a recommendation will be made to the administrator on whether or not to accept the homebound status.

Students on homebound status will receive an individualized education plan (IEP). Failure to complete the requirements of the IEP will result in a review process that may result in termination of the homebound status as well as other possible outcomes and sanctions.

Permits to Leave School Early/Sign Out

Students who are leaving the campus early must be signed out at the reception desk. The student must present a note from a parent or guardian to leave early. If the student is returning to school on that day, the student must sign in at the reception desk. Students who do not have a first period class are not required to sign in; however, they must be in their classrooms for the Connect period beginning at 9:30 a.m. Students who have completed their classes for that day may depart without signing out.

BEHAVIORAL POLICIES

The mission of OCS is to train students to honor the Lord Jesus Christ through striving for excellence

in personal conduct, academic achievement, athletic excellence and the desire to honor God, family and Ovilla Christian School. *Philippians 2:5 -7 "Have this mind among yourselves, which is yours in Christ Jesus, who though He was in the very form of God, did not count equality with God a thing to be grasped, but made Himself nothing, taking the form of a servant..."* We strive to follow biblical principles in all areas. OCS is a partnership between home, school and church in which the prime relationship is the home. By enrolling children into OCS, parents agree to support the school in all of its policies as articulated. OCS reserves the unconditional right to take disciplinary action, suspend or dismiss any student whose progress, conduct and/or whose parent's conduct is considered by OCS, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the school's mission.

The following policies represent some, but not all of the behaviors that are not in accordance with the goals of OCS:

Cell Phones and other Electronic Devices

OCS recognizes the universal availability of cell phones, iPods and other electronic devices among the student population. However, while these devices enhance communications between parents and students, they detract from the overall teaching ministry in the classroom. Students are required to place their cell phones in the designated location in the classroom. Students will not check or turn on their cell phones during the class unless specifically authorized by the classroom teacher. Students are authorized to use cell phones during the transition between classes and during lunch. Failure to adhere to this policy can result in disciplinary action as deemed appropriate by the classroom teacher, the Elementary Principal or the Dean of Students.

Computers

The use of computers either provided by OCS or brought to the school by a student to enhance the student's learning capabilities is a privilege and not a right. Students are authorized to use the school computers or their personal computer in the classroom for a specific instructional need. Students in grades 6 -12 are given an OCS student email account in order to send information to teachers and other students. Abuse of the email account can result in the account being closed and the student losing the privilege of access. Students will sign the school's Acceptable Use Policy and will adhere to its requirements before being given access. If a student is authorized to use a computer in the classroom, they will not go to any website that is not specifically approved by the classroom teacher for that particular teaching requirement. Students will not post videos, pictures, quotes or other material stated in class without the expressed permission of the teacher or student involved. Failure to follow these guidelines can result in loss of computer use privileges and other sanctions as deemed appropriate by the classroom teacher, the Elementary Principal or the Dean of Students.

Social Networking

Social media such as Facebook, Instagram, Snap Chat, Twitter and Texting are phenomena of modern American culture. OCS students are not exempt from this cultural norm. Social media can be a positive experience if it is used with discretion and with class. Unfortunately, social media can also be used to spread rumors, to intimidate other students, to denigrate the staff and faculty of OCS or ORBC and to pass objectionable material to others. Students who use social media as a weapon or to post objectionable material will face consequences, up to and including expulsion, as recommended

by the Elementary Principal or the Dean of Students to the Headmaster. Students need to understand that once something is posted to social media, even if it is deleted, it is still residing on a server they do not control and can be recovered. OCS will use the Technology and Bible classes to teach students the dangers of social media.

Bullying

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way in order to gain power or control over another person. Hazing, which is a form of bullying for inclusion onto an athletic team, club or social group is strictly prohibited and will be dealt with under the provisions of this policy. Bullying and hazing is inconsistent with the behavior of a follower of the Lord Jesus Christ and is dishonoring to God, family and the school. *Galatians 5: 22- 23 "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control..."*

Not all negative behavior exhibited by a student toward another student is bullying. Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

a. Immature Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others or their property

Such behavior will be primarily addressed by the classroom teacher and, if repeated after correction, by the Elementary Principal or the Dean of Students. Consequences can include loss of privileges, restitution for damaged property, and/or Student Discipleship Class.

b. Unkind Behavior

- Intent to be unkind
- Behavior that is not frequent
- Behavior intensity that is low
- Behavior that reflects an impulsive act
- Behavior duration that is short

Unkind behavior will be addressed by the classroom teacher and by the Elementary Principal or the Dean of Students. The consequences for this behavior can include loss of privileges, restitution, Student Discipleship Class or Saturday Discipleship Work Day and a parent conference.

c. Bullying Behavior

- Intent to be harmful
- Behavior is frequent
- Behavior intensity is moderate to severe
- Behavior duration is continuous

- Negative behavior is one – sided

Bullying behavior will be addressed by the classroom teacher or teachers and by the Elementary Principal or the Dean of Students with a recommendation to the Headmaster for final disposition. The consequences for this type of behavior can include: a minimum of one day suspension, disciplinary probation, loss of privileges to include participation in athletics or other extracurricular activities for the duration of the probation or expulsion. A parent conference will be held for students accused of this offense.

Tobacco Use:

OCS students will not use tobacco products, which is a violation of state law. Student possession, delivery, receipt or use of tobacco products, including but not limited to: cigarettes, cigars, pipes, chewing tobacco, or snuff is prohibited at any time while a student is enrolled. Students are prohibited from possessing lighters on campus and at OCS sponsored events. Students are prohibited from using e-cigarettes or vaping at any time while enrolled. Students are prohibited from simulating smoking, the rolling of cigarettes or the simulated use of tobacco products. Consequences can include: admonition and warnings, loss of privileges, Student Discipleship Class, Saturday Discipleship Work Day, suspension or expulsion depending on the severity of the infraction. For more severe consequences a parent conference will be held.

Drug/Alcohol Use:

No student shall possess, deliver, use or be under the influence of any of the following substances:

- Alcohol or any alcoholic beverages, “near beer”, or any other alcohol – like beverage
- Any controlled substance or dangerous drugs as defined by federal and state law, without regard to amount, but not limited to: marijuana, any narcotic drug, anabolic steroids, hallucinogens, stimulants or depressants such as amphetamines, methamphetamines or barbiturates, designer drugs, inhalants such as: glue, aerosol paints, aerosol cans for the purpose of “huffing”, or other inhalants that are not used in their prescribed manner
- Any intoxicant, mood - altering, mind – altering or behavior – altering drug

No student will retain in his or her possession the following substances:

- Prescription medications

No student will give to any other student any of the following substances:

- Non – prescription medications such as, but not limited to: aspirin, acetaminophen, ibuprofen, other pain relievers or over the counter allergy medications

Drug/Alcohol use is considered a serious offense, either on or off campus. OCS reserves the right to remove any student from the classroom, campus or OCS sponsored event that appears to be under the influence. Students coming on campus automatically give permission at the discretion of the Headmaster to search their persons, clothing, lockers, bags and, if driving, automobiles that are parked on campus. Students participating in an OCS sponsored event may also be searched pursuant to a credible reason for search at the discretion of the Headmaster. Consequences can include: expulsion or some lower penalty as recommended by the Elementary Principal or the Dean of Students to the Headmaster. If a law has been violated, the local law enforcement will be contacted. A

parent conference will take place.

Weapons:

Students are prohibited from being in possession of any fire arm, explosive device, ammunition, knife, stun gun, irritant spray, or Taser on campus or at any OCS sponsored event. Students are prohibited from bringing to school or to any school related event items such as: fireworks, razor blades, brass knuckles, martial arts paraphernalia, chains, or any other device used to inflict bodily injury.

Threats of the use of weapons, bomb threats and other threats of violence will be taken seriously and be handled at the discretion of the Headmaster. Consequences can include: expulsion or any disciplinary action lower than expulsion depending on the type of threat as deemed appropriate. A parent conference will take place. Credible threats of violence and possession of a weapon will be reported to local law enforcement.

Public Display of Affection:

Students at OCS should always display an attitude of decorum and respect as to their location and to the reputation of their families, churches and school. Public Displays of Affection (PDA) detracts from that reputation. Students should refrain from displays such as, but not limited to, hand-holding, embracing, kissing or suggestive actions, such as suggestive talk or body movements while at school, at OCS sponsored functions and while in school uniform. Consequences for PDA will set by the Elementary Principal or the Dean of Students, as appropriate to the severity of the display.

Lying, Cheating and Stealing:

An OCS student will not lie, cheat or steal. All those actions are contrary to the honor of God, the student's family and the honor of the school. Lying is defined as the intentional desire to mislead and can include half-truths, not telling the whole story and quibbling (trying to justify an action). Forgery is a form of lying and carries with it consequences. Forgery is defined as signing someone else's name, such as a parent or guardian, to a form or paper. Cheating is defined as turning in as one's own work the work of another or using surreptitious methods to gain an advantage on an assignment, quiz or test or in an extracurricular contest. Stealing is defined as taking property that is not one's own by purchase or right and includes borrowing property without the other person's permission even if the intent was to return that property. Plagiarism is a form of stealing in which a student attempts to pass off another's writings or ideas as one's own. Students caught "copying and pasting" or copying information from books, websites or other forms of communication without giving the proper acknowledgement have committed plagiarism. For students in the Secondary School, the standard of acknowledgement is given by the MLA Handbook and the teacher's standard for a specific work assignment. Consequences for lying, cheating and stealing can be determined by the classroom teacher, the Elementary Principal or the Dean of Students with a recommendation to the Headmaster if the event is severe. Consequences may include expulsion or any less consequence as determined. Consequences for cheating and plagiarism include:

- The student will receive a zero for that assignment
- A parent conference with teacher, Elementary Principal or the Dean of Students
- Other consequences as determined by the Elementary Principal, the Dean of Students or the Headmaster

Gambling:

Gambling is defined as either participating in a game of chance for gain or wagering on a game or contest in order to attain a reward, either monetary or physical. OCS students will not participate in gambling or wagering in any form or possess the paraphernalia for gambling. OCS students will not establish wagering pools or point spreads for any OCS athletic event. Students are prohibited from on-line gambling and upon discovery can face consequences as established by the Elementary Principal or the Dean of Students with a recommendation to the Headmaster if the event is severe.

Disrespect to Authority and Property:

An OCS student is bound by one's claim to follow the Lord Jesus Christ. As such, disrespect to authority beginning with God's authority and His word, is not in keeping with the standards of honoring God, family and the school. Disrespect is defined as the use of word, bodily language or action that discounts what the authority has addressed with the student or acts in open defiance to the authority. The authorities at OCS include, but are not limited to, the personage of God and the Word of God, the faculty and staff of OCS, the leadership of ORBC and its attendant ministries, referees and officials at OCS sponsored events, OCS parents and guardians, governmental officials and invited guests to the OCS campus. Insubordination is defined as failing to comply with the instruction of any of the above listed individuals or the willful and continual non-compliance with either a teacher's classroom rules or the rules and policies established in this handbook.

The property of OCS and ORBC will be treated with the respect commensurate with the fact that these facilities are dedicated to the purpose of honoring, worshipping and respecting God. Students will not deface (write on, color on, spray paint or tear up) OCS and ORBC property including books, desks, classrooms and building facilities such as the restrooms. Lockers are provided to students for storage of books and needed equipment. Lockers are the property of the school and not the student. Lockers will be inspected periodically for cleanliness and health reasons. Students will not put pictures or other markings on their assigned lockers that have not been approved by OCS. Students will keep the facilities, lockers and storage areas clean and food storage free. Students will clean up after themselves at the end of each class and put their trash in the proper receptacles. Students will pick up food and other items dropped in the hallways. Students will not throw food at any time in the cafeteria and will clean up after they have finished their lunches and before departing the cafeteria. Failure to respect the property will result in consequences that can include Student Discipleship Class, Saturday Discipleship Work Day or other restrictions to privileges as established by the classroom teacher, the Elementary Principal or the Dean of Students.

The setting of any kind of fire on the school premise or on the premises of ORBC is prohibited. Sending in a false alarm, tampering with a fire alarm or smoke detector or false sounding of a fire alarm is a serious offense with possible legal consequences. Students caught doing any of the above will face consequences that can include expulsion, suspension or other consequences as established by the Elementary Principal or the Dean of Students in consultation with the Headmaster. A parent conference will be held. Local law enforcement may be notified and legal action may be taken if necessary.

Fighting/Assault:

Fighting is an activity that reflects poorly on one's commitment to God, one's family and on OCS. Fighting is prohibited on school campus, at an off-campus site or at an OCS sponsored event. Students involved in fighting or arranging a fight can receive consequences as established by the Elementary Principal or the Dean of Students in consultation with the Headmaster. A parent conference will be held with the parents of each of the student's participating in the fight.

Assault is an activity that may have both school and legal consequences. Assault is defined as:

- Intentionally, knowingly or recklessly causing injury to another
- Intentionally or knowingly threatening another person with bodily injury
- Intentionally or knowingly causing physical contact with another person in which that person could reasonably believe that contact was for the purpose of offense or intimidation

Any OCS student suspected of assault will be removed from the classroom and placed into the care of the Principal, the Dean of Students or the Headmaster. The parent or guardian of that student will be contacted for an immediate parent conference. If the assault meets the legal standard, local law enforcement will be contacted. Consequences, to include expulsion, will be considered by the Elementary Principal or the Dean of Students in consultation with the Headmaster.

Inappropriate Language, Materials or Attire:

The use of inappropriate or profane language, materials or attire is not in accordance with the mission and focuses of OCS and is strictly prohibited. Inappropriate materials are not limited to written or published materials, but may also include websites, videos and suggestive or profane e-mails or texts. Prohibited language is language that is the use of profanity, sexually suggestive language, blasphemy, racially inflammatory language and pictures or cursing. Inappropriate attire includes t-shirts and clothing that contains sexually suggestive words, profane or blasphemous wording, racially inflammatory wording or pictures or mocks the authority of the school, the church or the government. Examples of prohibited materials include:

- Pornography, sexually explicit material or sexually suggestive material
- Materials that endorse actions that endanger the health or safety of student
- Materials that are profane, contain cursing or are blasphemous
- Materials that contain libel or slander
- Materials that criticize or demean the school, the church or any individual faculty or staff
- Materials that espouse hate that demean an ethnic, religious or racial group

Students who possess or wear these materials will have the materials confiscated and/or be asked to remove the offending article of clothing and change. Students using inappropriate language will receive correction and will be reported to the Elementary Principal or the Dean of Students for further action. If, at the discretion of the Elementary Principal or the Dean of Students, the offense warrants a parent conference, one will be scheduled. Repeated offense will result in a parent conference and may result in loss of privilege and other corrective measures.

Sexual Harassment:

Sexual harassment is defined as the use of language or providing materials of a sexual nature that is

used to create an environment of tension and intimidation in order to make a person uncomfortable or to extract favors of a sexual nature. It can include using spyware, spying on a person or persons of the opposite sex or setting up electronic surveillance to gain access to a person of the opposite sex. Sexual harassment can also include unwanted or unwarranted comments about a student's looks, activities or orientation. Sexual harassment is not conducive to a safe and secure environment for learning and is antithetical to Christian discipleship. When an accusation of sexual harassment is made it will be reported to the Elementary Principal or the Dean of Students. The accusations will then be investigated to determine their truth and severity. A parent conference will be held with both parties. The student initiating the harassment can receive penalties up to and including expulsion.

Fornication and Pregnancy:

Scripture is very clear about fornication. Fornication is entering into a physical relationship prior to marriage. Students who enter into a physical relationship prior to marriage and it is discovered by OCS can receive consequences up to and including expulsion. A female student who is reported pregnant during the school year will be dismissed. If the father is identified and is an OCS student, the father will also be dismissed.

CHILD ABUSE PROCEDURE

OCS is required to report any indication of child abuse to the proper governmental authority of the State of Texas when OCS has cause to believe that a student's physical or mental health or welfare has been or may be adversely affected by abuse or neglect.

Procedure:

- The administration will interview the student about the concern. The administration may also interview others having information bearing on the possible abuse.
- The administration will look for any external signs of abuse. This is done only with the permission of the student and with two additional witnesses present.
- If the examination uncovers signs of possible abuse, the administration will inform the proper authorities, as the law requires.
- The administration shall, as legally required, inform the proper governmental authorities about the same if, after investigation, it has cause to believe that the student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

CHURCH ATTENDANCE

As a Christian institution, OCS encourages all of its families to be regular participants in worship at a local congregation of their choosing. Such attendance, we believe, is in keeping with the Scriptures and one of the marks of discipleship.

"And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the day approaching." (Hebrews 10:25)

CLASS SIZES/CAPACITY (MAX)

K4	12	1-5	18
K5	15	6-12	22

CLOSED CAMPUS

OCS is a closed campus, which is defined as allowing entry onto the campus of only adult family members (including younger siblings with adult supervision), church ministerial staff, or OCS alumni.

Students are not to leave the school property during the school day, except in case of early dismissal or after proper procedures are followed for signing out of school or as an assigned privilege. Seniors have off-campus lunch privileges. A student may be taken out to lunch by the parent or, with written parental permission, by an adult family member or ministerial staff. All visitors must sign in at the school office and wear a visitor's identification tag while on campus. Off-campus lunches must be within the scheduled time unless pre-approved by the Principal.

CRISIS/INCLEMENT WEATHER COMMUNICATION

The Headmaster will make the final decision regarding school closing as quickly as possible. On rare occasions, the school may have to close after classes have begun because of the onset of severe weather warning, snowfall, or pending ice storms, etc. In such cases, parents will be notified by telephone or text that school is closing, and they will be asked to arrange for transportation to get their children home safely. For communication purposes, a crisis may be defined as merely a "school closing due to inclement weather" or something much more serious such as a "school lockdown" or "campus evacuation." Generally, the school will not need to make up for missing two days or less due to inclement weather. It is the parent's responsibility to keep their information current in the Parents RenWeb.

Certain situations will dictate how and when OCS is able to communicate to our families; however, in general, OCS will communicate with our families in one or more of the following ways:

TV: WFAA - Ch. 8 Radio: KLTY 94.9 KXAS - Ch. 5 KCBI 90.9

RenWeb - Whenever possible, OCS will utilize RenWeb email communication as well as text alerts to relay information to our families. Website – Check for information at www.ovillachristianschool.org also.

CRISIS MANAGEMENT PLAN

Ovilla Christian School is committed to the safety and security of students, faculty, staff, and visitors on its campus. In order to support that commitment, OCS Administration routinely performs a thorough review of the school's emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human- caused disasters. These procedures are outlined in the OCS Crisis Management Plan.

The OCS Crisis Management Plan is the official policy of Ovilla Christian School. It is a result of a comprehensive review and update of school policies in the context of its location in Ovilla, Texas and in the current world situation. The OCS Crisis Management Plan is available for review in its entirety in the school office.

OCS commits to ongoing training, exercises, and maintenance to ensure optimal preparedness at all times. OCS works in conjunction with the Ovilla law enforcement and fire departments and has an endorsement by the American Red Cross Ready Rating Program. The school also contracts with Firestorm, one of the leading school security consulting firms in the country (www.firestorm.com). Firestorm assists OCS in drafting, publishing, executing, and maintaining an up-to-date and effective crisis management plan. If you have any questions regarding crisis management procedures, please do not hesitate to call the school office.

FUNDRAISING POLICY

It should be the Lord's people who support the Lord's work. Our requests for support are thus primarily directed to believers. However, we also request support from foundations, corporations, organizations or philanthropic individuals that support independent education. Giving through methods other than cash giving is also encouraged (stocks, life insurance, deferred gifts, annuities, gift-in-kind, etc.).

Students will not sell any products on a door-to-door basis or in a public place within our community. Students are encouraged to seek support for such events as the Boosterthon Fun Run.

The Parent Teacher Fellowship (PTF) conducts fundraising activities throughout the year, which do not involve direct fundraising by the student. These fund-raising projects are to be coordinated and approved by the Administration. They must meet the following criteria:

- The project has a particular purpose which will benefit the educational program of the school.
- The funds are used for areas not covered by the operational budget of the school.

"But this I say: He who sows sparingly will also reap sparingly, and he who sows bountifully will also reap bountifully. So let each one give as he purposes in his heart, not grudgingly or of necessity; for God loves a cheerful giver." (2 Corinthians 9:6, 7)

GRIEVANCE POLICY

Parents and/or students who have a grievance against a teacher, staff member, or Headmaster must try, in accordance with Matthew 18, to first take up the matter with the individual involved. In cases where the issue is with the teacher, the student or parent should go to either the Elementary or Secondary Principal only after attempting to resolve the matter with the teacher. If resolution is not possible at the parent/teacher level, the parent may request a meeting with the Elementary or Secondary Principal at which the teacher will be present. The final determination by the Administration shall be the final decision.

Express the matter promptly to avoid ill feelings and friction that would hinder you as a Christian. Tell only the right person. Please do not involve other parents in what should be considered confidential matters involving personnel and students.

Give the staff member the benefit of the doubt. Realize that your child's reporting may be emotionally biased and may reflect only one side of the story. Also realize that we have reasons for all the rules, and we endeavor to enforce them as consistently as possible. Please do not criticize the school or a staff member in front of your child, as this will reduce his respect for authority in general, resulting in less willingness to obey and cooperate.

Support the Administration, teachers, and staff with your prayers and encouragement. We are dedicated to partnering with you in training your children.

Biblical Principle (Matthew 18): Matthew 18:15-17 is the principle of giving a good report. This principle brings about a spirit of unity and loyalty, and a greater love for one another when applied in the spirit of Galatians 6:1, and will transform the school or any institution into a dynamic Christian force in the community. It should be the desire of every parent, student, staff or faculty member associated with the school to practice this principle.

"Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it to the church; but if he neglects to hear the church, let him be unto thee as a heathen man, a publican." (Matt. 18:15-17)

"Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted." (Gal. 6:1)

NON-SCHOOL SPONSORED ACTIVITIES

Parents may plan social activities for students from OCS. The school respectfully requests that activities be appropriately chaperoned and consistent with OCS expectations of students.

OCS does not accept the responsibility for the conduct or activities of its students at social gatherings not planned through or under the direction of the school. We do, however, view all of our students as representing Christ and OCS whether they are on or off campus, in school or non-school activities.

Students are not permitted to distribute printed information at school about gatherings. Parents/students are not permitted to distribute on campus brochures, invitations, or solicitations for non-OCS sponsored events and other organizations.

STATUS REVIEWS

Quarterly Status Review: At the end of each quarter grading period, elementary and secondary students who find themselves in one or more of the following categories will be subject to a quarterly status review:

- students who have absences equaling 10% or more of the school days for the quarter
- students with repeated behavioral issues resulting in visits to the elementary principal (for elementary)
- students who have received a failing grade in any subject for that quarter

- 1) a failing score (69 or below) for the second semester or
- 2) a failing score (69 or below) for the yearly average of a full year course
- 3) a failing score (69 or below) for a one semester course

The review process is as follows:

Initial Review: This review is carried out by the Principal and is automatic for any student who falls into one or more of the categories outlined above. The Principal will examine the academic/behavioral/attendance record of all students on the review list for that quarter and determine if any action needs to be taken. The Principal has discretionary authority to decide that, beyond an informal conversation with the student, no administrative action is warranted and may therefore terminate the review process. The Principal may decide that the student and family is best served by taking administrative action and will therefore initiate the second level of the status review.

Student/Family Consultation: In this stage of the process, the student, one or more of the parents, and the Principal meet together to discuss the reasons for the status review (behavioral/attendance/academic) and how the situation can be remedied for the future. The Principal has the discretionary authority to decide that no further action is warranted and may terminate the review process and, indeed, this is the goal of the consultation. Alternatively, the Principal has discretionary authority to exercise other options:

- additional consequences from the Elementary or Secondary Discipline Plan
- status review

The Principal may decide that the needs of Ovilla Christian School are best served by taking more serious administrative action and will therefore inform the parents regarding the initiation of this third level of the status review.

Status Review Committee: If the status review reaches this stage in the process, it is to determine whether or not Ovilla Christian School is still the appropriate placement for the student in question. The Principal has discretionary authority to call for a Status Review if an infraction has occurred that in and of itself is grounds for removal from school.

A Status Review Committee of OCS administration or administrative support staff* (no less than three, plus the Principal) will review the student's academic/behavioral/attendance record for the current and previous, if any, grading period(s). The student and parents will be invited to address the committee review and state what they believe to be a compelling reason to allow their student to continue at OCS. The family will be excused and the committee will then begin deliberations leading to a recommendation to the Principal regarding the student's continued enrollment at OCS.

Upon review, the Status Review Committee may recommend that no further action is required and that the Principal should terminate the status review process. Alternatively, the committee may recommend that the Principal exercises additional options from the second stage of the process. Finally, the committee may recommend that the student be removed from OCS. The Principal is not bound by the Status Review Committee's recommendation, but would only set it aside in the rarest of cases. If the recommendation is for removal from school, the parents may appeal that decision to the

Headmaster of OCS. The Headmaster will make the final decision.

* In the event that the student being reviewed is the child of a faculty member, the committee will be composed of school board members so as to minimize conflict of interest and to maximize impartiality.

Appeal Process: Should the parents choose to appeal the decision of the Headmaster, the Headmaster will form an ad hoc committee of School Board members (no less than three plus the Headmaster) which will review the Principal's recommendation and the student's academic/behavioral/attendance record for the current and previous, if any, grading period(s). The student and parents will again be invited to address the committee and state what they believe to be a compelling reason to allow their student to continue at OCS. The family will be excused and the committee will then begin deliberations leading to a recommendation to the Headmaster regarding the student's continued enrollment at OCS.

The Headmaster is bound by the ad hoc committee's recommendation and there is no appeal beyond this level.

Annual Status Review: At the end of each school year, students who find themselves in the following categories will have their re-enrollment (or promotion/retention) status placed on hold pending an annual status review:

- students who have absences from any class (excused or unexcused) for more than 10% of the calendar school days for that year
- students who must attend summer school prior to re-enrollment
- students who have failed one or more courses or subjects and are not eligible to return due to probationary status
- students who, from the Principal's perspective, have multiple visits to the Principal's office, over the course of the year, for infractions considered by the Principal to be serious (for elementary)

At this point, the student is questionable for enrollment for the next year. All such students will undergo an Annual Status Review to determine if there is any compelling reason to set aside questions and restore the student to eligible status.

Often, a student will have issues that are questionable but do not rise, in and of themselves, to the level of automatic ineligibility. OCS reserves the right to conduct an annual status review for any student, if, in the judgment of the Principal, the student's academic, behavioral, or attendance record warrants such a review.

Appeal Process: An ad hoc committee of OCS School Board members (no less than three, plus the Principal and the Headmaster) will review the student's academic/behavioral/attendance record for the year and for the totality of the student's time at OCS. The student and the parents will be invited to address the committee and give what they believe to be a compelling reason to remain at OCS. The family will be excused and the committee will then begin deliberations resulting in a recommendation to the Headmaster regarding the student's status.

Upon review, the committee may recommend that the student be declared eligible for re-enrollment with probation or to declare the student ineligible to return.

The Headmaster is bound by the ad hoc committee's recommendation and there is no appeal beyond this level.

Please note: OCS reserves the right to refuse re-enrollment to the school to any student who does not meet eligibility requirements. OCS reserves the right to refuse re-enrollment for any student when, in the judgment of the Administration, that re-enrollment would not be in the best interest of OCS, its students, or faculty. Previous attendance does not guarantee re-enrollment.

Probation: The Status Review Committee reserves the right to place a student on probationary status for academic, behavioral and/or attendance issues. Both the length and stipulations of the probation will be set by the committee and elementary or secondary principal.

CELLPHONE/TELEPHONE USE

Cell Phone Use: Students will be required to place their cell phones in the pocket holder of each classroom. Students may use their cell phones during non-classroom times.

Emergency Use: Students may use the reception area phone only for a stated need deemed appropriate by an OCS faculty/staff person. OCS personnel must send a written permission slip with the student giving him permission to use the office phone for emergency use.

Messages: Messages will be taken by the office. Students will not be called out of class for a phone call except in cases of extreme emergency.

TEXTBOOK DAMAGE POLICY

Most OCS textbooks are provided through tuition and enrollment fees to its students in the sense that no additional charge is made for textbooks beyond the tuition for the year. Students are responsible for their texts; therefore, textbooks should be covered at all times. Should damage or loss occur, students or their parents are accountable for replacement fees. Some exceptions may include courses that are honors level, dual credit, or a special elective.

III. GENERAL INFORMATION

ACSI MEMBERSHIP/ACCREDITATION

Ovilla Christian School is a member in good standing with the Association of Christian Schools International (ACSI), is fully accredited with that organization, and is therefore listed in the Texas Education Agency's Directory as an approved non-public school. The ASCI and OCS graduation requirements meet or exceed Texas state requirements.

AUTOMATED EXTERNAL DEFIBRILLATOR

If an emergency arises that is suspicious of cardiac failure, 911 will be called and the Automated

External Defibrillator will be used. This machine automatically reads the cardiac rhythms in a child or adult, assesses the need for electrical shock, and delivers the shock only when needed. The machine also counts the breaths and compressions needed for CPR. OCS staff members that have been specifically trained in use of this machine will use it until emergency relief arrives and takes over the care of the student/adult. The AED machines are under medical license and have continuous daily checks. The AED machines are accessible from the worship center/cafeteria/gymnasium by the kitchen closet, the McEachern Center, and a portable one is available in the clinic.

CHAPEL

Chapel is a time for students to come together to praise the Lord Jesus Christ for His goodness and mercy and to listen to pastors, missionaries, and guest speakers share the Word of God.

Students K4 - 12 will attend all chapels. Parents are encouraged to attend as well.

*“Praise the Lord! Sing to the Lord a new song, and His praise in the congregation of the saints.”
(Psalm 149:1)*

CULTURE OF RESPECT

Dignity and respect are given to all human beings since we are all made in His image. Our policy of respect is based on humility and teamwork.

Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, **2** then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. **3** Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, **4** not looking to your own interests but each of you to the interests of the others.

5 In your relationships with one another, have the same mindset as Christ Jesus:

6 Who, being in very nature God, did not consider equality with God something to be used to his own advantage; **7** rather, he made himself nothing by taking the very nature [b] of a servant, being made in human likeness.

8 And being found in appearance as a man, he humbled himself by becoming obedient to death—even death on a cross!

9 Therefore God exalted him to the highest place and gave him the name that is above every name, **10** that at the name of Jesus every knee should bow, in heaven and on earth and under the earth, **11** and every tongue acknowledge that Jesus Christ is Lord, to the glory of God the Father. (Philippians 2:1-11)

3 For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. **4** For just as each of us has one body with many members, and these members do not all have the same function, **5** so in Christ we, though

many, form one body, and each member belongs to all the others. **6** We have different gifts, according to the grace given to each of us. (Romans 12:3-6)

DRIVING GUIDELINES

It is very important that great care and courtesy be exercised while dropping off and picking up students at the school. A traffic-flow pattern for pick-up/drop-off must be followed and will be communicated to parents each year.

Please comply with these rules to make our parking lot safer as we work together for the protection of children, cars, and ourselves.

- Do not text or use your cell phone while in the car line or when driving. Texas state law prohibits the use of cell phones in a school zone.
- You may park in designated spaces and go with/for your child or you may drive through to drop off or pick up.
- Do not allow younger children to cross the parking lot unless accompanied by an adult.
- Do not leave your car to enter the school when you are in the flow of traffic. Please park in designated spaces if you have business in the school.
- The parking lot speed limit is 5 mph.
- Practice the rules of CAUTION and COURTESY.

Note: Do not park in designated fire lanes. By city ordinance, violators are subject to towing.

HIGH SCHOOL STUDENT PARKING AND DRIVING INSTRUCTIONS

- A copy of the car information, Proof of Insurance and student's Driver's License must be submitted to the school office prior to the beginning of the semester.
- A school provided parking sticker must be placed in a visible position at all times.

EARLY DISMISSALS

The school can grant an early dismissal for emergencies and for medical or dental appointments if those appointments cannot be scheduled outside the school hours. All other activities should be scheduled for after-school hours.

Students are not to leave for illness unless they have first been to the nurse's office and the parent has been contacted by the nurse.

All parental requests for an early dismissal for doctor's appointments must be made verbally or in writing. Requests for early dismissals should be made no later than 10:00 a.m. For the safety of our students, they are to be signed out by the parent at the school office. Students who drive themselves must sign out at the school office before leaving campus.

EVANGELISM OF STUDENTS

It is the desire at OCS that each student has a personal relationship with Christ, and the presentation of the Gospel is a natural part of that process. OCS teachers willingly share their personal testimonies with students and will present the Gospel when opportunities arise.

“Him we preach, warning every man and teaching every man in all wisdom, that we may present every man perfect in Christ Jesus.” (Colossians 1:28)

EXTRA CREDIT

Students occasionally ask for extra work in order to improve grades. Extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow the class to repeat an assignment or do an assignment in a different format in order to replace a low grade. Teachers can offer bonus points on tests and assignments at their discretion. These options must be completed within a short time of the original assignment. This is not permissible at the end of the semester as an effort to improve a low grade in a subject.

FIELD TRIPS

The educational program may include trips to museums, art galleries, etc., or ministry related opportunities, such as nursing homes and local outreach missions. The cost of field trips and/or meals is not included in the tuition. The place to be visited and the method of transportation shall be approved by the Administration. Supervision is provided by the teacher with additional parent chaperones as needed.

A student in the 6-8th grade level will only be excused without penalty if he/she has a medical condition that dictates that he/she should not participate in a particular event and has a note from a physician that verifies such. Those who do not participate must come to school. Any student who does not have an excused absence will be issued an unexcused absence.

FOOD SERVICE PROGRAM

OCS offers a hot lunch program through ECI for full-time students Monday through Friday. Monthly menus will be posted on the school website. Parents are welcome to join their students for lunch, and upon arrival, check in at the school office to obtain a visitor's pass. Parents may bring birthday treats, but should check with the teacher for possible allergies/food choices of the students in that class.

Students may also bring their own lunch. Microwaves are available for students in 3rd grade and above. Please provide a balanced lunch, as it is essential for your child's best physical and mental health. For a current listing of meals and costs, please contact the school office or visit the school website. Students are to remain seated and in the lunch area until time to return to class. Parents should refrain from providing special small group lunches unless they have obtained prior administrative approval.

GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 69 and below - failing

In grades K4 - K5 a level of mastery will be indicated on the report card:

E = Exceeds Expectations

M= Meets Expectations

B= Below Expectations

Numerical averages are given on the report card in all subjects for grades 1-12, though in grades 1-3, a mastery level indicator may be employed in some subject areas (e.g. E=Exceeds Expectations, M=Meets Expectations, B=Below Expectations)

NOTE: Home-school students transferring into OCS or students enrolled full-time in OCS who complete any coursework through a non-accredited school will receive P for pass on home-school courses rather than number grades on final transcripts or transfer records.

GUIDANCE SERVICES

Guidance services are available to all students at OCS. The Guidance Counselor offers services in the following areas: academics, course selections, career and occupational awareness, as well as testing (achievement, interests, and college- entrance), selecting a college, obtaining financial aid for college, and armed forces information.

A full selection of current college catalogs, occupational exploration literature, and armed forces information are found online. For more specific information, see the Guidance Counselor. College entrance test registration forms and financial aid applications are available online. Students are urged to take advantage of the material and services available to them through this department.

HALL PASSES

Only the following students will be permitted in the halls during classes:

- Students with hall passes authorized by a teacher, administration, or staff member
- Students with tardy or admit slips authorized by the school office

Students in the hall without passes will be subject to disciplinary action. Elementary students are sent to the office, nurse, etc., with another student(s).

LEARNING LAB

“For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.” Ephesians 2:10.

Philosophy

OCS understands that every student is created to be an image bearer of God, uniquely individual, and with purpose. OCS welcomes students with special learning needs for inclusion in our regular academic program. “Special learning needs” is understood to mean conditions identified that impact a student’s ability to access and learn effectively from the regular classroom curriculum. These learning needs might include learning disabilities, attention deficit disorder (with or without hyperactivity) or disorders affecting sensory perception, processing or memory. Certain medical or emotional conditions may also impact learning, so these may constitute a learning need in some cases. OCS students with a diagnosis of a special learning need are encouraged but not required to enroll in the OCS Learning Lab.

Admission Standards

OCS accepts students with a documented diagnosis of mild Learning Differences (LD) and Attention Deficit Disorders (ADD/ADHD), who meet all other admission criteria including passing the entrance exam, are on grade level, and who OCS believes can be successful in a college preparatory environment. Diagnosis by a licensed diagnostician and/or physician with complete documentation must be submitted to the Learning Lab instructor before admission into the Learning Lab support program and before any accommodations in the classroom may be implemented. Diagnostic testing must be kept current (within 3 years) and on file at OCS.

Students already involved with OCS, who begin experiencing difficulty in the classroom, may be referred for testing. If a mild learning disability exists, appropriate educational support may be implemented and the student may be required to seek Learning Lab support in order to continue at OCS. In addition to Learning Lab support, students may need the services of a tutor, academic therapist, or other outside professional. Because OCS guidelines provide for assistance and support only for mild learning disabilities, students will still be required to meet OCS assignment expectations and graduation requirements.

Learning Lab Services

- Instructor will provide support to the faculty in order to meet student educational needs within the classroom.
- Instructor will meet with parents of Learning Lab students as needed
- Instructor will give individualized instruction and review as determined.
- Instructor will pattern and teach organizational and study skills as needed.
- Only students enrolled in the Learning Lab program are eligible to receive accommodations in the classroom
- It is the appropriate OCS school personnel (Guidance Counselor and Learning Lab Instructor) who

will make the final determination of what accommodations will be implemented in the classroom. The OCS required accommodations may or may not include all accommodations recommended by an outside diagnostician.

- Accommodations are supports and services given to students to provide a fair opportunity for the student to access the general curriculum and succeed in learning. We do not modify curriculum for any students, meaning we do not change the objective being taught or the measure by which learning is assessed.

LIBRARY PROCEDURES

Hours: The library is open during regular school days from 8 a.m. – 4 p.m. Monday through Friday.

Patrons: All OCS students and members of the OCS faculty and staff are considered patrons. Parents of OCS students are welcome to become patrons and check out books for their home use.

Borrowing and Returning Materials: Kindergarten (5 year olds) and first grade students may check out only one book at a time for one week. They must return that book before they are allowed to check out another. Second through fifth grade students may check out two books at a time.

Books are checked out for a period of two weeks and should be returned either in the library or in the book drop outside of the library.

Lost or Damaged Materials: Students are responsible for the cost of materials that are damaged or not returned. There is a \$2 fee for each book that has to be replaced. If a book is found after being paid for, it is at the discretion of the librarian if the fee can be refunded.

Library Conduct: All persons in the library are expected to be respectful of others using the library and remain as quiet as possible. Students are also required to be in proper dress and follow OCS dress code standards at all times. If a student chooses not to follow these guidelines, the student will be required to return to class, receive a referral, or be referred to the appropriate administration for the assignment of consequences.

LOST AND FOUND

Procedures:

- All small personal items will be at the receptionist's desk.
- All large items will be placed in the Lost and Found.
- All clothes and items not claimed at the end of each quarter will be sent to Helping Hands North Ellis County Outreach, a ministry outreach for the Red Oak/Ovilla area. (This does not include school uniforms.)
- All unclaimed school uniforms will be stored and resold for the next year at the PTF school uniform

sale at the end of the year.

PARENT PARTICIPATION

Participation by parents in activities that support the classroom or the school is invaluable. Here are some of the many opportunities available:

- PTF Officer/Committee Member
- Room Parent/Co-Worker
- Fine Arts
- Chaperone for Field Trips
- Field Day Assistant
- Career Seminar Speaker
- P.E.S.T. Program (**P**arents **E**ncouraging **S**taff and **T**eachers)
- Library Book Fair Aide
- Office Volunteer
- Teacher Lunch Relief
- Athletic Booster Club/Officer/Member
- Junior-Senior Banquet
- ACSI events

PARENT - TEACHER CONFERENCES

The school desires to communicate with parents and welcomes inquiries from them. Parents are asked to contact the teacher during school hours if at all possible. A parent wishing to conference with a teacher should send a note, e-mail the teacher, or call the school office to make arrangements for a conference. Please do not attempt to hold a conference with a teacher during school hours when the teacher is conducting class – especially in the mornings when students are coming into the room. All parents are required to check in with the office to obtain a visitors' pass before going to a teacher's classroom during school hours.

PARENT TEACHER FELLOWSHIP (PTF)

The Parent Teacher Fellowship (PTF) is organized for the purpose of creating a closer relationship between the home and the school, strengthening the parents' realization of their biblical responsibilities, and encouraging cooperation with the teachers in the education of their children. Meeting dates and programs are announced throughout the year.

PERMANENT RECORDS/TRANSCRIPTS

High School transcripts must be requested on-line through Parchment.com (see link on OCS website). There is no charge for current students to send transcripts to member colleges and universities. Non-member institutions will require a postage fee. A small fee will be assessed for alumni transcript requests.

Permanent school records will be released by request of the parent or school and will be provided one time without charge.

All school records and requirements (including financial obligations) must be met before the final report card and/or student records will be released.

RENWEB

Ovilla Christian School utilizes the RenWeb School Management Software System. This system enables families to get email information from the school as well as acquire student attendance, daily class work, homework, report card, and various other items of information. In order to access this system, you must supply a current email address to OCS. After your email address has been entered into the OCS system, simply follow the step-by-step instructions below. It is the parent's responsibility to keep personal information current and accurate on RenWeb.

First-time login

1. Go to www.renweb.com.
2. Click Logins.
3. Click the Parent, Student or Staff button.
4. Type the District Code (OCS-TX).
5. Click Create New ParentsWeb Account.
6. Type the email address that the school has on file in RenWeb for the Parent, Student or Staff.
7. Click Create Account. An email is sent to the email address on file in RenWeb for the Parent, Student or Staff.
8. Access the email account and click the link to create your username and password.
9. Type a UserName and Password.
10. Click Save User Name and/or Password

Student log-in (Accounts must be current in order for students to take online tests or quizzes.)

1. Use Mozilla Firefox, or Google Chrome browser
2. Go to www.renweb.com
3. Click on "Logins" tab
4. Click on "Parents' web" login
5. Type in OCS-TX (for district code)

6. Type in the student's username
7. Type in the student's password
8. Click "Student" tab 9. Click "Login" tab

Return users

1. Follow steps 1-5 above
2. Enter your password into the password box. (If you can't remember your password, please contact the school office for help)
3. Click on the "Parent Login" tab

REPORT CARDS/PROGRESS REPORTS

Report cards indicating the final grade average for the grading period will be posted on RenWeb at the end of the grading period for 1st-12th grade. K4 and K5 students will receive a hard copy report card.

Parents will be notified regarding when the final report card for the year may be obtained. All financial obligations must be current before report cards are viewable.

Progress Reports: Progress reports will be sent via RenWeb to parents whose student is doing unsatisfactory or failing work (a grade average of 74 or below). Parent/Teacher conferences are encouraged. Please check the school calendar for the first scheduled elementary Parent/Teacher conferences. Secondary parents should contact specific teachers if a conference is desired.

Reports will be sent home to the parents after the third week and after the sixth week of the Quarter grading period (nine weeks). A progress report may be sent to the parent via RenWeb e-mail at any time at the teacher's discretion. As needed, teachers may also notify the parents by mail, phone, or personal contact if the student is doing unsatisfactorily or failing work.

STANDARDIZED TESTING

We strongly discourage absences or vacations during standardized testing as it is an important measurement of your child's progress. Standardized tests will not be made up due to an absence.

In the spring of each year, K5-5th grade students are given the Terra Nova 3 test to evaluate individual progress. The following standardized tests are given to secondary students:

- 6th - 10th graders take the ASPIRE
- 9th - 11th graders take the PSAT

Tests are administered at OCS on scheduled days. The Guidance Office will provide dates and locations of PSAT testing if parents desire for their student to take it for a grade that we do not test. Juniors are encouraged to take the SAT and ACT in the spring of their junior year. The SAT Corporation and the ACT Corporation encourage registration on-line at www.collegeboard.com (SAT) and www.actstudent.org (ACT). A password, username, and photo id are required for successful on-

line registration, so parents and students are encouraged to record their selection for easy access to these accounts. The school code for OCS is 445-804 and is required for successful registration. It is the student's responsibility to complete the on-line registration.

STUDENT HEALTH CARE

First Aid: First aid treatment is administered to stop bleeding, restore breathing, prevent shock, or infection. The school will provide minor first aid and administer over-the-counter medications approved by the parent.

Emergency Clinic Services: Serious injuries will receive immediate attention. Parents will then be notified. An OCS faculty or staff member will stay with an injured student until the parent assumes responsibility. Parents are required to submit a signed Authorization for Emergency Care Form which provides phone numbers of the physician and hospital preferred in the event parents cannot be reached. This authorization must be kept current. If any changes occur during the school year, notification must be given to the school office immediately.

Immunizations: Student must show verification of all immunizations as specified in the current Texas Department of Health, Education, and Welfare laws. This includes immunizations for diphtheria, whooping cough, tetanus, polio, measles, mumps, and rubella, Hib, Varicella, and Hepatitis B with the required boosters being current. Immunization records will be checked twice yearly, and notices will be mailed for necessary updates as needed. New students will be provisionally enrolled with thirty days allowed for records to be received from their previous school. Any student failing to acquire the needed immunizations will be removed from the classroom until verification is obtained by the office. Students not immunized because of medical exemption must have a letter from their doctor stating reason(s) for exemption. This letter is required to be updated annually. Students who are not immunized because of parental convictions are required to have an affidavit from the state of Texas on file at school. The affidavit must be renewed every two years.

As new immunizations are required by law, parents will be informed of the requirement and compliance will be necessary prior to the child beginning school unless appropriate documents are on file.

Illness: No student with fever above 100° will be allowed to remain in class. When sent home with fever over 100°, the student may not return to school until fever is below 100° for at least 24 hours without medication. Even though a fever may be reduced with medicine, the student is still contagious. If the student is not feeling well, he may receive over-the-counter medication if the parents have submitted the permission form. The office will determine whether to notify the parent to pick up the student from school.

P.E. Participation: If a student is to be excused from participation in P. E. class for a day, he is to bring a note from a parent requesting this and stating the reason. A note from the doctor will be

needed to excuse a student for more than three days. Non-participation in P. E. without this approval results in a daily grade reduction.

Rashes and Eye Infections: A student may have to be sent home with a rash or eye infection if there is a question of contagion. The student may return to school when a physician states the student is no longer contagious, or when symptoms disappear. If the rash is chicken pox, the student may return to school when the fever drops below 100° for 24 hours and all scabs are dry.

Latex-Free: The OCS campus is a latex-free campus. Please refrain from bringing anything with latex on it to the campus at large or to classrooms specifically.

Communicable Disease: Students should not be sent to school with a communicable disease. Should students display symptoms of a communicable disease while at school, a school staff member will make preliminary assessment and notify the parent to take the child home or to a doctor for confirmation. Students are subject to school office approval for re- admittance to class.

Lice: In the event of head lice being found, a parent will be contacted by the school nurse and treatment must be given, nits removed, and student will be checked by nurse in clinic before attendance in class the next day.

Medication: When occasional illness necessitates over-the-counter medication or prescription medication, a note with the following information signed by the parent will be required:

- name of child
- name of medication
- dosage
- frequency
- duration

All medication must be kept in the school office, not with the student. A prescription medication must be sent in its original container and the parent must notify the school regarding any changes in administering the medication. Only topical and oral medications will be dispensed. School staff will not administer injections with the exceptions of diabetes and Epi Pens. All medication must be clearly labeled.

Potty Accidents: Parents need to send a change of clothes/underwear for K4 and K5 students. Students will be sent to the nurse who will supervise the child and will contact the parents. The nurse has extra underwear and clothes if others are not available.

Vision Screening: All students in grades K4, K5, 1st, 3rd, 5th, 7th, and 9th and all new 8th grade students will be screened for evidence of any visual abnormalities. Letters of referral will be mailed home when abnormalities are found.

Hearing Screening: All students in grades K4, K5, 1st, 3rd, 5th, 7th, and 9th and all new 8th grade students will be screened with the Acoustical Audiometer for evidence for any hearing abnormalities. Letters of referral will be mailed home when abnormalities are found.

ANTES Screening: This is a screening to determine a pre-diabetic condition. If any evidence of this condition is found, a letter will be mailed home to parents for a follow-up with a physician. The screening is performed for all students in 5th, 6th, and 8th grades.

Scoliosis Screening: All students in 5th and 8th grades will be screened for evidence of abnormal curvature of the spine.

WITHDRAWAL OF A STUDENT (Obligations for Withdrawal):

If a student withdraws at any time after the school semester has begun, the Parent/Guardian/financially responsible party will still pay OCS tuition for one full semester per student, minimum, non-refundable, even if said student does not attend for one full semester.

The full semester tuition requirement will apply to each semester or part of a semester the student attends OCS.

IV. ELEMENTARY ACADEMICS AND ACTIVITIES

ACADEMIC/FINE ARTS EVENTS

OCS provides a school science fair for 4th and 6th grade. In the area of fine arts, the students in 1st - 5th grade submit entries for a school competition and then the winners are entered in the Texas State Fair competition.

The Association of Christian Schools International (ACSI) provides opportunities for students to participate in academic events. The students who win at the school level go on to represent the school at ACSI district and area competitions.

Ovilla Christian School provides school competitions in the following areas:

- Spelling Bee (3rd-8th grades)
- Math Olympics (3rd - 8th grades)
- Speech Meet (2nd - 5th grades)
- Music – Large Ensemble (Eagle Chorus)
- Young Authors/Illustrators (2nd, 3rd & 5th grades)
- Desktop Publishing (5th grade)
- Science Fair (4th & 6th grades)

Eligibility for Participation: Students may not have failed any subjects and must have their discipline record reviewed by the elementary principal.

CHEATING

Cheating results in a zero for the assignment, quiz, or test. Other disciplinary measures may be taken, depending on the age of the child.

ENRICHMENT CLASSES

Elementary students have daily classes in PE and weekly classes in art, music, Spanish, library, and technology.

GRAND PAL'S DAY

On the Friday before the Thanksgiving holidays, the elementary students perform a special musical program for their grandparents and grand pals. Parents are also welcome to come for the performance. The students have an early dismissal that day after the program.

INCOMPLETE WORK

If a student receives an "I" (Incomplete) at the end of a nine week grading period due to incomplete class tests, work, or projects, 10 (ten) school days may generally be allowed for completion of work to receive a grade. The work is to be completed in a timely manner.

LATE WORK

Assignments are considered late if they are not turned in by the assigned time on the due date.

1st - 3rd Grade: Due Day: Full credit Second day: 5 points reduction Third Day: 10 points reduction Fourth Day: No credit

4th - 5th Grade: Due Day: Full credit Second Day: 10 points reduction Third Day: 20 points reduction Fourth Day: No credit

MAKE-UP WORK/TESTS

Parents should access RenWeb to obtain assignments. Assignments, homework, and tests can be made up; direct instruction and reviews cannot. If applicable, classroom handouts may be obtained. Make-up work for a one day absence can be made up subsequent to the student's return to school the next day.

Students cannot make up work if an absence is unexcused. Zeroes will be given for any unexcused absence. On all full day *excused, medical, or approved absences, students are allowed the same number of days of make-up time as the number of days absent.*

If a student is absent for a class but attends other classes on that same day, all work for the missed class is required the next day.

Unexcused absences will result in zeroes for all class assignment work or tests or quizzes. Immediately upon returning to school after an excused, medical, or approved absence of two or more days, the parent is responsible for contacting the teacher to arrange for make-up test(s).

Students may be required to come in before school, at lunch, or after school if so requested by the teacher. Rarely are make-up tests given during the regular class period.

V. ELEMENTARY DISCIPLINE

DISCIPLINE POLICY

Discipline should be viewed as “discipling” a student to emulate the character of Christ. The purpose of discipline is to train the students to respond to God's discipline and His purposes immediately, completely, and with a right heart attitude.

While the discipline of the student is ultimately the parents' responsibility, parents and teachers must fully cooperate with one another. The disciplinary policies of Ovilla Christian School have been designed to promote order and responsible behavior on the part of each student, as well as an atmosphere conducive to learning. Students are trained to understand the importance of respecting authority and submitting to those in authority over them.

When students are admitted to OCS, the students become identified with the school, and the school is judged by the students' conduct. OCS expects student behavior to demonstrate respect for and obedience to the established Behavioral Standards while on campus or at any school related activity. As OCS seeks to produce responsible citizens and ambassadors for Christ, it is expected that the students' conduct will reflect favorably on the students and on the school at all times, on and off campus. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of OCS.

Regarding implementation of the school's discipline policy, the parent will be contacted. A parent is expected to attend all disciplinary conferences with the Principal and/or Headmaster.

Whenever parents have a concern with a decision concerning their student, the following chain-of-command should be followed in making an appeal.

- First Step: Classroom teacher
- Second Step: Elementary Principal
- Third Step: School Headmaster (who is also in charge of school discipline)
- Fourth Step: School Board (a written letter of appeal must be mailed to the Headmaster and Board Chair ten days prior to the next regularly scheduled School Board meeting.)

NOTE: Parents are an integral part of our school and their presence is always welcome. When parents are on the school campus or chaperoning an event or field trip, their presence and “extra eyes” are helpful to teachers. However, anytime a discipline issue arises, it is the teacher or

principal's responsibility to take corrective action. A warning from a parent is encouraged; however, if the student does not respond, then a teacher, Principal, or Headmaster should be notified immediately. A parent should never grab or verbally reprimand a student. A parent should never take another student aside to counsel or talk with him about his behavior or relationships with other students.

CLASSROOM DISCIPLINE

At OCS, each grade level, and where appropriate, combinations of grade levels, have an administratively approved classroom discipline plan. These plans differ from one another and are intended to do so as a reflection of our understanding of the differing needs and abilities of children across the grade level spectrum. The boundaries, the way correction is handled, and the form that consequences take, and the manner in which those consequences are applied are all specific to the needs of children in those classes and grade levels.

Classroom rules are posted in each classroom, and the students should expect to be corrected for breaking school and classroom rules. The teacher may correct student misbehavior in the following ways:

- Verbal admonishment
- Withdrawal of a privilege or responsibility
- Assigned seating
- Separation from the classroom or activity
- Non-verbal warnings such as a "look" or shake of the head
- Standing beside the child's desk

In addition, the teacher or Elementary Principal may counsel with the child regarding his behavior. The teacher will follow the classroom discipline plan, and notify the parents with a note, discipline chart, phone call, or e-mail to enlist the parents' help in correcting the behavior of the child. A parent-teacher conference may be necessary in order to formulate an individual plan for the child. The Elementary Principal may also attend these conferences.

Each elementary teacher will also use a variety of methods to encourage positive behavior including verbal praise, stickers, marble jars, homework coupons, extra center/recess time, candy, small prizes, etc.

ADMINISTRATIVE DISCIPLINE

Process: The elementary teachers have a step-by-step implementation of their discipline plan. For each classroom discipline plan, the students will be referred to the Elementary Principal's office when they have reached the step coded as "red." This point will vary according to developmental and grade level differences. Some behaviors are chronic, and the classroom plan may not result in compliance and self-discipline, so the student may be referred to the Principal even before the classroom steps have been exhausted. Some behaviors do not fall within the parameters of classroom discipline plans

but are considered “major infractions” and students are immediately referred to the Principal's office.

In general, a parent can expect a child's behavior to be referred to the Principal's office when minor infractions have been repeated often enough to process the student through available classroom consequences, and no options remain for the teacher to apply if there has been no improvement in the student's behavior. In general, a parent can expect the child himself to be sent or taken to the Principal's office when the behavior in question can be characterized generally as one of the following types:

- disrespectful
- inappropriate
- disruptive to the learning environment
- injurious, or potentially so, to self or others
- abusive

Cheating, fighting or stealing are automatic grounds for a visit to the principal.

Procedures: The Elementary Principal discusses the incident or behavior with the student and the student is allowed to give his side of the story or explanation. However, parents and students should not expect that the student's word will be taken over the word of the teacher or staff member.

The Principal assigns consequences that he feels are appropriate, fair, and most likely to be effective in light of the following considerations:

- the student's age and grade level
- the nature of the infraction
- the degree to which a boundary was violated
- the student's discipline record for the current school year

The potential consequences include, but are not limited to, the following:

- SDC - Student Discipleship Class
- walking at recess or P.E.
- writing a character trait essay
- being sent home
- privilege restrictions (center time, recess, etc.)
- extra-curricular participation restriction
- silent lunch
- out of school suspension (any tests, quizzes or daily assignments will be zeros)

Corporal Discipline: While OCS affirms the scriptural command to parents regarding their duty to discipline their children, including through corporal punishment, OCS itself does not implement corporal punishment as part of its disciplinary policy.

Minor Infractions:

1. Failure to follow rules established by individual teachers for their classroom
2. Failure to bring needed classroom materials (including signed daily planner if required)
3. Chewing gum
4. Talking in class without permission or excessive talking
5. Littering
6. Dress Code Violation
7. Bringing electronic devices to school without permission
8. Disorderly Conduct (horseplay, rough-housing, excessive noise, running in the buildings, throwing small objects, paper wads, etc.)
9. Failure to report to authorized “before school” and “after school” locations

Major Infractions:

1. Rude or discourteous behavior to another student
2. Lying
3. Disrupting the classroom (talking repeatedly or taking other actions that delay, interrupt, or distract from instruction or assigned class activity)
4. Cheating
5. Hazing, bullying, or carrying out practical jokes and pranks on other students
6. Profanity/Vulgarity
7. Refusal or delaying to follow a staff member’s correction and/or direction
8. Carrying or possessing any object construed as a possible weapon, but not listed as such in state penal codes
9. Fighting
10. Harassment (verbal abuse of another student)
11. Physical harassment of another student
12. Minor vandalism, damage or alteration to school property
13. Leaving campus without permission
14. Contributing to an unsafe environment by reckless/careless actions
15. Sacrilegious/irreverent actions or references
16. Public display of affection

17. Disrespect or discourteous behavior to, or regarding, an adult authority
18. Violation of any of OCS's Behavioral Standards

VI. ELEMENTARY DRESS CODE

PHILOSOPHY

The OCS dress code is not designed to promote mediocrity or inhibit the creative individual differences in its students. It is designed to establish and teach hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect for authority.

OCS has discretionary authority to require a student to get a haircut, change a style, or change a color, or refrain from a trend or practice if, in the judgment of the Administration, the student's choice creates a distraction or is otherwise inconsistent with the environment.

All uniforms may be purchased at Parker School Uniforms (formerly Absolute Uniforms), 1126 S. Cedar Ridge Ste. 102, Duncanville, TX 75137, 972- 296-2657, www.parkersu.com

GROOMING GUIDELINES

- Boys' hair must be cut above the eyebrow, may not touch the shirt collar, or cover the bottom of the ear lobe.
- All students' hair should be appropriately cleaned and groomed.
- No distracting hair coloration or bleaching, patterns cut into the hair, or styled upward taller than one inch.
- No black nail polish or lipstick.
- No exposed tattoos or writing of any kind

MODESTY GUIDELINES

- Garments should not be overly tight.
- All shorts, jumpers, and skirts should not be shorter than 2" above the knee.
- The top shirt button is the only button that can be unbuttoned.
- Undergarments must be appropriate and can not be visible regardless of posture or position except for collars
of undershirts.

GENERAL GUIDELINES

- Uniforms are not to be worn with holes, cuts, or tears in them and are to be clean and free of markings.

- Skirt hems may not be stapled.
- Footwear must be worn and may not be open toed or backless and must be tied if designed with laces.
- Socks, hose, tights or leggings shall be worn at all times.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skorts. Acceptable colors are: navy blue, hunter green, white, grey, or black.
- Pants must be worn at the waist, and pant hem must not touch the floor.
- Clothing designed with belt loops requires a black, navy, or brown belt. (2nd - 12th grades)
- No pants or sweatpants are allowed under skirts.
- Shirts must be tucked in at all times.
- Undershirts must be a solid school color (navy blue, hunter green, white, grey, or black).
- No piercing except girl's ears and no more than two earrings per ear.
- Accessories should be in school or metallic colors and should not be distracting. No earrings larger than 1 inch.
- Pocket chains and large neck chains are prohibited.
- Hooded OCS sweatshirts are allowed, but the hood cannot cover the head at any time.
- Hats are not permitted in the building.
- These items may be worn in the classroom: non-hooded OCS sweatshirt, OCS Navy cardigan or V-neck sweater vest. Other coats and outer garments may only be worn to and from school and on campus for recess.

DURATION AND EXTENT

The dress code as stated in this Handbook is in effect any time a student is on campus with the exception of extra-curricular activities. It will be enforced from the time the student arrives at school until the time he leaves. The general requirement for OCS students who attend after school and Saturday games and events is to follow the "Non-Uniform Standards."

ENFORCEMENT

Dress code will be checked throughout the day. Parents are expected to correct dress code issues immediately.

SPECIAL EVENTS

Eagle Chorus must wear the following for special performances:

- Girls: black pants/skirts and white blouse/shirt; black and white dress
- Boys: black pants and white shirt

For the Sandy Lake Field Trip students must wear their Eagle Chorus t-shirt and jeans/capris/shorts. For ACSI competitions, students must wear pants/skirts; no shorts, please.

Field Trips: All elementary students must have a blue OCS polo shirt to wear.

DAILY UNIFORM STANDARDS

FEMALE:

Grades K4 – 3

- Pants, shorts, or skorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Belts: black, navy, or brown (2nd and above)
- Jumper: OCS plaid (optional)
- Blouse: white, piped in navy or plaid trim (long / short sleeve)
- Polo shirt: green or navy with logo (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles; no boots
- Socks, hose ,tights or leggings: navy, white, hunter green, grey, or black.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skorts. Acceptable colors are: navy, hunter green, white, grey, or black

Grades 4 – 5

- Pants, shorts, or skorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Belts: black, navy or brown
- Skirt: OCS plaid skirt (optional)
- Oxford blouse: white (long / short sleeve)
- Polo shirt: green or navy with logo (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles; no boots
- Socks, hose ,tights or leggings: navy, white, hunter green, grey, or black.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skorts. Acceptable colors are: navy, hunter green, white, grey, or black

MALE:

Grades K4 – 3

- Pants or shorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Belts: black, navy or brown (Not required for K4 – 1st grade)
- Polo shirt: green or navy with logo (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles; no boots
- Socks: navy, white, hunter green, grey, or black

Grades 4 – 5

- Pants or shorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Belts: black, navy or brown
- Polo shirt: green or navy with logo (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles; no boots
- Socks: navy, white, hunter green, grey, or black

SPIRIT DAY UNIFORM STANDARDS

Students who are allowed to have the privilege of a non-uniform dress day must adhere to the grooming, modesty, and dress code guidelines listed above with the exceptions listed below. The clothing must be in modest taste as judged by the Administration.

- Shirts, sweaters, or sweatshirts may be un-tucked, but must not show any skin or undergarments during any movement.
- Shirts must be an OCS T-shirt/sweatshirt/jacket.
- Only jeans or OCS uniform shorts/pants/skorts may be worn.
- Belts are optional.
- Coats other than those listed in general guidelines may not be worn on campus during school hours.
- Shoes should be tennis shoes with non-marking soles, dress shoes, or boots.

VII. SECONDARY ACADEMIC POLICIES AND PROCEDURES

ACADEMIC AWARDS

While a cumulative GPA will be computed for all full-time students, only those who have attended an accredited high school from the beginning of their ninth grade year through the end of their twelfth grade year will be considered for Valedictorian/Salutatorian.

Qualifications for Valedictorian/Salutatorian also include the following:

- Spanish III
- must graduate with an honors diploma
- full time attendance at OCS for their entire senior year

Honors Diploma Requirements:

- Four high school honors credits
- Third year foreign language
- Overall GPA of 90 or above

A senior's diploma will not be released until all financial obligations have been met and all detentions have been served.

AVERAGING COURSE WORK

Grades 6-12: In a two semester (full year) course, the two semesters are averaged together to compute the yearly average. The yearly average must be 70 or above and the second semester average 70 or above for credit to be recorded.

When a student receives:

- a failing score (69 or below) for the second semester of a full year course, or
- a failing score (69 or below) for the yearly average of a full year course, or
- a failing score (69 or below) on a semester (1/2 year) course, the course has been failed and the semester must be successfully repeated over the summer.

CLASSIFICATION BY CREDITS

High school students are assigned a classification at the beginning of each year according to the number of credits earned. The student will retain this classification throughout the school year and must conform to the classification to participate in the appropriate class activities.

Total Credits	Grade Placement
0 - 7 credits	Freshman
7.5 - 14.5 credits	Sophomore
15 - 21.5 credits	Junior
22 and above	Senior

COMMUNITY SERVICE REQUIREMENTS FOR GRADUATION

All secondary students from 7th-12th grades will be required to complete community service hours for graduation. Students will be required to serve the following number of hours for each year while at OCS. If the hours are not completed during that year, the unserved hours will carry over as an additional requirement the following year:

- 7th – 10 hours
- 8th – 15 hours
- 9th – 20 hours
- 10th – 25 hours
- 11th – 30 hours
- 12th – 35 hours

Other facts about community service:

- Students may serve their hours during the preceding summer.
- Students must serve their non-OCS hours at an approved non-profit organization or doing non-paid volunteer work (not for a relative or family member).
- Jr. Beta Club students in grades 7-9 are expected to serve an additional five hours.

EARLY ARRIVAL

The buildings are open for student arrival and supervision by 7:00 a.m. Secondary students arriving before 7:50 a.m. should report directly to the lunch room (worship center). At 7:50 a.m. students are dismissed to go to their lockers. Students who need to go to their lockers prior to 7:50 a.m. should obtain a hall pass from the teacher on morning duty.

EARLY RELEASE PRIVILEGES

Early release is available to all students who have met the following criteria:

- student must have written parental permission
- student must leave the campus at the completion of the last class of the day

- student must sign out at the school office before leaving campus

GRADE POINT AVERAGE (Grades 9-12)

Each high school student's grade point average (GPA) is computed each semester as a numerical average. A cumulative numerical average (GPA record) is kept by the Guidance Counselor. When computing GPA, academic honors courses will be weighted with an additional 1/2 point (.50).

HOME SCHOOL AND PART-TIME STUDENTS

High school grades transferred from home school will be reflected as "P" for passing – which will not be averaged into numerical grades at OCS. OCS does not guarantee the acceptance of grades from other educational institutions.

The privileges and opportunities of OCS are reserved for full-time students of OCS. Families of part-time students (one to four classes) should not expect extension of all privileges or opportunities unless said privilege or opportunity relates specifically to a course in which the part-time student is enrolled. Families of part-time students are encouraged to consult with the administration regarding specific privileges and opportunities accorded to students who are not full time (see information below as well). Home school students are invited to attend any school- sponsored trip or event that is connected to a particular OCS class in which they are enrolled.

*Part-time students must be enrolled in Art or Choir to participate in any production or related events including ACSI and TAPPS events.

*High school students must be enrolled in four or more OCS classes to attend school sponsored activities including but not limited to retreats and banquets.

LATE WORK

Assignments are considered late if they are not turned in by the assigned time on the due date.

6th – 8th grades:

Due Day: Full credit	Second Day: 20% reduction	Third Day: No credit
----------------------	---------------------------	----------------------

9th – 12th grades:

Due Day: Full credit	Second Day: 30% reduction	Third Day: No credit
----------------------	---------------------------	----------------------

LOCKERS

All 6th – 12th grade students will be assigned a locker. These are property of the school and may be checked at any time by school personnel. Nothing may be placed on the front of the locker unless approved by administration. Any student who wishes to lock a locker must rent a lock from the office for a minimal fee. High school backpacks should be stored either on top of the lockers or on the designated shelves in the Educational Building. For Middle School students, all items are to be stored either in the locker or in the designated area in Building B. No backpacks are allowed in classrooms unless it is a string backpack.

Locker use is a privilege granted to select students. This privilege can be rescinded by the Dean of Students or Headmaster. All lockers remain the property of the school and are subject to search and seizure at anytime, locked or unlocked, by administration or law enforcement.

MAKE-UP WORK/MAKE-UP TESTS

Parents should access RenWeb to obtain assignments and daily lesson plans. Assignments, homework, and tests can be made up; direct instruction, labs, and reviews cannot. If applicable, classroom handouts may be obtained. Make-up work for a one day absence will not be available should be made up subsequent to the student's return to school the next day. Immediately upon returning to school after an absence, the student is responsible for determining the necessary make-up work.

Students cannot make up work if an absence is unexcused. Zeroes will be given for any unexcused absence. On all full day excused, medical, or approved absences, students are allowed the same number of days of make-up time as the number of days absent.

Any work assigned before the absence is due on the day the student returns. Long-term class projects and major assignments must be turned in on the due date at the regular class time, even if the student is unable to attend school that day.

Students may be required to come in before school, at lunch, during connect (high school), or after school if so requested by the teacher. Rarely are make-up tests given during the regular class period. If a student is absent for a class but attends other classes on that same day, all work for the missed class is required the next day.

NATIONAL HONOR SOCIETY

NHS Selection Procedure

"The Soaring Eagles" National Honor Society Chapter of Ovilla Christian School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those 10th, 11th or 12th grade students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Each year, on behalf of the OCS faculty, the Faculty Council will bestow the honor of selection upon qualified sophomores, juniors and seniors.

It is to be remembered that selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local selection committee (i.e., the OCS Faculty Council) to support those students nominated by the OCS Faculty. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. For the scholarship criterion, a student must have a minimum (unrounded) cumulative grade average of 93. To further evaluate a candidate's character and leadership, all OCS records are carefully reviewed by the Faculty Council. Repeated offences that result in detention hall assignment or ten or more detentions per semester will delay induction consideration. A majority vote by the council is necessary for selection and is deemed final.

Candidates will be notified regarding selection by letter.

Following notification, a formal induction ceremony is held to recognize all the newly selected members. Membership is both an honor and a commitment, and once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation will include regular attendance at chapter meetings held during the school year, and participation in a chapter service project with the intent of preparing students for life.

Previous home school students who are currently enrolled full-time at OCS may be considered for induction to the National Honor Society on the completion of one semester at OCS. Part-time students are not eligible for induction into the National Honor Society.

P. E. REQUIREMENTS

Physical Education high school graduation requirement of 1 unit of credit may be met through physical education classes or athletics. OCS PE uniforms are required.

QUARTER AND SEMESTER GRADING WEIGHTS AND EXAMS

Grades 6 - 8: The weight of course grades will be as follows:

Daily Grades 20% Quizzes 30% Test and Projects 50%

Grades 9-12 Core Calculations:

	Homework	Quizzes	Tests/Projects
Quarter	10%	30%	60%
Semester 1 (Final)	Quarter 1 - 40%	Quarter 2 - 40%	Semester Exam - 40%
Semester 2 (Final)	Quarter 3 - 40%	Quarter 2 - 40%	Semester Exam - 40%
Overall Final	Semester 1 (50%)		Semester 2 (50%)

The weight of dual credit course grades will be as follows:

Daily Grades / Quizzes 30% Test and Projects 70%

** When computing GPA, academic honors courses will be weighted with an additional 1/2 point (.50).*

**Dual Credit Courses require a final exam. No senior enrolled for dual credit will be exempt from the final exam.*

All core academic courses in grades 9-12 require a comprehensive semester exam. The grade will

count one-fifth (1/5) of the semester average. No exams will be given in P.E., Athletics, Fine Arts, High School Computer, Speech, Health- Fitness, SAT, Fitness, or SAT Prep.

Spring Senior Student Final Exam Exemption Policy: The student must maintain an A average, at least 90%, for the semester in the class to be exempt. Excused and unexcused absences (including tardies at a ratio of 3:1) for more than 10% of the scheduled class days for the semester will cause the student to forfeit exempt status (on a class by class basis).

SCHEDULE CHANGES

A parent-approved four-year plan is developed for each student upon completion of eighth grade or entering a high school grade. Student schedules are guided by this plan. Therefore, schedule changes during the year are normally granted only to correct errors.

The four-year plan is reviewed annually by the Guidance Counselor. Elective classes are selected according to availability.

A student may not add a course after the first week of the class or withdraw from a course after the fourth week of the class without the consent of his/her parents, the Guidance Counselor and/or Secondary Principal.

TRANSFER CREDITS (High School)

Class Failure or Transfer Deficits: A student who needs to make up credits due to failure or transfer deficits may do so by completing the necessary course(s) at an accredited school or from an accredited on-line school. Courses must be approved by administration prior to enrollment by the student. In order for the credit(s) to be applied toward graduation, the course must be completed prior to April 15 of the graduation year.

No home school credits will be accepted after the student is enrolled at OCS.

Advanced Placement (AP)

College Board's Advanced Placement (AP) program offers highly motivated students an opportunity to participate in a college-level learning experience with the support of their high school while earning high school credit. With a qualifying score on the College Board AP exam, a student may receive credit, advanced placement or both from his or her college. Each college or university makes its own decisions about placement and awarding credit, so a student must check the website of the college/university to determine its specific policies. See apstudent.collegeboard.org for more information regarding the AP program.

OCS currently offers the following College Board approved courses:

AP World History (grade 10)

AP English Language and Composition (grade 11)

AP English Literature and Composition (grade 12)

Dual Credit

Students must earn dual credit (for both high school and college) through selected courses offered at OCS. Students who elect to take advantage of this opportunity must have administrative approval, pass the college entrance exam and enroll in Navarro College. The student will be responsible for paying book and enrollments fees over and above OCS tuition costs. Those classes currently include the following:

- US History 1301/1302
- Introduction to Philosophy 1301

Students may enroll in one college course per school year that OCS does not offer. This class will count solely for college credit and will not be placed on the OCS transcript.

STUDENT PROGRAMS AND ACTIVITIES

Philosophy Statement

The student programs of Ovilla Christian School provide an opportunity for students to develop God-given gifts and abilities beyond the basic curriculum of the school. In keeping with the mission statement of the school, the goal of all student activities will be to address the needs of the whole person. The Bible states that God's children have been given all things that pertain to life and godliness. As a result of this truth "giving all diligence, add to your faith virtue, to virtue knowledge, to knowledge self-control, to self-control perseverance, to perseverance godliness, to godliness brotherly kindness, and to brotherly kindness love," (2 Peter 2:5-7). The chief end of life is to allow God to produce the nature and character of His Son in us. To that end all student activities will exist and find their purpose.

"Whatever you do, work at it with all your heart, as working for the Lord, not men." (Col. 3:23) "Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last, but we do it to get a crown that will last forever. Therefore I do not run like a man running aimlessly, I do not fight like a man beating the air. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize." (1 Cor. 9:23-27)

Inward Character Guidelines

While development of inward character and improving of outward skills will be the goal of all student programs, there are also some basic guidelines in both of these areas that stand as a prerequisite for participation.

Show respect in word and deed for all in positions of authority.

"Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore whoever resists the authority resists the ordinance of God, and those who resist will bring judgment on themselves." (Romans 13:1, 2)

Show steadfastness in your commitment to God and the program.

"Therefore my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord, knowing that your toil is not in vain in the Lord." (1 Corinthians 15:58)

Show excellence in all you do.

“Brethren, I do not regard myself as having laid hold of it yet; but one thing I do: forgetting what lies behind and reaching forward to what lies ahead, I press toward the goal for the prize of the upward call of God in Christ Jesus.” (Philippians 2:13-14)

Show self-control in your actions and attitude.

“Like a city that is broken into and without walls, is a man who has no control over his spirit.” (Proverbs 25:28)

Objectives

Through student programs, an opportunity is provided for each student: A. to exemplify and reflect the character of Christ in all aspects of life. B. to develop leadership and teamwork abilities. C. to develop an attitude of responsibility and accountability. D. to enhance physical, mental, social, and spiritual development. E. to demonstrate school spirit and student interest. F. to develop the specific activity skills of each student to his fullest.

Academic Eligibility for Competition Participation

A. The Athletic Director and Fine Arts Director will be informed of any students at the 6 week progress report who are in danger of failing for the term. Coaches are encouraged to allow time for extra tutoring if necessary.

B. At the end of each term if student is failing 1 grade they are still eligible to participate but will be monitored carefully to make sure academic requirements are being met. If a student is failing 2 grades at the end of the term the student will be declared ineligible for all competitions for a minimum of 2 weeks. Ineligibility will begin when report cards are viewable for the term.

C. At the end of the two week time period the students grades will be checked to determine if they are passing that class. Grades from the beginning of the semester will be considered. If the grade is above a 70 then the student will be able to participate. If not, the grade will be checked each week until it is brought above a 70.

D. If a student continues to fail his/her grade then the Athletic/Fine Arts Director has the right to remove that athlete from the team until academic standards are being met at OCS.

Determination of failing average

If the average is a 69 or less, the student is ineligible to participate for one week per course with a failing average (one week for every course below 69 on the progress report or report card).

Ineligibility begins the day the failing progress report or report card is viewable on RenWeb. Ineligibility ends and eligibility resumes when the one week probation per failed course has been served (if a passing average has been established in each course in question).

Ineligibility means the student cannot play or participate in a contest but may practice. They may not travel on the team bus for games, fine arts and/or events. Teachers may require that the failing student attend after-school tutoring in lieu of practice.

Areas of competition

TAPPS	ACSI
Academic Athletics Fine Arts	Academic Fine Arts

DISCIPLINE

Consistency

Discipline will be administered by the coach or sponsor in an efficient and consistent manner to help maintain an orderly, well- structured program.

Discretionary Authority

Despite our best efforts to be clear regarding rules, requirements, and expectations, the need will occasionally arise for judgment calls to be made and discretionary authority to be exercised by the Administration. While we wish to avoid these kinds of decisions the Administration, nevertheless, reserves the right to do so.

Respectful Behavior

Proper respect shall be shown to all persons in a position of authority, including but not limited to principal/coach/ sponsor, official, Headmaster, parent, visiting team, visiting coach, etc., in all words, actions, facial expressions, body language or any other mannerism that another would perceive to be a sign of disrespect. Any action that is a sign of disrespect is not of Christ and, therefore, will not be tolerated at OCS. The student activities program will follow the disciplinary process that is outlined in the Student Handbook to deal with discipline issues for each student participating in extra-curricular activities.

Scheduling Conflicts for Students: It is the student's responsibility to communicate to coaches and teachers who oversee activities of potential scheduling conflicts.

Travel: All participants will travel to the competition as a group with their designated transportation. Once the competition is completed, the student may return with:

- his originally assigned transportation
- his own parent – parent must notify the coach/sponsor in person
- another student's parent – The student must present a written note from the parent to the coach/sponsor giving permission. The coach/sponsor may have had a conversation with the parent in lieu of a note. The coach/sponsor should document this action in writing.

Letter Jackets: Letter jackets may be purchased by any high school student. Only students who have participated in athletic and/or fine arts programs may wear patches that represent their participation.

At the beginning of the school year, any high school student who has participated in any school-related program, outside the normal classroom setting, should come by the office of the Athletic Director and pick up a participation form. This form will be used in the verification for the student acquisition of patches for the letter jacket. These activities may include, but are not limited to, any activity listed under ACSI, TAPPS, and special “OCS designated” activities.

ATHLETIC PROGRAM (For more specific details, please see the Athletic Handbook.)

High School	Boys	Girls
Fall	Cross Country Football	Cross Country Volleyball
Winter	Basketball Swimming	Basketball Swimming
Spring	Baseball Track Tennis	Track Tennis

Middle School	Boys	Girls
Fall	Cross Country Football	Cross Country Volleyball
Winter	Basketball Swimming	Basketball Swimming
Spring	Track Tennis	Track Tennis

Safety: Parents and students must support all safety practices on and off the field.

High School Goal - The goal in high school is to have a highly competitive athletic program. Because of this philosophy, the head varsity coach, with input from the junior varsity coach, will determine how many athletes make the team.

Middle School Goal -The goal in middle school is to build the foundation for a successful high school program by teaching the basic fundamentals of a particular sport to as many athletes as possible in a given situation.

Attendance: Hard work is required to build a successful program. Each student who becomes a part of a team at OCS is required to be at practice. Missing practice without the advance approval of the head coach could result in the student being dismissed from the team. It is imperative that the athlete and parent remain in contact with the head coach to obtain an excused absence from practice.

Proper Uniform: All participants are expected to wear school/coach approved uniforms to all practices and games. Proper discipline will be administered by the coach in an efficient and consistent manner to help maintain an orderly and disciplined appearance.

Practice attire guidelines:

- No torn or cut off shirts
- Athletic Shirt and shorts available in Athletic Director's office
- Junior High and High School
- School athletic shorts
- Navy blue or hunter green or shorts assigned by coach.
- Shoes for certain sports may be selected by the coach and required for the team.

Athletic Period: All high school students will have an athletic period from 3:25-3:55 p.m.

Game Day Attendance: A student who does not attend school for half the school day on the day of a game will not be allowed to participate in a game contested on that same day. An exception may be granted as determined by the Athletic Director for special circumstances.

Playing Time:

High School - By the time a student makes it to high school athletics, he has made it to a high level of competition. At this level, athletes are trying to win scholarships and teams are striving to win a state championship. These things, in addition to the OCS philosophy of excellence in all areas, make the amount of playing time in high school determined on a competitive basis. No amount of playing time will be guaranteed at this level.

Middle School - In middle school the emphasis will be on fundamentals primarily and winning secondarily. Because of this philosophy, every athlete who makes the team will be required to be played a minimum amount of time for each game during the season. The goal is for the opportunity for each player to develop. The varsity head coach will work closely with the middle school program to maintain a proper balance.

Game Uniforms: Each participant is responsible for proper usage and care of uniforms supplied by OCS. Any damaged or lost uniforms will be paid for by the student to whom the uniform was assigned. Uniforms must be washed, folded neatly, and returned to the head coach at the end of the season. Failure to return uniforms by the date assigned by the head coach will result in disciplinary action. Sports uniforms are the property of OCS and should be worn during games.

Home Games: Students should follow the guidelines that are set by the head coach regarding game day procedures. Parents are encouraged to pick up their students after school and return them to the school at the appropriate time for their game. Students who remain on campus will be assigned to a designated area for proper after-school supervision until the game time.

Away Games: All students will remain under the supervision of the assigned head coach for each event. Student behavior should reflect a positive witness for Christ. The reputation of OCS is directly affected by words and attitudes of the participants. The head coach will follow the discipline procedures outlined in the Student Handbook.

FINE ARTS PROGRAM

God has gifted each student with unique abilities and interests. Ovilla Christian School strives to provide every student with opportunities to explore and develop these gifts. The Fine Arts program provides various creative outlets to all students.

Program Overview & Requirements

Academics

Any student may enter and participate in academic tournaments with approval from the fine arts director. The purpose of the tournaments is to develop new talent, learn from other schools, and prepare for future TAPPS competitions. Since TAPPS limits the number of entries a school may provide for competitions, the fine arts director and academic coaches will choose from the pool of participants in each category, with special consideration given to students who have shown dedication and talent throughout the year by their participation in coaching sessions with the teacher and their involvement in the tournaments provided. The tournament in the spring will be a tool to help the fine arts director choose which speech and drama entries should advance to TAPPS District Competition. A student must participate in the spring tournament to be considered for TAPPS speech and drama events (unless prevented by illness or circumstances beyond their control, in which case the fine arts director will determine a student's eligibility for TAPPS participation based on a student's past participation).

Choir

Any high school student may sign up to be a part of the high school choir program. Choir will usually be the last period of the school day. Students who join choir will be asked to purchase the proper choir attire, which will include a formal performance outfit as well as a choir t-shirt for informal performances. Choir students will be required to participate in all performances and competitions. Opportunities will also be provided for participation in special groups. Auditions will be held for select ensembles and show choirs. The choir director will make the final decision on special groups.

Theatre

Students are required to prepare pieces for TAPPS competition. All students may not be selected to participate in competition. Students are also required to participate in a fine arts Christmas performance and an end of the year fine arts showcase.

Technical Crew

Opportunities are provided for students who desire to participate in the fine arts program in technical areas of performance such as lights, sound, and stage crew. The fine arts director will determine who will be allowed to work with these areas based on a student's desire to learn, a student's ability to work with the director, and a student's commitment to practices and performances.

Art

Art pieces will be chosen by the art teacher for participation in competitions.

Yearbook

Yearbook is a scheduled class in high school. Students must complete an application process in the spring to be considered for staff the following school year. Student leaders in yearbook will be chosen by the faculty adviser.

High School – Performances & Competitions

One Act Play Performance

Fine Arts Christmas Night

Speech and Drama Tournament (at least one)

Categories available:

Extemporaneous/Persuasive Speaking	Acting
Original Speech	Solo Acting
Prose	Reader's Theatre
Interpretation	Children's
Poetry	Literature Group
Interpretation Duet	Improv

TAPPS Fine Arts/Speech Meets

Categories available:

Yearbook	Interpretation
Newspaper	Poetry
Extemporaneous/Persuasive Speaking	Interpretation Duet

Original Speech	Acting
Prose	Solo Acting

TAPPS Music Competitions

Categories available:

Vocal Solos	Small Ensembles
Piano Solos	Large Ensemble
Sacred Ensembles	Show Choirs

TAPPS and ACSI Art Competitions

Many categories available/determined by art teacher

Annual Musical Students in the drama and choir classes are required to participate in the annual musical production. Auditions will be held during the 1st semester. Students may participate as lead characters, chorus members, or technical crew.

Fine Arts Showcase This is an opportunity for all of the fine arts students to perform and display their competition pieces and to receive recognition for their achievements throughout the year.

Middle School – Performances & Competitions

The goal in middle school is to build the foundation for a successful high school program by teaching the fundamentals of various areas of study, including music, drama, speech, and art. Various opportunities will be provided throughout the year to develop these talents. Participation in these areas will be determined by the teacher.

Middle school students may try out for the high school spring musical. In order to receive a part they must attend all tryout sessions and affirm their commitment to the practice and performance schedule. Parts will be determined by the musical director.

Music/Art Classes

ACSI Competitions

Art	Music	Desktop Publishing	Speech/Drama
Creative Writing	Math Olympics	Spelling Bee	

Annual Musical: Depending on the musical that is chosen, middle school students may audition.

Proper Attire: All participants are expected to wear school/coach approved attire to all performances and competitions.

Practices: Practice participation is based on the individual student's involvement in the program. Students will work individually with the coach to determine the amount of practice needed for their areas of involvement.

VIII. SECONDARY DISCIPLINE

DISCIPLESHIP POLICY

Ovilla Christian School is an educational ministry of ORBC and is dedicated to disciplining students from Christian families. Discipline is a learned activity just as any other academic, athletic or artistic activity. True discipline occurs when the desire to obey springs from the heart. A disciple is one who seeks to obey God out of a heart of love for God and others and not out of compulsion. (1 John 5:1-5) Since discipline must be learned, then there are times when corrective action must be taken. The purpose of that corrective action is not humiliation, but reconciliation and restoring the student to a right relationship with other students, faculty and staff.

The discipleship policy at OCS is based on a three – legged stool of family, school and church. The primary teacher of discipleship is the parent or parents and God holds the parent or parents accountable for the disciplined raising of the children. When the parent or parents enroll their child into OCS, they are entrusting that child to the school with implicit agreement with the discipleship policy. Parents will be continuously informed as to the disciplinary progress of their child and will be asked to meet with faculty and staff, as necessary, when disciplinary action is needed. Students and parents are reminded that OCS students are representatives of their families, the school and the church on a 24/7/365 basis and off-campus activities can result in disciplinary action being taken by the school. While parents always have the right to discipline their child, that right does not extend to other children. If a parent observes an activity that is unsafe or violates the disciplinary code, that parent may give warning, but should immediately report the unsafe activity to a teacher or staff members. Parents may not verbally reprimand, counsel or physically touch another person's child.

OCS STUDENT CODE OF CONDUCT

The following is the OCS Student Code of Conduct that all students are expected to follow:

- I am a student at Ovilla Christian School. I will seek to honor God, my parents, my church and my school 24/7/365.
- I will not lie, cheat or steal and I will reply in an appropriate and respectful manner when addressed.
- I will come to school on time, with my assignments complete, with all the materials I need for class, prepared to learn and dressed appropriately.

- In the classroom, in athletics, in fine arts and in all school endeavors, I will seek to do my best within the rules.
- I will obey my God, my parents and the authorities appointed above me and accept correction in the spirit of learning and discipleship.
- I will never forget I am an OCS student and I will uphold the name of Christ in the classroom, in the hallways, on the athletic fields and out in public.

ADMINISTRATIVE PROCEDURES FOR DISCIPLESHP

Process: The discipleship process begins with the parent or parents and the student's reading and acknowledgment of the school's policies and discipleship system. The lowest official level of discipleship begins with the classroom teacher.

- a. Classroom Teacher:** The classroom teacher is the primary teacher of discipleship to the students that are entrusted in his or her care. Classroom teachers are to prominently post their classroom rules and periodically, but no less than once a month, retrain their students on the rules in the classroom. Teachers will also prepare a syllabus that clearly states the rules in the classroom to include standard of submission of material and penalties. The syllabus will be available in both print and electronic form for parents to review. Classroom teachers are empowered to discipline their students. Classroom teachers can use warning, admonition and reprimand, email or letter to parents and parent conferences in order to provide discipleship to their students. Teachers have the right to remove any student that is disrupting the class and send that student to the office for further instruction. Teachers determine when behavior reaches the level of requiring a referral. Once a referral is written, the discipleship instruction passes to the Dean of Students.
- b. Dean of Students:** At the secondary level, the administrator responsible for overseeing the discipleship system is the Dean of Students. Upon receiving a referral, the Dean of Students will determine the disposition of that referral. If necessary, the Dean of Students will investigate the situation in order to determine the truth or severity of the accusation before acting on the referral. The Dean of Students can: warn or counsel the student, remove a privilege, assign the student to Student Discipleship Class, assign the student to Student Saturday Work Day or recommend to the administrator suspension or expulsion. Students will be notified as to the status of the referral no later than the morning after the event. Parents will be notified by email as to the disposition of a referral or via phone conference depending of the severity of the offense.
- c. Headmaster:** The Headmaster is the final authority in all matters involving the suspension or dismissal of student from OCS. If those corrective actions are warranted, the Headmaster and the Dean of Students will meet with the parent(s) concerned in a conference organized and arranged by the Dean of Students.

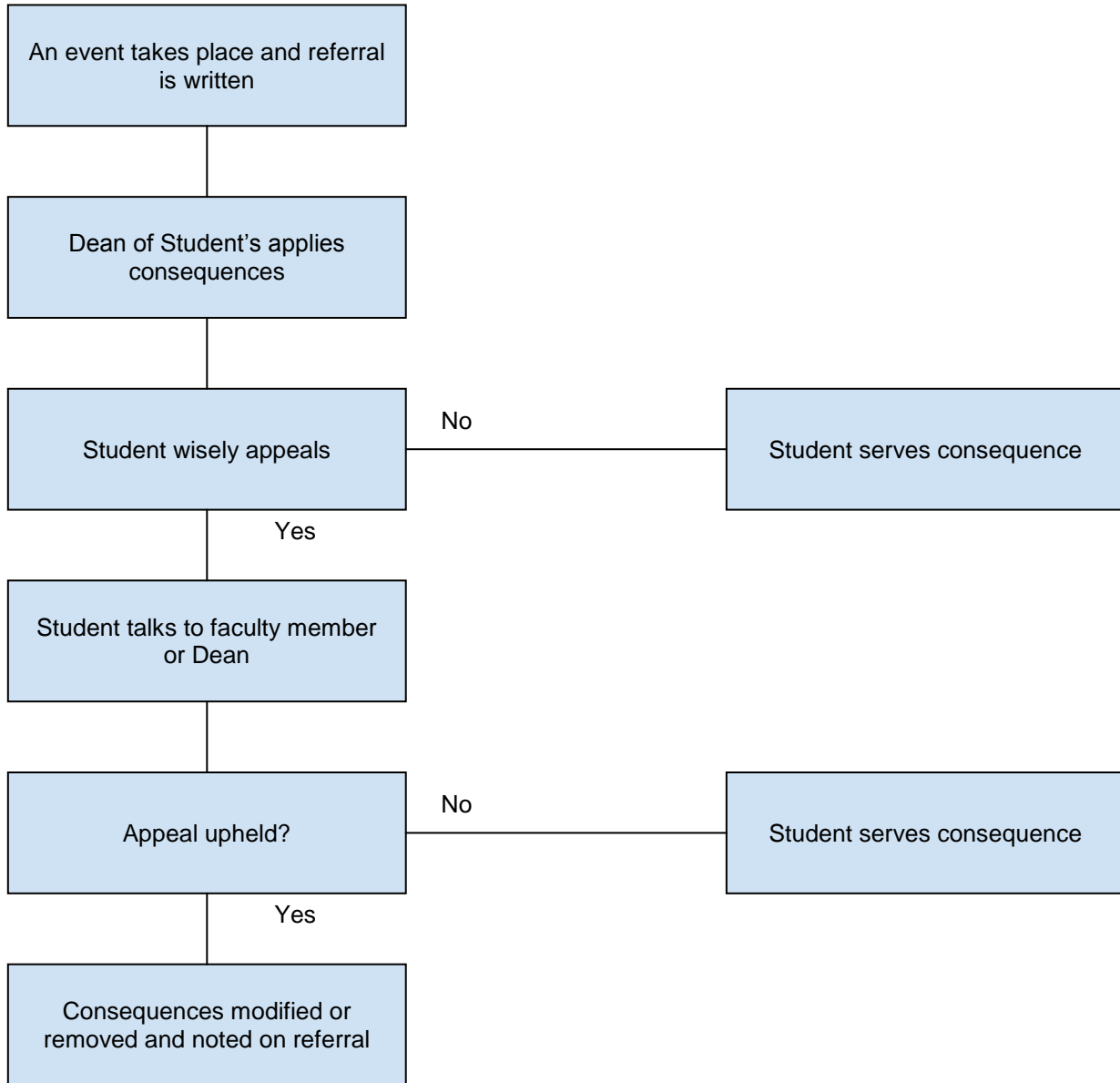
APPEALS PROCESS

Wise Appeal

This is carried out by the students themselves and is simply a respectful and non-emotional conversation with the Dean of Students as to the consequences assigned or with the author of the referral as to the nature of the infraction that resulted in the referral. Students and parents are reminded that a referral is not in and of itself a consequence. Only the Dean of Students can impose a consequence that results in loss of privilege and/or Discipleship training. Students can provide evidence of mitigation (the offense was not that bad) or extenuation (there were circumstances beyond the student's control) that will be considered in the disposition of the referral.

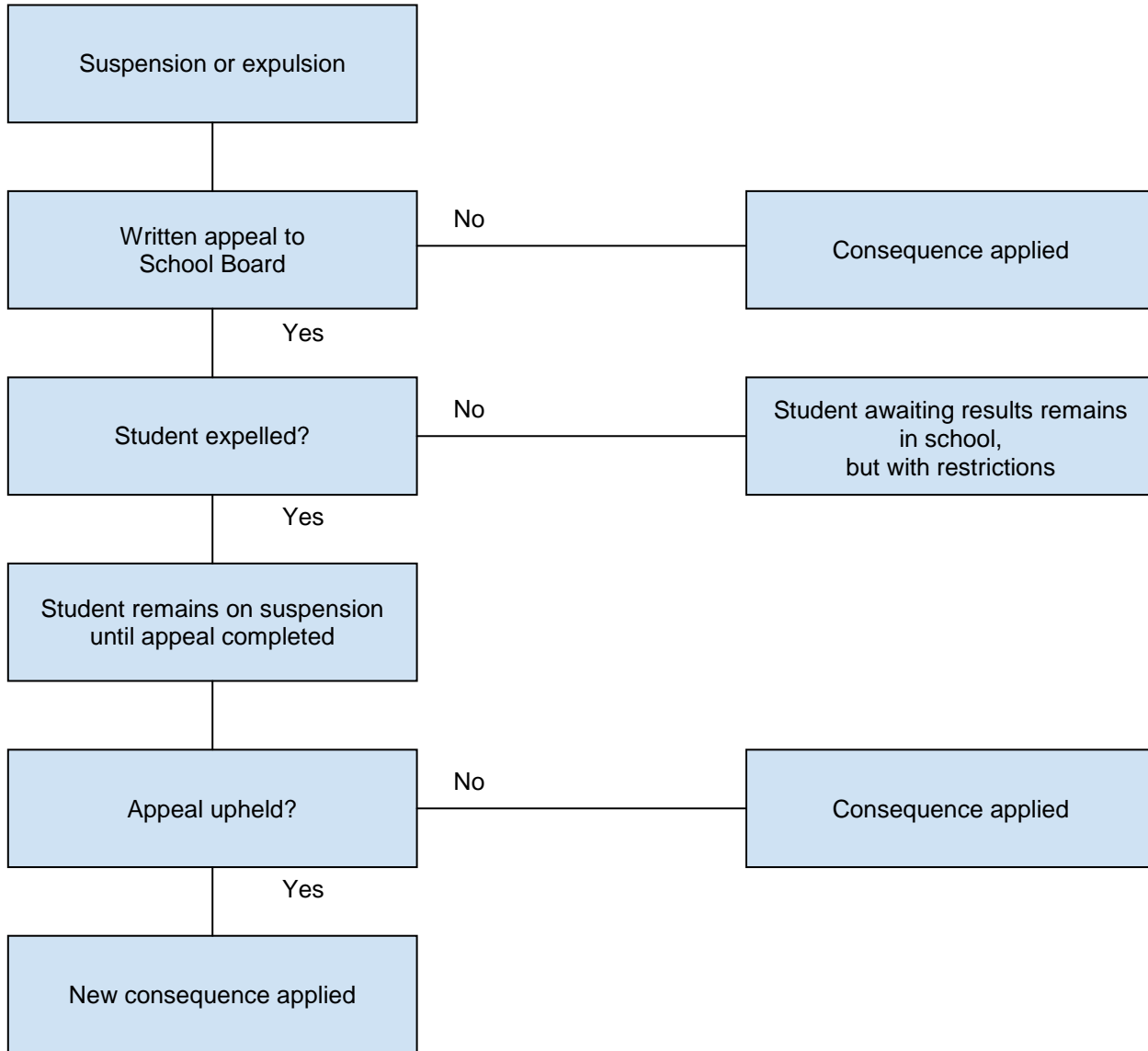
If there is a question as to why a referral was given, the parent(s) may initially contact the teacher or staff member who wrote the referral in order to gain clarification. If the question is over consequences, the parent(s) may contact the Dean of Students in order to gain clarification. If the parent(s) wish to have a conference with the teacher and/or the Dean of Students, parent(s) are to establish a meeting time that does not interfere with the other duties and responsibilities of the faculty member. Stopping people in the hallways or approaching them at extracurricular activities should not happen.

If a consequence established by the Dean of Students is believed excessive, the student or the parent(s) of the student can request a meeting with the Dean of Students and the Headmaster to discuss the situation.



Formal Appeal

If the consequences given are suspension or expulsion, a formal written appeal can be made within 48 hours of the assignment of the consequence. Formal appeals are made to the President of the School Board after the consequence has been established. Students who receive expulsion will remain on suspension until the appeal has been adjudicated.



Consequences:

Besides the consequences imposed by the teacher in the classroom, the following are the consequences that can be imposed by the Dean of Students or the Administrator:

- a. **Loss of Privilege:** The Dean of Students can sanction a student with loss of privilege, such as no Friday Spirit Dress, loss of off campus lunch privileges (Seniors), loss of parking privileges on campus, loss of attendance at extracurricular functions such as Jr./Sr. Banquet (Prom), the Sports Banquet or other activity. Loss of privilege may be paired with other consequences.
- b. **Student Discipleship Class:** Student Discipleship Class (SDC) will be held in room E215 on Monday, Wednesday or a Friday. Students will be notified when SDC is scheduled. Students will arrive in proper uniform attire (if Friday, the student will be in school uniform not Friday Spirit Dress) and on time with pen, notebook and Bible. SDC will last from 7:15 to 7:45 a.m.

Students who arrive late or out of the proper attire, will still sit through the class, but will not receive credit for successfully completing SDC and will come to the next scheduled SDC. Students with SDC may attend athletic practice and participate in extracurricular competition. Failure to do SDC when scheduled unless the student is ill or has an approved excuse can result in additional consequences.

- c. **Saturday Discipleship Work Training:** Students who receive Saturday Discipleship Work Training (SDWT) will attend school on Saturday mornings from 8:00 a.m. to 11:00 a.m. Students will pay \$25.00 to attend and will come prepared to work (jeans, comfortable shoes and shirt – no torn attire) and for devotional training (pen, notebook and Bible). Students who arrive late will work, but will not receive credit for completing SDWT. SDWT will be scheduled on an as needed basis. The Dean of Students and/or the Headmaster will oversee SDWT. Students with SDWT may continue to practice with an athletic team or extracurricular activity and may participate in competition while awaiting SDWT. Students with SDWT will lose the privilege of Friday Spirit Dress until SDWT is completed. A parent conference will be held with the parents of a student assigned SDWT.
- d. **Suspension:** For infractions that carry a serious consequence or are the result of repeated attempts to gain the student's obedience, out of school suspension can be applied. The decision to apply this consequence will reside with the Headmaster on the recommendation of the Dean of Students. Students who receive out of school suspension receive the following consequences: (1) zeros on all work, quizzes that were scheduled during the period of suspension; (2) loss of participation in athletics or extracurricular activities for the period of the suspension (3) loss of other privileges as specified in the suspension; and (4) the possibility of disciplinary probation and/or refusal for re-enrollment as defined in the suspension. The consequence of suspension carries with it a parent conference that will be scheduled by the Dean of Students. Multiple suspension can result in disciplinary probation or expulsion.
- e. **Expulsion:** Expulsion terminates the student's participation at Ovilla Christian School and may result on a permanent bar to re-enrollment as defined in the expulsion order. Offenses that result in expulsion carry with it a parent conference as scheduled by the Dean of Students. If the offense is directed at another student, the parents of the affected student will also be contacted for a parent conference. If the offense is criminal in nature, local law enforcement will be notified.
- f. **Types of Offenses:** While it is impossible to list all the offenses that may result in the issuing of consequences, the table below will give parents an idea as to the type of offense and its possible consequence. Please note that none of these consequences are automatic except those offenses that require law enforcement intervention.

<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Student Discipleship Class	Saturday Discipleship Work Day	Suspension or Expulsion	
Dress Code Violations Failure to Prepare Excessive Tardies Disrespect Horseplay Damage to Property Classroom Rules Violations Mild Language Failure to Obey Instructions Cellphones Misuse Electronic Devices Immature Behavior	Repeated Offenses Insubordination Severe Language Usage Graffiti or Vandalism Misuse of Electronic Media Inappropriate Social Media Fighting Unkind Behavior Public Display of Affection	Pornography Sexual Harassment Drug/Alcohol Usage Arson Severe Vandalism Sexting Bullying Assault Fornication/Pregnancy Gambling	

Disciplinary Probation

Disciplinary probation may be placed on a student due to repeated violation of the school rules that the student fails to or refuses to correct. Students placed on disciplinary probation will remain on probation for one semester. If the student fails to correct their behavior or commits another offense of a serious nature, the student’s attendance at OCS will be terminated. At the end of the semester, a student that has been placed on Disciplinary Probation will receive a review led by the Dean of Students and include the Department Heads. At the completion of the review, the Dean of Students will recommend to the Headmaster. Students on disciplinary probation will be held to a higher standard of conduct and will receive periodic reviews to determine progress.

Ovilla Christian School is an educational ministry of ORBC and is dedicated to disciplining students from Christian families. Discipline is a learned activity just as any other academic, athletic or artistic activity. True discipline occurs when the desire to obey springs from the heart. A disciple is one who seeks to obey God out of a heart of love for God and others and not out of compulsion. (1 John 5: 1 - 5) Since discipline must be learned, then there are times when corrective action must be taken. The purpose of that corrective action is not humiliation, but reconciliation and restoring the student to a right relationship with other students, faculty and staff.

The discipleship policy at OCS is based on a three – legged stool of family, school and church. The primary teacher of discipleship is the parent or parents and God holds the parent or parents accountable for the disciplined raising of the children. When the parent or parents enroll their child into OCS, they are entrusting that child to the school with implicit agreement with the discipleship policy. Parents will be continuously informed as to the disciplinary progress of their child and will be asked to

meet with faculty and staff, as necessary, when disciplinary action is needed. Students and parents are reminded that OCS students are representatives of their families, the school and the church on a 24/7/365 basis and off-campus activities can result in disciplinary action being taken by the school. While parents always have the right to discipline their child, that right does not extend to other children. If a parent observes an activity that is unsafe or violates the disciplinary code, that parent may give warning, but should immediately report the unsafe activity to a teacher or staff members. Parents may not verbally reprimand, counsel or physically touch another person's child.

IX. SECONDARY DRESS CODE

PHILOSOPHY

The OCS dress code is not designed to be a punishment or to decrease the individual differences between students. The dress code is designed to create a neat appearance, to enhance the learning environment in the classroom and to stop competitions and cliques among the student body based on socio-economic status or group identity. The dress code is also used to teach proper hygiene, enhance the security and safety of the student body, prevent classroom disruptions and to teach obedience and respect to authority. OCS reserves the right to determine if a hairstyle or hair color, nail color or other item of clothing is disruptive and needs to be addressed.

All uniforms may be purchased at Parker School Uniforms (formerly Absolute Uniforms), 1126 S. Cedar Ridge Ste. 102, Duncanville, TX 75137, 972- 296-2657, www.parkersu.com

GROOMING GUIDELINES

- Boys' hair must be cut above the eyebrow, may not touch the shirt collar, or cover the bottom of the ear lobe.
- No facial hair (face should be clean shaven and sideburns must be neatly trimmed and above the bottom of the ear).
- All students' hair should be appropriately cleaned and groomed.
- No distracting hair coloration or bleaching, patterns cut into the hair, or styled upward taller than one inch.
- No black nail polish or lipstick.
- No exposed tattoos or writing of any kind

MODESTY GUIDELINES

- Garments should not be overly tight.
- All shorts and skirts can not be no than 2" above the knee.
- The top shirt button is the only button that may be unbuttoned.
- Undergarments must be appropriate and may not be visible regardless of posture or position except for collars of undershirts.

GENERAL GUIDELINES

- Uniforms are not to be worn with holes, cuts, or tears in them and are to be clean and free of markings.
- Skirt hems should not be stapled.
- Footwear must be worn and may not be open toed or backless and must be tied if designed with laces; no boots except on Spirit Dress days
- Socks, hose, tights or leggings shall be worn at all times.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skort. Acceptable colors are: navy blue, hunter green, white, grey, or black.
- Pants must be worn at the waist (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Clothing designed with belt loops requires a black, navy, or brown belt. (K4 - 12th grades)
- Shirts must be tucked in at all times.
- Undershirts must be a solid school color (navy blue, hunter green, white, grey, or black).
- No piercings except girls' ears and no more than two earrings per ear.
- Accessories should be in school or metallic colors and should not be distracting. No earrings larger than 1 inch.
- Pocket chains and large neck chains are prohibited.
- Hooded OCS sweatshirts are allowed, but the hood cannot cover the head at any time.
- Hats are not permitted in the building.
- These items may be worn in the classroom: OCS sweatshirts, OCS Navy cardigan or V-neck sweater vest, and OCS letter jacket. Other coats and outer garments can not be worn inside the school building.

DURATION AND EXTENT

The dress code as stated in this Handbook is in effect any time a student is on campus with the exception of extra- curricular activities. It will be enforced from the time the student arrives at school until the time they leave. The general requirement for OCS students who attend after school and Saturday games and events is to dress modestly and appropriately according to OCS standards. Administration may exercise discretionary authority when necessary.

ENFORCEMENT

Faculty and staff will check the student for dress code throughout the day. Corrections will be made for any student who is found to be out of dress code.

DAILY UNIFORM STANDARDS

FEMALE

- Pants or shorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Belts: black, navy or brown
- Skirt: navy, khaki, or plaid
- Polo shirt: green or navy (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles or dress shoes; no boots
- Socks, hose, tights or leggings: navy, white, hunter green, black or grey
- Leggings can be worn only under shorts/skirts/skorts. Acceptable colors are: navy, hunter green, white, grey, or black

MALE

- Pants or shorts: navy or khaki (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Belts: black, navy or brown
- Polo shirt: green or navy (long / short sleeve)
- Shoes: comfortable tennis shoes with non-marking soles or dress shoes; no boots
- Socks: navy, white, hunter green, black or grey

SPIRIT DAY UNIFORM STANDARDS

Students who are allowed to have the privilege of a non-uniform dress day must adhere to the grooming, modesty, and dress code guidelines listed above with the exceptions listed below. The clothing must be in modest taste as judged by the Administration.

- Shirts, sweaters, or sweatshirts may be un-tucked, but must not show any skin or undergarments during any movement.
- Shirts must be an OCS T-shirt/sweatshirt/jacket.
- Only jeans or OCS uniform shorts/pants may be worn.
- Jeans are not to be worn with holes, cuts, or tears in them and are to be clean and free of markings.
- Belts are optional.
- Coats other than those listed in general guidelines may not be worn on campus during school hours.
- Shoes should be tennis shoes with non-marking soles, dress shoes, or boots.

FORMAL EVENT STANDARDS

For all events deemed formal by the school, the following dress code will apply. All guests of OCS students must comply with the OCS dress and conduct code. Students not in compliance with these guidelines will not be allowed access to the function. There will not be a refund of any amount paid for admission if the student or guest is out of dress code. If there is any doubt check with Administration for approval.

FEMALE

- No low neck lines or form fitting dresses
- No backless, strapless or off the shoulder dresses.
- Dress length must meet school dress/skirt code lengths.
- Dress Shoes.

MALE

- Must wear coat, dress slacks, dress shirt, and tie.
- Dress Shoes.
- No jeans.

PHYSICAL EDUCATION UNIFORM STANDARDS

OCS requires a physical education uniform for the PE students in grades 6-12. No torn or cut off shirts are allowed. OCS sweatshirt or solid gray, navy, or hunter green sweat pants may be worn in lieu of or over P.E. shorts/shirt.

- Shoes: comfortable tennis shoes (non-marking soles)
- Socks: white (socks must be visible above shoe)
- Shorts: school gym/athletic short
- Shirt: school athletic T-shirt

Appendix A: Secondary Profile

High School Profile



OVILLA
CHRISTIAN SCHOOL

3251 Ovilla Road , Ovilla, Texas 75154
972-617-1177 Fax 469-218-0135
www.ovillachristian.org

Headmaster
Dean of Students
Dean of Academics
Guidance/Admissions/Registrar
Athletic Director

Ron Clyde
Steven Johnston
Penny Hayes
Donna Garrett
Matt Jones

School Code: 445-804

Accreditation/Affiliations:

Accredited grades K-12



- AdvancED
- Association of Christian School International (ACSI)
- National Association of Christian School Principals
- Texas Association of Private and Parochial Schools (TAPPS)

Standard Diploma

Graduation Requirements
27 credits minimum

4 English	1 P.E.
4 History	1 Fine Arts
4 Math	.5 Personal Finance
4 Science	.5 Speech
4 Bible (.5 each)	.5 SAT-ACT Prep
2 Foreign Language	.5 Creation Science
1 Technology	

Honors Diploma*

Graduation Requirements
28 credits minimum

4 English	1 P.E.
4 History	1 Fine Arts
4 Math	.5 Personal Finance
4 Science	.5 Speech
4 Bible (.5 each)	.5 SAT-ACT Prep
3 Foreign Language	.5 Creation Science
1 Technology	

*4 Honors credits plus 90 or above cumulative average required

Community Service Requirements

7th Grade - 10 hours	8th Grade - 15 hours	9th Grade - 20 hours
10th Grade - 25 hours	11th Grade - 30 hours	12th Grade - 35 hours

Dual Credit Classes

Course Title

Credit Hours

History 1301/1302 _____	6
Intro to Phil 1301 _____	3
AP English (11th) _____	1
AP English (12th) _____	1
AP World History (10th) _____	1
Physics B _____	1

Honors Classes

2013-14	Boys Cross Country State Champions Inaugural Football Season	2015-16	Football Bi-District Playoffs Girls Basketball Bi-District Playoffs
---------	---	---------	--

Fine Arts Offered Art, Band, Choir, Theatre, Yearbook

2012-13	Musical <i>That's Life</i> One Act Play <i>Androcles and the Lion</i> Second Place Overall State Academics Speech Girls, Boys, and Sacred Ensemble Superior at State Competition
2013-14	One Act Play <i>Black Comedy</i> Musical <i>Little Women</i>
2014-15	One Act Play <i>Trains</i> - State Champion Musical <i>Wizard of Oz</i> Show Choir Superior at State Competition Large Ensemble Sight Reading Superior at State Competition
2015-16	One Act Play - <i>The Last Leaf</i> Musical - <i>Seussical</i>

High School Course Offerings

Freshman	Sophomore	Junior	Senior
English I	English II	English III or AP English**	English IV or AP English**
Algebra I or Geometry	Geometry or Algebra II	Algebra II or Pre-Calculus**	Pre-calculus or Calculus or Quantitative Reasoning
Biology	Chemistry	Physics	Physics B** or Anatomy & Physiology
World Geography	World History or AP World History**	US History or DC US History**	Government/Economics
Theology ½ yr. Writing Lab ½ yr.	Christian Ethics ½ yr.	World Religions	Intro to Philosophy** or Creation Science
Technology	Speech ½ yr. Writing Lab ½ yr.	3 D Modeling	

Spanish I	Spanish II	Spanish III	Personal Finance
Elective*	Elective*	Elective*	Elective*
Athletics/PE	Athletics/PE	Athletics/PE	Athletics/PE

* Electives: Choir, Art, Theatre, Yearbook

** Dual Credit/Honors Classes

Appendix B: Computer & Internet Acceptable Use Policy

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Introduction

As computers come to play a more integral role in the work of Ovilla Christian School, it is vital that policies and safeguards be put into place to protect the integrity of the school, its administration, faculty, staff, and students, and to protect the investment the school has made in various technologies. To this end, the following policies must be acknowledged and agreed to by each administration member, faculty member, staff member, and student (collectively, “user” or “users”) prior to the use of any computer resources at Ovilla Christian School (“OCS”) by the user.

Computers, printers and other equipment:

The computers, printers, networking infrastructure, and other computing equipment owned by OCS represent a major investment of money, time, and human resources and must be preserved and protected for the purposes for which they were obtained. This is our duty of stewardship.

Acceptable Use: A user may utilize a computer, printer, or other computing device at OCS for any and all purposes related directly to the daily operation of OCS, or that can reasonably be shown to contribute positively to the ongoing operation of OCS.

Unacceptable Use: A user may not utilize a computer, printer, or other computing device at OCS to engage in any activity that is in any way illegal or which can be shown to violate the Christian principles by which the school operates. This policy includes, but is not limited to, using an OCS computer to create, view, display, or store any document, picture, video, or other electronic file containing objectionable content, or using an OCS printer to print such content. Incidental and occasional personal use of OCS computers is permitted for reasonable activities that do not require substantial use of work time, hard disk space, network bandwidth, printer paper or toner, or other computer resources. As a general rule, if you would be uncomfortable asking for permission, it is probably not an appropriate use of OCS computers.

Use of one’s own personal equipment

A user may, with prior administrative approval, use his or her personal equipment at OCS provided that the use of such equipment complies with the acceptable use policies herein. The user will be solely responsible for the security and other protection of such equipment, and will not hold OCS, its administration, or any of its agents responsible for any loss or damage to the equipment while the equipment is on the OCS campus.

Physical Security Each user is responsible to take reasonable measures to ensure the physical security of his or her computer equipment. This includes locking his or her office or classroom, or otherwise restricting access to the equipment, when the equipment is left unattended overnight or for extended periods of time.

Software Licensing/Unauthorized Software

A user may never install any software onto any OCS computer or network server without express permission from the OCS Systems Department. This includes, but is not limited to, games, screen savers, clip art, and other specialized applications. Even the simplest software can have unpredictable or undesirable effects when installed on a computer that already contains several software packages. If a software package is vital to the execution of a user's job, the user should contact the Systems Department to have the software installed. In addition, the user must be able to demonstrate that the software to be installed has been legally purchased and licensed. The OCS Systems Department makes every effort to comply with licensing requirements for software used on the OCS campus. Periodic internal software license audits are used to this end. Software installed without the knowledge or consent of the Systems Department undermines the school's efforts to comply with the law in this area.

Unauthorized Maintenance/Repair

Under no circumstances should anyone besides a member of the OCS Systems Department, or a duly appointed agent thereof, attempt to perform installation, maintenance, or repair on an OCS-owned computer. This includes students, OCS employees, family members or friends of OCS students or employees, third party technicians, or any other person or persons not expressly authorized to perform such duties by the OCS Systems Department.

Local Area Network

The OCS Local Area Network (LAN) refers to the various servers, workstations, printers, etc. which are connected together throughout the campus. The LAN allows users to share documents, printers, and other resources, and facilitates e-mail and Internet access. It is a useful tool, but to be used effectively it must be used responsibly.

Acceptable Use: A user may only access the LAN using his or her own credentials (user name and password), or credentials that have been authorized for his or her use by the Systems Department and/or the Administration. He or she may use such LAN privileges as are appropriate for the performance of his or her duties.

Unacceptable Use: A user may not log on to the LAN using the credentials of another person unless expressly instructed to do so by a member of the Systems Department. Should a user require access to a LAN resource to which he or she has not been granted permission, the user should contact a member of the Systems Department, who will verify the business need for the access and will determine the best means for granting such access. A user must never try to "hack" into the account of another person. Any such attempt will be considered a hostile action, and be dealt with accordingly. A user may not store anywhere on the LAN, or use the LAN in any way to transmit, any document, picture, video, or other electronic file containing inappropriate, offensive or pornographic content.

Passwords

Each user is responsible for maintaining and protecting the secrecy of his or her LAN password and

any other password used to access data or information not generally accessible by the public. The user should never divulge his or her password to anyone, and should never write his or her password down. Each user is responsible for any action(s) performed using his or her LAN credentials, whether or not the user actually performed the action(s). Any user who suspects that his or her password has come to be known by another person should change that password, and any other of his or her passwords that match that password, immediately. The user should contact a member of the Systems Department if he or she is unfamiliar with how to do this.

Proprietary/Confidential/Sensitive Information

All computer information is considered confidential unless a user has received permission to use it. Accessing, or attempting to access, confidential data without proper authorization is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended purpose is prohibited. The following guidelines should be observed when dealing with confidential information:

- Each user should make every effort not to view, transmit, or otherwise access information to which, in the normal course of his or her duties, he or she has not explicitly been asked or required to access.
- A user who has access to confidential information should never leave a confidential document or other electronic file visible on his or her computer screen when the computer is left unattended.
- Confidential printouts should be printed to printers accessible only by personnel authorized to view them and should be retrieved immediately from the printer.
- Any user who discovers that he or she has inadvertently been granted access to information that he or she is not authorized to access should notify a member of the Systems Department immediately.

Computer Viruses

Each user must make every effort to keep the LAN free from computer viruses. Computer viruses are most often introduced into a LAN via files downloaded from the Internet, e-mails and their attachments, or a diskette from a contaminated source. If there is any question about whether a file, e-mail or attachment should be downloaded, or whether a diskette is safe to use, the user should contact the Systems Department immediately.

Internet

The Internet is a valuable tool, particularly in the arena of education. However, it can also be a source of trouble for users, as well as for organizations themselves. It is imperative that this tool be used appropriately and with all due prudence. This is nowhere more true than within OCS, where its inappropriate use could possibly damage the good name we guard so closely.

Acceptable Use: A user may use OCS' Internet resources to the extent that such use falls within the normal course of his or her duties. Each user is responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner. Use of OCS' Internet resources for personal reasons should be restricted to activities that occur during normal breaks or before or after the school day, which do not

consume significant amounts of time or computing resources, which are not otherwise in violation of the overall OCS Acceptable Use Policy, and which are not engaged in for the purposes of personal financial profit.

Unacceptable Use: Any access, or willful attempts to access, sites which are immoral, illegal, pornographic, or in any way compromise the Christian standards upon which OCS is founded, will not be tolerated and will be met with severe penalties, up to and including termination from the OCS faculty, staff, or student body. This includes any attempt to bypass or otherwise defeat the firewall, filtering mechanism, or any other safeguard in use by OCS. As a general rule, if there is any question as to the appropriateness of an Internet site, the user should not explore it.

OCS Representation

Each user is responsible to represent OCS in a positive manner at all times, including while using the Internet. It is possible for those who operate web sites to determine where each visit to their site originates—and many sites track this information actively. So, in a very real way, each user of OCS' Internet connection is carrying OCS' name and reputation with him or her to every website visited.

Responsibility to Report The OCS Internet connection is tightly regulated and filtered using a multi-tiered security/filtering model. Because of this, the likelihood of inadvertent exposure to inappropriate content is highly unlikely. However, should a user come across inappropriate content, he or she must notify a member of the Systems Department immediately. This is necessary so that the site can be quickly blocked, avoiding further exposure, and so that, when audited by the Systems Department, the incident will be properly identified as accidental and not result in disciplinary action.

E-mail

E-mail is an invaluable communication tool. It allows information to be related quickly and efficiently, both within an organization and between an organization and the rest of the world. However, as it is also by its very nature a highly unsecure medium, its strengths can also be its weaknesses.

Acceptable Use: A user may only access the OCS e-mail system using the credentials (user name and password) assigned to him or her, or credentials to which he or she has otherwise been given access by the Systems Department. If a user has been granted an OCS e-mail account, he or she may use such account to communicate with other users within OCS, as well as appropriate OCS-related contacts outside of the organization. Guidelines for proper e-mail use and etiquette will be provided to the user upon receipt of his or her e-mail account, and the user will be responsible to abide by these guidelines at all times. Use of the OCS e-mail system for personal reasons should be restricted to activities that do not consume significant amounts of time or computing resources, and which are not otherwise in violation of the overall OCS Acceptable Use Policy

Unacceptable Use: A user must never use or attempt to use the e-mail account of another user without express permission from the administration. No user may utilize the OCS e-mail system to create, distribute, or store illegal, immoral, or otherwise inappropriate content, junk mail, chain letters, or solicitations. Further, transmission via e-mail, whether within OCS or outside it, of any OCS information that is considered proprietary, confidential, or sensitive is strictly prohibited. No user may use the OCS e-mail system to send unsolicited messages or files to individuals, groups, or

organizations with which neither OCS nor the user has a prior relationship (so-called “spam mail”).

OCS Representation Every e-mail message sent from every user’s OCS e-mail account explicitly bears the OCS name and, by virtue of OCS’ clear identification with Christianity, the name of Christ as well. For this reason, it is crucial that every message sent by every user be consistent with the Christian standards and high character content upon which OCS is founded. This applies equally to e-mails associated with official OCS business and personal e-mails whose content is not intended to apply to OCS. It is the responsibility of every user to help maintain the integrity of the OCS mission by closely protecting its reputation.

Privacy/Monitoring

Any and all use of the OCS computer system, including individual computers, the LAN, the Internet connection, the e- mail system, and all other computing equipment is subject to monitoring. Use of the computer system constitutes waiver of any and all privacy expectations on the part of the user. Every aspect of a user’s computer use is subject to monitoring, access, and/or audit, including, but not limited to, documents stored on the local hard drive of any workstation on campus or any network server, e-mails sent and/or stored within the system, and Internet use history.

Data Ownership/Intellectual Property

All data created or stored using any piece of OCS computing equipment are understood to be the property of OCS, and may only be used as is deemed appropriate by the administration. Original documents, curricula, tests, lesson plans, etc. created by any user while in the employ of OCS, and intended primarily for use at or by OCS, may be used or made available outside OCS, whether by the original author or a third party, whether during or subsequent to the user’s term of direct affiliation with OCS, if, and only if, they have been designated by the OCS administration to be non- proprietary to OCS, or the OCS administration have otherwise approved said use. Any such materials developed by the user prior to his/her direct affiliation with OCS, and any such materials developed during his/her direct affiliation with OCS, but not developed primarily for use at or by OCS, and not developed using resources not readily available outside OCS, will be exempted from these regulations, and OCS will assert no claim of ownership on such materials. This exemption will also be extended to addenda, revisions, updates, and all other alterations performed on the materials in question during the user’s direct affiliation with OCS, provided such alterations are performed using the user’s personal equipment outside of the user’s normal hours of duty, or if use of OCS-owned resources to perform such alterations conforms to the OCS policy regarding acceptable personal use of OCS resources.

Copyrights

It is OCS’ policy to comply with all laws regarding intellectual property and copyrights.

Copyrighted Software

OCS and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose OCS and the responsible user(s) to civil and/or criminal penalties.

Other Copyrighted Materials

No user may, whether via the Internet or any other means, copy, transfer, rename, add, or delete information in documents or programs belonging to others unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in the offending user's facing disciplinary action by the OCS administration and/or legal action by the copyright owner.

Post-Affiliation Responsibilities

Direct affiliation with OCS means that one is either employed by OCS or is a currently enrolled student of OCS. Termination of direct affiliation includes voluntary, compulsory, and mutually agreed upon or sought termination. Upon termination of his or her direct affiliation with OCS, each user will, in a timely fashion, return any and all hardware and software he or she has checked out or borrowed from OCS, whether or not a formal check-out procedure was followed at the time of the user's receipt of said item or items.

Upon termination of his or her direct affiliation with OCS, or in preparation for such, no user may delete, alter, or otherwise manipulate any program or data contained on any workstation or server belonging to OCS or then residing on the OCS campus.

Upon termination of his or her direct affiliation with OCS, or in preparation for such, no user may move, copy, print, e-mail, or by any other means acquire or make available outside OCS any program or data residing on any OCS workstation or server, without the express permission of the OCS administration. For more information, refer to the section entitled "Data Ownership/Intellectual Property" above. Unauthorized acquisition of data will constitute theft and, depending on the nature of the data involved, may also violate intellectual property, copyright, and/or privacy statutes.

Upon termination of his or her direct affiliation with OCS, or in preparation for such, no user may knowingly introduce, or allow the introduction of, a virus, worm, logic bomb, or any other malicious code, or perform, plan, or direct any action designed to disrupt, disable, or otherwise adversely affect, in any way, the operation of the OCS technology infrastructure or any of its applications or systems. The introduction, or attempted introduction, of any such code, or the commission of any such act, will be viewed and responded to as a criminal offense.

Violations

Violation of any of the policies contained in this document or in any related documents or addenda will result in disciplinary action for any and all persons involved in the violation, which actions may range from a verbal warning to termination of employment/enrollment with OCS. Such disciplinary actions will be assessed on a case-by-case basis and will be administered solely at the discretion of the OCS administration. Depending upon the nature and extent of the violation, the person or persons involved may face additional actions by interested third parties and/or law enforcement agencies.

Accountability

The primary objective of this policy document, related documents and addenda, and the various other

safeguards that have been put in place relative to the use of OCS' computer resources is accountability. Recognizing as we do that each human being bears the congenital spiritual defect of a sin nature, it is incumbent upon each of us to assist one another, under the guidance of the Holy Spirit, in the proper development and maintaining of godly character in both our individual and our common lives. Within our community of faith we are, in some sense, our brothers' (and our sisters') keepers, and accountability helps us to acknowledge before God and man our responsibilities, both to live upright lives and to "spur one another on toward love and good deeds." Each user must commit to abide by the current OCS Computer and Internet Acceptable Use Policy.