



**OVILLA**  
CHRISTIAN SCHOOL

# **Parent-Student Handbook**

## **2017-2018**

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

*[www.ovillachristian.org](http://www.ovillachristian.org)*

972-617-1177

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.

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.

*“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).*

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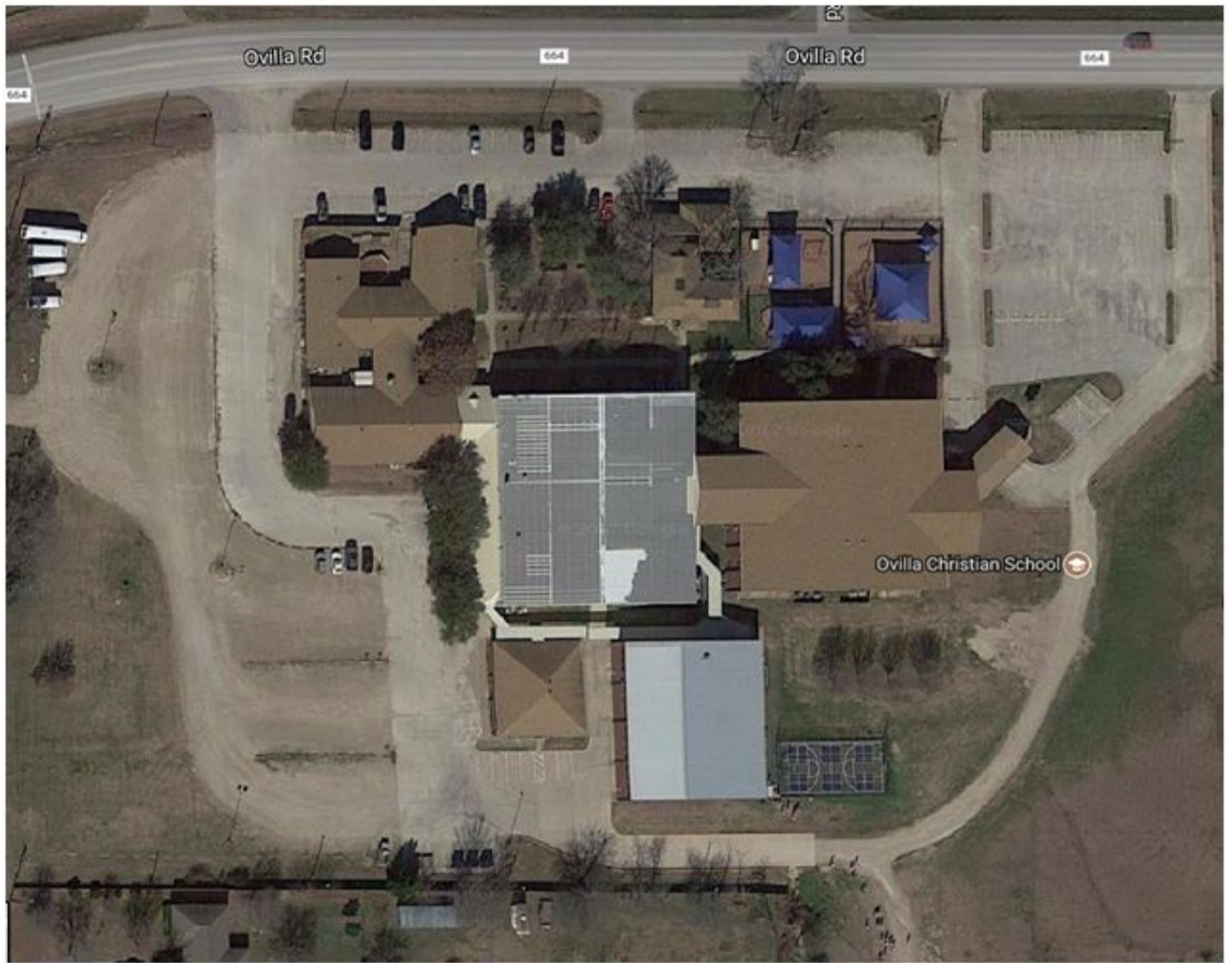
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Main Entrance and School Offices

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Chapel Building (C)

Education Building 2 (Annex) (D)

McEachern Center (G)

## **ENROLLMENT & RE-ENROLLMENT: FINANCIAL POLICIES & PROCEDURES**

### **New Student Application Process**

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

An entrance testing fee of \$105 is required for grades 4-12.

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

See our website for eligibility and acceptance requirements.

### **RE-ENROLLMENT PROCESS**

#### **Priority Re-Enrollment (February)**

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 – April)**

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 1<sup>st</sup>)**

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 \$150.00 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.

**Dual Credit Tuition:** \$90 per credit hour tuition for Dual Credit classes with LeTourneau University are paid through Ovilla Christian School. Certain courses will have additional lab fees. Books and materials are the responsibility of the student.

**Testing Fees:** Individual student testing fees may apply for diagnostic purposes and for certain high school classes. These fees will be charged to the student.

**Field Trip, Event, and Co-curricular Fees:** Throughout the year, field trip, special event, and co-curricular fees will be assessed. Parents will be advised of required fees through email or the school newsletter.

**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. Fees per student are not discounted.

**Part-time Student Tuition:** Part time students will pay per class according to the Part Time Tuition Worksheet.

**Late Payment Policy:** A late fee of \$150.00 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. 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. Once an account has reached 60 days past due, your student will not be allowed to participate in any extracurricular activities including athletics, fine arts, or field trips. If an account reaches 90 days past due, we will begin the process of unenrolling your child from the school. 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.

**Financial Assistance:** Families can apply for tuition assistance by applying online with Financial Aid for School Tuition (FAST). Check with business office for the deadline to apply. 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
Full Day K4	\$500	\$7,484	\$7,484	\$7,110	\$6,361	\$5,613
Full Day K5	\$500	\$7,484	\$7,484	\$7,110	\$6,361	\$5,613
1st - 5th	\$500	\$8,188	\$8,188	\$7,779	\$6,960	\$6,141
6th - 8th	\$500	\$9,797	\$9,797	\$9,307	\$8,327	\$7,348
9th - 12th	\$500	\$10,454	\$10,454	\$9,931	\$8,886	\$7,841

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

## 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.

### Dismissal for half day students

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

12:05-12:30 - \$20 late charge and check in at the front desk

After 12:30 - \$50 late charge and check in at the front desk

### Dismissal for full day students

Student dismissal is 3:30 p.m.

Elementary students who are not picked up by 3:45 p.m. will be signed in to Eagle Camp and students charged accordingly.

Secondary students who remain on campus after 4:00 p.m. and are not involved in a co-curricular activity will be signed into Study Hall and students charged accordingly.

**School Office Hours:**

7:30 a.m. to 4:00 p.m. Monday - Friday

Summer office hours are 9:00 a.m. to 3:00 p.m. Tuesday - Thursday. The school office is closed on Mondays and Fridays in June and July.

**EAGLE CAMP - Extended Care for Elementary**

**3:45 - 6:00 p.m. Supervised Care (K4-5th)**

- Mandatory Registration Form available from office (or online)
- Charges vary according to how often children attend the program

**I. SCHOOL PHILOSOPHY**

## MISSION

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

*And he said to him, "You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets." (Matthew 22:37-40)*

## 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.

The colors of Ovilla Christian School are navy blue, hunter green and white. White symbolizes purity. Blue symbolizes obedience to the Word of God in the life of a student. Green symbolizes integrity.

## 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)*

## **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-abhorrence, 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

## SCHOOL WIDE EXPECTED STUDENT OUTCOMES

### I. Biblically Based Academics:

1. Has a biblical worldview of all school subjects
2. Has a genuine thirst for wisdom, understanding and knowledge
3. Skilled in defending the faith
4. Understands God's sovereignty over history
5. Understands God's power through science
6. Understands God's ways through language arts
7. Understands God's character through math
8. Understands God's beauty through the arts
9. Develops critical thinking and analytical skills

10. Strives for excellence in all pursuits

## **II. Godly Character Training:**

1. Displays integrity and upright moral character
2. Properly relates and responds to authority
3. Stands for his or her convictions
4. Respects the need for rules and order
5. Develops a character consistent with Christian character
6. Seeks Christian accountability for one's actions
7. Active in a local church
8. Handles finances in accordance with biblical principles
9. Seeks the opportunity to lead through service
10. Rightly responds to the different situations in life

## **III. Christian Relationship Skills**

1. Shows appreciation and love for parents, siblings, family members and friends
2. Relates well to persons of different personalities and spiritual gifts
3. Seeks to be actively involved in community and governmental affairs
4. Demonstrates the qualities of genuine friendship
5. Develops skills for solving interpersonal conflict
6. Develops social skills (manners, behavior in formal and informal settings, etc.)
7. Seeks the opportunity to care for others
8. Understands the biblical model for marriage
9. Grows in his or her relationship with the body of Christ

## **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 Secondary Principal and the Administration.

**ATTENDANCE POLICY**

Students must attend 90% of their classes during the school year in order to ensure their mastery of the curriculum. Students are either present or absent. Students who are absent are required to complete all assigned work in accordance with the make-up work policy. It is the student's responsibility to know what work is required and to contact the teacher for handouts, assignment sheets or other requirements. Parents are required to contact the school in writing (email or written note) when their student is absent in order to verify the absence. Students who depart school without authorization (signing out at the reception desk) or fail to attend school and their parents cannot verify their absence will be considered as truant and will receive disciplinary action. Truant students will also receive zeros for the daily activities of the classes they miss. Students must be in school no later than 10.30 a.m. on a competition day in order to participate in the day's competition. Students who are absent due to school activities (competitions, field trips, etc.) will be accounted for as absent, but their absence will not be counted against the 90% attendance requirement.

The parents of students who are approaching dropping below the 90% standard will receive a written warning from the school. At the end of the semester, a three person panel of administrators will review all students whose attendance is less than 90%. The Status Review Committee will consider the circumstances surrounding the absences, the diligence of the student in completing work, the evidence of content mastery and the disciplinary record of the student. At that time the committee will make a determination to either (a) do nothing; (b) place the student on academic probation for the next semester; (c) deny the student credit for the class or (d) other actions as deemed appropriate by the committee. Parents may be called to appear before the committee to discuss the actions.

**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. 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.

All tardies will be recorded and accumulate per semester.

Excused tardies include: (1) medical appointments; (2) family emergencies; and (3) unusual circumstances. All other tardies will be counted as unexcused. Administration reserves the right to determine whether a tardy is excused or unexcused and whether the tardy counts toward any stated consequences. Three tardies equal one absence and will be counted against the absence policy.

Unexcused Tardy Consequences:

- 1-2 No Consequence
- 3 Considered as Absence
- 5 Email warning
- 6 Considered as Two Absences, Letter Home
- 7 Principal Conference
- 9 Status Review Committee

### **Secondary Attendance Policies**

- Students arriving to class twenty five minutes (or more) late will be counted absent.
- In order to be eligible to compete or participate in a co-curricular activity that day, a full-time student must be in class no later than 10:20 am and remain in class for the remainder of the day. A part-time student must be present for at least 50% of the day.
- 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.
- 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 requirements are met.
- Financial aid recipients must be in compliance with the above attendance policy to continue receiving assistance.

### **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 Secondary Principal, 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 Administration on whether or not to accept the homebound status.

Students on homebound status will receive a Homebound Plan. Failure to complete the

requirements of the plan 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. Seniors 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 Secondary Principal.

### **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 requirement of our educational model. Students are authorized to use the school computers or their personal computer in the classroom only for specific instructional needs. 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 may

lead to expulsion. 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 are not permitted go to any website that is not specifically approved by the classroom teacher for that particular learning 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 may result in sanctions.

### **Social Networking**

Social media such as Facebook, Instagram, SnapChat, Twitter and Texting are part of the modern American culture. 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 Secondary Principal to the Administration. 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.

### **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 Secondary Principal. Consequences can include loss of privileges, restitution for damaged property, and/or Detention.

#### **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 Secondary Principal. The consequences for this behavior can include loss of privileges, restitution, Detention 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 Secondary Principal with a recommendation to the Administration 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.

### **Search and Seizure**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, OCS has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Administration may authorize a faculty or staff member to search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Administration subject to legal impoundment.

### **Personal Searches**

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff or faculty member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school Administration of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Administration. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

### **Locker Searches**

A student's locker or desk is the property of OCS and is at all times under the control of the school. School Administration may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided by or approved by the school. Unapproved locks will be removed and destroyed.

### **Automobile Searches**

Students are permitted to park on OCS premises as a matter of privilege, not of right. Permission to park on the school's property is granted only after the student driver, the owner of the vehicle, and the student's parent or guardian have signed written consent to allow search of that vehicle upon the school's request.

School authorities may perform periodic patrols of student parking lots and conduct exterior inspections of student automobiles on school property. Interior searches of student vehicles can occur to determine if contraband or illegal materials are contained inside. Refusal to allow access to a vehicle at the time of the search will be cause for terminating the privilege of parking on school property without further hearing.

### **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, Detention, 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.

### **Weapons**

Students are prohibited from being in possession of any firearm, 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 Administration. 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 Secondary Principal, 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 Secondary Principal with a recommendation to the Administration 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 Secondary Principal
- Other consequences as determined by the Elementary Principal, the Secondary Principal or the Administration

### **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 online gambling and upon discovery can face consequences as established by the Elementary Principal or the Secondary Principal with a recommendation to the Administration 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 Detention, Saturday Discipleship Work Day or other restrictions to privileges as established by the classroom teacher, the Elementary Principal or the Secondary Principal.

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 Secondary Principal in consultation with the Administration. 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 Secondary Principal in consultation with the Administration. 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 Secondary Principal or the Administration. 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 Secondary Principal in consultation with the Administration.

### **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 emails 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 Secondary Principal for further action. If, at the discretion of the Elementary Principal or the Secondary Principal, 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 Secondary Principal. 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.

### **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)*

## **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 Administration 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.ovillachristian.org](http://www.ovillachristian.org) also.

## **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.

## **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.

## **GRIEVANCE POLICY**

Parents and/or students who have a grievance against a teacher, staff member, or Administration 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.

## **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 or non-ORBC 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
- Students who have received a failing grade in any subject for that quarter:

The review process is as follows:

**Initial Review:** This review is carried out by the Administration and is automatic for any student who falls into one or more of the categories outlined above. The Administration 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 Administration 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 Administration 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 Administration meet together to discuss the reasons for the status review (behavioral/attendance/academic) and how the situation can be remedied for the future. The Administration 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 Administration has discretionary authority to exercise other options:

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

The Administration 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 place 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 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 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 Administration 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 Administration should terminate the status review process. Alternatively, the committee may recommend that the Administration exercises additional options from the second stage of the process. Finally, the committee may recommend that the student be removed from OCS. The Administration will make the final decision.

**Appeal Process:** Should the parents choose to appeal the decision of the Administration, the Administration will form an ad hoc committee of School Board members (no less than three plus the Administration) 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 Administration regarding the student's continued enrollment at OCS.

The Administration 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 Administration) 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 Administration

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

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 endorsed by the Administration.

### **TEXTBOOK DAMAGE POLICY**

Some 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 the accountability and care of their assigned textbooks. Should damage or loss occur, students or their parents are accountable for replacement fees.

## **III. GENERAL INFORMATION**

### **ACSI AND ADVANCED MEMBERSHIP/ACCREDITATION**

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

### **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.

### **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.

*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. For just as each of us has one body with many members, and these*

*members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others. 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
- You may park in designated spaces and get your child or you may drive through
- 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
- Do not park in designated fire lanes, violators are subject to towing

## **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.

## **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.

## **HIGH SCHOOL STUDENT PARKING AND DRIVING INSTRUCTIONS**

Students parking and driving on campus is a privilege. That privilege can be revoked by order of the Administration. To park on campus students must provide:

- A copy of the car information
- Proof of Insurance and
- Student's Driver's License must be submitted to the school office

## **LEARNING LAB PROGRAM**

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. Diagnostic testing must be kept current (within 3 years) and on file at OCS. OCS students with a diagnosis of a special learning need are encouraged but not required to enroll in the OCS Learning Lab.

## **LIBRARY PROCEDURES**

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. 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. Students are responsible for the cost of materials that are damaged or not returned.

## **LOST AND FOUND**

All found items will be placed in the Lost and Found closet. All 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. 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 OBSERVATION**

Parents may observe their student in the classroom for one hour each semester. Parents observations are of their student and not the teacher.

## **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, email 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 visitor's 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.

## **PERMANENT RECORDS/TRANSCRIPTS**

High School transcripts must be requested online through Parchment.com (link is on the 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 uses 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. The link to RenWeb is on the OCS website homepage ([www.ovillachristian.org](http://www.ovillachristian.org)).

If you are a first-time user, click on "Create New ParentsWeb Account" and follow the instructions. Our district code is OCS-TX.

RenWeb Home provides access to ParentsWeb information along with the conveniences of an Smartphone App for a small annual subscription fee. You can download the application on the Apple App Store or Google Play Store. Search "RenWeb Home".

## **REPORT CARDS/PROGRESS REPORTS**

Report cards indicating the final grade average for the grading period will be posted on RenWeb one week after the end of the grading period for 1st-12th grade. K4 and K5 students will receive a printed 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 75 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 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, the ERB (Educational Records Bureau) will be administered to students in grades 3-10.

In the fall of each year, the PSAT/NMSQT will be administered to students in grade 11.

In the spring of each year, the PSAT will be administered to students in grades 9-10.

Juniors are encouraged to take the SAT and ACT in the spring of their junior year. The College Board and the ACT Corporation encourage registration online at [www.collegeboard.com](http://www.collegeboard.com) (SAT) and [www.actstudent.org](http://www.actstudent.org) (ACT). A password, username, and photo id are required for successful online registration. The school code for OCS is 445-804. It is the student's responsibility to complete the online 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 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 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.

**Student Accident Insurance:** OCS provides student accident coverage through HSR, Inc. If a student is injured, the witnessing supervising adult (teacher or coach), fills out the injury report and submits the report to the School Nurse. The School Nurse then logs the incident and contacts the parents of the student. The parents will pick up a report form from the School Nurse and submit the information to HSR, Inc. The parent will then work directly with HSR, Inc. for reimbursement.

## **WITHDRAWAL OF A STUDENT**

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**

### **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**

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; First Day Late: 5 - point reduction; Second Day Late: 10 - point reduction; Third Day Late: No credit

**4th - 5th Grade:** Due Day: Full credit; First Day Late: 10 - point reduction; Second Day Late: 20 - point reduction; Third Day Late: 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. Make-up work should be submitted for grading as soon as possible. The number of make up days allowed for full credit will equal 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. If the student is absent for a test, the parent is responsible for contacting the teacher to arrange for a makeup test. 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.

Students cannot make up work if an absence is unexcused. Zeroes will be given for all assignments due during an unexcused absence.

## **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 Administration.

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 Administration
- Fourth Step: School Board (A written letter of appeal must be mailed to the Administration and Board Chair ten days prior to the next regularly scheduled School Board meeting.)

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 Administration 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
- 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 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:

- detention
- 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 Behavioral Standards of OCS

## **VI. ELEMENTARY DRESS CODE**

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](http://www.parkersu.com)

### **GROOMING GUIDELINES**

- Boys' hair should present a neat appearance without interfering with classroom instruction. The Elementary Principal will be responsible for determining if a haircut is needed.
- 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 exposed tattoos or writing of any kind

## **MODESTY GUIDELINES**

- All shorts, jumpers, and skirts should be of modest length.
- 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.
- 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/skortis. Acceptable colors are: navy blue, hunter green, white, grey, and black.
- Clothing designed with belt loops requires a black, navy, or brown belt. (2nd - 5th 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).
- No piercing except girl's ears and no more than two earrings per ear.
- Accessories should not be distracting.
- Pocket chains and large neck chains are prohibited.
- Hooded OCS sweatshirts are allowed, but the hood cannot cover the head at any time when in the buildings.
- Hats are not permitted in the building.
- These items may be worn in the classroom: hooded or 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.

***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, or grey.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skorts. Acceptable colors are: navy, hunter green, white, grey.

#### **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, black or grey.
- Leggings (must be ankle length) can be worn only under shorts/skirts/skorts. Acceptable colors are: navy, hunter green, white, black or grey.

### **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, black or grey.

### **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, 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/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**

### **ADDING/DROPPING SECONDARY COURSES**

Student schedules are guided by the OCS requirements for graduation. Elective classes are scheduled according to availability.

To add or drop an OCS course, a student must have parent and administrative approval. No adds or drops will be approved after the second full week of the semester. Students who need to add or drop dual credit courses must follow the policy of the college in addition to OCS policy.

### **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:**

- Must graduate with an honors diploma
- Full time attendance at OCS for their entire senior year

#### **Honors Diploma Requirements for the classes of 2018 - 2020:**

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

#### **Honors Diploma Requirements for the classes of 2021 and beyond:**

- Minimum of 5 honors courses (AP courses with participation in exam and/or a core dual - credit course)
- Overall GPA of 90 or above

A senior's diploma and/or transcript will not be released until all financial obligations have been met.

### **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
- for the yearly average of a full year course, or
- 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.

<b>Total Credits</b>	<b>Grade Placement</b>	<b>Total Credits</b>	<b>Grade Placement</b>
0 - 7 credits	Freshman	15 - 21.5 credits	Junior
7.5 - 14.5 credits	Sophomore	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).
- Students in some organizations are expected to serve additional 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 worship center. At 7:50 a.m. students are dismissed to go to their lockers.

## **GRADE POINT AVERAGE CALCULATIONS**

Honors courses receive an additional weighting of 0.5. For example, if a student earns a 3.0 in an honors course, the course GPA will be computed as 3.5 for the cumulative GPA.

Honors courses include Advanced Placement and dual credit courses for students entering high school in fall 2017 or later. Students entering high school before fall 2017 also earn honors credit for Spanish III, Honors Anatomy and Physiology, and second-year fine arts courses.

All core academic courses in grades 9-12 require a comprehensive semester exam. The grade will count 20% of the semester average. Seniors who meet requirements may be exempt from final exams during the spring semester.

## **HIGH SCHOOL CREDIT EARNED OUTSIDE OF OCS**

A student who needs credit recovery, has transcript deficits, or intends to accelerate coursework must complete the necessary course(s) at an accredited school or from an accredited online 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](http://apstudent.collegeboard.org) for more information regarding the AP program.

All OCS students enrolled in an AP course are required to take the College Board exam. Exam fees are the responsibility of the student.

### **Dual Credit**

Ovilla Christian School offers dual credit courses through LeTourneau University (LETU). Students who elect to take advantage of this opportunity must have administrative approval, have a 3.0 GPA, and follow the admissions and enrollment guidelines of LETU. The costs associated with dual credit courses are the responsibility of the student.

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.

## **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 – 12th grades:**

Due Day: Full credit; First Day Late: 10 - point reduction; Second Day Late: 15 - point reduction; Third Day Late: 25 - point reduction; Fourth Day Late or more: 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 may rent a lock from the office for a minimal fee. Students using personal locks must turn in a key or combination to the school office.

## **MAKE-UP WORK/MAKE-UP TESTS**

Students will access RenWeb to obtain assignments. Assignments, homework, and tests can be made up; direct instruction and reviews cannot. Make-up work will be submitted for grading as soon as possible. The number of make up days allowed for full credit will equal 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 class day. If the student is absent for a test, the student is responsible for contacting the teacher to arrange for a makeup test. Students may be required to come in before school, during Connect, at lunch, or after school if so requested by the teacher. Rarely are make-up tests given during the regular class period.

Students cannot make up work if an absence is unexcused. Zeroes will be given for all assignments due during an unexcused absence.

## **NATIONAL HONOR SOCIETY**

### **NHS Selection Procedure**

Ovilla Christian School sponsors the “Soaring Eagle” National Honor Society as an organization whose membership is based on academic achievement, leadership, service and character. Membership is by invitation only and is open to 11<sup>th</sup> and 12<sup>th</sup> grade students who meet the following criteria:

- Students must possess a minimum 93 average (unrounded)
- Students must demonstrate leadership in the classroom and on campus
- Students must demonstrate a Christian character
- Students must demonstrate a willingness to serve others

Once a student is identified by academic standing, a letter of invitation will be sent to the student outlining the next steps. Those steps will include recommendations, teacher evaluations, and an interview process before the NHS Faculty Council. The Faculty Council, made up of Administration and at least one faculty member, will consider each candidate’s file and make a

determination on induction. The student will be informed in writing as to the determination. For students not selected, this will include the reason(s) for the council's decision. Students selected for induction will receive an invitation to the formal Induction Ceremony and become members of the organization. Students can be placed on probation or removed from the organization for failure to maintain the organizational standards. Upon graduation, students become life-time members of NHS. Students transferring into OCS from a homeschooling environment will be eligible upon demonstrating the above criteria. Part-time students are not eligible for induction.

## **P. E. REQUIREMENTS**

The Physical Education high school graduation requirement of 1 unit of credit must be met through OCS Physical Education classes or athletics program. All OCS middle school students will participate in Physical Education courses.

## **QUARTER AND SEMESTER GRADE CALCULATIONS**

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

Daily: 20%                      Quiz: 30%                      Test: 50%

Some grade eight courses earn high school credit and therefore follow high school grading standards.

**Grades 9-12 Calculations for courses resulting in only high school credit:**

Daily: 10%                      Quiz: 30%                      Test: 60%

**Grade Calculations for Report Cards and Transcripts:**

<b>Semester 1 (Final)</b>	Quarter 1 - 40%	Quarter 2 - 40%	Semester Exam - 20%
<b>Semester 2 (Final)</b>	Quarter 3 - 40%	Quarter 4 - 40%	Semester Exam - 20%
<b>Overall Final</b>	Semester 1 (50%)		Semester 2 (50%)

**Grades 9-12 Calculations for courses resulting in both high school and college credit:**

Course calculations may vary and are as stated in the course syllabus.

## **Senior Final Exam Exemption Policy**

A senior may earn an exemption from the exam for a high-school-credit-only course if the following requirements are met:

- course average of at least 90 on the Wednesday before exam week
- no more than three absences during the semester from the course

## **STUDENT PROGRAMS AND ACTIVITIES**

### **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).

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 during school hours. Teachers may require that the failing student attend after-school tutoring in lieu of practice.

## **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 DISCIPLESHIP**

**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 Secondary Principal.

- b. **Secondary Principal:** At the secondary level, the Administration responsible for overseeing the discipleship system is the Secondary Principal. Upon receiving a referral, the Secondary Principal will determine the disposition of that referral. If necessary, the Secondary Principal will investigate the situation in order to determine the truth or severity of the accusation before acting on the referral. The Secondary Principal can: warn or counsel the student, remove a privilege, assign the student to Detention, assign the student to Student Saturday Work Day or recommend to the Administration 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. **Administration:** The Administration is the final authority in all matters involving the suspension or dismissal of student from OCS. If those corrective actions are warranted, the Administration and the Secondary Principal will meet with the parent(s) concerned in a conference organized and arranged by the Secondary Principal.

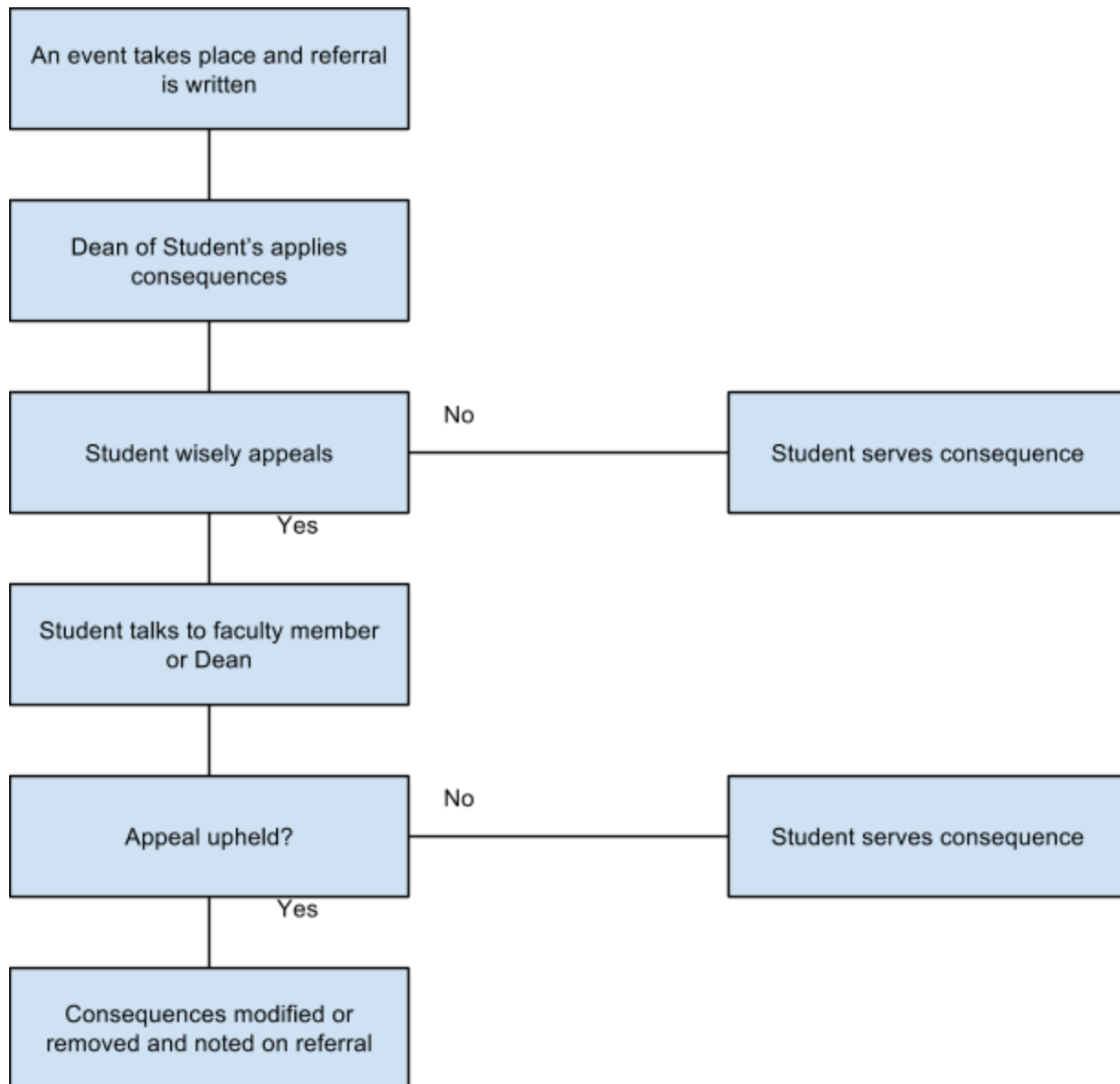
## APPEALS PROCESS

### Wise Appeal

This is carried out by the students themselves and is simply a respectful and non-emotional conversation with the Secondary Principal 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 Secondary Principal 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 Secondary Principal in order to gain clarification. If the parent(s) wish to have a conference with the teacher and/or the Secondary Principal, 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.

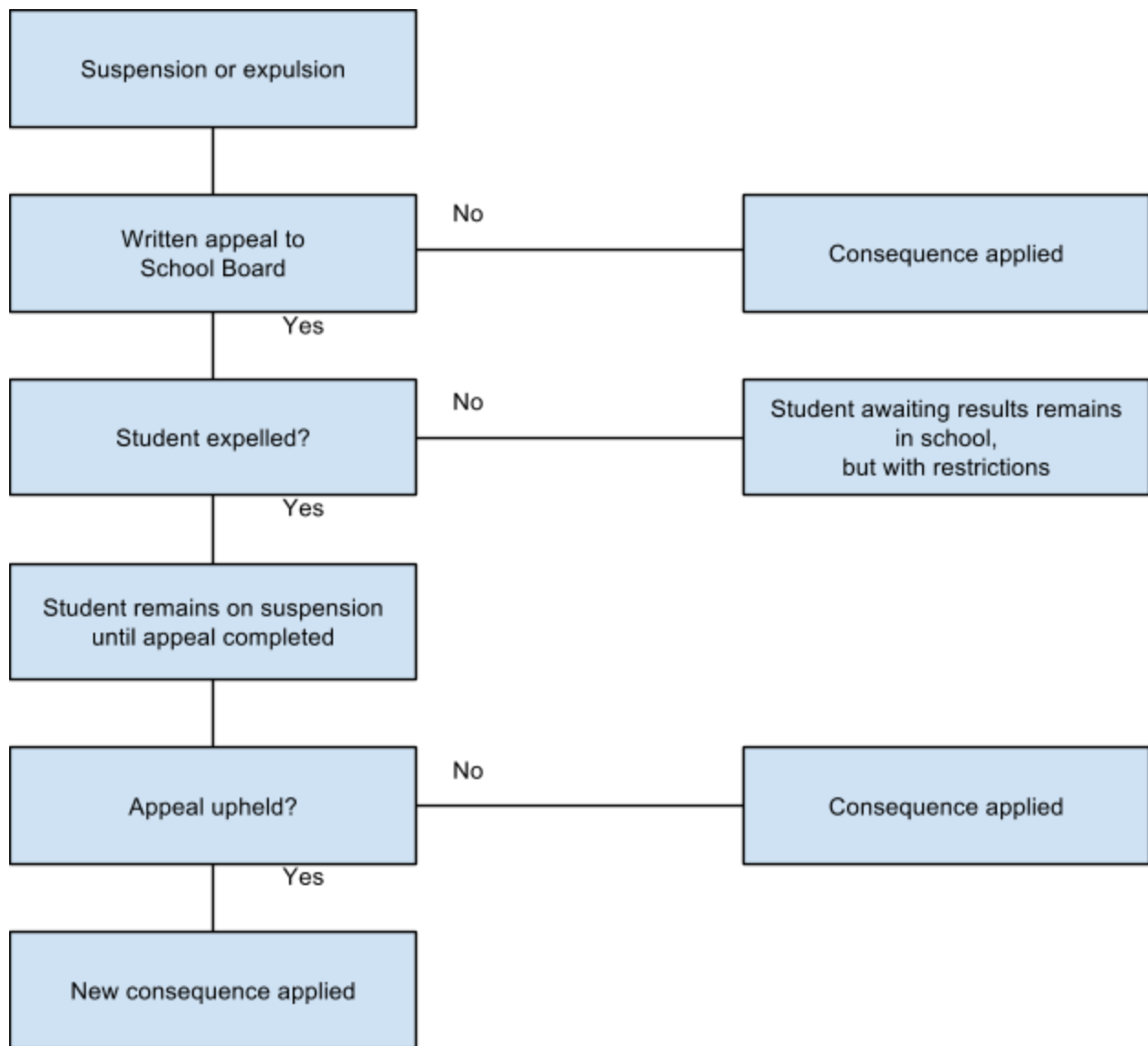
If a consequence established by the Secondary Principal is believed excessive, the student or the parent(s) of the student can request a meeting with the Secondary Principal and the Administration to discuss the situation.



### 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 Secondary Principal or the Administration:

- a. **Loss of Privilege:** The Secondary Principal 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. **Detention:** Detention will be held in room E215 on Monday, Wednesday or a Friday. Students will be notified when detention 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. Detention 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 detention and will come to the next scheduled detention. Students with detention may attend athletic practice and participate in extracurricular competition. Failure to do detention 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 \$50.00 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 Secondary Principal and/or the Administration 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 Administration on the recommendation of the Secondary Principal. 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 Secondary Principal. 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 Secondary Principal. 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>
<b>Detention</b>	<b>Saturday Discipleship Work Day</b>	<b>Suspension or Expulsion</b>	
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 Secondary Principal and include the Department Heads. At the completion of the review, the Secondary Principal will recommend to the Administration. Students on disciplinary probation will be held to a higher standard of conduct and will receive periodic reviews to determine progress.

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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

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## **IX. SECONDARY DRESS CODE**

The OCS dress code is designed to create a neat and professional 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.

### **CLOTHING**

- Uniforms are purchased at Parker School Uniforms, 1126 S. Cedar Ridge Ste. 102, Duncanville, TX 75137, 972- 296-2657, [www.parkersu.com](http://www.parkersu.com)
- Clothing is not to be worn with holes, cuts, or tears in them and are to be clean and free of markings.
- Pants must be worn at the waist (school uniform style pants or shorts; no cargo, skinny, gathered at the bottom or top, jean type)
- Leggings (must be ankle length) can be worn only under shorts/skirts/skorts. Acceptable colors are: navy blue, hunter green, white, grey, or black.
- 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.
- Undershirts must be a solid school color (navy blue, hunter green, gray, or white)
- Hooded OCS sweatshirts are allowed, but the hood cannot cover the head at any time while in the buildings.
- Hats are not permitted in the building.
- These items may be worn in the classroom: hooded or non-hooded 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.

## **GROOMING GUIDELINES**

- Boys' hair should present a neat appearance without interfering with classroom instruction. The Secondary Principal will be responsible for determining if a haircut is needed.
- Facial hair and sideburns must be neatly groomed.
- No distracting hair coloration or bleaching, patterns cut into the hair, or styled upward taller than one inch.
- No exposed tattoos or writing of any kind.
- Only girls may wear earrings.
- Accessories should be in school or metallic colors and should not be distracting.
- Pocket chains and large neck chains are prohibited.

## **MODESTY GUIDELINES**

- Shorts and skirts must be of modest length.
- Undergarments must be appropriate and may not be visible regardless of posture or position except for collars of undershirts.

## **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 gray
- Leggings can be worn only under shorts/skirts/skorts. Acceptable colors are: navy, hunter green, white, black and gray

## **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 gray

## **SPIRIT DAY UNIFORM STANDARDS**

Students have the privilege of a non-uniform dress day but 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 must not show any skin or undergarments during any movement.
- Shirts must be an OCS T-shirt/sweatshirt/jacket in OCS school colors (navy, hunter green, white, and gray)
- 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.
- Boots are permitted on Spirit Day.

## **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: 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 the policy of OCS 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.