

# Ontario Christian Middle School Family Handbook

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# I General Information

## A Contact Us

Ontario Christian School  
931 West Philadelphia Street  
Ontario, CA 91762-6218  
Business Office (909) 983-4644  
High School (909) 984-1756

Ontario Christian School  
1907 South Euclid Avenue  
Ontario, CA 91762-6512  
Middle School (909) 983-1671  
Elementary School (909) 983-1010  
Pre-kindergarten (909) 983-2420  
Day Care (909) 983-2420

Please check our websites: <http://www.ocschools.org> or <http://www.ocschools.org/ms.cfm>

## B School Colors: Green, Gold, and White

## C Mascot: Knights

## D Yearbook: Shield

## E Administration

- 1 Superintendent: Ryan Groen
- 2 High School Principal: Tim Hoekstra
- 3 Assistant High School Principal/Athletic Director: David Parkes
- 4 Middle School Principal: Bob De Groot
- 5 Elementary Principal: Keith Lucas
- 6 Pre-Kindergarten Director: Jane Reichert
- 7 Day Care Director: Tony Miranda
- 8 Development Director: John Voortman
- 9 Director of Admissions: Dianne De Groot



## F Regular Day / Chapel Schedule:

8:10 - 8:20 Homeroom  
8:23 - 9:02 1<sup>st</sup> Period  
9:05 - 9:47 2<sup>nd</sup> Period  
9:50 - 10:32 3<sup>rd</sup> Period  
10:32 - 10:43 Break  
10:46 - 11:28 4<sup>th</sup> Period  
11:31 - 12:13 5<sup>th</sup> Period  
12:13 - 12:41 Lunch  
12:44 - 1:26 6<sup>th</sup> Period  
1:31 - 2:09 7<sup>th</sup> Period  
2:12 - 2:50 8<sup>th</sup> Period

8:10 - 8:20 Homeroom  
8:23 - 8:53 Chapel (Fri.)  
8:56 - 9:33 1<sup>st</sup> Period  
9:36 - 10:13 2<sup>nd</sup> Period  
10:16 - 10:53 3<sup>rd</sup> Period  
10:53 - 11:03 Break  
11:06 - 11:43 4<sup>th</sup> Period  
11:46 - 12:23 5<sup>th</sup> Period  
12:23 - 12:48 Lunch  
12:51 - 1:28 6<sup>th</sup> Period  
1:33 - 2:10 7<sup>th</sup> Period  
2:13 - 2:50 8<sup>th</sup> Period



# G Annual Calendar

## September 2011

S	M	T	W	T	F	S
				1	2	3
4	5	(6)	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	(12)	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	(9)	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	(16)	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Ontario Christian Schools 2011—2012 School Calendar

Sept. 5—Labor Day—No School  
Booster's Pancake Breakfast  
Sept. 6—Kindergarten, 7 & 8  
Meet the Teacher (Scheduled by Time)  
Grades 1-6: Half Day (8am—12pm)  
High School: Half Day (8am—12pm)  
All Freshman & NEW STUDENTS ONLY  
Sept. 7—Full Day of School for everyone

Oct. 12—Teacher in Service—Half Day

Nov. 4—End of first 9 weeks  
Nov. 9—K-12 Parent/Teacher Conferences  
Half Day  
Nov. 10—K-12 Parent/Teacher Conferences  
Nov. 11—Veterans Day—No School  
Nov. 21-22—Teacher's Convention  
No School  
Nov. 23-25—Thanksgiving Break  
No School

Dec. 16—Half Day—Christmas Break  
Dec. 19-Jan. 2—Christmas Break  
No School

Jan. 3—School Resumes  
Jan. 16—Martin Luther King Day  
No School

Feb. 2—End of first Semester  
Feb. 3—Record's Day—No School  
Feb. 20—President's Day—No School

Mar. 14—Teacher in Service—Half Day  
Mar. 30—End of third 9 weeks

Apr. 6—Good Friday—Half Day  
Apr. 9-13—Spring Break—No School  
Apr. 19—ELEMENTARY ONLY  
Half Day—Parent/Teacher Conferences  
Apr. 20—ELEMENTARY ONLY  
No School—Parent/Teacher Conferences

May 9—Teacher in Service—Half Day  
May 28—Memorial Day—No School

June 11—Kindergarten Graduation  
June 12—High School Graduation  
June 12—LAST Day of School  
June 13—Middle School Graduation  
June 13—Teacher Work Day  
June 14—Teacher Work Day—Half Day

☐ No School—Holiday  
○ No School—Teacher in Service  
( ) Half Day—Dismiss at 12:00pm

## February 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

## March 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	(14)	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## April 2012

S	M	T	W	T	F	S
1	2	3	4	5	(6)	7
8	9	10	11	12	13	14
15	16	17	18	(19)	20	21
22	23	24	25	26	27	28
29	30					

## May 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	(9)	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## June 2012

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



## **II Introduction**

### **A Welcome**

Welcome to Ontario Christian School. We hope you find this Family Handbook helpful and informative. It is designed to provide quick references to answer most of the common questions families ask. Policies and services included are not exhaustive and may be descriptive or summarized, rather than a precise detailed presentation. For details or further answers to your questions, please contact the administration for a more complete explanation.

We are looking forward to serving you and your student(s) as you become a part of the community at OCS. These are important years of spiritual, physical, intellectual, social, emotional, and moral growth for your student(s), and we are grateful you chose Ontario Christian as your partners in guiding them through it.

Our theme for the 2011-2012 school year is “*Growing in Community*”. Our students belong to God, and all of their time at Ontario Christian, whether they sit in the classroom, are out on the playing field, or are interacting with faculty or friends, is preparation and training for being Christian leaders – in whatever place and career God may lead them. Challenging students to be leaders will only enhance their chances of making an eternal difference for God – wherever they find themselves. Colossians 1:17-18a reminds us that “*He is before all things, and in Him all things hold together. And He is the head of the body, the Church...*”

### **B Mission Statement and Motto**

The mission of Ontario Christian School is to provide and promote a Biblically-based, quality education that nurtures the children of Christian parents to grow in God-centered discipleship, equipped with vision, understanding, discernment, and service in order to renew all relationships and culture to be under the authority of Jesus Christ.

The motto of Ontario Christian School is *Growing Christian Leaders*.

### **C School Accreditations and Memberships**

Ontario Christian High School is proud to be accredited by the Western Association of Schools and Colleges (WASC). Ontario Christian Middle School is a member of professional organizations including: Christian Schools International (CSI accreditation), California Independent Schools (CIS), California League of Middle Schools (CLMS), National League of Middle Schools (NLMS). The Pre-kindergarten is licensed by the State of California Department of Social Services under Title 22. The K-8 is accredited by CSI.

### **D School Policy of Non-discrimination**

Students of any race, color, national or ethnic origin are admitted and accorded all the rights, privileges, programs, and activities made available to all students at the school. Ontario Christian does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

### III School/Home Relationships

#### A School as an Extension of Your Home

Ontario Christian recognizes that the parents are most accountable before God for the nurture of their children in the ways of the Lord. Therefore, the school sees itself as an extension of the home. We see the home, church, and school must be partners in helping the students to grow in discipleship, establishing relationships, and living in obedience to God's Word.

#### B School Communications

Intrinsic to the academic success of a child in school is the communication between the teacher and the student. But as an extension of your home, it is imperative that parents and teachers communicate. A number of devices have been instituted at Ontario Christian School to promote a dialogue between parents and teachers.

- 1 The "KnightLine" is a newsletter mailed to family and friends that gives information about the school and major activities and programs.
- 2 The "OC Campus Connection" is a weekly communication designed to give information of interest to parents and those involved more closely to the school. This communication is available on the school's website. If you prefer, you may pick up a hard copy that is available in the school office.
- 3 The school's website is a source of much information. We maintain current news items, a calendar of events, athletic contests and results, and much more. The site address is: [www.ocschools.org](http://www.ocschools.org).
- 4 See "Grade Reporting" below for school communication to parents regarding progress of individual students.



#### C Parent Support

As a partnership in a ministry, Ontario Christian is dependent on the family communication with the school. The school uniquely cultivates your observations and questions to allow the school to more effectively serve.

- 1 We solicit your prayers for the school. We suggest you regularly pray for specific groups, such as students, board, administration, teachers, support staff, other parents, volunteers, leaders and members of the auxiliary organizations, those supporting the school with their contributions, and the churches that support Christian education.
- 2 Communicate to the school. Please call the school office or a school administrator with your suggestions. For problems or grievances, please follow the guidelines of Matthew 18. First, call or set up an appointment with the teacher, coach, or person most directly involved. If, after discussion with the person, the problem is not resolved, the parent should contact the appropriate principal and/or superintendent. Only if the problem is still not resolved, the parent is encouraged to contact the School Board President.
- 3 Volunteer. Parents are encouraged to participate in the auxiliary groups, or volunteer as opportunities exist such as chaperoning field trips, providing special skills in the office, or helping with drama or other special events and programs. To get more information on the present needs, please call the Development Director.
- 4 Development and capital campaign. Your family is now enjoying the results of families who have given to the school over many decades. We need to continue to have this ministry meet our present needs, but also to prepare for the future. Your contributions are

needed for the school's "annual fund drive" and the special capital projects. Please remember the school in your estate planning. Please call the Development Director on the school's plans and projects.

## **D Parent Organizations**

- 1 Ontario Christian Parents' Association (OCPA) is made up of moms and dads of students of all grade levels. This organization supports and raises funds for teachers, curriculum, and special projects.
- 2 Athletic Booster Club is composed of parents of middle and high school students. The organization supports and promotes athletics by sponsoring fund raising events and by volunteering to help at athletic contests..
- 3 Moms In Touch is an important organization of women who weekly get together to pray for the school, its employees, and families.

## **E Campus Visitors**

If you would like to visit the campus, it is most helpful to call ahead. Parents, friends, and any visitors to the school must always stop at the school office for permission from the principal to go onto the campus.

Visitors should have a permission slip from the principal while on campus. Guest visits should be arranged with the principal prior to the day of the visit.

A parent who wishes to visit a classroom must make prior arrangements with the principal and the teacher. A student wishing to have a school visitor must have a parent make the request to the principal, and the student must get prior approval from each teacher at least one day in advance.

All visitors should make arrangements with the office prior to the day the student will be visiting Ontario Christian. Students should inquire about proper dress for their guest.



## **F Adult Education**

Ontario Christian sponsors classes for adults. These are for enrichment, rather than for credit. Please watch for announcements on coming offerings. Please call the business office if you would like information on teaching a class.

## G Financial Information



1. Tuition. Costs for most books and educational materials are included in your tuition. Tuition includes bus transportation.
2. Tuition Assistance. The school does offer tuition assistance to families based on need. Please check with the business office for information on the procedure.
3. Fines. There may be additional charges for such occasions as delinquent tuition accounts, late pickup charges from pre-kindergarten and Day Care, and unreturned or late return of library books and athletic uniforms.
4. Cost for some field trips and classroom activities are included in tuition. Fund-raising or extra fees may be assessed for major class or club events or trips.
5. Tuition schedules are published each spring. A signed tuition contract must be submitted before school starts.
6. The school policy is that parents must remain on the tuition payment schedule agree upon at the time of enrollment registration. Monthly payments are due the first of the month and must be made by the 25<sup>th</sup>, or the child's enrollment will be considered invalid on the day after the monthly Finance Committee meeting. A 1% late fee will be assessed if payment is received after the 25<sup>th</sup>.
7. Other fees may be imposed for such causes as not returning school textbooks, athletic equipment, or other infractions.

Students will not be able to take semester exams until all semester fees have been paid. Eighth graders will not be able to graduate until arrangements have been made for all financial responsibilities. All fees and payments due the school must be paid before a student's records can be transferred to another school.

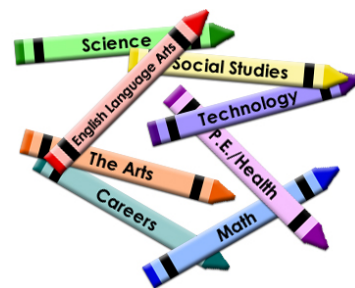
## IV Academic Program

### A PK – 12 System

Ontario Christian is proud to be a school that offers education from Pre-Kindergarten (age two and above) through high school. This allows the student to progress through a single system with a consistent philosophy and community.

### B Middle School

- 1 Curriculum Requirements
  - a 7<sup>th</sup> Grade: Bible, World History, English, Mathematics, Science, Art (1 Semester), Computers (1 Semester), PE (1 Semester), Spanish (1 Semester)
  - b 8<sup>th</sup> Grade: Bible, American History, English, Mathematics/Algebra, Science, Art (1 Semester), PE (1 Semester), Computers (1 Semester), Spanish (1 Semester)
- 2 Exploratory Offerings. These will vary according to the offerings that staff makes available. We will try to accommodate as many of the students' interests as possible with our staff. 7<sup>th</sup> and 8<sup>th</sup> Grade Choir and Band are offered all year. Other exploratories are offered 9 weeks at a time..
- 3 Graduation Requirements and Ceremony. 8<sup>th</sup> graders who have successfully completed 7<sup>th</sup> and 8<sup>th</sup> grade academic studies (not necessarily both at OCMS) may participate in the graduation ceremonies and accompanying activities. As a way to encourage and focus on



the priority of academics, students who receive two or more “F”s in a nine-week grading period are automatically placed on academic restriction. Two “F”s in the same subject two quarters in a row may also be cause for dismissal and/or graduation postponement (especially in the areas of Math and English). Upon parental request, faculty members and the principal will review the student’s progress and attitude and may grant an exception to the academic dismissal policy. Summer school may be necessary in order to complete graduation requirements, receive a diploma, and have transcripts released.

- 4 Attendance Requirement. Full attendance for each class is important. Course credit will not be given to a student who is absent from a class more than twelve times in a semester without a doctor’s note (under medical supervision).
- 5 Service Requirement. There is no specific service requirement for Middle School. However, we take service seriously and seek to provide appropriate service opportunities for our middle schoolers.
- 6 Schedule Changes. All schedule changes need to be cleared with the Principal. This is especially true with Exploratory classes. Requests for specific Exploratory classes may be made and will be considered on an individual basis.

### **C Special Curriculum Offerings**

- 1 SIP. Our student improvement program offers extra help for those students struggling in the areas of Math and or Reading. These classes are limited in size (approx. 7 students maximum) and students in SIP need to qualify by taking an appropriate test. OCMS has a full-time SIP teacher.
- 2 At the end of each school year, a list of teachers willing to do summer tutoring is available and recommended to our students.
- 3 Field Trips. During the school year, OCMS may offer a variety of field trips. These are designed to specifically address a particular unit or area of study.

### **D Special Support Services**

- 1 Guidance and Counseling. Ontario Christian offers as one of its services a Guidance and Counseling program. This important service is offered to all students and parents of Ontario Christian School. These services include career and college counseling and information, personal, family and group counseling, spiritual counseling, school and study skills support, life coping skills, and crisis intervention. The Guidance and Counseling program attempts to help students develop as complete individuals, taking their place in God’s great world. We help deal realistically with values, priorities, and finding one’s place in this complicated world. This program works closely with teachers and parents in attempting to meet needs as they arise and for students and their families to cope with life as it develops. School counselors work with all students, school staff, and families. The primary goal of the school counseling program is to promote and enhance student learning through four broad and interrelated areas of student development: Academic development, career development, personal development, and spiritual development. Counselors should be contacted when students are experiencing problems that interfere with their educational progress.
- 2 Library. The library is the school’s most important resource center. There the student can expect to find readings that will enable him to develop both a wider range of interests and a broader view of the world. The school library is not meant to replace the public library.



It is rather a supplement to it, introducing avenues that a student may want to pursue in greater depth elsewhere. The library will also develop specialty areas in keeping with its distinctive Christian emphasis. The library is designed to serve students' needs for classroom projects and papers. The library has a wide selection of books, magazines, newspapers, and other media. There are networked computers in the library that provide CD-ROM information, Internet access, and word-processing. Coming to the library during a regular class period requires an authorized pass. Students are welcome in the library during breaks and lunch – provided the librarian is present. There may be times the library is open after school. Due dates for library materials are aligned with the due dates of projects and papers. Students need to be aware of overdue material and will be notified through daily bulletin announcements and in their homerooms. Any overdue material and/or fines will result in report cards being held and/or special privileges denied until these are taken care of. Middle School students access the library through English class.

- 3 PSP/OC Online. Ontario Christian has an excellent PSP (Private Satellite Program). More information is available upon request. <http://www.ontariochristianonline.org/> 909.983.4644
- 4 Day Care. Day Care is not offered for Middle Schoolers. Students need to be picked up by 3:15.

## V Testing, Grading, Academic Policies



### A Standardized Testing Program

Ontario Christian Middle School tests 8<sup>th</sup> graders each year using the Iowa Tests of Basic Skills. These tests are given during school hours in the Spring.

### B Grading Scale

The following grading scale is used at OCMS: 97-100 (A) 94-96 (A-) 91-93 (B+) 87-90 (B) 84-86 (B-) 81-83 (C+) 77-80 (C) 74-76 (C-) 71-73 (D+) 67-70 (D) 64-66 (D-) 0-63 (F)

An alternate grading scale is used in certain circumstances and with certain students.

### C Grade Reporting

- 1 General. Report cards are issued each quarter. The nine-week grade on the first quarter report card will indicate the cumulative work to that point in the semester. Report cards issued for second, third, and fourth quarter may or may not be cumulative.
- 2 Report Cards/Transcripts. Report cards are issued at the end of each nine-week grading period. Parents must sign the accompanying report card envelope and return it within three days of the issuance of the report card. Report cards are based on letter grades (A, B, C, D, F). It is recommended that students receiving a “D” or “F” for any report period should consult the teacher with their parents to see what can be done to improve the next period’s grade. Transcripts are kept in the office and can only be released upon request of the next school a student is going to attend.
- 3 Midterm Reports. Midterm reports are available approximately four and a half weeks through each quarter. These reports are through Edline (access to staff electronic grade book). OCMS staff updates their grade books and Edline reports weekly. The midterm

reports are used to determine restriction for athletics and other extra-curricular activities. Parents should examine these reports and make plans for improvement if possible. If parents have a question regarding any grade, they should call the school and ask to have the teacher contact them.

## **D Parent-Teacher Conferences**

These conferences are scheduled after the first nine-week grading period. Parents are urged to attend this conference. Spring conferences (Student-Led) are mandatory for at least one parent or guardian. Any other time a parent or teacher feels a conference is desirable, the school will make every effort to make the necessary arrangements.

## **E Academic Status**



Honor Role, Academic Status, Valedictorian/Salutatorian. OCMS has an honor roll for students. To achieve the honor roll, a student must have a minimum of all A's and B's on their report card. A report card of all A's and B's would place a student on the "GREEN" honor roll. Students who achieve all A's would be placed on the "GOLD" honor roll. GPA's are included on report cards and are used to determine Valedictorian and Salutatorian.

## **F Exams**

Exams are given at the discretion of the teacher at the end of each semester. 7<sup>th</sup> graders do not take official exams but are given unit tests or larger, review tests.

## **G Homework**

**Homework**

Students in Middle School are expected to have homework. Our K-8 guidelines suggest 10 minutes per day per grade. This means that 70 minutes for 7<sup>th</sup> and 80 minutes for 8<sup>th</sup> would be appropriate. Homework on Wednesday evenings is limited due to youth group functions in a number of churches. Homework in exploratory classes is limited to quizzes and tests. Students must use their Student Agenda every day... in every class. If no homework is assigned, a simple "NH" (no homework) should be written in the Agenda. Only major tests and/or projects will be available on teacher websites.

## **H School-wide Format for Papers**

Times New Roman, 12 font, double spaced throughout (even long quotes), long quotes are indented 10 spaces for poetry over 3 lines and prose over 4 lines.

## **I Make-up Work**

Students are expected to make up work the day they return to school. Parent requests for homework may be made by calling the school office. These requests must be made prior to 12:00 PM and may be picked up in the office after 2:45 PM. If students are absent the day before a test or on the day of a test, they must take the test the day after they return to school. If they fail to take the test 2-3 days after they return, their test grade will be lowered.

## **J Incomplete Assignments**

These are recorded and students must complete assignments according to teachers' standards. Incompletes do not accumulate on the Fault policy until a student reaches their 9<sup>th</sup> incomplete per quarter. At this point, a behavior detention, for defiance, will be given. Assignments are weighted as a minimum of one test grade per quarter. The "minimum hit" on grades for each incomplete will be: one day late = 25% off; two days late = "0"; continued days late = follow the incomplete track. An assignment is "incomplete" when it is not available at the requested time.

- 1 3 incompletes – call parents
- 2 6 incompletes – "0's" on assignments after 6 (per quarter); meeting with TEAM leader and Advisement teacher
- 3 9 incompletes – one behavior detention on our Fault system; meet with grade level TEAM
- 4 additional incomplete assignments (after 6 per quarter) will receive "0's" but must still be completed
- 5 Incompletes start over at quarter.
- 6 If students forget assignments in their locker, they will be given a tardy and will be asked to return to their locker to get it.
- 7 12 incompletes per quarter – restriction and meeting with student/parent/teacher TEAM leader and principal



## **K Academic Restriction and Dismissal**

- 1 Policy. As a way to encourage and focus on the priority of academics, students who receive one "F" in a nine-week grading period are automatically placed on academic restriction. Students on academic restriction are ineligible to participate in extra-curricular activities while on restriction. If there are two or more "F's" after the next nine-week grading period, even if not in the same subjects, the student is asked to leave the school. The administration may require reports to monitor performance.
- 2 Additional Probation. We expect students to work up to their God-given abilities. A student may be placed on probation when teachers see they need improvement on schoolwork, effort, attitude, or class participation. The following procedures apply for probationary status:
  - a Teachers will meet every three weeks to evaluate students' progress.
  - b Either a probation form, which explains the reasons for probation and gives recommendations for improvements, will be mailed home to parents – or a phone call will be made by the homeroom or advisement teacher.
  - c The homeroom or advisement teacher will meet with the student to inform the student of the probation.
  - d Teachers will "note" (using a checklist) on student's progress to determine whether they should be taken off probation or put on restriction.
- 3 Additional Restriction. If a student on probation shows no improvement after 3 weeks, or if he/she fails to meet with the teachers placing him/her on probation, the student will be placed on restriction. At least three of the student's teachers must agree that he/she should be placed on restriction. (This includes core teachers, exploratory teachers, and SIP teachers.) Students may be placed directly on restriction without first being on probation.
- 4 Loss of Privileges. These are the activities students may not participate in if they receive a loss of privileges:
  - a all athletic events (practices included) - participating AND attending
  - b skating parties or other school-related parties

- c special trips such as Knott’s Berry Farm or Disneyland
  - d school outings or field trips/special school activities (e.g. Spirit Day)
  - e extra-curricular drama rehearsals or presentations
  - f special music performances (does not include band and/or choir)
- 5 Academic Dismissal. Students who have two or more semester averages of “F” will not be readmitted to Ontario Christian the following semester. Two “F’s” in the same subject two quarters in a row may also be cause for dismissal and/or graduation postponement (especially in the areas of Math and English). Upon parental request, faculty members and the principal will review the student’s progress and attitude and may grant an exception to the academic dismissal policy.



## VI Campus Life

### Attendance

#### A Attendance

- 1 Value of Attendance. Attendance at school is an important aspect of the educational training since it fosters positive, proper attitudes about responsibility toward the tasks at hand. Only in cases of emergency should that process be interrupted. The following assumptions are made regarding attendance at Ontario Christian School:
  - a Daily attendance takes precedence over anything else that might be interpreted as interesting, “educational,” convenient, or desirable. Daily attendance fosters the attitude that, “This is the most important job for me at this time. I must be there.” Learning takes place each and every day and cannot be recaptured simply by making up the work.
  - b The classroom is the most important aspect of the students’ learning environment. The integrity of the classroom must always be maintained and protected. Students must have a permit pass to leave a class and go to the office, to the counselor, to the library, to another classroom, to the bathroom, etc. A teacher can only excuse a student from his/her own class. Any time a student is out of a class, the student should be able to show the pass to whoever may ask.
- 2 Notification of Absence. To be excused from school for doctor or dental appointments, bring a note to the office before that day’s classes begin. If you have a medical appointment during the day, a parent must sign the student out at the office. If the absence is for illness, parents or guardians must call the school between 8:00 and 9:00 AM on the day of the absence. The Middle School number is (909) 983-1671. If the phone call is impossible for that day, a note must be sent with the student the following day with parent or guardian’s signature. An admittance slip must be picked up in the office before returning to classes.
- 3 Maximum Absences. The student may not exceed the maximum of twelve absences per semester for all absences, including parent-approved personal days, illnesses, bereavement, family emergencies, or any other reason. A student will be required to make up time for each class missed. This will be done through detention time with students serving a detention for each class missed in excess of the 12 allowable absences. Students not making up time will lose credit for each course for which there are more than twelve absences. Exceptions may be considered in a doctor-verified case of prolonged illness (not for regular medical appointments), or bereavement of an immediate family member. Absences for students who are active participants in approved school functions such as field trips or athletic events will not be counted as an absence. If parents approve students

to be absent from school who are spectators, and not direct participants, the absence from class does count as an absence. Students are responsible for work assigned while attending these school-sponsored events. Parents and students will be notified when a student is accumulating absences at a rate that may endanger his/her course status. In order to receive a perfect attendance certificate, students may not have more than five tardies or be absent more than a half-day throughout the year.

- 4 Categories of Absences. All absences fall into one of the following three categories:
  - a Excused Absences: for such causes as illness on the part of the child, doctor appointment that could not be arranged for after school, or death in the immediate family. These must be reported to the office by 9:00 AM on the day the student is absent. The student should bring a written excuse signed by the parent on the day the student returns to school. Teachers and parents will help the student catch up. See policy regarding make-up work.
    - 1 Family vacations are discouraged during school days and are counted as part of the allowable twelve absences. Generally, if the student makes up the class work in a responsible manner, the student will not be subject to detentions or the lowering of grades.
    - 2 Students will have five school days to verify (parents send a note with your student, or call) their absences.
  - b Unexcused (Truant) Absences. These absences include the following: the student being absent from school without knowledge or permission of a parent, absent from any assigned school location without permission of a teacher or administrator, OR failure of a parent to notify the school of the absence by telephone call or note within five school days – even for an absence that would otherwise be excused. For each occurrence of an unexcused absence due to non-reporting, the student will receive a detention and a zero for the work that was due and the work required for that day. For intentionally ditching, a student will be declared truant, will receive a minimum of one fault, may serve detentions for each period missed, and may have a 3% deduction of each semester grade.
  - c Special Absences. These are absences that do not fit into either of the above categories.
    - 1 Students who know they will be absent should fill out a planned absence card to notify teachers and the office that they will be gone. A rule to follow is: 2 day planned absence should have a 2 day notice; 1 week absence should have a 1 week notice. Failure to do this can result in a lowered grade for students. Special absences must be approved by the administration. Assigned work must be in by the due date set by the teacher. No special absences will be approved during exams. If these conditions are not met, an absence that might otherwise be a special absence will be unexcused.
- 5 Policy for Leaving School During the Day. Ontario Christian School is a closed campus. Students are not to leave the school campus during the school day without approval of a parent and an administrator. Students are not to leave the school grounds for any reason including those reasons related to classes, extracurricular, or for personal student or teacher errands. Leaving campus without administrator permission is an unexcused absence.



Student appointments should be made for after school hours or during school holidays. If there is a need for an individual student to be released from campus for appointments or family business, personal notice from the parents must be given to the school office before

classes. A pass will be given to the teacher to excuse the student from class at the appropriate time the student is to be released.

If a student must leave campus, he must sign out in the office. Upon returning to campus, the student must sign in and receive an admit slip. A student will only be released from school with a parental note or phone call. Notes to run errands, to go to lunch, or to leave for “personal reasons” will not be considered. Leaving campus without permission from the principal’s office will result in an unexcused absence. If a student is sick, he/she will be asked to remain in the health room until parents can be reached.

When a student has been authorized to leave campus, the student must sign out at the office. If a student comes to school after the school day has begun or is returning from an appointment, students are required to sign in at the office. The secretary will write a pass to admit the student to the next class.

- 6 Arriving and Departing Time. Students should not arrive on campus before 7:50 AM. If students are not involved in after-school activities, they must leave school property by 3:10 PM. If they are involved in activities, they must make arrangements to be picked up within fifteen minutes after the scheduled conclusion of that activity. This schedule should be requested from the coach or sponsor of that activity. After 15 minutes, the school will collect \$5 for every 15 minutes beyond the pickup time.

## B Tardy Policy

- 1 Importance. It is important to be on time. The purpose of the tardy policy is to help the student develop a responsible sense of time and obligations to other people. There is normally a pass time of three minutes between classes. Please note that tardies include being late to first-period class.

The policy is designed to avoid interfering with the student who may be late on rare occasions. Instead, the focus of the policy is on those who demonstrate a tardy pattern. The policy provides a deterrent if there is a problem, but it also provides encouragement to the student to work toward a healthy on-time record.

A student is considered tardy if he/she is not in his/her seat at the time the bell rings or at the discretion of the teacher. If a student forgets their book or homework in their locker, they will be asked to go and get it and will receive a tardy. Normally, a student who arrives to class later than ten minutes will receive an unexcused absence and a tardy. When a student is tardy to first hour, he/she must report to the office before going to class. The secretary will give them a late slip. The tardy is recorded as excused or unexcused.



- a Excused Tardy. If a student is late for school because of illness or medical appointment, he/she must bring a note from a parent/legal guardian or doctor.
- b Unexcused Tardy. If a student is late for school or class for a reason other than illness or a medical appointment, it is recorded as an unexcused tardy. Tardies start over each quarter and will receive the following consequences:

- 1 3 tardies = 1 essay
- 2 5 tardies = 2 essays



- 3 6 tardies = 1 behavior detention on our Fault system. Continued tardies are seen as defiance and will be given detentions on our Fault system.

## C Appearance and Dress

- 1 Importance. Ontario Christian School strives to be different in its approach to teaching Christian values and norms. With our motto of *Growing Christian Leaders*, we emphasize that students need to practice decision-making, understanding and applying the principles of Christian living, not just conformity to regulations. As the school is an extension of the home, appropriateness of dress is first of all the responsibility of the home. We strive to work with parents and the students to guide and encourage appropriate dress for the purpose and occasion.

Dress has always been a subject of controversy and confusion for Christians. The world's standards and the standards that Christ has for our lives are different. While we recognize that God looks on the inside and judges people's hearts, we also recognize that non-Christians and Christians look alike on the outside and expect a difference between the message conveyed by the world and the message conveyed by Christians. Matthew 5:13 tells us "we are the salt of the earth," and Colossians 3:17 tells us "Whatever you do, whether in word or in deed, do it all in the name of the Lord Jesus." We are on display as members of the body of Christ and Ontario Christian School. This means we must be dressed with modesty and cleanliness to meet Christ's standards rather than the world's view of acceptable dress. In keeping with this standard, the following guidelines have been established and will be enforced:

Please recognize that this list is not exhaustive nor does it touch all the possible combinations of acceptable and unacceptable dress. This code applies during the regular school day from the time of arrival on campus.

During official after-school or special school functions (e.g. athletic contests and field trips), participating students are under the supervision of the school and dress/behavior are to be in accordance with school standards. Teachers and coaches may require special dress for designated occasions. When outside regular school monitoring (e.g. when students are spectators to after-school functions), students and parents are encouraged to take seriously their responsibility and continue to apply appropriate standards, recognizing our appearance and attitude reflects on our Lord, our school, and affects others in the school community.

It is impossible to make an exhaustive list of what is acceptable, therefore the administration may make clarifications of the policy and individual judgments. However, it is important to understand the purpose and principles. Clothing, accessories, personal hygiene, or general appearance should be modest, neat, clean, well fitting, in good taste and repair, and appropriate to a Christian educational environment. Dress should not call undue attention to the individual or be distracting. The following should be helpful to you:

- 2 Dress Policy
  - a Uniforms are to be worn at all times during school hours. Any



- exceptions will be announced by administration.
- b Students who come to school out of uniform must leave the classroom and will not be allowed to return until they are in uniform. Students will receive an unexcused absence for the time out of class as well as a detention.
  - c In the Fall, students will have a one-week “grace period” in which to purchase the correct uniform, after which no excuses will be accepted.
  - d Uniforms may not be altered in any way. Normal adjustments for fit are allowed.
  - e Skirt length: no shorter than 4” above the crease of the knee, measured from the back.
  - f White blouses must be worn with proper undergarments. No colored tube tops or colored athletic undergarments will be permitted.
  - g All blouses must be appropriately buttoned.
  - h Only Dennis Company clothing is allowed (Dennis has tags on their clothing).
  - i Any outerwear items and/or Ontario Christian sweatshirts/jackets (Dennis Company outerwear is not required this year) may be worn this year. Words or pictures that promote an anti-Christian philosophy or culture are not allowed – such as the Iron Cross symbol and promotion of rock bands.
  - j MS footwear: no slippers or flip-flops (beachwear) are allowed; appropriate open-toed shoes are allowed.
  - k No unnatural hair color will be allowed.
  - l No body piercing, branding, or tattoos are allowed.
  - m Hats, caps, bandannas, sunglasses, chains attached to billfolds or the like are not allowed.
  - n Specifics for boys
    - 1 Hair must be neat and not longer than the top of the shirt collar. Hair may not be tied in a ponytail.
    - 2 Mustaches are permitted, but not beards.
    - 3 No earrings are allowed.
    - 4 No tight or baggy clothing will be allowed.
    - 5 Buy uniforms that fit!
  - o Specifics for girls
    - 1 No clothing that reveals undergarments or the midriff when arms are raised straight above the head is allowed. Buy uniforms that fit!
    - 2 No form fitting shirts are allowed. Buy uniforms that fit!
    - 3 Shorts, skirts and dresses may be no more than 4” above the crease of the knee, measured from the back. Buy uniforms that fit!
    - 4 Any tight fitting leg wear, pants or tights will be acceptable only if covered by an appropriate skirt or shorts.
- 3 Dress code violations accumulate throughout the school year. Detentions (1 for being out of uniform / 1 for every three other violations – see above) received for being out of dress code count on our behavior track toward faults and eventual suspension and/or expulsion. Detentions and faults accumulate and result in extra-curricular activities being taken away from the student. These might include activities such as bowling, skating, Spirit Day, or the Knotts trip.



Parents have the primary responsibility to see that students are properly attired for school. School personnel have the responsibility for maintaining proper and appropriate conditions conducive to learning. Our goal is modesty and respect. We expect your support!



## D Communications and Announcements

- 1 If parents need to communicate with a student, please call the office. Unless there is an emergency, the school will not interrupt a class.
- 2 Each morning, a daily bulletin is read during homeroom. It is also available in PDF format at <http://www.ocschools.org/ms.cfm>. Activities and school news are printed in the bulletin. Announcements of student activities must be written on the appropriate form from the office and must have the approval of a homeroom teacher. Office permission must be obtained to use schoolrooms or any other facilities. Any announcements to be posted on bulletin boards should be approved by the principal prior to being posted.
- 3 Each Monday, the K-8 Campus Connection is available online. Individual teacher web pages can be viewed at [www.ocschools.org](http://www.ocschools.org). These include bios, some homework, and some announcements. All day-to-day assignments are recorded in the Student Agenda.
- 4 Cell Phones/I-Pods. Students are to plan ahead! The office phone is for emergencies only and costs \$.50 to use. Students may bring a cell phone to contact parents in the afternoon when their games or events are over. Cell phones/I-Pods must be locked in their lockers or backpack. Any phone/I-Pod out during school hours (7:50 AM to 3:00 PM) or out when in daycare or on the bus will be kept by the administration until a parent comes and retrieves it. Cell phone/I-Pod use is not allowed in the classroom, playground, bus, or daycare. Students observed using cell phones/I-Pods during the school day, or have them ring during a class, will have them confiscated until parents can pick them up from the office. A second offense will result in the phone being confiscated for one week before parents will be able to pick them up. A third, fourth and fifth offense will also result in losing privileges for one week for each offense. The fifth offense will be accompanied by a detention for defiance. Parents will sign a form (after the first offense) that they understand this policy.
- 5 Report Cards are our primary method of reporting student progress to students and parents. The cards are usually handed out on the Thursday following the end of the nine-week marking period.
- 6 Progress Reports are available weekly via our online grade book (Edline). Parents are encouraged to use this means of communication to help their child have success with their goals.
- 7 All parents are urged to attend “Back to School Night” in the fall. This evening will give parents a chance to visit several classes and find out what the teachers in these classes expect of their students.
- 8 Scheduled parent-teacher conferences are held in November. These conferences are scheduled by appointment and you will receive information concerning them in the month of October. Student-led conferences are held each spring.
- 9 Parents are encouraged to call or send a note to check on their child’s progress or to ask a question. Do not hesitate to contact the teacher at school any time you have a question or problem. Honest, open communication is essential to the success of Christian education. We request that you place your phone calls to teachers within one half hour before or after school or at noon hour. Calls to teachers at home should be made before 9 PM.
- 10 Ontario Christian School is an institution that is based on the teachings of the infallible Word of God. When there is a disagreement that occurs between the parent/student and one of the school’s staff members, the policy of the school is to follow the principles set forth in **Matthew 18:15-19**. A parent or student who has a disagreement with a staff



member should go to that staff member and present the concern to him/her. If there is not a satisfactory conclusion or settlement of that concern, the following steps should be followed:

- a #1 - Bring the issue of concern to the staff member involved.
- b #2- Bring the issue of concern to the site principal.
- c #3 - Bring the issue of concern to the superintendent.
- d #4 - Any unresolved issues at this point will be brought to a committee made up of members of the Board of Trustees.

11 God calls each of us to listen to one another's concerns and to be willing to offer God's forgiving love to one another.

## **E Lunch**

Students eat lunch in the pavilion outside. They must be seated at a picnic table for the first ten minutes of lunch. The teacher on duty may dismiss them when it is determined that their trash is picked up. Students must remain on school grounds at all times and away from the other classes that are in session. The back field is off limits for middle schoolers, as well as behind the middle school – out of site of the teacher on duty. Parents may leave forgotten lunches in the office. Students will be called.



## **F Chapel**

Chapels are scheduled on a regular basis (normally on Friday morning). Students and staff have this opportunity to corporately focus on their faith life. Worship of the Creator/Redeemer and applying God's Word to the learner and teacher are the resulting blessings of the chapel program. Assemblies may be scheduled for large group activities with a variety of desired goals. All of the goals must be justified in terms of a Christian educational setting. Additional homeroom/advisement time is scheduled (2-4 times/month) for encouragement, prayer, support, and spiritual growth.

## **G Lost and Found**

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school attempts to protect all personal property, such as bikes, but is not responsible for them. Large sums of money and articles of real or sentimental value should not be brought to school. Books, clothing, and personal items left on top of lockers, in hallways, or on campus grounds can be claimed in the office for \$.50 an item. All lost articles will be collected and made available during the day in the school office. Any unclaimed items (other than books) will be sold at a rummage sale or given to charity. Books will be returned to teachers and the student will be charged for a lost book.

## **H Textbooks**

Students are responsible for their own books, backpacks, and personal items. Textbooks issued during the year and checked out of the library are the property of the school. The student will pay for lost and/or damaged books. Students are required to return the same textbooks they were given by the issuing teacher. It is the responsibility of each student to keep his/her books in good condition. Report cards will not be issued until all books/fines have been paid.



- 1 If a book is lost:
  - a Books are normally on a “5-year” life span.
  - b Take 20% off for each year a book has been used.
  - c Students will be charged accordingly. Example: A \$40 book, used three years and then lost would cost the student \$16 (\$40 - \$24).
- 2 If a book is damaged:
  - a Slightly damaged - \$5
  - b Moderately damaged - \$10
  - c Severely damaged – charged replacement cost according to above schedule.
  - d Teachers will use their best judgment to determine fines.

## **I Physical Education**

- 1 Medical Exemption - If a child is unable to participate in physical education because of injury, illness, or a disabling condition, parents are asked to write a note requesting a PE exemption. In cases of long term (more than five days) PE exemption, it is desirable to have a physician’s statement documenting the activity limitations and their expected duration. In addition to the regularly scheduled program, students can be a part of an intra-mural team during the noon hour, if they sign up.
- 2 OCMS Physical Education “uniforms” include an appropriate t-shirt and shorts (color determined by the PE department). Lockers are available and assigned. Students are issued locks or may take their own from home (a spare key needs to be given to the PE teacher). Students are strongly encouraged to keep their lockers locked at all times.

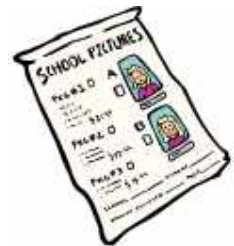
## **J Lockers**

Lockers and combinations are issued to students at the beginning of the year. Your locker should be kept locked at all times. This includes any PE lockers/locks you may be issued. Students are cautioned against telling their combinations to each other or they cannot expect their property to be safe. Students are responsible for keeping their assigned locker clean both inside and outside. Damages caused by misuse will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping. Faculty and administrators have authorization to search anyone’s locker at any time.



## **K Pictures**

School pictures are taken in September. Price information will be sent home with the students soon after school begins in the fall.

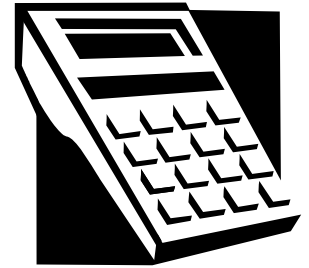


## **L Parking Lot**

Students may be dropped off by the two walkways, one by the flagpole and one by the Preschool Building. Cars may not enter the bus lane between 2:30 – 3:00 PM and 7:45 – 8:15 AM. The bus pick-up and drop-off is in the staff parking lot just south of our campus.

## **M School Supplies (general guidelines)**

- 1 #2 lead pencils, 2-3 glue sticks
- 2 3-ring notebooks with subject dividers and/or homework folder OR accordion file folder (8-pocket)
- 3 Ruler, compass, protractor
- 4 3-prong pocket folders (for computer class)
- 5 Ballpoint pens - red, blue, and black
- 6 Calculator (a necessity – see #18)
- 7 5 separate Spiral notebooks--Science, Bible, History, English, Math
- 8 Ruled loose-leaf paper (college-rule – 2 pkgs.)
- 9 Set of colored pencils (Crayola, non-erasable), thin markers, (12 or more)
- 10 Graph paper
- 11 NIV Bible – A MUST (with concordance is helpful)
- 12 Small scissors
- 13 Highlighters
- 14 2 Kleenex boxes – delivered to homeroom teacher
- 15 Hand-held pencil sharpener for Math – or mechanical pencil w/ extra lead
- 16 PE shirt/shorts – school issued (extras – may be purchased at school)
- 17 Some expenses may be associated with Art.
- 18 Graphing calculator for 8<sup>th</sup> graders: T83 plus or T83 plus silver edition or T84 plus or T84 plus silver edition



All personal property should be labeled. The school is not responsible for lost articles. Unclaimed articles and clothing will be given to charity at the end of the year.

## **N Awards**

Recognition of academic achievement is accomplished through the Honor Roll. Other awards include Perfect Attendance and several Special Awards. Certificates are presented at assemblies. Other awards include Student of the Month, Athletic Awards, Fine Arts, Citizenship, Subject Area, Improvement, and Valedictorian/Salutatorian Awards. In most cases, parents are notified ahead of time (when possible) so they may attend the presentation.

## **O Bicycles**

All bicycles must be parked in a designated area. Bikes are not to be ridden on school grounds. This includes all skateboards, roller blades, etc., which should be stored in the front storage room next to the boys' bathroom.



## **P Bus Lines**

When school is dismissed, students riding the buses must line up and wait to be dismissed to their bus. Students being picked up by car must go to the designated car pick-up area in the front of the school. Disrespect to pick-up coordinators and/or not diligently watching for your ride will result in appropriate discipline.

## **Q Campus Rules**

Since the campus is shared with K-6 students, it is required that middle school students stay in the middle school area. They are to use only the bathrooms in the middle school. Students may receive other campus rules from their homeroom teacher.

## **R Emergency Cards**

Please notify the office of any change of address, home, work or emergency phone numbers. If a student is moving, he/she must bring a note from his/her parents or guardian that states the new address.

## **S Closed Campus Policy**

Ontario Christian Middle School is a closed campus. This means that students cannot leave the grounds at any time during the school day except in the company of a parent or authorized adult. The parent must sign the student out at the office when leaving and sign in upon return to school.

## **T Financial Policies**

The school policy is that parents must remain on the tuition payment schedule agreed upon at the time of enrollment registration. Monthly payments are due the first of the month and must be made by the 25<sup>th</sup> or the child(ren)'s enrollment will be considered invalid on the day after the monthly Finance Committee meeting. A 1% late fee will be assessed on all payments received after the 25<sup>th</sup> of the month. Students will not be able to take semester exams until all semester fees have been paid. All fees and payments due the school must be paid before a student's records can be transferred to another school. All families will be responsible for full payment of a semester if a student is withdrawn in the middle of a semester.

## **U Fire and Earthquake Drills**

These drills will be conducted on a regular basis. Procedures for evacuation are on display in each classroom. Students are expected to become familiar with these instructions. For Earthquake and Disaster Drills, drop to the floor beneath desk, chair, table, or bench with your back to windows. Hold on to table leg. If no cover is near, get close to bearing wall. If in a hall, drop away from freestanding cupboards and face away from movable walls.

Cover the back of your head and neck with coat, sweater, notebook or hands. Wait for further signals and/or instruction. Emergency drills are held regularly to develop safety practices to enable students to move quickly and orderly in case of fire or other emergency. Evacuation routes are posted in each room.



## **V Fund Raising**

The middle school tries not to send students home with various fund-raising sales. The OCPA conducts a magazine campaign for two weeks. The school makes 40% on the dollar cost of each subscription, and these funds are used to purchase items outside of the regular budget. Our Middle School does support Compassion International children each year. Additional money may also be raised for certain special projects like Door of Faith Orphanage. These activities fall into the "service" category.

## **W Homeroom/Advisement Group**

Students will be assigned to homeroom/advisement groups, which is home base while at school. Students will meet with their homeroom teacher every day. When students have a concern, they should go to their homeroom/advisement teacher first. Additional advisement/small group time is part of the homeroom experience. The regular day schedule may be adjusted for this advisement time.

# RESPECT

## VII Student Conduct

### A Purpose

In the training of children, it is necessary that guidelines be set to establish the limits of acceptable behavior. At Ontario Christian, we have a minimal number of rules, and we expect that they will be followed. Action will be taken when they are not. The classroom is teacher-directed. The atmosphere in which students learn the most is one which is ordered, structured, and disciplined. Each student is expected to familiarize himself with the rules of the school and the classroom and adhere to them.

In abiding by rules, it is rarely the rules that are the problem, but the attitude of the student toward those rules. The attitude of a student is primarily the responsibility of the student and his/her parents. A supportive, conforming attitude on the part of parents transfers to the children. Students should understand that discipline is an act of love, and we at OCS love students enough to discipline them. The teacher deals with minor infractions of the rules of the school or classroom. If the problem becomes repetitious or is of a more serious nature, it will then involve the parents and the school administration.

### B Christian Respect and Lifestyle

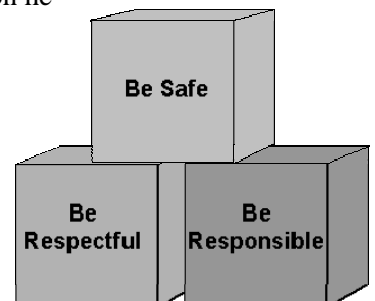
Proper respect and reverence is expected in chapel, in the classroom, and on campus. The use of blasphemous language or vulgarity cannot be tolerated among Christians. Although school does not supervise or control the out-of-school lives of the students, it is important for all students to live consistent Christian lives wherever they are. One specific example would be that no student may be a member of or associated with a gang. The Christian life-style is assumed when you are accepted for enrollment. Indulgence in illegal, immoral, or dishonest activities reflects a lack of Christian commitment and may be considered as a reason for suspension or dismissal. In addition, regular and faithful church attendance by students and parents is a condition of admission and continued enrollment at Ontario Christian.

### C Discipline System

Discipline is the process by which one learns to live consistently according the demands of Christ. Therefore, for the Christian, discipline is first of all self-control in living according to the principles of Christian living. The Christian attempts to make his whole being reflect his obedience to God in love and service toward his fellow man.

As Christians, we live in a community. It is necessary that each individual help and be helped by the community in maturing in discipleship of Christ. There needs to be encouragement when consistency is exhibited and correction when there is inconsistency. Discipline is intended to help students correct inappropriate behavior. Repeated offenses indicate that the student has not learned to correct his/her behavior and more serious discipline is necessary. Proverbs 3:12 tells us “the Lord disciplines those He loves, as a father the son he loves.”

The school is an extension of Christian homes. It is the school’s task to be a community based on Christian principles that help parents educate their children. Christian relationships are to be taught not only in the classroom, but also within the operation of the school. It is important that the student



appreciates the value and contribution of others as image-bearers of God and members of this community. Together we strive to bring honor to Christ in both our Christian education and in the relationships in which we live.

The formal procedure for correction in Ontario Christian Middle School is the Detention and Fault notice.

## **D Discipline Explanation**

A variety of penalties may be imposed by the administration including detention after school, detention and mini-school on Saturday, fines, and/or suspension. Students may be required to perform service or manual labor during the serving of detentions.

The administration or teacher may issue a detention for disrespect, the continuous repeating of a minor offense after being requested to stop, or for disregard for school regulations of whatever nature.

Detentions can also be given for too many tardies and/or unexcused absences.

For offenses of a very serious nature, the administration may suspend or expel the offender without going through the normal detention or fault procedure.

Respect the rights, safety and property of others.

- 1 Fighting is not allowed – including play fighting.
- 2 Keep your hands, feet, and objects to yourself.
- 3 Vandalism and stealing are not permitted.

Demonstrate good sportsmanship and participate in acceptable classroom and playground activities.

- 1 Personal objects are not to be brought to school without your teacher's permission.
- 2 Students should ask for advice regarding game rules and disputes.

Acceptable language is to be used at all times.

- 1 Obscene words and/or gestures are not allowed.
- 2 Teasing and name-calling are not permitted.

Show proper behavior and respect to adults and other students.

- 1 Pay attention to directions from all staff members and be considerate of others.

Remain in assigned areas on campus.

- 2 Do not leave campus during school hours without permission from your teacher and the front office.

Keep OCMS neat and clean. Take pride in your school!

- 1 Do not mark on walls or damage other areas.
- 2 Gum chewing and sunflower seeds are not allowed.
- 3 Spitting is not permitted at any time.
- 4 Eat only in designated areas.

# **PRIDE**

Come to school prepared and ready to learn. Bring the necessary materials required by your teacher.

- 1 Homework is to be completed and brought back to school when due.

Be on time for class and other activities.

- 1 Check in with the office if you arrive to school late.
- 2 Students are permitted on campus 20 minutes prior to the start of the instructional day.

In the Classroom

- 1 Be prompt to class.
- 2 Be prepared for class. Bring pencils, papers, erasers, books and any other materials you will need.
- 3 Follow directions. Each teacher will establish academic and behavior expectations for his/her classroom.
- 4 Be courteous. Use appropriate language. "Put-downs", name-calling, and threats are unacceptable.
- 5 Be neat in your appearance. Appropriate clothing is expected at all times.
- 6 You are expected to complete and turn in all assignments on time. If you are absent, be sure to make arrangements to make up missed work.
- 7 You need approval from your teacher to be out of class.
- 8 If you need assistance or help, be sure to see your teachers or Principal.



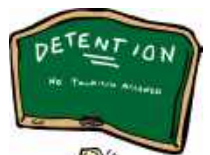
Willful Disobedience, Defiance, and Disrespect Toward Adults at School

- 1 You are expected to comply with all reasonable requests and to follow directions when you are asked to do so by school personnel. If you feel that you are being treated unjustly, you may see the Principal.
- 2 Courtesy is an expectation; abusive language or obscene gestures are not acceptable.

Corporal Punishment. All forms of corporal punishment are prohibited. "Corporal punishment" means the willful infliction of, or willfully causing the infliction of, pain on a pupil. An amount of force that is reasonable and necessary for a person employed or engaged in quelling a disturbance threatening physical injury to persons or damage to property, for purposes of self-defense, or to obtain weapons or other dangerous objects within the control of the pupil, is not and shall not be construed to be corporal punishment within the meaning and intent of this section. (Ed. Code 49000, 49001) Physical pain or discomfort caused by athletic competition or other such recreational activity voluntarily engaged in by the pupil is not and shall not be construed to be corporal punishment.

## E Student Discipline Procedure – Detentions, Faults, Behavior

- 1 1 detention = \$10, detention slip sent home to be signed,
  - a serve detention within 2 weeks of date on slip (Tues., 7-8 AM, Thurs., 3-4 PM)
- 2 2 detentions = \$10, detention slip sent home to be signed,
  - a serve detention within 2 weeks of date on slip (Tues., 7-8 AM, Thurs., 3-4 PM)
- 3 3 detentions = \$10, detention slip sent home to be signed,
  - a serve detention within 2 weeks of date on slip (Tues., 7-8 AM, Thurs., 3-4 PM)
- 4 **STUDENT NOW HAS 1 FAULT**
  - a student is told
  - b letter sent home to parents
  - c meeting with Student/Staff
  - d three-week suspension from all extra-curricular activities – starts immediately



Behavior resulting in an automatic FAULT includes, but is not limited to: fighting, harassment, suspension, vandalism, stealing, willful disobedience/defiance/ disrespect toward adults...

- 5 4 detentions = \$10, detention slip sent home to be signed,
  - a serve detention within 2 weeks of date on slip (Tues., 7-8 AM, Thurs., 3-4 PM)
  - b meet with administrator, review contract put together by Student/Staff, letter sent home to parents
- 6 IF A STUDENT STAYS “CLEAN” FOR FOUR WEEKS, ONE DETENTION MAY BE REMOVED – THIS IS A ONE-TIME DEAL.
- 7 5 detentions = \$10, detention slip sent home to be signed,
  - a serve detention within 2 weeks of date on slip (Tues., 7-8 AM, Thurs., 3-4 PM)
- 8 STUDENT NOW HAS 2 FAULTS
  - a student is told
  - b letter sent home to parents
  - c CPT meeting with student/parents
  - d review behavior contract put together by Student/Staff
  - e loss of privileges for remainder of school year
- 9 6 detentions = indefinite suspension (at home – could be as short as one day...)
  - a while at home, student will write an essay declaring specific ways he/she is going to change behavior/attitude – include reasons he/she wishes to remain at OC
  - b no credit for work but must be completed, meet with Administrator/parent to review further consequences and review personal plan
- 10 STUDENT NOW HAS 3 FAULTS
  - a student is told
  - b letter sent home to parents
  - c under “normal” circumstances, the 7<sup>th</sup> detention will result in expulsion from school as recommended by the Education Committee
- 11 All detentions are 1 hour and cost \$10. Payment must be made before a detention is served. Students have 2 calendar weeks from date on detention to serve. If not served, fine and detention double. If still not served, an in-school suspension is the result.



## F Talking Contract



If a student is talking excessively during class time, they will be quietly asked to leave the room until they are ready to return and be quiet/pay attention. When a student has been asked to leave class five times (cumulative, all classes combined, throughout the semester), they will automatically receive a detention. Upon being asked to leave class for the 8<sup>th</sup> time, they will receive another detention. The tenth dismissal will also result in a detention. Every dismissal from class, from this point on (per semester), will be dealt with on an individual basis with additional behavior detentions, restriction, and additional administration involvement.

## G Probation, Restriction, Suspension, Expulsion

- 1 Probation. We expect students to work up to their God-given abilities. A student may be placed on probation when teachers see they need improvement on schoolwork, effort, attitude, or class participation. The following procedures apply for probationary status:
  - a Teachers will meet every three weeks to evaluate students’ progress.
  - b Either a probation form, which explains the reasons for probation and gives recommendations for improvements, will be mailed home to parents – or the homeroom/advisement teacher will make a phone call.
  - c The homeroom/advisement teacher will meet with the student to inform the student of the probation.
  - d Teachers will “note” (using a checklist) on student’s progress to determine whether they should be taken off probation or put on restriction.



- 2 Restriction. If a student on probation shows no improvement after 3 weeks, or if he/she fails to meet with the teachers placing him/her on probation, the student will be placed on restriction. At least three of the student's teachers must agree that he/she should be placed on restriction. (This includes core teachers, exploratory teachers, and SIP teachers.) Students may be placed directly on restriction without first being on probation.
- a Loss of privileges (see above) and no extra-curricular activities for a period of at least three weeks – starts immediately.
  - b When a student gets taken off restriction, they could return to regular status, or they may be placed back on probation. Continued improvement is expected in order to be off both probation and restriction.
  - c Students will stay on restriction and/or probation until teachers see a marked improvement.
- 3 Suspension (in-school or at-home) and/or Expulsion. Suspension is the removal of a student from ongoing instruction for adjustment purposes. There may be infractions that must be dealt with immediately which do not follow the normal discipline procedure. Students will be sent immediately to the office for serious infractions. These infractions are considered especially serious if accompanied with a casual or defiant attitude, or if the student repeatedly exhibits an attitude and behavior which are opposed to the philosophical, religious, and organizational standards of the school. These will be reported to the school board. Reasons for suspension and/or expulsion are stated below. A person shall not be suspended from the school or recommended for expulsion unless the superintendent or the principal of the school determines that pupil has:
- a Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the student had obtained written permission to possess the item from a certified school employee, which is concurred by the principal or the principal's designee.
  - c Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
  - d Unlawfully offered, arranged or negotiated to sell any controlled substance, or an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
  - e Committed or attempted to commit robbery or extortion.
  - f Caused or attempted to cause damage to school property or private property.
  - g Stole or attempted to steal school property or private property.
  - h Possessed or used tobacco or any products containing tobacco or nicotine.
  - i Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
  - k Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
  - l Knowingly received stolen property or private property.
  - m Deliberately and falsely setting off a fire alarm or calling emergency vehicles.
  - n Engaged in sexual harassment such as unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature which must be considered by a reasonable person of the same gender as the victim to be



- sufficiently severe or persuasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
- o These infractions are considered especially serious if accompanied by a casual or defiant attitude, or if the student repeatedly exhibits an attitude and behavior which are opposed to the philosophical, religious, and organizational standards of the school.
  - p Grades may be lowered for suspensions and students may receive 0's on all assignments for those days suspended. The teacher will not demand assignments that require the student's presence. The teacher may require alternative assignments.
  - q The acts must relate to school activities or attendance but may take place at any time including but not limited to: 1) while on school grounds, 2) while going to or going from school, 3) during, or while going to or coming from a school sponsored activity.
- 4 Ontario Christian students take upon themselves the responsibility of defending and promoting the ideals of the school by their actions and words both while at school and during out of school time. Participants are to behave at all times in a manner consistent with that expected of a Christian and to conduct their lives so as to bring honor and respect upon themselves and their school. The school may take disciplinary action, even though the behavior was not at school or at a school sponsored activity in cases in which there is a serious immoral and/or illegal behavior that is opposed to the philosophical, religious, and organizational standards of the school and that will negatively affect the school community.

## **H Other Disciplinary Issues**

- 1 Food and Drink in Class. There is to be no food or drinks in the school building including snacks except for occasional lunchtime meetings held in a classroom. All food is to be eaten in the lunch area. Students are not permitted to chew gum while at school. This includes before, during, and after school.
  - a Gum has proven to be harmful to carpet, tile, furniture, clothing, etc. Gum chewing is not allowed on campus. The following steps will be taken to help eliminate this problem:
    - 1 1<sup>st</sup> offense = 1 week garbage detail during lunch hour.
    - 2 2<sup>nd</sup> offense = 1 week garbage detail, gum detail during detention time - \$5 fine
    - 3 3<sup>rd</sup> offense = 1 week garbage detail, 1 essay, gum detail during detention time - \$5 fine
    - 4 4<sup>th</sup> offense = CPT with teachers/student, gum detail during detention time - \$5 fine
    - 5 5<sup>th</sup> offense = This would be seen as defiance and would result in one behavior detention on our Fault system.
- 2 Nuisance items. Radios, tape and disc players, I-pods, laser pointers, games and other nuisance items are not permitted at school. There are to be no skateboards or roller blades on campus at any time.
- 3 Communication devices. Cell phones may not be used or displayed during the school day, including lunch and breaks. Use, display, or ringing during the school day will result in the confiscation of the item and having it turned in to the administration (a parent or guardian will have to collect it from the administrator). Parents are to contact students by calling the school office. If students need to call someone, they need permission from the school office. (see p. 16 – D4)
- 4 Male/female relationships. Excessive displays of affection between students are inappropriate and embarrassing to friends and students who are present. Parents are

encouraged to counsel their children involved in boy-girl relationships, or disciplinary action will be taken for those who offend in this manner.

- 5 Tobacco. Students are not permitted to possess or use tobacco on campus. A student in proximity of another student who is using or displaying tobacco has the obligation to pursue all means to leave the area immediately or the student is considered to be participating and in violation of the code by contributing and supporting the use of the substance. Students are normally suspended indefinitely and may be expelled for this infraction. If students are readmitted, they will normally receive at least two faults. Aware students are encouraged to help that student violating the code by reporting the incident to a school authority.



- 6 Cheating. Cheating is dishonest and considered a discipline offense. This applies both to a student who improperly benefits from cheating as well as any student who enables others to cheat. If a student has been caught cheating or enables others to cheat, normally the assignment will become a zero. The infraction may also result in a fault notice or suspension. Cheating takes a variety of forms, from looking at someone else's paper during a test, copying someone's homework, plagiarism, to copying an internet source and turning it in as your own work. Students who are intentionally dishonest in this will be given a failing grade for that activity, and their parents will be notified. In addition, each offense will be disciplined with a fault. Repeated offenses may lead to suspension or dismissal from school.
- a Work done out of class, which a student submits as his/her own work, should be his/her own and should not contain that which has been knowingly obtained from another.
  - b Work done on a test, exam, or quiz which a student submits to a teacher should be his/her own and should not contain that which has been knowingly obtained from another.
  - c The work a student submits to a teacher should be prepared in accordance with the rules, limitations, and regulations laid down by the teacher or in the course.
  - d A student should not seek to gain an advantage in an exam he/she is about to take by obtaining advanced access to particular questions or copies of a teacher's exam.
- 7 Copyright Policy. Distribution of copyrighted materials without permission is a violation of federal law. With the widespread growth of the Internet and file sharing technologies the ease at which illegally reproduced materials can be acquired and distributed has grown exponentially. The Digital Millennium Copyright Act of 1998 (DMCA) covers this topic in great detail.

The majority of the music, video, games and programs acquired through the use of programs such as Napster, NeoNapster, KaZaa, Morpheus, eDonkey, etc. are being distributed without permission and are illegal. By default, the above programs and others that fall in the same category share files automatically complicating the matter further. You may be violating the law and not even realize it.

The Recording Industry Association of America (RIAA), the federal government and various other organizations are enforcing provisions of the DMCA legislation and violations can carry fines and possible jail sentences.

Recently, the amount of free space on our servers caused an investigation into the problem and it was discovered that questionable files were occupying a lot of storage space. The actual download and distribution of these files takes up network bandwidth and slows down network activity.



Finally, the increasing number of groups and individuals being caught and prosecuted in the United States for downloading and distributing files illegally has increased and has raised questions that need to be addressed.

Consequences for violating the DMCA typically result in a cease and desist order and end once the questionable files and programs are removed from the computer. In recent months subpoenas have been issued on behalf of the RIAA, and people have been called before the courts and fined for downloading and distributing copyrighted material.

In an effort to avoid getting caught up in the complications of the file sharing argument, under no circumstances are the above programs or programs that fall into the file-sharing category to be installed on any computer owned by OCSA or attached to the OCSA network. Furthermore, you are not authorized to store, download or distribute MP3s, feature films, or other files or programs that may violate local, state and federal copyright laws on an OCSA computer or campus network. If you would like to download and distribute copyrighted material, make sure that you have asked permission and do so at your place of residence.

Ontario Christian School Association is committed to providing students and faculty with access to technology for the purpose of learning, but it cannot condone the distribution or downloading of copyrighted material through its network.

In the event of a claim being filed against OCSA alleging copyright infringement on the part of an OCSA employee or student, OCSA employees will respond to the claim, investigate and take whatever actions are necessary to end the infringement. If copyright infringement allegations are upheld and result in financial liability, the individual or group of individuals responsible for the violation will be held responsible for damages.

OCSA reserves the right to monitor, audit, and review web site access, file access and the contents of personal folders of computer accounts belonging to the OCHS and OCELEM domains. Computer accounts and email accounts belonging to our domains are subject to review at any time and are to be used solely for educational and business purposes. Computer accounts and access to the OCSA network is a privilege, not a right. OCSA reserves the right to terminate computer access at anytime for violation of computer access policies.

Employees and students are to immediately remove all file distribution software and any questionable files stored on the OCSA campus network, computer(s), or servers. Failure to do so will result in loss of network access and possible termination of employment, suspension or expulsion depending on the seriousness of the violation. Individuals will receive one warning if found in violation of this policy. Failure to comply will result in being held responsible for all removal and cleanup costs, loss of Internet access, and tight restrictions placed on his or her network account.

- 8 Campus Network Policy. Computer systems and Internet access are very powerful resources that are used throughout the school system to enhance the education of students and to equip them to serve their Lord more effectively in this world. Part of learning to use these resources, is learning to use them appropriately as responsible citizens of God's kingdom and our communities. Accordingly, signed agreement with these specific policies is required before access to school systems will be granted.

Using the network is a privilege. As such, it is the responsibility of all students, faculty and staff to use these services appropriately and in compliance with all OCSA, City, County, State and Federal regulations. The following are regulations for use of the OCSA network including some common network uses that are not allowed. This list is not all-inclusive and may be modified at any time. Anything that violates the OCSA goal of providing access to technology for students, staff, and faculty may result in the loss of network access.

All hardware and software systems made available to the student are tools of the school system to enhance the education of that student. As such, all systems are subject to supervision by school personnel at all times.

The school reserves the right to grant or deny the usage of its systems at any time. Students, faculty, and staff will be required to use an assigned username and password whenever logging into the schools systems.

Changing the CMOS and/or system setting on any of the systems is strictly prohibited.

Bypassing or attempt to bypass login requirements is strictly prohibited.

Installing or downloading and installing any software on an OCSA system is strictly prohibited.

Copying or unauthorized removal of any OCSA installed software from an OCSA system is strictly prohibited.



OCSA network services and wiring may not be modified or extended beyond the area of their intended use of one computer per data jack. This applies to all network hardware, computer lab equipment and in-classroom data jacks.

Students may use personal laptops on campus as long as the computer does not interfere or distract other students or interfere with the ability of faculty to teach class. Under no circumstances are students authorized to plug into the OCSA network. Teachers may use personal laptops on the OCSA network with permission from the Systems Manager provided the laptop is in good working order and does not interfere with the stability or security of the campus network. All faculty personal laptops on the network must have up-to-date virus protection and are required to obey all campus acceptable use policies. Teacher personal laptop access may be revoked at anytime.

The OCSA network may not be used to provide OCSA computer services or Internet access to any outside computer for any purpose. This includes any kind of dial up or VPN type connections.

The OCSA network is a shared resource. Thus network use or an application that inhibits or interferes with the use of the network by others is not permitted (e.g. applications which use an unusually high portion of the bandwidth for extended periods of time). Users may be asked to cease and desist any system activity that directly or indirectly causes a problem on the network.

The OCSA network may not be used for commercial purposes.

Your connection to the network may not be used for monitoring network data by means including, but not limited to “sniffer” software. In addition, monitoring of network devices will not be tolerated.

Forgery or other misrepresentation of one’s identity via electronic or any other form of communication is a violation of OCSA policy. This includes forging of IP addresses or Ethernet hardware addresses to conceal your computer’s identity. Prosecution under State and Federal laws may also apply.

Inappropriate access of computers, networks, use of passwords not obtained through proper procedures, and/or disruptive activity on computer systems are considered a violation of OCSA policy. This includes scanning ports on any computers for any reason or knowingly distributing computer viruses. Prosecution under State and Federal laws may also apply.

Digital transmission or replication of copyrighted materials is against federal law. Students, faculty and staff found with such material are subject to the provisions outlined in the Ontario Christian Schools Association Digital Media Copyright Act Guidelines for Students, Staff and Faculty.

It is the responsibility of all OCSA students, faculty and staff to:

- a Preserve the confidentiality and use of his or her user ID and password. Students, faculty, and staff will be held fully responsible for any activities traced to his or her network account.
- b Back up his or her documents.
- c Visit only appropriate web sites.
- d Maintain Christian propriety in the use of email.



The campus administration and IT department governs use of OCSA resources. Guests on the OCSA network are also expected to abide by these policies and all guidelines mentioned herein when using these resources.

OCSA reserves the right to terminate any classroom or lab computer connection without notice should it be determined that network traffic generated from said connection inhibits or interferes with the use of the network by others.

Student violations of the above policies will be handled through his or her site campus administration; other violations will be referred, as appropriate, to the Systems Manager, Site Principal or Superintendent, and/or the local Police Department.

In accordance with OCSA guidelines and/or court orders, files and transmissions may be subject to search and examination by system administrators or employees as required to protect users and the integrity of computers systems such as those that are suspected to be involved in unauthorized use or misuse, or that have been corrupted or damaged.

Violations of the above will subject the student to any combination of the following:

- a Immediate revocation and/or limitation of his/her network privileges
- b Immediate placement in the school discipline system which may lead to expulsion
- c Financial liability for any repair or reinstallation costs.

Violations of the above for faculty and staff will result in any combination of the following:

- a Verbal warning.
  - b Immediate revocation and/or limitation of his/her network privileges.
  - c Financial liability for any repair or reinstallation costs.
- 9 Internet and electronic Mail Policy. The Internet is a powerful school tool that can provide a great deal of useful information. Unfortunately, it can also be a distraction from productive work time when browsing non-business related sites. In an effort to clarify our position on the use of the Internet while utilizing OCS property, we have developed the following guidelines for all employees:
- a Exploring the Internet should be done before or after work hours or during the lunch break. Using appropriate sites for school purposes is unrestricted as long as it is reasonable.
  - b Downloading files such as PDFs, or Power Point presentations, and/or picture files is acceptable as long as copyright laws are not violated and downloaded files do not take up an excessive amount of storage space on the campus network. The download of MP3s, feature films or games is strictly prohibited. If you are unsure or have questions about downloading files please consult the IT department before proceeding.
  - c Downloading and installing programs from the Internet is strictly prohibited.
  - d The display or transmission of sexually-explicit images, messages or cartoons, or any transmission that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs is not permitted, before, during, or after school hours.
  - e Use common sense with websites, especially with visitors in the area.



OCS has the right and capability to monitor Internet browsing by each user on our system. However, our goal is that employees will make this unnecessary. At OCS, we have the privilege of Internet access, and it is important that we utilize this valuable asset for our mutual benefit.

Electronic mail is to be used for school business purposes. No one may solicit, promote or advertise any organization, product or service through the use of electronic mail or anywhere else on OCS premises during work hours.

Employees are not permitted to send electronic mail that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political belief. We reserve the right to determine when an employee is sending excessive or improper electronic mail. All employees should check the [ocschools.org](http://ocschools.org) email on a regular basis.



The username and password system is the foundation of maintaining security and confidentiality on the school's network and telecommunications systems. Passwords, system telephone number, and similar information may not be disseminated to the public and must be retained as confidential information by the user. For privacy reasons, employees may not attempt to gain access to another employee's personal file of email messages or network folder without the latter's expressed permission.

The electronic mail and network file storage is a school asset and is subject to review or monitoring at any time by the administration without notice.

This policy may be revised from time to time as the school gains more experience with the Internet and e-mail.

Violations of the above policies will result in actions as defined in the Ontario Christian School Association Acceptable Use Policy.

- 10 Harassment. Harassment is unlawful and contrary to the beliefs of Ontario Christian School. All contact between students, teachers, and other adult employees must be in keeping with respect for the individual students and be conducive to creating a consistent Christian educational environment. Students are encouraged to report to an administrator or counselor any conduct that is intimidating, hostile, offensive, or is inconsistent with a Christian learning environment. Any student found violating this policy will be subject to disciplinary action up to and including expulsion from school.

Ontario Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. It is imperative that each person is accorded the same dignity, respect, and love that we give to God. Ontario Christian School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, employee, or parent by any other student, employee, or parent is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students, employees, or parents found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

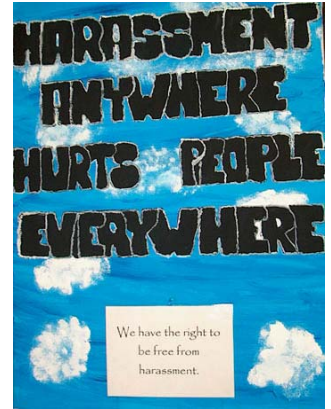
- a VERBAL HARASSMENT – Derogatory comments and jokes; threatening words spoken to another person;
- b PHYSICAL HARASSMENT – Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
- c VISUAL HARASSMENT – Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures;
- d SEXUAL HARASSMENT – Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  - 1 Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
  - 2 Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;

- 3 Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment.

It is the student, employee’s, and parent’s responsibility to:

- a Conduct himself or herself in a manner which contributes to a positive school environment;
  - b Avoid any activity that may be considered discriminatory, intimidating, or harassing;
  - c Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
  - d Report all incidents of discrimination or harassment to the principals;
  - e If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.
- 11 Hands Off. Students are expected to keep their hands and feet to themselves. Fighting and/or “play-fighting” are not allowed. Public display of affection is not allowed. Make sure your actions do not offend or embarrass students or teachers.
  - 12 Truthfulness: If a student lies during an investigation or enforcement process, this is considered a separate offense and will result in a penalty. If a student reports his or her own violation of a policy to the school administration, the administration can consider a reduction in the penalty normally given.
  - 13 Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Types of bullying include physical, verbal, emotional, sexual, and racial.

Depending on the severity of the bullying (after hearing both sides of the story), a student may or may not be suspended indefinitely the very first time. The first time a student is accused of bullying, they must meet with the principal. This meeting will be documented and put in the student’s file. Parents will be notified. A detention may be given. The second time a student is accused of bullying, a detention will be given and the parents notified. The third time a student is accused of bullying, they will be suspended indefinitely.



## H Student Off-Campus Behavior

- 1 Purpose and Expectations. The school is interested in and responsible for promoting godly understanding, discernment, and life-style that are consistent with the Kingdom of Christ. The school has obligations both to the individual student and to the school community. The school is interested in both preventing problems as well as helping those who may need help in dealing with problems.

Ontario Christian students take upon themselves the responsibility of defending and promoting the ideals of the school by their actions and words both while at school and during out of school time. Participants are to behave at all times in a manner consistent

with that expected of a Christian and to conduct their lives so as to bring honor and respect upon themselves and their school.

This policy is in force full-time for all students, both on and off campus, both during school hours and when school is not in session.

In cases where there is a serious behavior which is considered illegal (excluding minor traffic or similar offenses) or behavior which is opposed to the philosophical, religious, and organizational standards of the school that will negatively affect the school community, the administration may take disciplinary action, even though the behavior was not at school or at a school sponsored activity.

- 2 School Response. Voluntary disclosure of violation of this policy by the student and/or the parents genuinely seeking to permanently correct this conduct will be dealt with on an individual basis by the administration. This is still considered an offense and merits disciplinary action.

For any violation on the school campus or at school-sponsored events or off campus or during non-school time, including summer and other vacation times the superintendent is to indefinitely suspend or expel students from school classes and extracurricular events.

The school is expected to respond for infractions off-campus and not in conjunction with a school- sponsored event in the following situations:

- a A student is reported to be part of an illegal or immoral incident that will negatively affect the school community
- b If the student is at a location where or if there is an illegal or immoral incident that will negatively affect the school community, the student has the obligation to pursue all means to leave the premises immediately. If the administration believes that the most expeditious means to leave were not taken, the student is presumed to have participated in the activity in fact as well as in spirit.

Although the administration is expected to suspend and may expel, the superintendent may withhold expulsion when considering the student's broader previous general contribution to a Christian school environment and culture, positive service and influence, academic success, attitude of cooperation, and spirit of repentance.

If a student lies during the investigation or enforcement process, this could result in a significantly greater penalty, including expulsion.

- 3 Consideration for Reinstatement. It is expected the student will not return to Ontario Christian School unless the student exhibits a sincere heartfelt repentance with a commitment to change, and that the family will establish a written plan with the administration that will restore relationships, state the consequences of the infraction, and insure that the student will not be a repeat offender or detrimental influence on others. Involvement in extracurricular activities will be restricted as outlined in the extracurricular code.

## **I Drugs and Alcohol**

- 1 Purpose and Expectation. The school is interested in and responsible for promoting godly understanding, discernment, and life-style that are consistent with the Kingdom of Christ. The school has obligations both



to the individual student and to the school community. The school is interested in both preventing problems as well as helping those who may need help in dealing with problems.

Ontario Christian School is committed to maintaining a drug and alcohol free campus. We adhere to the policy of abstinence from all mind or mood altering substances by our students both on and off campus. The school believes the use of drugs or alcohol by our students should be dealt with seriously. The school does not consider the use of alcohol or drugs by students to be merely a phase, or something that should be regarded as routine or normal. The use affects the student, the family, and the school community.

Ontario Christian students take upon themselves the responsibility of defending and promoting the ideals of the school by their actions and words both while at school and during out of school time. Participants are to behave at all times in a manner consistent with that expected of a Christian and to conduct their lives so as to bring honor and respect upon themselves and their school.

This policy is in force full-time for all students, both on and off campus, both during school hours and when school is not in session.

Any student possessing, using, buying or selling, or contributing to the use of unprescribed or illegal drugs or alcohol, or who gives the appearance of using or demonstrates symptoms of using drugs or alcohol, or who misuses prescription drugs or legal substances as intoxicants, shall be subject to the disciplinary action stipulated in this policy.

2 School Means of Prevention. To encourage students to pursue the ideals of the school and prevent student use of drugs or alcohol:

- a The school reserves the right to engage in random use of a Breathalyzer testing of students in grades seven through twelve. Testing may be done at school expense on an intermittent basis at the discretion of the administration. A student who is chosen for testing shall be given an opportunity before testing to disclose any relevant information including, but not limited to, prior or current illegal drug use or legal drug use that may be revealed on the test and any prior or current treatment or discipline involving the student outside of school.
- b Failure to consent to the Breathalyzer test or give the test results to the school, the school will assume the student is in violation of the drug and alcohol code and the student will be indefinitely suspended or expelled. The expense will be the responsibility of the school if the test is negative; if the test is positive for drugs or alcohol, the expense will be the responsibility of the parents.
- c If the administration finds, in its opinion, there is reason for suspicion that the student may be in violation of this policy, the school reserves the right to request that any student undergo immediate drug/alcohol screening including urinalysis, test of hair, blood analysis, Breathalyzer or other testing procedure, by a qualified, school-approved physician or laboratory, with the test results available to the school.
- d Suspicion includes occasions not at school or a school sponsored event as follows:
  - 1 A student demonstrates symptoms of using drugs or alcohol
  - 2 A student is reported to be part of an incident involving use of drugs or alcohol by minors
  - 3 If the student is at a location where minors are using drugs or alcohol, the student has the obligation to pursue all means to leave the premises



immediately. If the administration believes that the most expeditious means to leave were not taken, the student is presumed to have participated in the activity in fact as well as in spirit.

- e The school reserves the right to search all vehicles, lockers, backpacks, purses, duffle bags, and person for drugs and contraband of all types when on campus or in conjunction with a school sponsored activity.
- 3 School Response to a Violation of Policy. Voluntary disclosure of drug or alcohol use by the student and/or the parents genuinely seeking to permanently correct this conduct will be dealt with on an individual basis by the administration. Although the administration is expected to suspend, the superintendent may consider voluntary disclosure as an indicator that it may not be necessary to expel the student and that it may not be necessary to communicate with local law enforcement officials. A plan is to be developed by the family and administration incorporating the results from testing and advice from counselors. This is still considered an offense and merits disciplinary action and is expected to result in school initiated random drug testing paid by the family with results made available to the school. Positive drug test results or any further infraction of the drug or alcohol policy at school or out of school will result in automatic expulsion.
- 4 Discipline Action for those who violate the policy without prior voluntary disclosure.
- a For any violation on the school campus or at school sponsored events off campus or during non-school time, including summer and other vacation times the superintendent is to indefinitely suspend or expel students from school classes and extracurricular events.
    - 1 It is expected that the school will contact local law enforcement officials
    - 2 It is expected that for violations of the policy on the school campus or in conjunction with school sponsored activities will result in expulsion
    - 3 The superintendent may withhold immediate expulsion to allow the family to make a case for reinstatement upon considering the student's broader previous general contribution to a Christian school environment and culture, positive service and influence, academic success, attitude of cooperation, and spirit of repentance.
    - 4 If a student lies during the investigation or enforcement process, this could result in a significantly greater penalty, including expulsion.
  - b Minimum criteria to be considered for reinstatement. The administration is to follow these guidelines in considering re-admittance:
    - 1 It is expected the student will not return unless the student exhibits a sincere heartfelt repentance with a commitment to change, and that the family will establish a plan with the administration that will restore relationships, state the consequences of this infraction, and insure that the student will not be a repeat offender or detrimental influence on others.
    - 2 The student is to submit to professional consultation
      - a When it is determined that a student has violated this policy, the student is required to participate in a professional consultation to determine whether there is drug or alcohol abuse. The professional consultation is to consist of a school approved test for drugs or alcohol and an interview assessment with the student and family. The purpose of the evaluation is diagnostic, that is, it is to determine whether or not there is a problem, its nature and extent, and recommendation for prevention or treatment of the problem. This consultation is to be paid for by the family with the results released to the school. The consultant is to be qualified and approved by the school.



- b After the school receives and reviews the results of the testing, the student and at least one parent may meet with the administration to request the student reapply for admission and reinstatement at Ontario Christian School.
  - c If the consultation indicates that formal treatment is not necessary, the case will be considered as one of discipline. For a minor infraction with full cooperation by the student and family, the student is to be suspended from school a minimum of seven school days.
  - d If the consultation diagnosis indicates that there is a significant drug or alcohol problem, the administration may consider the student eligible for re-admittance on the expression of a heartfelt repentance by the student and a commitment to working with professional counseling and rehabilitation as approved by the school. The school in conjunction will determine the student's schoolwork and extracurricular status with the family and the professional counselors.
- 3 For any drug offense, the student may not return to school until a test has been given that confirms a negative result for drugs.
  - 4 Additional school conditions if the student is readmitted:
    - a Any violation of this policy also includes discipline consequences outlined in the Extracurricular Code.
    - b The student will be on probation for the remainder of the student's career at Ontario Christian School. The school may require mandatory random student drug or alcohol testing at discretion of superintendent, with or without suspicion or cause. In the case of any subsequent offense during the student's school career, it is expected the superintendent will expel the student from school and participation in school activities.

## VIII Student Activities

# Extra-Curricular

### A Purpose

The Athletic Director, coach, and sponsor attempt to make the extra-curricular activity meaningful and part of the Christian growth. These activities and clubs extend and implement an experience and application of concepts learned in the classroom. If you have questions or observations regarding any program, contact the appropriate coach, athletic director, or school administrator.

### B Eligibility for Extra-Curricular and Co-curricular Activities

- 1 The student must maintain a "C-" average based on official transcript grades and have no failing grades to maintain eligibility for any extra-curricular and co-curricular activities.
- 2 Student must maintain full time status (6 periods of classroom instruction) to be eligible for extracurricular activities.
- 3 If the student does not maintain a "C-" average or has a failing grade, a period of three weeks restriction (no extra-curricular or co-curricular) and six (6) weeks of probation will be enforced. During this probation period, the student can practice and participate in extra-curricular and co-curricular contests and activities (provided his/her grade average is not lower than a "C-" average and he/she has no "F's"). A student cannot have more than one probation period in any given school year. Students will be monitored on a year round basis and probation and ineligibility can also occur out of the season of sport.

- 4 No probation period is available if a student fails two classes. Immediate ineligibility is enforced.
- 5 Ineligibility will begin the Friday following the end of the nine-week period or immediately following a progress report.
- 6 Students must be aware that the final grades of the second semester determine eligibility or probation for the following fall's first nine weeks.
- 7 All transfer students will have probation determined based on the previous marking period prior to entering OCMS based on OCMS academic policy.
- 8 Students that decide to go out for an extra-curricular and co-curricular activity at a later date or have not previously participated in a given extra-curricular or co-curricular activity will be placed on probation for nine weeks if they have any previous grading periods in that school year that do not meet the "C-" average and "F" rules.
- 9 Credits from other schools will not be used to reinstate ineligible students.
- 10 Being excused from a class for athletic contests does not excuse a student from class-related work and assignments.
- 11 Students ineligible because of learning disabilities can appeal to participate in extra-curricular and co-curricular activities through the following processes:
  - a Approved OCMS diagnostic testing at the parent's expense (Woodcock-Johnson, for example)
  - b Established admission in special programs at previous schools.

## C OCMS Extra-Curricular Offerings

- 1 Athletics: Ontario Christian Middle School is part of the Christian School League. Our athletic teams include both 8th grade and 7th grade teams. The following sports shape our seasons:
 

a	Boys' & Girls' Cross Country	Fall
b	Boys' Flag Football	Fall
c	Girls' Volleyball	Fall
d	Boys' & Girls' Basketball	Winter
e	Boys' & Girls' Soccer	Winter
f	Boys' Baseball	Spring
g	Girls' Softball	Spring
h	Boys' & Girls' Track/Field	Spring



The athletic program at Ontario Christian Middle School is an extension of the academic and physical education programs. Its main purpose is to help develop the physical, emotional, spiritual, and scholastic dimensions within each student, as well as to allow those who are more gifted in athletics to excel. Participating on an athletic team is a **PRIVILEGE** for those students who are interested and have the ability and right attitude. Membership **MUST BE EARNED** by the student through the maintenance of acceptable scholastic grades as well as irreproachable conduct in class and on the playing field.

Athletics is much more than just competition. In athletics, you will be exposed to fair play, sportsmanship, and seeing the benefits of teamwork. You will learn that quitting means failure, and you will also learn that it is hard, continuous work that brings out the real rewards of competition. You will also learn that acceptance of responsibilities and making personal sacrifices will bring satisfaction.

Ontario Christian Middle School has adopted a philosophy that each student has an equal opportunity to try out for an athletic team. Participating in interscholastic athletics is a

positive experience that encourages participants to simply do their best. Because of our increasing student enrollment and history of large teams, OC Middle School may make cuts in certain sports. Our coaches also reserve the right to play or suit up a “limited number of players” if their total numbers are excessive for a particular sport. Opportunity for participation in a variety of team sports is available through CYAA.

Our school exists to HONOR GOD, and our involvement in athletics seeks to promote His kingdom. As a member of an OCMS team, you must realize this priority and strive to make it happen. In order to honor God, a player must live in such a way as to bring glory to His name. Part of this shows when winning comes free of boasting and losing comes free of excuses. Each athlete must continue to remember that they represent their team, their school, their family, and their God.

Athletic Code. I Timothy 4:12 (NIV) “Don’t let anyone look down on you because you are young, but set an example for believers in speech, in life, in love, in faith and purity.”

a Introduction: Included in our full curriculum of education at OCMS is a well-rounded program of athletics for our young people. Christian education is concerned with the development of the total person as a member of the Christian community when they can meaningfully serve God and their fellowman. It is our belief that athletics is a positive ingredient in the educational process. There is no question that school reflects the personalities of their athletic programs. Those of us who have been fortunate enough to be involved as coaches, athletic directors, and administrators know what our athletic programs can do for our school. That brings a heavy responsibility for each of us – students, parents, coaches, administrators and fans – to demonstrate a positive Christian lifestyle as we share the fun and excitement of our full athletic program. We are reminded to keep things in perspective – God’s honor is involved. We thank God for the variety of experiences made possible for us through the dedication and commitment of many people. Your commitment is also essential to a successful season. Lancers are scholars, athletes, school spirit groups and above all Christian young people.

b Code for Athletes. You will be expected to:

- 1 Commit yourself to the standards of an OCMS student as outlined in the student handbook and this athletic code.
- 2 Be positive in your participation with diligence and fairness. Sportsmanship is reflective of your commitment.
- 3 Strive for success in the classroom and in your extra-curricular activity. Be a leader in both areas.
- 4 Respect those in authority whether coach or official.
- 5 Exercise loyalty by completing necessary schoolwork as well as being dependable to your coaches and fellow students.
- 6 Demonstrate a perfect attendance record in class as well as practices and games.
- 7 Treat visiting schools as guests.
- 8 Accept defeat graciously and show modesty and humility in victory.
- 9 Present a clean cut and positive image as an athlete or pep-squad member.
- 10 Be responsible for all equipment checked out to you. Destruction or loss of equipment will be the students’ financial responsibility.
- 11 Understand that each sport and activity requires complete dedication and be committed to be present at scheduled contests and practices. Therefore it would be in the best interest of athletics that all family vacations or holidays be



**Athlete**

- scheduled so the individual participant and team do not suffer. If the above happens, the head coach at his discretion has the authority to penalize the player.
- 12 Students will be responsible for any and all classes missed, partly or totally. Responsibility includes coming to school with assignments completed, and tests that were given need to be taken in a timely manner (day of event or before school the next day).
- c Conduct of an Athlete.
- 1 On the Field/Court
    - a All athletes are expected to observe the regulations and procedures that are specified by the coach.
    - b Be a modest winner and a gracious loser.
    - c Profanity is out of place and will not be tolerated.
    - d Respect the officials. They are doing the best they can and we must respect authority. The coach and team captains are the only ones who should talk to them and it should be done in a manner that is respectful.
    - e Our team bench should always be under control and supportive of those team members playing at the time.
    - f Any behavior contrary to the desires of the coach reflects negatively on the player, teammates, the school, and most importantly the Lord. Violations as such will not be tolerated and could result in expulsion from the team.
  - 2 In the Classroom
    - a Passing grades both in academics and behavior must be maintained.
    - b Be prompt to class and maintain a good attendance record. Cutting classes is cause for suspension or expulsion from the team.
    - c It is up to each student athlete to make up required work in each class you might miss because of game trips. If possible, get the necessary information before you miss the class.
    - d It is an athlete's responsibility to make sure their grades are at or above a "C-" average for all classes combined, including exploratories (no F's allowed).
  - 3 On and Off Campus
    - a Any connection with cigarettes, alcohol, or drugs means an automatic expulsion from the team.
  - 4 On Game Trips
    - a Any time you leave campus you represent the school and team as well as the Lord.
    - b Dress in a clean, freshly washed uniform.
    - c Conduct yourself with dignity to all you come in contact with and always show respect for property.
    - d Remember to show good sportsmanship at all times.
- d Rules and Regulations
- 1 Legal Requirements
    - a To be eligible to play, each student must be covered by the required amount of insurance mandated by state law.
    - b Each participant must have on file a parental consent form and an emergency data card.
    - c A student must be in attendance at school by 8:15 a.m. on the day of a contest to be eligible to participate in that contest unless excused by the school administration. Attendance at school by 8:15 on Friday is necessary to participate in Saturday contests. Students who are late or absent due to



- poor health will not participate. Exceptions will be made by the administration with a note from a doctor or dentist.
- d Students cannot be eligible to participate in another sport or activity if they quit the first sport or activity for unacceptable reasons. The administration and coach will determine this.
  - e Participants in extracurricular contests or events who are excused early should hand in all work required for their classes before they leave.
  - f If a student athlete wishes to leave an away game with their parents, they must make that request in person to the coach prior to their departure. Leaving a game with someone other than a parent requires written permission.
- 2 Academic & Behavioral Requirements. Players must maintain good grades both academically and behaviorally.
    - a A student is declared **ACADEMICALLY** ineligible if they have any F's or below a "C-" average in all classes combined. This includes all core classes and exploratories. Ineligibility starts immediately and will be lifted after three weeks if the student has raised his/her average to a "C-" or better in all classes combined and has no failures. Otherwise, it will continue for another three weeks.
    - b A student is declared **BEHAVIORALLY** ineligible when they have accumulated one Fault (three behavioral detentions) on the school discipline plan. OCMS staff reserves the right to determine appropriate punishment for athletes receiving a Fault for major infractions (minimum of 2 game suspension and/or 1 athletic event – e.g. tournaments).
    - c Sports ineligibility for academic or behavior will be for a period of three weeks and will begin immediately. Additional time may be added if no improvement is shown.
  - 3 Uniform & Equipment Requirements
    - a Each team member will be issued a uniform and will be held responsible for it. The uniform must be turned in when requested, or it is to be paid for. Failure to comply will result in loss of athletic awards and ineligibility for further school sports. Team uniforms will be worn only at OCMS games or meets and must be turned in clean.
- e Practice Sessions
- 1 Each player must be properly dressed and at the designated practice area by the designated time.
  - 2 Practices will normally be held three times a week during game weeks and four times a week when no contest is scheduled.
  - 3 Each athlete is allowed up to two "misses" before they declare themselves ineligible. "Misses" include:
    - a Half misses are given for:
      - 1 Being late for practice.
      - 2 Being picked up after 5:00 PM from practice.
      - 3 Being picked up more than 15 minutes after return from a contest.
      - 4 Being dismissed from practice early.
      - 5 Not being properly attired for practice.
    - b Athletes will be charged a full "miss" if they miss practice without prior approval from the coach, unless the athlete has been registered as absent from school during the day.
      - 1 If a player needs to leave practice early or arrive for practice late, it must be cleared ahead of time with the coach.



- 2 All players should come to practice with an attitude of hard work and improvement. To do any less would hurt the progress of the individual player as well as the team.
- 2 Fine Arts. Activities that are available to students include speech and drama, art, yearbook, and instrumental and vocal music. Students in each category are given the opportunity to compete on a local and area-wide level during our Fine Arts Festival each year.
- 3 Student Clubs and Organizations. Membership is open to middle schools students who desire to expand their understanding of and participation in various aspects of a particular field (e.g. Science Club). Occasional field trips related to each club subject are taken.
- 4 Student Council. The Student Council is an organization through which elected student representatives can assist in the functions of the school. Student Council promotes leadership and initiative. Officers and representatives must meet eligibility requirements with no excessive tardies or discipline referrals (throughout the school year).

## IX Health and Safety



### A Emergency Information

Emergency information forms are on file for each student in the respective school offices. Please call the office if there is a change in any of the information given on this form.

### B School Closing

In case of emergency school closing due to inclement weather, the school will contact both radio stations and TV stations. These stations will be announced via a communiqué the first week of school. Please check the school's website for current information at [www.ocschools.org](http://www.ocschools.org). KSGN (89.7) should have school closure information.

### C First Aid

If any injury occurs at school, first aid may be administered, however, no internal medical treatment, including aspirin, will be given. If a student is unable to return to class, the parents will be contacted so that they may come to the school to take the student home.

### D Medicines

Prescription medicine must be sent to the office in its original container. A school form must be completed by the doctor's office giving the type of medication, the dosage, and times to be administered. The student's parents must sign this form also.

### E Health Records

California statutes require students enrolling in a California school must present HRS documentation that immunization and current health requirements have been met or be exempt due to medical/religious reasons. Students entering pre-kindergarten and kindergarten and/or a student who is a first time entry into a San Bernardino County school must present a completed current health examination. Proof of immunization and current physical must be in the school office before the student is allowed to attend classes.

## **F Birth Certificates and Social Security Cards**

All students must have a copy of their birth certificate on file. (We will be glad to make a photocopy of your original.)

## **G Insurance**

At-school accident insurance coverage is provided for every student at OCS. This insurance is supplemental insurance only and is always coordinated with your family insurance benefits. If any student is injured during the school day, the teacher will send him to the office or the first-aid room to be checked. If an injury requires treatment, parents will be contacted. If a child reports an injury that happened at school, the parents should immediately contact the school.

Although care is exercised to prevent accidents, neither the Board of Trustees nor the school can assume responsibility for accidents or injuries to students. An insurance company, not connected with the school, offers an inexpensive accident policy that provides coverage for regular sessions. Parents are encouraged to review the merits of this insurance.

## **X Transportation**



### **G Bus Service**

A transportation service is serving our students in as many of the communities as possible. For information, you may call the school office. We request your cooperation in getting your students to and from pick-up points which will be established (where possible) within walking distance of the houses of students in the area. Please have your child ready on time. It is understood that the bus cannot wait at the morning stops for any student.

### **H Bus and Van Rules**

- 1 Students are to be courteous to the driver, to fellow students, and to passers-by.
- 2 Students are to obey the orders of the bus driver.
- 3 The discipline on the bus is the same as in the classroom.
- 4 Students are not to leave the bus in case of a breakdown.
- 5 No toys, equipment, specimens, or trinkets that may cause disorder, injury, or confusion, may be taken on the bus.
- 6 Tape/disk players, radios, or other nuisance items may be played at the driver's discretion.
- 7 No animals or pets are allowed on the bus.
- 8 The emergency door (rear) must not be used unless an emergency exists.
- 9 Students shall remain seated while bus is in motion.
- 10 Students shall not extend hands, arms, or heads through the bus window.
- 11 Students may converse in normal tones. Loud or vulgar language is prohibited.
- 12 Students shall keep the bus clean and must refrain from damaging it. Students must pay for any damages they cause or contribute to.
- 13 Eating, drinking, or gum chewing may take place at the driver's discretion.

## C Consequences

- 1 Riding a bus is a privilege. The following procedure will take place when that privilege is abused.
  - a 1<sup>st</sup> offense: Warning! Driver will take appropriate action for correction and improvement.
  - b 2<sup>nd</sup> offense: Parent notified. Meeting with parents, driver, student and Director of Transportation.
  - c 3<sup>rd</sup> offense: Indefinite suspension. Parents and student will put a plan together to get back on the bus – to be approved by Director of Transportation and School Principal.
  - d 4<sup>th</sup> offense: Loss of riding privilege for remainder of school year.
  - e Note: Verified complaints from neighbors or others will also be a basis for the discipline procedure described above. Drivers generally give pink slips for disrespect, loudness, boisterous behavior, or insubordination. Any student NOT dropped off at his designated stop will be brought back to the high school campus.
- 2 Driving to School Activities. When students are being transported to or from school activities, school rules are in effect. Students riding a bus to school activities (e.g. field trip, sports event) will be required to return by bus. The only exception to this is when a student receives permission from the faculty sponsor to return with his/her own parents. A note from the parents must be presented in order for a student to return from activities with someone other than his/her own parents.
- 3 Students who are participating in a school field trip, practice, meeting, or other school event off campus are not to drive themselves (HS) or other students to or from these school activities unless specific exceptions have been made. If a student is to ride with another student, a parent of both students and an administrator must approve. An administrator, athletic director, activity sponsor, or coach may make an exception if the parents personally request their son or daughter be an exception. In such a case, the student would ordinarily be required to drive in caravan with other vehicles. Exceptions can be made by the coach or sponsor with approval of the administrator for activities or events in which student participants are to travel from home and meet at the off-campus location.
- 4 Parents, coaches, and teachers are permitted to drive students to school events if they are registered with the school business office before the occasion. They must have taken to the business office their valid driver's license and proof of current auto insurance. The individual driver's personal insurance is primary coverage. With such documentation with the school business office and school's insurance company, the school insurance provides only secondary insurance coverage. If in a van or car, each student must have an individual seat belt.

## XI Organization and Founding Principles

### A Structure and Organization

- 1 The Association. The Association owns the school. Rather than parochial or private, Ontario Christian seeks to be owned by parents and friends of Christian education who are committed to promoting the mission and philosophy of the school. The Association must approve the annual budget and tuition schedules, changes in constitution and by-laws, and



the purchase or sale of land on behalf of the school as recommended by the board. The Association elects board members to represent Association. For information on membership, please call the business office.

- 2 Board of Directors. The Board of Directors is elected by the Association to govern the school on their behalf. The board sets the vision, policies, and accountability standards for the school. Each board member serves for three years. The officers are President, Vice President, Secretary, Treasurer, and Vicar. Normally the Board meets each month.
- 3 Administration, Faculty, and Staff. The administration and staff are essential in carrying out the mission of the school. The board takes care in establishing policies requiring all employees meet the following qualifications: profess Christ as Savior and Lord and maintain a positive Christian testimony, be active in attendance of a local Protestant Christian Church, agree with and adhere to the Statement of Christian Life Commitment, enroll eligible children in Ontario Christian School in grades kindergarten through twelve, have or be in progress of securing a current teaching or other appropriate professional certificate recognized by a State. The Academic Administrators and teachers of Bible in grades 7-12 must be active in attendance of a church that adheres to Article I of the Constitution.



## **B Philosophy and Goals**

- 1 Philosophy. Ontario Christian Schools is a necessary and joyful means to bring glory and honor to God in response to His mercy to His people. The school is necessary because education is essential for effective obedience to God's will; it is joyful because as God's children we individually and communally serve, explore, participate, and delight in His creation.

Every human has a perspective or worldview that directs and empowers the way he speaks, acts, and lives. The educational perspective of Ontario Christian School is based on the authority of the Bible as the written Word of God. In our understanding of the Bible, we find help and direction in the Reformed heritage and confessional standards. Ontario Christian recognizes that Christians adhere to a variety of confessional standards and it actively supports an interdenominational ministry by helping all Christian parents in their efforts to lead their children in the nurture and admonition of the Lord.

One way to summarize the philosophy of Ontario Christian is to understand the relationships between the individual and God, the individual and self, the individual and other human beings, and the individual and all other aspects of God's creation. The purpose of Ontario Christian Schools is to train the students to live in and respond to these relationships commanded in God's Word.

In creation, these relationships were established to bring honor and glory to God. People, created in the image of God, are given a special responsibility to be God's representatives to ensure that their lives and all of their relationships are consistent with the ideals God has established. Men and women have special roles as stewards in subduing, controlling, and preserving the earth.

All of the ideal relationships, however, were distorted when humanity willfully rejected his and her assigned places and attempted to build their own kingdom. In spite of humanity's response, God provided through the atonement of Jesus Christ the means of restoring the relationships. As God restores His relationship with mankind, this permits the restoration of each of the other relationships. Men and women are free in thankful

response to serve God as sovereign Lord, to love and respect themselves as God's image bearers, to love their neighbors, and to subdue, control, and preserve the earth as God's stewards.

We are called as Christians to grow in maturity in Jesus Christ, to be knowledgeable about our faith, to stand firm in our convictions, to live as servants within community, and work toward reconciling all things and relationships to Jesus Christ. The home has the primary responsibility for the children and is the children's primary source of nurture and guidance. The school serves as an extension of the home. The Christian parent, as a member of the body of Christ, seeks for the family growth in faith and practice with regular and active involvement in a local Christian church.

## 2 School Goals

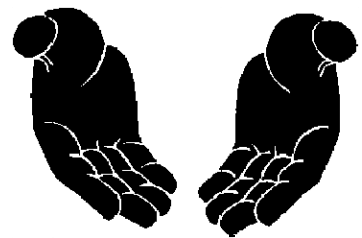
**Vision:** The school is to help the parents train the individual child to be mature and unique within the family of God, and to accept deliberately and joyfully his or her special responsibilities. The school is to be an effective instrument of God on behalf of Christian parents to train their children to become mature Christians, desirous and capable of developing the relationships established by God.

The school must help the student, as an image bearer of God and member of a community, to discover and develop his individual worth, talents, gifts, and responsibilities. The training of students must ensure every aspect of learning, including understanding, decision-making, and serving, is an extension from a Christian commitment and Biblical worldview.

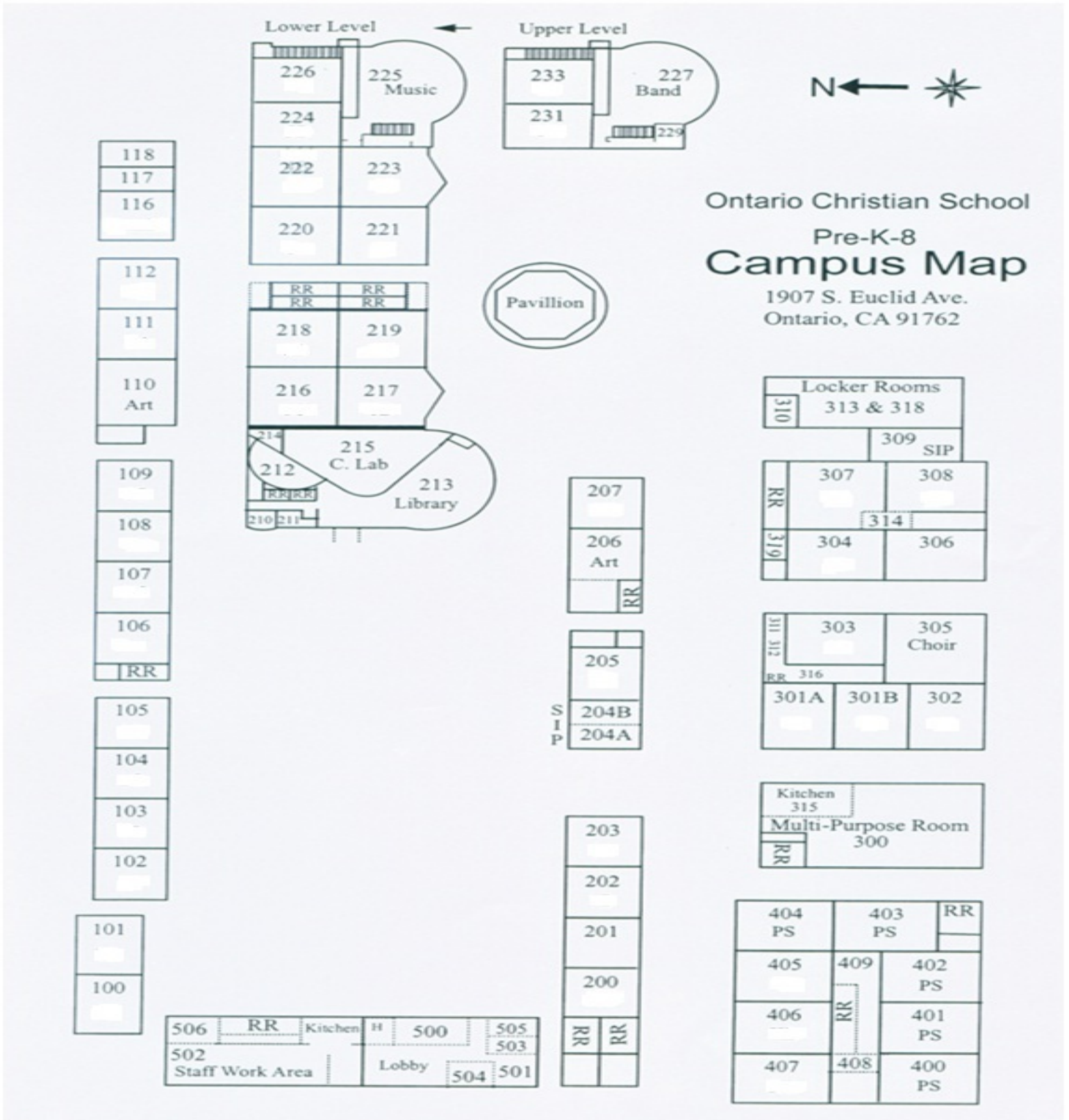
**Understanding:** The school must teach content. The student must know God, self, others, and all of creation. He must learn what the proper relationships were created to be, what they became through sin, and what they can become through restoration in Jesus Christ. There must be growth in knowledge, in a clear understanding of what things are like, and in identifying observations, concepts, and generalizations. There must be growth in abilities to analyze, synthesize, apply, create, and interpret.

**Decision-making:** The school must train and admonish the student to respond appropriately and to apply the knowledge in forming the relationships as directed in the Bible. There must be growth in right choosing, discernment, appreciation, right attitudes, and the making of appropriate judgments and commitments.

**Serving:** The school must train the student how to act, respond, and apply Biblical principles in establishing God-glorifying relationships. In order to promote a positive impact in the world, there must be growth in applying and implementing these Biblical principles.



## XII Map and Room Display



### **XIII Curriculum: Course Offerings**



#### **A Middle School Philosophy**

The Middle School is a structured yet relaxed environment where each student is challenged through world-life Christian instruction. The students challenge authority and crave acceptance and approval by their peers. Each student will develop habits of positive, productive behavior, both as a student and as a Christian citizen. While work will be presented in ways appropriate to the developmental age and learning style of the students, a high expectation will be held for all. The students are taught a strong base of skills and knowledge to last a lifetime. The Middle School philosophy emphasizes a variety of subject material taught using a variety of methods (e.g. block scheduling, teaming, integrated units, projects). This is different from a junior high approach in which everything is taught using a mini-high school approach.

In preparation for the transition to high school, faculty and staff work together to nurture and develop students' academic, personal, social, emotional, physical, and spiritual growth. A wide variety of exploratories are offered which gives the students opportunity to better understand social challenges and individual choices. Exploratories may include (but are not limited to) Art History, Drama, Spanish, Choir (7<sup>th</sup> and 8<sup>th</sup> Grade), Band, Yearbook, Business, Money Management, Geography, Heroes, Fitness, Media, First Aid, Science Olympiad, Graphic Design, Student Council, History of Team Sports... just to name a few. Various classes may include community service projects that reach outward into the neighborhood. Several study-skills related classes are offered to new students and those especially needing that help.

#### **B History/Social Studies**

Seventh graders study world history from the perspective of a Christian worldview starting with the time of the decline of the Roman Empire and going through the time of early modern Europe with an emphasis on developing critical thinking, research, and geography skills. Throughout the year, the students participate in various projects, videos, discussions, and research in order to keep history alive and exciting. Eighth graders study American history from the Colonial period through Reconstruction. Various projects, videos, group work, discussions, and research help keep history alive and exciting.

#### **C Language Arts**

Literature provides the basis for the Middle School Language Arts curriculum. The teaching and learning of reading and literary skills are used, including analyzing, evaluation, and responding to text. Text consists of fiction in multiple genres, including nonfiction poetry and drama. Students will also read novels throughout the year to enhance their study of theme and genre. Grammar, writing, spelling, and vocabulary skills are derived through explicit instruction. Middle School uses accelerated reading in their evaluation of novels read in their classes, as well as for independent reading.

#### **D Math**

Middle school math continues the basic math skills acquired in elementary classes, and uses those skills in the foundational aspects of algebra. Students are placed according to results of math placement tests into various levels starting with pre algebra concepts through algebra. At the conclusion of middle school, some students will enter high school being ready to take geometry as their first high school course.

Pre-algebra is the curriculum for 7<sup>th</sup> grade, and algebra is the curriculum for 8<sup>th</sup> grade. Various books will be used to address the pre-algebra and algebra curricula, based on the skill levels at which each student enters.

All students entering 7<sup>th</sup> grade or 8<sup>th</sup> grade, either continuing from OC or coming from different schools, will be required to take a math placement test. Students will be placed based on the placement test, class scores, and teacher recommendations. Placement test scores will not be divulged to parents or to students. They are used only for the correct placement for each student as they continue their math development. Students will be tested at the end of the year to see if they qualify to go to the next level of math, or if they need more time in the fundamentals of math.

## **E Science**

The seventh grade studies are based on a year of life science. Units include those on life, heredity and genetics, diversity of life, plants, and animals. A study of astronomy, a Christian's view of Darwin and his theory of evolution, and a look at various human body systems are also covered. The eighth grade focuses on physical science, which covers an introduction to chemistry and physics. Units include matter, the periodic table, chemical reactions, motion, forces, and energy. The students will be utilizing a "hands on" approach in dealing with the experiments in the class, and learn lab safety as well as basic lab equipment use.

## **F Bible**

The Middle School Bible curriculum is based on the Christian Schools International (CSI) curriculum. Seventh grade students study the Old Testament from the divided kingdom through the inter-testamentary period. Eighth grade students study the New Testament as well as some church history. We require that students not only study the curriculum but apply that knowledge of the Bible to the world in which they live. Videos, research, and projects compliment this curriculum.



## **G Advisement**

The emphasis of the Advisement Program is developing a one-to-one relationship between advisor and student that encourages communication and keeps staff informed of the needs and concerns of students. The advisors' goal is to maintain strong communication between home and school regarding all aspects of the child's experience at school. Advisors meet with parents and students twice yearly for goal setting and monitoring of progress. Parents or students throughout the school year may contact advisors. When needed, advisors make contact with classroom teachers and support staff. Open and prompt communication leads to strong home and school relationships, as together we serve Christ for the benefit of His children. Advisement (Monday through Thursday – last hour) also includes topics relating to our lives as responsible Christians. These may include (but not be limited to) study habits, friendship, worship, sex education, drinking and drugs, cults, abortion, suicide, smoking, gambling, bullying, money issues, death and dying, spiritual warfare, and spiritual growth. At OCMS, we firmly believe the whole kid, the whole time, with our whole heart!

## **H Art**

Each middle schooler takes one semester each year of Art (Monday, Wednesday, Friday). A variety of projects are learned and discovered. OCMS Art is quite comprehensive and students

are exposed to a variety of art topics. This course is both academic (includes tests and exams) as well as studio time to complete projects.

**I PE**

Middle School students take one semester of PE each year (Monday, Wednesday, Friday). Topics include fitness training, team sports and individual sports.



**J Computers**

Each Middle Schooler receives one semester of computer training each year (Tuesday, Thursday). Students' typing skills are enhanced along with their knowledge of various Microsoft Office programs. Our computer class attempts to support the core classes as they do research and complete various reports and papers.

**K Spanish**

Middle School students take one semester of Spanish each year (Tuesday, Thursday). Students are exposed to the fundamentals of the Spanish language starting with basic vocabulary, grammar, word conjugation, sentence structure, and gender agreement. Spanish culture will also be discovered and celebrated.