



Isaiah 40:31—

*“...but those who hope in the Lord
will renew their strength.
They will soar on wings like eagles;
they will run and not grow weary,
they will walk and not be faint.”*



Orange County Christian School
7-12th Grade Handbook
2009-2010

(714) 821-6227 www.occs.org

Contents

WELCOME.....	1
ORANGE COUNTY CHRISTIAN SCHOOL MISSION STATEMENT	1
STATEMENT OF PHILOSOPHY	2
STATEMENT OF OBJECTIVES:.....	2
SECTION ONE:.....	3
GENERAL INFORMATION	3
A. ACCREDITATION AND AFFILIATION	4
B. NON-DISCRIMINATORY POLICY	4
C. ADMISSIONS POLICY.....	4
D. SCHOOL PERSONNEL	4
E. TUITION AND FEES.....	5
F. DONATIONS AND FUNDRAISING	5
G. LIBRARY.....	6
SECTION TWO:.....	7
ACADEMIC INFORMATION.....	7
A. ACADEMIC STANDARDS	8
B. CURRICULUM	8
C. HOME EDUCATION/ASSIGNMENT POLICY	9
D. PROGRESS REPORTS & REPORT CARDS	9
E. GRADING SYSTEM:.....	10
F. HONOR ROLL & OTHER AWARDS:.....	10
G. HIGH SCHOOL GRADUATION REQUIREMENTS:	10
H. COMMUNITY SERVICE HOURS REQUIRED:	11
I. GRADE TRANSCRIPTS:	11
J. APPOINTMENTS WITH TEACHERS:	11
K. EXTRA-CURRICULAR ACTIVITIES	12
L. ACADEMIC PROBATION.....	12
M. INCOMPLETE WORK:.....	12
N. GRADE DISPUTES:.....	13
SECTION THREE:	15
ASSERTIVE DISCIPLINE PLAN	15
A. EXPECTATIONS FOR STUDENTS:	16
C. TRUANCY/DITCHING:	16
D. DRUGS AND ALCOHOL:.....	16
E. PORNOGRAPHY AND OBSCENE MATERIALS:.....	17
F. WEAPONS:	17
G. DESTRUCTION OF OR THREAT OF DESTRUCTION OF SCHOOL/PERSONAL PROPERTY, OR BODILY INJURY:17	
H. HAZING:	18
I. FIGHTING OR PHYSICAL HARASSMENT:	18
J. THEFT OF SCHOOL OR PERSONAL PROPERTY:.....	18
K. VANDALISM:	18
L. GANG ACTIVITY:	19
M. OBSCENE ACTS OR PROFANITY:	19
N. SMOKING:.....	19
O. SEXUAL HARASSMENT:	19
P. INVASION OF PERSONAL PROPERTY:	20

Q. NOTES OR PHONE CALLS FOR ABSENCES:	20
R. CHEATING OR PLAGIARISM:	20
S. WALKMAN, CDS/CD PLAYERS, RADIOS OR OTHER ELECTRONIC DEVICES:	21
T. BICYCLES, SKATEBOARDS, ROLLER BLADES, AND SCOOTERS:	21
U. FOOD, GUM, BEVERAGES:	21
V. PHYSICAL DISPLAY OF AFFECTION:	21
W. PAGERS AND CELLULAR PHONES:	21
X. LITTER:	22
Y. DRESS CODE.....	22
Y.2 <i>Uniform Standards:</i>	23
Y.3 <i>Grooming standards:</i>	23
Z. STUDENT VEHICLES, TRAFFIC AND PARKING REGULATIONS:	23
AA. BEHAVIOR STANDARDS:	24
BB. CONFLICT RESOLUTION:	24
CC. DISCIPLINE POLICY:	24
1. <i>Detention</i>	25
2. <i>Procedures for awarding detention:</i>	25
3. <i>Suspension Procedures:</i>	25
4. <i>Expulsion Procedures:</i>	26
SECTION FOUR :	27
SCHOOL POLICIES	27
A. HEALTH SCREENING AND IMMUNIZATION	28
B. ATTENDANCE PROCEDURES AND REPORTING:.....	28
C. TYPES OF ABSENCE.....	29
D. ANTICIPATED ABSENCE CONTRACT	30
E. TARDINESS	30
F. TRANSPORTATION	30
G. “CLOSED” CAMPUS POLICY.....	31
H. ACCIDENT OR ILLNESS	32
I. DISASTER PREPAREDNESS	32
J. STUDENT “EMERGENCY INFORMATION”	33
K. LUNCH & NUTRITION	33
L. BOOKS & SUPPLIES.....	33
M. PARENT POLICIES	33
SECTION FIVE:	35
STATE MANDATED POLICIES	35
A. TUBERCULOSIS SCREENING	36
B. CHILD ABUSE REPORTING OBLIGATIONS.....	36
C. STUDENT SEXUAL HARASSMENT POLICY	36
C.1 <i>Definition of Sexual Harassment:</i>	36
C.2 <i>Employee-Student Sexual Harassment:</i>	36
C.3 <i>Student-Student Sexual Harassment:</i>	36
C.4 <i>What to do if you experience or observe sexual harassment:</i>	37
C.5 <i>Where to report sexual harassment:</i>	37
C.6 <i>Confidentiality:</i>	37
C.7 <i>Protection Against Retaliation:</i>	37
C.8 <i>Procedure for investigating of the complaint and for taking corrective action:</i>	37
D. STUDENT MEDICATION POLICY	37
<i>Physician-Prescribed Medication:</i>	38
<i>Nonprescription or Over-the-Counter Medications:</i>	38

Welcome

Dear Parents & Students,

Welcome to ORANGE COUNTY CHRISTIAN SCHOOL! We look forward to working together with you to accomplish the very best education possible for our young men and women, in a wholesome Christian environment.

Thank you for reading carefully with your student the information presented in this handbook. **BY CHOOSING TO ENROLL YOUR STUDENT IN OUR SCHOOL, YOU ARE AGREEING TO ABIDE BY ALL THE RULES AND REGULATIONS (INCLUDING REASONABLE INFERENCES) OUTLINED IN THIS HANDBOOK.** An understanding of the procedures and policies outlined will help avoid any misunderstandings and ensure smooth functioning between home and school. Cooperation is of the utmost importance as we work together to help students know daily fulfillment and to prepare them for a productive future with eternal goals.

Communication is the cornerstone for a successful home-school relationship. Please call concerning any questions you may have concerning your student. The OCCS faculty and staff are dedicated to Christian service, and we are always happy to assist you in striving to see that your student has a productive school experience in all ways possible.

Thank you for choosing to share your school experiences with us.

Orange County Christian School Mission Statement

“The Mission of Orange County Christian School, in partnership with the family, is to encourage the development of each individual student, spiritually, mentally, physically, and socially, through an educational program that promotes excellence and places Christ at the center of all things.”

(Adopted November 14, 1996)

Statement of Philosophy

Orange County Christian School

*“Train up a child in the way he should go; and when he is old,
he will not depart from it.”*

Proverbs 22:6

- We believe that there is one God and that He is the source of all love, knowledge, and truth.
- We believe that Jesus is the Christ, the only begotten Son of God.
- We believe the Bible is the inspired, inerrant work of God, and it is the source of knowledge by which we can find God’s purpose, meaning and direction for our lives.
- We believe all men sin and fall short of the glory of God.
- We believe we are saved by the grace of God, through faith; that faith is more than conscious assent and is expressed through obedient acceptance of God’s Word.
- We believe it is every Christian’s responsibility to serve God to the fullest extent of his “talents” and to tell others that Jesus was born, was crucified, rose on the third day, and that through His resurrection we might also have eternal life.

Statement of Objectives:

As is stated in our Mission Statement, our aim is to develop children academically, spiritually, physically and socially. This is accomplished in part by the following specific objectives:

- Teach the Bible simply, accurately and completely.
- Promote a personal relationship with God, Jesus the Christ, and the Holy Spirit.
- Promote academic excellence to the highest degree possible for each student.
- Teach high moral and personal standards.
- Teach self-discipline.
- Promote the Christian attitude of love, concern, and respect for others.
- Promote good sportsmanship.
- Instill in our students patriotism and loyalty.
- Develop good citizenship.
- Encourage good study habits.
- Develop respect for authority.

Section One:

General Information

“The end of all things is near. Therefore be clear minded and self-controlled, so that you can pray. Above all, love each other deeply, because love covers a multitude of sins.”

I Peter 4:7-8

A. Accreditation and Affiliation

There is no official accrediting agency for the State of California. Orange County Christian School is not accredited by any agency. Orange County Christian School (OCCS) meets and exceeds all requirements of the California State Department of Education. **OCCS is a charter member in good standing of the Association of Christian Schools International (ACSI).**

Orange County Christian School high school graduates have historically been accepted into well-respected colleges and universities, including public universities. However, the UC system will only accept WASC accredited transcripts.

Orange County Christian School is a tax-exempt independent Christian School. Individual members of the churches of Christ largely support OCCS.

B. Non-Discriminatory Policy

Orange County Christian School admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, dramatic, or other school administered programs.

C. Admissions Policy

In order to be admitted at grade level *without condition*, an applicant must:

Be interviewed by the Principal

Undergo placement testing in mathematics and English/language

Have satisfactory citizenship grades

Have a GPA of at least C- (2.0)

Students whose GPA is below 2.0 will be required to enroll in the after school enrichment class on a quarter by quarter basis

Failure to meet the above admission criteria may lead to an applicant either being denied admission, or being admitted on a conditional basis, to be determined by the Principal.

D. School Personnel

Orange County Christian School is governed by an independent Board of Directors, consisting of Christians from various congregations of the churches of Christ.

The Board of Directors selects the Principal who is responsible for the academic operation of the school.

The Board of Directors also approves the selection of the Principal and the teachers on the basis of spiritual commitment, practical experience, ability, dedication, education and compatibility. Office staff and other support personnel are likewise selected on the basis of their ability and spirituality.

Together, the many individuals that make up the Board, faculty, and staff of OCCS combine their talents and concerns to compose a team with a common purpose: The training of young lives for the future and for eternity.

E. Tuition and Fees

There is an annual registration fee for each student. If a student is disenrolled before July 1st, 100% of the registration fees will be refunded. If a student is disenrolled between July 1st and August 31st, 50% of the registration fees will be refunded. After September 1st, no registration refunds will be given.

For the convenience of our parents, tuition may be paid in ten equal installments. With the ten-payment plan, tuition is due on the first of each month, beginning in September and ending in June of each school year. Any other arrangements must be made on an individual basis through the Business Office.

Tuition Payments not received within 5 days of the due date may be subject to a late charge of \$25.00. Students may not compete in any interscholastic competitions or extracurricular activities as long as their financial account with the school is delinquent. If the account is 30+ days in arrears, the student will be suspended from school. Waivers may be granted if satisfactory arrangements have been made with the Principal and the Business Manager, and, if necessary, approved by the Board to bring the account up to date.

Students will not be allowed to participate in the graduation activities or ceremonies if tuition and fees are not fully paid by the end of the first full week in June. Diplomas and report cards will be withheld until all accounts have been paid in full. Any school district or private school to which the pupil has transferred shall likewise withhold grades, diploma of the pupil until such time as it receives notice from OCCS that the compensation has been received.

F. Donations and Fundraising

Registration fees and tuition cover an estimated 70% of the funds required to pay for your student's education at OCCS. **California government reports in the summer of 2003 indicated that the State of California spends over \$7,000 per student per year to educate its students.** Current amounts are undoubtedly much higher than this figure. In order to maintain competitive tuition rates, the balance of our income must come from school fundraising efforts and donations. Your financial gifts to the school are necessary in order for OCCS to continue its high quality of education. All gifts are gratefully received and wisely used. Donations of cash, materials and property are all deductible for income tax purposes.

OCCS schedules fundraising activities throughout the school year. Regular fundraisers include candy and gift sales, etc. Student participation and parental support in these events is expected and necessary. Parents may choose to make a donation to the school equal to the anticipated amount students would earn from a fundraising activity, rather than directly participate in the fundraiser.

G. Library

OCCS has a small library that is available for the students to aid in research and recreational reading. Students may check out books for a two-week period. Prior to being due, a book may be checked out for one additional two-week period. Failure to return a book on time will result in a charge on the family's account of \$.50 per day, up to the replacement value of the book, as well as a possible suspension of library privileges. Resource books such as dictionaries and encyclopedias may not be checked out.

Section Two:

Academic Information

“He who gets wisdom loves his own soul; he who cherishes understanding prospers.”
Proverbs 19:8

“Pay attention and listen to the sayings of the wise; apply your heart to what I teach, for it is pleasing when you keep them in your heart and have all of them ready on your lips. So that your trust may be in the Lord, I teach you today, even you.”

Proverbs 17-19

A. Academic Standards

As a Christian School, we believe that we are obligated to strive for excellence in all that we do. (Col. 3:23—“*Whatever you do work at it with all your heart, as working for the Lord, not for men.*”) Academically, this means providing each student with the best possible opportunity to learn. In an effort to do this, we:

- Maintain small class sizes.
- Employ the most qualified teachers available.
- Use the best textbooks available.
- Require students to work hard.
- Group students by ability, in math and reading.

To be considered at high school grade levels, students must have the following minimum number of credits earned at the conclusion of each semester:

Freshman Status	0-59 credits earned
Sophomore Status	60-119 credits earned
Junior Status	120-179 credits earned
Senior Status	180 credits or more

The required list of classes must be taken to graduate, regardless of the number of credits a student may have accumulated.

B. Curriculum

1. Orange County Christian School provides an instructional curriculum that will develop the total person: mentally, spiritually, physically, and socially. We use Christian materials and a choice selection of other “neutral” secular resource materials.
2. Mentally, the curriculum focuses on “the basics” of education. Instruction in reading, writing, and mathematics comprise a major portion of each day. It is our belief that a student equipped with these basics and the ability to think will be properly prepared to meet the challenges of higher education.
3. Spiritually, the curriculum strives to instill spiritual values of being like Christ. Students learn to make decisions and set priorities from the Christian perspective.
4. Socially, Christian principles serve as the foundation from which proper social behavior is judged.
5. Physically, the curriculum offers physical education classes in an environment structured to allow interaction in a safe and supervised setting.
6. Our course of study is designed to meet or exceed the requirements that the state has determined for the public school.
7. **Students whose GPA falls below 2.0 (excluding PE and TA grades) each quarter, are required to enroll in the after school enrichment class in order to improve their performance.**

C. Home Education/Assignment Policy

Helping your student develop the proper attitude toward home education and instilling good home study habits are important in helping the student do well in school. Working at home reinforces what was learned in the class, and thus assignments should be taken very seriously. Failure to complete assignments reduces the learning experience and affects grades.

The home has the responsibility to assist the student with work, by providing a time and a place with an atmosphere that encourages concentration upon the work to be done. Distracting noises should be eliminated as much as possible. Parents should not do the work for the student, but they should give proper supervision to the required study. Television, radio, CD's, etc. should not be on where the homework is being done.

Homework guidelines are as follows:

1. At least one hour each day (for 7th-8th grade students) to two hours each day (for 9th through 12th graders) should be planned for home education study and review. Some assignments will require longer hours for research and class participation.
2. All written work must have an appropriate heading, including full name, date, class, and assignment, with the page number. It must be legible and on standard white, ruled notebook paper, or done on a word processor, using double spacing, 12 font, Times New Roman or Tahoma, and standard margins. (See examples for standard, daily work heading and term paper/report cover sheet.) All documents created on a computer in the lab must be saved to a USB drive or emailed to yourself. All documents must be deleted from the computer before you leave the lab (See sample given at end of handbook).
3. It is the policy that all homework is to be turned in on the due date, and credit not be given for work that is late. It is the responsibility of the student to be aware of all deadlines for turning in work and to successfully meet them.
4. There is after school help available to students in grades 7 through 12. See any teacher to schedule time in any class in which you may have difficulty. There is no charge for the half-hour after school tutorials.
5. This year there is a fee-based help class after school as well. Please see the office for details. This becomes mandatory if grades drop below 2.0 (excluding PE and TA grades) in a quarter!

D. Progress Reports & Report Cards

1. During each quarter, a progress report is made at the end of approximately 3 weeks. Progress reports can be accessed via internet. Parents who do not have access, may call the office and request a print-out. A report card will be mailed to the home at the end of each quarter.
2. It is the responsibility of the parent to call for a conference at that time, in order to inquire into steps that may be taken to correct any deficiency. If teachers feel the need for a conference, they will make a note to this effect on the progress report, or call the parent directly. Again, grades below 2.0 (excluding PE and TA grades) will require enrollment at the parent's expense in the after school enrichment class.

E. Grading System:

Students are graded for academic achievement, citizenship, and work habits. The grading system used is as follows:

95-100%	A = 4.0	90-94%	A- = 3.7
87-89%	B+ = 3.3	83-86%	B = 3.0
80-82%	B- = 2.7	77-79%	C+ = 2.3
73-76%	C = 2.0	70-72%	C- = 1.7
67-69%	D+ = 1.3	63-66%	D = 1.0
60-62%	D- = 0.7	<59%	F = 0.0

F. Honor Roll & Other Awards:

A list of students who have achieved academic excellence is published at the end of each semester. The academic distinctions are listed as follows:

3.5 & above	Honor Roll
3.75-3.99	Presidential Gold
Based on GPA and dramatic improvement	Presidential Silver

***Perfect Attendance is based on the entire school year, not by semester.**

G. High School Graduation Requirements:

Class	Minimum Graduation Requirements (credits)	College Prep. Graduation Requirements (credits)
Bible	40 credits*	40 Credits*
English	40	40
U. S. History	10	10
World History	10	10
American Government	5	5
Economics	5	5
Geography	5	5
Mathematics	20 (including Algebra 1)	30 (including Algebra 1, Intermediate Algebra and Geometry)
Chemistry		10 (one year with lab)
Biological Science	10 (one year with lab)	10 (one year with lab)
Physical Science	10	10
Foreign Language	10 or 10 credits in fine art	20
Fine Art	10 or 10 credits in foreign language	10
Physical Education	20	20
Health	5	5
Computer Skills	5	5
Senior Living Skills	5	5
Electives	20	20
Min. Grad. Req.	220	260

*Transfer student's Bible requirements will be adjusted based on the year they enroll at OCCS.

- ❑ Any credits earned at another institution outside **OCCS** will be evaluated by the Administration to ascertain if they are applicable towards graduation credits for **OCCS**.
- ❑ Candidates for Valedictorian or Salutatorian must have a minimum GPA of 3.5, and no unsatisfactory Citizenship marks to be eligible for these positions of honor.
- ❑ All students who enter **OCCS** are expected to complete the college preparatory requirements, and will be given classes towards fulfilling that goal. Parents who have compelling reasons to petition the Principal in order to allow their student to graduate with only the minimum graduation requirements for the State of California must make an appointment for a conference with the Principal to make that request. Only the Principal has the authority to make the final decision in this matter, on behalf of a student.
- ❑ Students wishing to graduate early will need to complete the following steps:
 1. Request an Early Graduation form
 2. Submit the form to the Principal for review
 3. Principal's recommendation will be sent to the Board for approval
- ❑ All credits earned outside of Orange County Christian School will be evaluated by the administration. Actual number of credits that will be accepted by Orange County Christian School will be determined by the principal.

H. Community Service Hours Required:

Ten hours of community service per semester are required for 7-10th grade students. For 11th and 12th grade, the number of required hours is 15 per semester. Community service hours will be tracked in the form of a class that will be listed on the student's report card. The purpose of required service is not to add extra work to already busy schedules, but to expose OCCS students to serving others. Christ has called each of us to serve others and to show the fruits of our faith through ministering to others. If the student fails to complete the required community service hours, they will be placed on behavioral probation, and may not be allowed to register the following year until hours are completed, or arrangements made with the head of the Bible department. These service hours must be pre-approved by the Bible teaching staff. Students are responsible for completing the service hours form and turning it in to the Bible class teachers before the end of each semester.

I. Grade Transcripts:

The transcript is the official high school academic legal document that indicates credits earned in school and is the tool to transfer such credit to another institution. It contains the student's cumulative GPA and is the document that states the school attended and provides the date when a high school degree is awarded.

J. Appointments with teachers:

We encourage parents to discuss with the teacher any questions or problems concerning their students. We ask, however, that an appointment be made in advance if you would like a conference. In addition to their teaching responsibilities, teachers have extra-curricular duties which require their time. We therefore ask that parents be considerate of the teacher's full schedules, and arrange for an appointment in advance. We

normally have meetings with all the teachers, for over-all performance of your student. Otherwise, you may always arrange to speak to any particular teacher(s) when your student is struggling in one or two areas of study. We also ask that parents respect the home life of teachers by not calling them at home. They will return parent's calls at their first opportunity during the school day, or after school. We encourage the use of email to communicate with teachers and parents whenever possible.

K. Extra-Curricular Activities

Students who are not on Academic or Behavioral Probation are encouraged to participate in extra-curricular activities. If a student is on Probation, a waiver, based upon recommendations(s) from a student's teacher(s) may be granted for limited/probationary participation if satisfactory improvement is noted.

L. Academic Probation

Students failing to make satisfactory progress (indicated by an overall grade point average less than 2.0) will be placed on Academic Probation. While on Academic Probation the student will have the opportunity to improve his/her grades and be removed from Probation. Failure to raise the grade point average satisfactorily by the end of the period of probation may result in the student being:

- Required to satisfactorily complete summer school or an appropriate equivalent program (all "F" grades are required to be made up) as a condition for continued enrollment at OCCS, or,
- Retained in a class, or,
- Dismissed from the school.
- Enrollment in the after school fee-based enrichment class will be mandatory on a quarter by quarter basis during the school year, or upon re-enrollment.

The Principal and the teachers evaluate probations quarterly. The GPA for evaluation is based on all courses except for Physical Education and Teacher's Assistant grades. If a student is placed on academic probation, the probationary period will be for 18 weeks, or 1 semester. If the evaluators feel the student is putting forth the best effort possible, the Principal and teachers will work with the student and parents to develop a program to assist the student in raising overall academic performance. The student will remain on academic probation for the remainder of the school year, when a determination will then be made as to continued enrollment in OCCS. The above does not apply if a student is entering the school year on an academic or behavioral contract. In such case, the student will be held to the terms of his/her contract.

M. Incomplete Work:

An instructor can only award an incomplete grade when a student is unable to complete course work due to illness, authorized travel, or other family commitments. The student then has the following semester to complete all course work and receive a grade. It is the responsibility of the student and instructor to see that the missing work is turned in and graded. The office will send a letter of notice to the instructor and student. The school office will award a grade of "F" if no action is taken by the student or instructor to replace the incomplete grade.

Students must make arrangements with their teachers to complete all assignments and tests missed during excused absences. A student has two days to make up work and take tests for each day of excused absence or as the teacher directs. Students are not to turn in all work missed over several days at one time, but must turn in each day's work two days after an absence. The responsibility for keeping track of missed work falls on the student. A student's absence to avoid a test or other graded assignment is not acceptable and the teacher has the option to give the student a "0" for the task. Opportunities will not be given to make up work or take tests missed due to a student's unexcused absence, truancy, or suspension. If a student misses the day before or of a test, he may be required to take the test on the day of his return, if no new material was covered.

All "F" grades MUST be made up in summer school or by successful completion of an accredited correspondence course, or must be retaken the following year.

N. Grade Disputes:

When a disagreement regarding an earned course grade occurs between a student, parent, teacher or administrator, the resolution of the difficulty will be processed using the following procedure. These steps follow the principles contained in Matthew 18.

- 1) **Conference with student and teacher.** The student provides the teacher with the evidence or proof that an error or omission exists in the grades, homework requirements, or schedule of instruction for the course. If an error has been correctly identified the teacher is obligated to make the change and issue a new grade status report for the student.
- 2) **Conference with student, parent and teacher.** If the initial meeting with the teacher leaves the dispute unresolved then a meeting will be scheduled with the teacher, parent, and student.
- 3) **Conference with parent, teacher, and principal.** If the grade dispute continues to remain unresolved then a meeting with the principal will be scheduled at the earliest possible time. The parent and the teacher will provide documentation and evidence to support the recorded grade.

Section Three:
Assertive Discipline Plan

*“All things are lawful, but not all things are profitable. All things are lawful, but not all things edify. Let no one seek his own good, but that of his neighbor.”
I Corinthians 10:23-25*

A. Expectations for students:

Students are expected to display a positive attitude, one of showing respect and concern for teachers and their fellow students. This positive attitude will be typified by the following:

- ❑ Arrival to class on time, completed homework, and being prepared for class.
- ❑ Attentive in class, contributing to an atmosphere that promotes learning and mastery of ideas, concepts, or facts being presented by the teacher and/or being discussed by the students.
- ❑ Display of courtesy and good judgment in all actions toward teachers and fellow students both in and outside the classroom, and while participating in school activities or outings.

B. Disrespect, Argumentation, or Defiant Behavior:

Students who show disrespect, are argumentative, or show defiant behavior towards a staff member will incur the following penalties:

- ❑ CONSEQUENCES:
 - Detention, and possible removal from class for the remainder of the period.
 - Possible referral to meet with Principal.
 - Possible suspension if the problem is not corrected satisfactorily.
 - Additional detentions may be assigned by the Principal in extreme cases.

C. Truancy/Ditching:

- ❑ A student's absence without the knowledge and consent of parents/guardians and/or school staff is not acceptable behavior.
- ❑ It presents an issue of liability for both parents and school.
- ❑ CONSEQUENCES:
 - First offense: Notify parents, and assign 2 detentions.
 - Second offense: Notify parents, assign one-day suspension.
 - Third offense: Notify parents, indefinite suspension and recommendation for expulsion.

D. Drugs and Alcohol:

- ❑ OCCS supports a zero tolerance policy with regard to the use, distribution, or possession of controlled substances and/or alcohol. The use of a controlled substance is totally alien to the Christian lifestyle. Thus a controlled substance or alcohol offense will be dealt with quickly and severely.
- ❑ The school reserves the right to require, without parent permission, that any student submit to drug testing if the school administration determines, in its sole discretion, that there is indication that drug testing is appropriate to determine whether a student has used drugs. Testing for drug use may be done by the parent taking the student to a school approved laboratory and the results provided to the school, or by the school arranging for administration of the drug test(s). If the school arranges for testing, the results will be provided to the parent. In either case, the cost of testing will be the obligation of the parent.
- ❑ If alcohol, drug paraphernalia, or a controlled substance is suspected, the parents/guardians and the Anaheim Police Department will be notified immediately to investigate and bring resolution of the suspected incident.

- ❑ CONSEQUENCES:
 - Notify parents, removal of student from campus for an indefinite suspension and recommendation for expulsion.
 - Suspension from campus will continue until the Principal and School Board Committee resolve the matter.

E. Pornography and obscene materials:

- ❑ OCCS has a zero tolerance policy with regard to use, possession, or distribution of pornographic or obscene material, including but not limited to CD's, DVD's and games that contain obscene or profane lyrics or images on their covers.
- ❑ Any CD, DVD or game that displays a parental warning message will be considered to be obscene or profane.
- ❑ Being in possession of, being seen distributing, or being seen receiving such materials is not allowed.
- ❑ CONSEQUENCES:
 - Detention given.
 - Meeting with the Principal.
 - Parents may be notified.
 - Possible suspension in extreme cases.

F. Weapons:

- ❑ OCCS supports a zero tolerance policy with regard to the use, distribution, or possession of weapons on campus. Weapons include but are not limited to guns, knives, pepper spray, mace, or materials considered to be dangerous to the health and safety of the school community.
- ❑ The student and weapons will be turned over to the Anaheim Police Department for disposition of the situation, for determination of criminal intent.
- ❑ No lighters or matches are allowed on campus.
- ❑ CONSEQUENCES:
 - Detention given in some cases.
 - Notify parents, immediate removal of student from campus for an indefinite suspension and recommendation for expulsion for extreme or dangerous cases.
 - Suspension of student will continue until the matter is resolved by the Principal and School Board Committee.

G. Destruction of or threat of destruction of school/personal property, or bodily injury:

- ❑ Defined as serious acts of willful alteration, damage, or destruction of school property, personal property, or bodily injury.
- ❑ The destruction of or threat to destroy school, personal property or bodily injury is considered a very serious matter. There is no justification for or acceptable excuse for such actions. All actions will be evaluated and the student(s) responsible will be required to make full restitution for all damages or threats of damage or injury. As deemed necessary, the school principal will turn all information over to the Anaheim Police Department for final disposition and for determination of possible criminal intent.

- ❑ CONSEQUENCES:
 - Detention may be given in minor cases.
 - Notification of parents, immediate removal of student from campus for an indefinite suspension. All Information will be turned over to the Anaheim Police for investigation. Recommendation for expulsion will follow investigations completed by the law enforcement agency. The student will remain off campus until the investigation report is completed.

H. Hazing:

Hazing is to bully or force a fellow student to do unnecessary or ridiculous tasks. Hazing in all forms is prohibited. Severe forms of hazing may be treated as “fighting” and/or “physical harassment.”

- ❑ CONSEQUENCES:
 - First Offense: One detention
 - Second Offense: Two detentions
 - Third Offense: One day suspension
 - Fourth Offense: Indefinite suspension and possible recommendation for expulsion.

I. Fighting or Physical Harassment:

- ❑ Fighting includes altercations among students as well as physical, verbal, or written harassment or threat of injury of another student or staff member.
- ❑ Fighting among students, harassment, or the act of threatening of fellow students is considered a serious matter. There is no justification for physical contact or harassment as a means to settle differences.
- ❑ CONSEQUENCES:
 - First Offense: One detention
 - Second Offense: Two detentions or possible suspension
 - Third Offense: Indefinite suspension and recommendation for expulsion

J. Theft of school or personal property:

- ❑ The act of stealing school or personal property is unacceptable. Such actions may be turned over to the Anaheim Police Department for resolution.
- ❑ CONSEQUENCES:
 - First Offense: Two detentions and/or possible suspension
 - Second Offense: Indefinite suspension and recommendation for expulsion

K. Vandalism:

- ❑ The act of defacing school or personal property.
- ❑ Such actions require labor to repair the damage and school funds to correct the problems caused by the actions.
- ❑ The student is required to pay for the repair and labor expense to restore the property to its original condition.

- ❑ Such actions are not tolerated and demonstrate a lack of respect for the property of others. The matter may be turned over to the Anaheim Police Department for investigation.
- ❑ CONSEQUENCE:
 - First Offense: Two detentions and payment for restoration of the damaged property.
 - Second Offense: Indefinite suspension, recommendation for expulsion and payment for restoration of the damaged property.

L. Gang Activity:

Students are prohibited from participating in gang related activities. Activities may include but are not limited to:

- ❑ Wearing gang related apparel such as hair nets, altered caps, gang insignia or other gang markings, bandanas which signify gang membership, jewelry with gang symbols, clothing that is not on the approved uniform list.
- ❑ Marking of gang graffiti on school property, books, or personal belongings such as lockers, notebooks, etc.
- ❑ CONSEQUENCES:
 - First Offense: One-day suspension and a requirement to participate in counseling regarding gang membership.
 - Second Offense: Indefinite suspension and recommendation for expulsion.

M. Obscene Acts or Profanity:

- ❑ Students are not to display or communicate in any way obscene acts or gestures, use profanity or vulgarity or derogatory remarks including racial slurs toward their fellow students, staff, faculty, administration or other individuals associated with the school or church community. Serious forms of obscene acts or profanity may result in additional consequences.
- ❑ CONSEQUENCES:
 - First Offense: One detention
 - Second Offense: Two detentions
 - Third Offense: Indefinite suspension.

N. Smoking:

No tobacco related products are allowed on any school grounds or at school functions.

- ❑ Consequences:
 - First Offense: One day suspension and possible referral to Anaheim Police Department.
 - Second Offense: Indefinite suspension and recommendation for expulsion.

O. Sexual Harassment:

- ❑ Definition: Unwelcome or perceived unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

- ❑ Actions that constitute sexual harassment of students by students and of school employees by students will not be tolerated.
- ❑ CONSEQUENCES:
 - First Offense: one day suspension, and investigation by designated administration personnel.
 - Second Offense: Indefinite suspension and recommendation for expulsion.

P. Invasion of Personal Property:

- ❑ Invasion of personal property such as lockers, book bags, wallets, purses, or clothing in storage in lockers or unattended on campus is a serious violation of personal rights and privacy.
- ❑ CONSEQUENCES:
 - First Offense: Two detentions.
 - Second Offense: One day suspension
 - Third Offense: Indefinite suspension and recommendation for expulsion.

Q. Notes or Phone Calls for Absences:

- ❑ Students are not to forge notes or make misrepresented phone calls. Such actions represent the intention to deceive and are a calculated, planned action to gain an advantage.
- ❑ CONSEQUENCES:
 - First Offense: Parent notified and one detention assigned.
 - Second Offense: One-day suspension.
 - Third Offense: Indefinite suspension and recommendation for expulsion.

R. Cheating or Plagiarism:

- ❑ Students must not cheat on schoolwork. Examples of cheating include: looking at another student's work, copying homework or other assignments, using a cheat sheet with answers while taking an exam or quiz, obtaining an advance copy of tests or quizzes, talking during an exam or quiz, or providing answers to an exam or quiz to another student who has not yet taken the exam or quiz.
- ❑ The stealing of course material is theft of school property and will be treated as such.
- ❑ Plagiarism is defined as the direct copying of the work of another, whether it is that of a fellow student or from a published work such as an internet web site, encyclopedia, textbook, magazine, newspaper, etc.
- ❑ CONSEQUENCES:
 - Teacher will give a "0" on the assignment, research paper, test or report, and will email the principal who will contact the parent. A written explanation of the incident may be filed in the student's academic file. Detention may be given.
 - Subsequent Offenses: Same consequences as a first offense, with additional detentions or possible suspension given.

S. Walkman, CDs/CD players, radios or other electronic devices:

- ❑ Students may **not** use walkmans, CD players, etc. between 8:30am and 3:05pm. **The school is not responsible for lost or damaged items brought to school. *This includes games or music on cell phones!*** All music played before or after these times must be suitable for a Christian environment.
- ❑ CONSEQUENCES:
 - For each offense: Confiscation and return of the electronic device to the parent or guardian and one detention assigned. ***This includes a cell phone.***

T. Bicycles, skateboards, roller blades, and scooters:

- ❑ These devices must be walked onto the grounds and chained or stored in the proper area.
- ❑ CONSEQUENCES:
 - For each offense: Confiscation and return of the item only to the parents or guardians and one detention assigned.

U. Food, gum, beverages:

- ❑ Gum is never permitted on campus or on school outings.
- ❑ No food or beverages except for bottled water are to be brought into classrooms.
- ❑ All food and beverages must be consumed at the assigned eating areas only.
- ❑ CONSEQUENCES:
 - For each offense: one detention.

V. Physical display of affection:

- ❑ Physical displays of affection are not permitted on campus or at school activities. Such displays are counter-productive to the school atmosphere and will not be permitted.
- ❑ CONSEQUENCES:
 - For each offense: Two detentions.

W. Pagers and Cellular Phones:

- ❑ Students are allowed to have pagers and cellular phones on campus, but must use them appropriately.
 - ❑ Students may NOT use cell phones as music players between 8:00 am and 3:30 pm.
 - ❑ Electronic equipment, including cell phones, will be kept stored during class periods and turned off. Such devices are considered disruptive and interfere with classroom instructions and the instructional environment. Failure to follow these rules will result in the following:
 - ❑ CONSEQUENCES:
 - For each offense: equipment may be confiscated and returned only to parent or guardian, and one detention assigned.
-

X. Litter:

- ❑ Students are to dispose of all litter in proper receptacles. Litter discarded by a student in the lunch area, on playgrounds, fields, school hallways or classrooms, etc. will not be permitted.
- ❑ CONSEQUENCES:
 - For each offense: One detention.

Y. Dress Code

OCCS has a formal uniform and dress code policy. Our uniform supplier is *Land's End* and a catalog is included with registration materials. Our preferred school number to be used when ordering from the Land's End catalog is PS 9000-5477-6. Students may purchase articles of clothing from another supplier if they are identical to those in the catalog and follow our Uniform Guidelines form.

- ❑ Appropriateness of a student's appearance and attire is at the discretion of OCCS.
- ❑ Students who do not abide by the Uniform Guidelines will be subject to the following disciplinary actions:
- ❑ CONSEQUENCES:
 - Detention given for each offense.
 - Students may also be sent home for extreme or repeated violations.

Y.1 Uniform Guidelines

Land's End catalogs are available in the front office or online at www.landsend.com/school
All uniform and grooming standards are determined at OCCS's discretion

Young Men 7-12th Grades

1. White cotton dress shirt, long or short-sleeved.
2. Polo shirts (Turtleneck tops or long sleeved shirts of a solid color only may be worn under polo shirts on colder days): shirts must be long enough to remain tucked in at all times. **Shirts must be tucked in at all times, even at break and lunch.**
3. Twill pants or walking shorts, worn at the natural waistline.
4. Socks: any color; must be worn & visible at all times.
5. Shoes: closed-toed shoes or tennis shoes only.
6. Belts: must be worn at all times.
7. Jackets & Sweaters of a solid color with no logos, writing, or designs.

Young Ladies 7-12th Grades

1. White cotton button down blouse, long or short-sleeved, long enough to stay tucked in.
2. Polo shirts (turtleneck tops or long sleeved shirts of a solid color only may be worn under polo shirts on colder days.) long enough to stay tucked in at all times.
3. Twill pants, walking shorts and skirts of modest length, and modest fit. No "stretch" pants that are very tight will be acceptable.
4. Socks: any color or nylons; must be worn & visible at all times.
5. Shoes: closed-toed shoes or tennis shoes only.
6. Belts: must be worn with all clothing requiring a belt.
7. Jackets & Sweaters of a solid color with no logos, writing, or designs.

8. “Skorts” are not allowed.

PE Dress:

1. Navy or black shorts, at or near the knee.
2. Gray t-shirt, loose for ease of movement, and long enough to be modest during exercise and play.
3. Tennis shoes and sweat socks.
4. Navy blue or black standard sweat pants and sweat shirts may be worn in cold weather, but not “dance” or stretch clothing is allowed.

Y.2 Uniform Standards:

- ❑ Shirts and blouses must be tucked in.
- ❑ Wallet chains, belts and jewelry with studs, and large chains are not to be worn.
- ❑ No baggy, oversized or unauthorized clothing will be permitted.
- ❑ Clothing must fit properly and belts must be worn at proper waist line, not below the hips.
- ❑ Young ladies skirts should be knee length.
- ❑ Immodestly tight or revealing clothing is not permitted.
- ❑ Consequences:
 - See **Y. Dress Code** section for clothing violation consequences.

Y.3 Grooming standards:

- ❑ Young ladies may not have pierced body parts other than earlobes.
- ❑ Young men may have no pierced body parts.
- ❑ No visible tattoos are permitted.
- ❑ No hairspray is allowed on campus.
- ❑ Moderate make up (for young ladies only) that is appropriate for school may be worn. No black lipstick or nail polish is allowed.
- ❑ Matches or lighters (for melting eye liner sticks, or any other purpose,) are not allowed.
- ❑ Hair clean and neatly styled/combed. Unconventional or extreme hairstyles or colors are not permitted, as they are intended to call attention and are considered disruptive and contrary to the values of the school.
- ❑ Hair for all students must be a natural-looking color.
- ❑ Sideburns for young men must not extend below the bottom of the earlobes.
- ❑ All young men must be clean-shaven. No facial hair is permitted.
- ❑ Consequences:
 - Detention assigned for each offense.

Z. Student Vehicles, traffic and parking regulations:

- ❑ Student parking is on the south wall of the parking lot only.
- ❑ The school assumes no responsibility for any theft or vandalism that may occur. Students assume risk for the parking of cars in the school parking area.
- ❑ If a student is observed vandalizing a car or personal property in the school parking area, he/she will be dealt with according to the provisions of our vandalism policy.

- ❑ **For liability and safety reasons, students are not allowed to enter another student’s car and drive around or off campus without the written permission of parents or both students being over the age of 18.**
- ❑ All cars must have current registration.
- ❑ All vehicles must be operated at 5 MPH in the school parking lot.
- ❑ No student is allowed in the parking area during school hours.
- ❑ Seniors with parental consent forms may have off-campus lunch privileges, which will be cancelled if misused, according to the provisions in the parental consent letter required to receive such privileges.
- ❑ **CONSEQUENCES:**
 - First offense: One detention and possible loss of privilege.
 - Second offense: Two detentions and possible loss of privilege.
 - Third offense: Indefinite suspension.

AA. Behavior Standards:

- ❑ Students are expected to behave in ways that reflect the teachings of Christ while on campus. The Golden Rule is our index of what is acceptable. To this end, the following is not acceptable:
- ❑ Profanity is unacceptable.
- ❑ “Put-downs” that are cruel. These are not considered humor on our campus.
- ❑ Physical “horse-play” is cause for many accidents, and is therefore not acceptable. Pushing, shoving, hitting, tripping, are all part of this category.
- ❑ Gossip is unacceptable.
- ❑ Christ is a great champion of equality of treatment, and therefore we must be, also.
- ❑ Rudeness and ill manners are not acceptable.
- ❑ Lack of good sportsmanship is not acceptable.
- ❑ **CONSEQUENCES:**
 - Detention assigned for each offense.
 - Extreme cases may result in suspension.

BB. Conflict Resolution:

Students will be asked to use Matthew 18:15-20 in dealing with one another, or with a staff member. Talking over problems is the first step in resolving them. If a problem is unresolved after a student has gone to the one with whom a problem appears to exist, then it would be appropriate for the students involved to meet with the Principal, in order to come to peaceful resolution through discussion and compromise where possible.

CC. Discipline Policy:

The school reserves the right to conduct periodic locker/bag checks as deemed necessary for maintaining the safety and standards of the school. Discipline may be in the form of a reprimand, detention (not to be equated with study hall), or loss of privileges. Extreme discipline problems may result in suspension or expulsion.

1. Detention

Detention is given at the discretion of the individual teacher or administrator as a means of discipline. The student is given a written Disciplinary Action Notice, which is to be signed by a parent, and returned to school the following day.

2. Procedures for awarding detention:

- Written Detention Notice completed by the teacher or administrator
- Detention Notice sent home for parent or guardian signature
- Detention Notice returned to school to the front office the following day. A student will be permitted to serve a detention without first submitting his or her signed detention notice, but an additional detention will be assigned.
- Student serves a supervised detention after school on Tuesday or Thursday, from 3:30 to 4:30 PM.
- There will be a \$5.00 fee for each detention awarded, added to student's account.
- Failure to successfully serve a detention will result in being assigned another detention in addition to the one missed.
- After six detentions the seventh disciplinary action will be a suspension.

3. Suspension Procedures:

- Written documentation provided by the school administrator or teacher to be placed in the student's file.
- Suspension Notice completed and sent home with student for signature by parent or guardian. Parents will be notified via phone call that a suspension has been earned. A conference between the parents and the Principal may be required, if deemed necessary.
- Student will serve the suspension and be banned from school activities for the duration of the suspension. Students will be given a grade of zero for all work missed due to a suspension.
- Notice of suspension is given to teachers
- Upon student's return to school the signed suspension notice must be presented to the office.
- Documentation of completed suspension is placed in student's file
- With a suspension, a student is automatically placed on disciplinary probation for 18 weeks. During this time period the student may lose the privilege for participation in all extracurricular activities or trips, subject to the approval of a staff committee.
- Returning from a suspension may require a meeting between the staff, the Principal, and the parents.
- A second suspension within one school year will be sufficient to warrant being placed on indefinite suspension, a review of the student's file by the School Board Committee with set conditions for the student's future behavior, not accepting registration for the coming year, and/or possible expulsion during the current year

4. Expulsion Procedures:

Since an expulsion from the school is the final action the school may take to address noncompliance with the rules and regulations, the following procedure will be followed:

- Written documentation provided by the Principal and placed in the student's file
- Signed written documentation obtained from witnesses placed in the student's file
- Preliminary conferences with the student's parents/guardians
- Presentation of student's file to the School Board Committee for review for expulsion
- Final conference with the Principal and student's parents/guardians providing decision made regarding future behavior expectations or if expulsion is awarded
- Student behavior contract presented to student and parent/guardians in the event expulsion is not awarded
- Student behavior contract placed in academic file
- Student's books returned, tuition and fees cleared, and final transcript created in the event of expulsion
- Student is expelled from school and may not return to the school under any circumstances without written permission from the School Board, and academic file closed.

Section Four :
School Policies

“You must teach what is in accord with sound doctrine.”

Titus 2:1

“But everything should be done in a fitting and orderly way.”

I Corinthians 14:40

A. Health Screening and Immunization

As of July 1, 2001, students entering seventh grade must have begun the 3 doses of Hepatitis B vaccine. The office has the exact information in your enrollment packet. Also, 2 doses of MMR and varicella (or proof of the disease from a doctor) are required, and a Td booster is recommended. (California Admin. Code, Title 17, Sections 6000-6075.)

If a parent does not want his or her child immunized, a waiver form will need to be signed and kept on file in the office. However, should an outbreak of a particular disease or illness occur in the school, the child may be temporarily excluded from attending school for his or her protection.

Students who attended OCCS last year only need to have their school certificate cards kept current. Immunizations received during the summer, or additional information that should be listed on the health card, should be brought in to the school office during registration.

Any student registering from outside Orange County must provide proof of a current TB test (no older than 18 months). Students may not enter classes until their test has been read, and the doctor or nurse has signed the correct form to return to the school.

B. Attendance Procedures and Reporting:

Your student is required by State law to be present each day of school except in the event of illness or emergency. Upon return to school, students are required to present a written excuse stating the date and reason for absence. This note must be signed by the parent and presented to the office before your student returns to classes. It is always the student's and parent's/guardian's responsibility to clear a student's absences.

- Upon return to school after an absence, the student is to provide a note from the parent/guardian including the following information:
 - Last name and first name of student
 - Dates of the absence
 - Reason for the absence
 - Signature of parent/guardian
 - Contact phone number of parent/guardian
 - Doctor or Dental note signed, if appropriate
- Notes to the school in the form of emails or faxes to the office will be accepted only if the office can verify the note via a telephone number stated on the fax or email the same day.
- All student absences will be recorded as unexcused until a note is submitted to the office.
- Students will not be able to make-up any assignment if a note excusing their absence is not received within 48 hours of returning to school.
- If a student becomes ill during the school day, s/he must report to the school office. Office staff will make arrangements for the student to go home if the illness warrants the student leaving campus. The student's teachers will be notified by the office of the excused absence.

- Should the student need to be released from school during the day for a medical appointment, a note needs to be given to the office in the morning. No student may leave the OCCS campus at any time of the school day during regularly scheduled class hours without first presenting a parent permission or doctor's appointment card and having the parent/guardian sign the student out at the school office.
- Forging, falsifying, or altering school forms or falsifying phone calls to clear absences is not permitted. See Assertive Discipline Plan for consequences.
- All students are required to have an Emergency Release Form on file in the school office. The form lists emergency contact names and provides other useful information in case of emergencies or disasters. Only the persons whose names are listed on the emergency release form are permitted to remove a student from class and campus.
- Absenteeism of fifteen class periods in a single class will result in the loss of all academic credit for that course for that same semester as prescribed in the California Educational Code 49067. Exceptions may be granted for extended illnesses if a doctor's note is submitted and the student is taking adequate steps to keep current with class assignments.
- Being on campus but not in an assigned class is considered truancy. A student who is classified as truant will receive zero credit on all work due that day of class, and disciplinary actions will follow.
- Students who are 18 years of age or older have the legal ability to sign themselves off campus. The school office needs a letter of approval from the parents acknowledging this privilege. It is important that this privilege be handled responsibly.

Frequent absences are detrimental to your student's success in school. Please try to schedule doctor and dental appointments later in the afternoon whenever possible. Be sensitive to the needs for attendance during testing periods, such as SAT-10 or end of quarter finals.

If a student has a communicable disease, we ask that you call the office so that we may alert other parents.

C. Types of Absence

1. **Excused:** Absence due to illness and documented by parental phone call and note (see above) will be excused. Excused absences also given for absences resulting from medical or dental appointment, court appearance, bereavement, college visit, family business or travel, or job interview. Anticipated absences may also be excused if Anticipated Absence procedures are followed (see sample contract).
2. **Unexcused:** The student is absent for illness, personal or family business, or personal commitment, but no prior arrangements were made with school office, and no written or verbal excuse is provided to clear the absence. An example of an unexcused absence applies to absence due to oversleeping and/or missed transportation.
3. **Truant:** A student is truant who is absent without the knowledge and permission of parents/guardians or school staff. Teachers will provide no make-up work and a "0"

will be given by each teacher for all assignments/tests due that day(s) and appropriate disciplinary action will be taken.

4. **On-campus truant:** A student who does not attend class but remains on campus is considered to be truant. On discovery by school staff, disciplinary actions will be taken, the student will be returned to class, and a call made to the parent/guardian informing them of the student's actions.
5. **Off-campus truant:** A student who leaves campus without written permission of the school and/or parents/guardians will be considered truant. On discovery by school staff and parents will be notified immediately and the appropriate disciplinary action taken.
6. **In general, absence from class and/or campus without permission can never be acceptable behavior for a student of OCCS.**

D. Anticipated Absence Contract

Anticipated Absence is defined as absence from school for 1-14 days resulting from travel, personal or family business, hospital stay, medical care, etc. Students under the anticipated absence criteria may receive credit for schoolwork completed and may receive an excused absence if proper procedures are followed.

E. Tardiness

1. A student's late arrival to class is disruptive to the classroom-learning environment. The student is expected to be seated at his/her desk and ready to begin work by the time class begins. A full learning period is vital to the maintenance of the integrity of the course and educational environment at OCCS. Anything less is not acceptable and a student late to class will be marked tardy.
2. A teacher has the right to require a student to return to class on their own time to make up the missed minutes of class work or lecture. The teacher has the right to hold the student accountable for the entire class period regardless of the reason for the tardiness.
3. First period tardiness: Handled through the school office. Students must check in at the school office and receive a tardy slip to class. An excused tardy may be given for medical, dental, and other professional appointments. Traffic, oversleeping, or other such reasons do not constitute an excused tardy. A detention will be assigned on the sixth unexcused tardy, and for each additional tardy until the end of the semester.
4. Periods 2-7 tardiness: Handled by the classroom teacher. **DO NOT** go to the front office if you are tardy to your 2nd - 7th period classes. Go directly to your class where your teacher will determine whether your tardy is excused or unexcused. The fourth and subsequent tardies to class, per semester, will result in the assignment of a detention.
5. **Students who are more than ten minutes late to class will be marked tardy, and assigned one detention for their extended tardy unless a valid excuse is given. Extended tardies may be considered truancy.**
6. A student is excused for being late to class if s/he has a valid, written pass from another teacher or from the office with the time, date, reason, and teacher's or office staff signature on the tardy slip.

F. Transportation

Parents will provide transportation to and from school. It is suggested that they cooperate with others in forming car pools.

Bicycles are to be walked in to the bike storage area. It is necessary that your student's bike have a lock. Skateboards and such should be kept in the front office during the school day.

Bicycle riding, skate boarding, roller blade/skating, etc. are prohibited on campus.

The school is not liable for any damaged, lost, or stolen items.

G. "Closed" Campus Policy

1. **Anyone who comes on campus, even if to drop off a preschool child, must sign in and out at the front desk. This is not only for security reasons, but also to allow us to know who is on site in the case of an emergency or disaster.**
2. All students and non-exempt adults MUST either be asked to leave the school grounds or be directed to sign in/out in the school office from 8:30 AM to 3:00 PM. Extended daycare for the younger students (K-6th) or Preschool students may enter at the back gate near the Preschool building, from 6:00 AM until 8:30 AM, and from 3:00 PM until 6:00 PM. This entrance is locked during the main portion of the school day, from 8:30 AM to 3:00 PM. During these hours, entrance can only be made through the Administration office.
3. 7-12th grade students are not enrolled in our daycare program, and are therefore not supervised by OCCS staff outside of normal school hours of operation. 7-12th grade students who are on campus before and after normal school hours are expected to comply with OCCS school policies at all times while on the campus.
4. Exempt adults include:
 5. The school's administrative staff.
 6. School Board members.
 7. Parents merely dropping off students in the morning.
 8. Public servants (e.g., postman, police, etc.), while on official business.
5. Access to the Administration office area shall be limited to the following:
 9. Employees of OCCS who have assigned tasks or duties in the office.
 10. Volunteers, when scheduled for work in the office.
 11. Members of the school staff dealing with office personnel or having business in this area.
 12. Visitors, parents, vendors, etc., while conducting business with office personnel.
 13. Casual visitors, parents, vendors, etc., and others should be asked to observe the intent of this policy and remain outside the office area.
6. Access to classrooms shall be limited to the following:
 14. Teachers in charge of their classes.
 15. Volunteers or aides formally assigned to the classroom.
 - Parents and other visitors who have complied with the following procedures:
 - All individuals desiring to visit a class shall contact the office in advance to make arrangements for the visit.

- Classroom visits shall be scheduled with the teacher and Principal in advance, and shall be limited to 30 minutes, unless prior arrangements have been made with the teacher and the Principal.
- Visitors shall register in the office before going to the classroom.
- Non-registered students are not allowed access to the campus.
- Visitors shall not participate in any way with the classroom activities, except as requested by the teacher.

In no case shall unscheduled, spontaneous visits by persons other than the Administrators, Principal, or their designates be permitted into the classrooms. Our campus is a closed campus to create a safer environment for our students.

H. Accident or Illness

If your student is injured or becomes ill, the office will notify you. Seriously injured students will be taken directly to the hospital and given necessary treatment. It is of vital importance that your emergency forms are always up-to-date, with telephone and cell phone numbers, pagers, or other means to contact you should your student be injured or become ill.

Should your student become ill, you will be asked to pick him/her up from school. The school does not provide accident insurance for your student. You are solely responsible for the cost of emergency or medical emergency treatment.

I. Disaster Preparedness

The school is prepared for the event of a disaster or emergency, which may occur. Each teacher has a guide for emergency action and the school conducts emergency drills, which will be conducted on a regular basis. The drills are designed to insure the maximum safety and welfare of the students.

In the event of a disaster the school encourages the following actions:

1. If access is available to the school, parents/guardians should pick up their students. Students must be signed out.
2. If access is not available to the school, parents/guardians need to be aware that the students will be cared for. Food and medical supplies are stored on campus, and are designed to last 72 hours. After 72 hours, students may be released to the Red Cross if parents are not available.
3. In an emergency, students will be released only to those persons authorized by the parent/guardian as specified on the Emergency Release Form. Special releases will be accepted overriding the original instructions and will be accepted via telephone or written instructions.
4. It is vital that the emergency form contain a phone number for an out of state contact, in the event that the local phone lines are out during a disaster, in order for the school to let parents know the status of their children.
5. Should we need to leave the campus due to an emergency situation, Twila Reid Park is our secondary location.
6. In an emergency situation, some of the 7-12th students may be asked to assist with the younger students.

J. Student “Emergency Information”

It is the parent’s responsibility to notify the school office whenever there is a change in home or work address, phone numbers, an addition or deletion from the list of those authorized to pick up the student, or any other important information that should be entered or changed on the student’s emergency form. If there are legal issues regarding your student that prohibit contact with another person, the school must have a copy of any valid court order(s) to enforce these issues.

K. Lunch & Nutrition

OCCS operates a limited hot lunch program. Reservation forms are available in the office each Monday, to be returned with payment for the following week, by Thursday of the same week. Hot lunches begin the second week of school. The snack bar has items such as cup-o-noodles, sometimes green salads, burritos, milk and sodas, etc. for sale also.

Students who come to school without a lunch will be provided one, and the parent will be billed for the cost of the lunch and a \$2.25 service fee.

L. Books & Supplies

All textbooks have been carefully selected to accomplish the goals of the curriculum. Textbooks are loaned to the student and their care is the responsibility of the student. Covers must be kept on books at all times, except for consumable workbooks. Damaged or lost books will need to be replaced by the student’s parent(s) or guardian(s).

Students are required to have whatever tools are necessary for their classes. Notebook paper, blue or black pens, pencils for all math classes, etc. must be brought to each class daily. Some math classes, etc. may also require specialized tools, such as rulers, protractors, compasses, etc. Class supplies will vary, depending on the class and teacher. Students should consult individual class guidelines to determine what supplies they will need to bring.

M. Parent Policies

1. Parents visiting the school are asked not to smoke on our grounds or in any building.
2. Parents are asked to dress modestly and appropriately while on campus.
3. The language and behavior of parents shall be consistent with Christian standards.
4. Classrooms are not accessible once a teacher has left the campus. Books or other items will have to be retrieved on the following day.
5. Parents should call the office to make appointments to speak with teachers about problems with their students, or to leave messages asking the teachers to return a call concerning any problems.
6. Parents are our partners in education, and are necessary and vital links in helping their student succeed.
7. We encourage internet communication between classroom teachers and the home.

8. We strongly urge parents to make use of Edline and the school website to keep apprised of student's grades and progress.

Section Five:
State Mandated Policies

“Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show humility toward all men.”

--Titus 3:1-2

A. Tuberculosis Screening

All students in grades 2-12 who are newly entering Orange County schools are required to have TB skin tests (PPD, Mantoux method).

B. Child Abuse Reporting Obligations

In accordance with California law, school staff members are obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, physical neglect, emotional abuse, emotional deprivation, inadequate supervision, or sexual abuse and exploitation. Once reasonable suspicion is established, school staff will make such reports in the best interests of the affected child. In this very serious and legally narrow area, contrary to the procedure followed in most other legal matters, the mandated procedure does not allow the school to contact parents in advance of notifying the legal authorities.

C. Student Sexual Harassment Policy

The school is committed to maintaining an academic environment in which all individuals treat one another with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

C.1 Definition of Sexual Harassment:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s employment.
2. Submission to, or rejection of, the conduct by the individual is used as a basis of employment decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s work performance, or creating an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

C.2 Employee-Student Sexual Harassment:

Employee-student sexual harassment is prohibited.

C.3 Student-Student Sexual Harassment:

Student-student sexual harassment is prohibited.

C.4 What to do if you experience or observe sexual harassment:

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated.

C.5 Where to report sexual harassment:

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Elaine Findley, Principal
2. Dave Lewis, Board Member

C.6 Confidentiality:

Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the rights to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

C.7 Protection Against Retaliation:

It is against the school's policy to discriminate or to retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

C.8 Procedure for investigating of the complaint and for taking corrective action:

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Principal. The Principal will direct an investigation. If the investigation confirms the allegation, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, an employee found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

D. Student Medication Policy

Any pupil who is required to take, during the regular school day, medication prescribed for him by a physician, **may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a**

written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.

E.C. 49423

Physician-Prescribed Medication:

- Prior to administration of any medication by Orange County Christian School, both a **Physician Statement of Need** and parental **Request for Medication Administration** forms must be completed and filed with the front office. These forms are available by request in the front office.
- A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication, dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete.
- New forms (physician and parent) must be submitted at least once a year.
- Medications must be brought to school in their *original* containers.
- Orange County Christian School has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g., injections).
- Each administration of medication will be recorded on a **Medication Administration Log** sheet at, or immediately following, the time of its administration by the individual who gave the medication.
- Students are not permitted to carry medication to, from, or during school. Consequently, parents are advised to deliver medication directly to the front office. Orange County Christian School is not responsible for medication prior to delivery.
- Students must take all medications while in the presence of the staff member administering said medication.

Nonprescription or Over-the-Counter Medications:

- Prior to administration of any nonprescription medication by the school or self-administration by the student, the parental Request for Medication Administration must be completed and filed with the front office. This form is available by request in the front office.
- Students are not permitted to carry medication to, from, or during school. Consequently, parents are advised to deliver medication directly to the front office. Orange County Christian School is not responsible for medication prior to delivery.
- Students must take all medications while in the presence of the staff member administering said medication.