

## Classroom & School Conduct

Because our school belongs to God, we wish to honor Him in it; and because self-discipline is necessary to learning, we hold to the following rules:

1. Maintain Christian standards and attitudes of respect, morality, courtesy, honesty, and kindness.
2. Vulgar or improper language is not to be used.
3. Boy/girl relationships: No hand-holding or other displays of physical affection are permitted at school or any school function. As a general rule, there should be no touching.
4. No speaking aloud in class without permission of the teacher.
5. No putting of heads down on desks or sleeping in class.
6. Students are dismissed from class by the teacher and not by the bell.
7. Lying on the floors of classrooms or hallways, sitting on top of desks, tables, other furniture, sitting on the kitchen counters or in the stairwells is not permitted. Feet should not be propped up on furniture.
8. Talk quietly at lunch and between classes.
9. No running, pushing, or excessive noise in the hallways.
10. No throwing snowballs or water balloons.
11. Food and beverages will be consumed only in designated areas. No opened food or beverage containers are permitted in lockers. No pop may be purchased during school hours, except at lunch time.
12. No gum chewing is allowed in the building during regular school hours.
13. The lower kitchen is off-limits to students.
14. Portable media players, electronic games, headphones (except for class purposes), or inappropriate reading materials are not to be at school or at school activities.
15. Cell phones are to be kept by teacher and are not to be used in school except by special permission. "Problem" phones will be kept in the office.
16. No pocketknives (or tools with knives), weapons, replica weapons, laser pointers, pocket chains, lighters, matches, squirt guns, or BB guns are allowed in school.
17. Do not pull the fire alarms or call 911 unless it is a genuine emergency.

Students should conduct themselves at all times in a manner becoming a Christian. If your child comes home with questions about a policy or discipline, please contact the staff member involved to gain a clear insight into the situation.

### **Discipline**

The Bible gives us the mandate of doing all things "decently and in order." The training of children requires our best. One aspect of training is discipline. Appropriate and timely discipline brings repentance and restitution. Parents will be informed of disciplinary proceedings.

1. Detention: Detention may be given whenever a student violates a classroom rule or school policy. All single detentions will be thirty minutes in duration.
  - a. When a student receives a detention, a slip is sent home with the student and is to be signed by the parents and returned the following day. If the slip is not returned on time or the student doesn't show up, an additional detention time may be assigned and the parents will be called.
  - b. If a student receives three detentions in any quarter, a parent conference may be scheduled with the principal and teachers involved.

- c. The existence of detention does not prohibit the teacher from keeping a student after school as punishment for classroom misconduct.
  - d. To serve a detention, students should report to the teacher on duty and be prepared to study or to do a task, if asked.
2. Probation: A student may be placed on probation until the next quarter for unexcused absences, lack of academic effort or behavior problems. Any student who has been on probation two consecutive semesters may not be permitted to reenroll for the following semester.
3. Suspension: Suspension (1 to 5 days) will be served either as an in-school or home suspension. When a student is suspended, it will be considered an unexcused absence. Students must make up any work missed with a late penalty assessed.
4. Expulsion: A meeting will be scheduled with the student, his parents and the principal, following which the student will be removed from the school. This action excludes the student from attendance the remainder of the semester or for one full semester plus the semester in which the expulsion occurred, depending on the circumstances surrounding the expulsion. In order to reapply, the student must appear before the School Committee in a regularly scheduled meeting before the beginning of the next semester of eligibility. The Committee will take the re-admittance request under advisement.

### **Owatonna Bus Company Rules**

We do not provide busing to and from OCS for regular school attendance. Busing is provided by the Owatonna Bus Company and is under their authority. Questions or complaints regarding bus service should be directed to their office at 451-5262. The Bus Company has established the following rules:

1. Get to the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others at the bus stop and on the bus.
3. Stay away from the street or road when waiting for the bus to arrive
4. Immediately follow any directions of the driver.
5. Sit in your seat facing forward.
6. Keep your arms, legs, and belongings to yourself.
7. Talk quietly and use appropriate language.
8. Keep all parts of your body inside the bus.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco, or drugs.
11. Do not throw any object.
12. Do not bring any weapons or dangerous objects on the bus.
13. After getting off the bus, move away from the bus. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street

### **OCS Bus Rules**

1. Sit in the seats facing forward.
2. Do not throw objects into or out of the bus.
3. Do not disturb another person's belongings.
4. If a person requests to sit in a seat and there is room, please be courteous and let them sit down.
5. Secondary guys and girls are not to sit together on the bus.

6. Vulgar or improper language will not be allowed.
7. Do not argue or talk back to the driver.
8. No MP3s, iPods, earbuds or headphones are to be brought onto the bus.
9. Hands, heads or other items are not to be outside of the bus.
10. Do not lean over the backs of the seats or sit on the seat backs. Damage to the foam will result.

### **Operation of Vehicles**

1. Students who drive to school should remember that the safety of pedestrians and other vehicles should be of primary consideration.
2. Any careless or reckless driving on the church property, may result in loss of driving privileges on the church property.
3. Excessive volume from audio equipment is not allowed.
4. The first row of parking, on the east side of the building, is reserved for school bus loading/unloading. Staff and students may park their vehicles in the second row.

### **Equipment Regulations**

1. Respect all school and personal property of others at all times. Students must pay for any lost, damaged, defaced or broken school property.
2. Lockers must be kept neat and clean. Do not keep valuables in your locker. OCS is not responsible for items lost or stolen out of lockers. Only items pertaining to school, a mirror, and pictures of friends may be kept in lockers.
3. Students may not open other student's lockers, teacher's desks and/or cabinets without clearly expressed permission.
4. Names should be clearly marked on all notebooks, jackets, uniforms, and other personal items.
5. Lost and Found items will be displayed from time to time. Items not claimed may be disposed of.
6. Students are not to use school equipment (athletic supplies, telephones, microscopes, computers, blackboards, white boards, etc.) without permission. The office phone may be used by permission from a teacher.

Parents and secondary students will be asked to sign the following "Code of Conduct" at the time of reenrollment each year.

### **Code of Conduct**

Believing that Christians should reflect the image of Christ, we ask each of our students to be willing to abide by the following code of conduct:

1. All students will be expected to dress according to the dress code in the student handbook.
2. All students are expected to refrain from inappropriate speech and behavior (such as swearing, slang, fighting, discourtesy to others, and teasing). Students are expected to demonstrate Christ-likeness appropriate to their age.
3. All students will abstain from the use of and discussion of illegal drugs, alcohol, tobacco, immorality, violation of civil laws on or off school property, and music, videos, and movies that are "worldly." Rock music of any kind must not be used or promoted by students on campus or at school activities.
4. All students are expected to obey and honor the rules of the school and all school personnel.

5. All students are expected to promote the good name of OCS by their behavior and attitudes off-campus.

### **Athletic Events Code of Conduct**

The OCS athletic program exists to help train students to glorify God by providing opportunities to develop and display their God-given abilities and Christ-honoring attitudes.

Therefore, we expect all fans to help us fulfill this mission by observing the following code of conduct at all athletic events.

1. I will demonstrate by my behavior and attitude the importance of sportsmanship in all areas of play.
2. I will respect and support in a positive manner all players, coaches, officials, fans, and program administrators.
3. I will place the spiritual, emotional, academic and physical well-being of others ahead of my personal desire to win.

Parents are asked to sign the following "Statement of Cooperation" which is included on the application for enrollment in OCS.

### **Statement of Cooperation**

1. It is understood that parents will pay tuition payments promptly. Payments are due according to the schedule set forth in this handbook. Requests for special payment arrangements must be presented in writing to the principal for approval. Students may be removed from school at the close of any quarter in which the financial conditions are not fully met.
2. Since the tuition charged does not cover the actual costs of educating our children, we will participate in prayer, service, and gifts as the Lord makes it possible.
3. We will attend as many school functions as possible.
4. We pledge our loyalty to the aims and ideals of the school. We will bring any and all questions or concerns first to the teacher involved, and then if the issue is unresolved, to the principal. Conversations that disregard this process may lead to ungodly communication, such as slander and gossip.
5. We give authority to the school to discipline our children, non-corporally, as necessary. We agree that we will cooperate and discipline our children in the home as needed.
6. The school reserves the right to dismiss any student who does not cooperate with the educational process of the school. If a student is dismissed for any reason, tuition is due through the end of the calendar month.
7. We give permission for our children to take part in school activities, including sports and field trips off the school premises. In case of accident or serious injury, we request the school to contact us. If the school is unable to reach us, we authorize the person in charge to make whatever arrangements seem necessary to care for our injured child.