

## Classroom & School Conduct

Because OCS belongs to God, He is to be honored in it; and because self-discipline is necessary to learning, the following rules are to be obeyed:

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 is allowed in the hallways.
10. No throwing snowballs or water balloons is allowed.
11. Food and beverages will be consumed only in designated areas. No opened food or beverage containers are permitted in lockers.
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 in the school office and are not to be used except by special permission.
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. Pulling the fire alarms or calling 911 must reflect a genuine emergency situation. (Any violation of points 16 or 17 may result in a suspension.)

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

### **Discipline**

The Bible gives the mandate of doing all things “decently and in order.” The training of children requires diligence. 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.

- 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.
  - If a student receives three detentions in any quarter, a parent conference may be scheduled with the principal and teachers involved.
  - The existence of detention does not prohibit the teacher from keeping a student after school as punishment for classroom misconduct.
  - 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**

OCS does 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 rules for student transportation. Parents and students are responsible to adhere to these standards.

### **OCS Bus Rules**

1. Everyone must sit in the seats facing forward.
2. No one should throw objects into or out of the bus.
3. No one should disturb another person's belongings.
4. If a person requests to sit in a seat and there is room, they should be allowed to sit courteously.
5. Secondary guys and girls are not to sit together on the bus.
6. Vulgar or improper language will not be allowed.
7. No one should argue or talk back to the driver.
8. No MP3s, iPods, earbuds, headphones, or tablets 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.
11. Cell phones will remain with the driver until the return trip at which time the students will be allowed to contact parents when approaching the destination.

### **Student Operation of Vehicles**

It is a privilege and not a right to drive a car to Owatonna Christian School. Students who drive to school must obey the following regulations.

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. Students may not lounge in their cars before school or during lunch time. Upon arrival at school in the morning, students must leave their cars and may not return to them until school dismisses.
5. For parking lot safety, the use of skateboards, roller skates, and roller blades is prohibited before and after school.
6. Students who bring bicycles should not be riding them around the parking lot during the school day. Bikes should be parked in the morning and not used until the student leaves for the day. Bikes are not permitted inside the school building.

### **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.

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, OCS asks that 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, music, videos, and movies that are not God honoring.
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.

### **Bullying Code of Conduct**

Owatonna Christian School is committed to providing a caring, friendly, and safe environment for all of its students so they can learn in a relaxed and secure atmosphere. Bullying is prohibited at Owatonna Christian School. It will not be tolerated during the school day or during any school-sponsored activities, on or off the school grounds. Bullying, harassment, and intimidation are actions that are contrary to the teachings of God's Word. This behavior is against the Godly principles and character traits taught in Scripture and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment. Anyone who knows that bullying is happening is expected to tell the staff.

#### **What is Bullying?**

Bullying is the use of aggression with the apparent intention of hurting another person. Bullying results in pain and distress to the victim. Note that some kinds of bullying listed below cross over into other areas of abuse, such as child abuse or violent/threatening behaviors; such behaviors may be dealt with according to other school policies as well.

#### **Bullying can be:**

1. Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridiculing
2. Physical: pushing, kicking, hitting, pinching, any use or threat of violence, or any unwanted physical contact
3. Verbal: name-calling, sarcasm, spreading rumors, teasing (could be racist or sexual in content)
4. Cyber: all areas of technology, such as e-mail, text, and social media

#### **Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Students who are bullying need to be confronted with and repent of the harm they are doing to others and to themselves, and they need to learn different ways of behaving.

## **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, OCS expects all fans to help fulfill this mission by observing the following code of conduct at all athletic events.

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