

# Parent/Student Handbook

2022-2023



K-11th  
Grade

**Olympic Christian School  
Parent/Student Handbook  
2022-2023  
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## **HOW OLYMPIC CHRISTIAN SCHOOL BEGAN**

Olympic Christian School was born out of the heart of God, instrumented through the power of God, and established to the glory of God. Several families from Independent Bible Church had a vision for a Christian day school ministry in our community. They came together to pray and seek the Lord's guidance in starting the school. As the families continued to pray and seek, it became clear that the Lord was blessing this project. Thus, Olympic Christian School opened its doors for the first time in September 1992 as a ministry to families of all evangelical Christian churches.

### **VISION**

Our vision is to provide a distinctive Christian education with academic excellence for students on the Olympic Peninsula.

### **MISSION**

Our mission is to provide an education that is Bible centered, college preparatory, and life preparing, which leads students to a Biblical world view.

### **GOALS**

1. The specific goal of Olympic Christian School is to help the parents train the individual child to become mature and unique within the family of God.
2. The goal of the school must help the student grow in the grace and knowledge of our Lord Jesus (2 Peter 3:18), and to discover and develop his individual worth, talents, gifts and responsibilities.

### **Biblical Worldview**

1. To teach that God is the Author of all truth, that the Bible is God's only inspired Word, and to develop love and respect for it.
2. To teach the doctrines of the Bible as presented in the Declaration of Faith.
3. To develop a desire to know and to obey God's will as revealed in Scripture.
4. To develop an understanding of the Christian's role in evangelism, in discipleship, and in fellowship within the local church.
5. To encourage godliness through the Word of God.
6. To teach a Biblical view of temptation and sin.
8. To encourage self-discipline, responsibility, and submission to God.
9. To help each student develop and adopt a Christian world view by integrating faith, learning and knowledge.

### **Academic Goals**

1. To teach a God-centered view of the issues of human existence and to relate current events to God's plan for man and humankind.
2. To develop the individual's potential academic abilities by promoting high academic standards.
3. To help each student gain a thorough command in the basic skills: communication (oral, written, and listening), mathematics, and reading.

4. To encourage students to use productive study habits.
5. To teach skills in independent research, logical reasoning, and critical thinking.
6. To motivate students to pursue areas of personal interest and to develop their God-given talents and creative skills.
7. To encourage the adoption of Biblical principles and the basis for value judgments.
8. To foster an appreciation of the arts as a mode of expression.
9. To promote responsible and productive citizenship.
10. To develop appreciation for God's creation and the rights and responsibilities of humanity therein.
11. To teach the student to work independently and cooperatively.
12. To develop the skill necessary to function in a technological society.

### **RELATIONSHIP TO IBC**

Olympic Christian School is a community Christian school and a ministry of Independent Bible Church with leadership given by a school board and functioning under the Board of Elders.

Independent Bible Church is a 501(c)3 charitable, nonprofit organization legally organized under the laws of the State of Washington. All gifts and donations to OCS are tax deductible under the auspices of Independent Bible Church.

### **ACSI MEMBERSHIP**

Olympic Christian School is a member of the Association of Christian Schools International (ACSI). ACSI is an association of biblically-based, evangelical Christian schools from preschool through college. Its mission is to provide a ministry of service and leadership. Its programs and services are designed to extend the "good news of God" (Mark 1:14) and to promote excellence in its member schools to the glory of God.

ACSI is dedicated to fostering unity and cooperation among all Christian schools and educators; edifying, exhorting, and encouraging God's people through Christian education; assisting in the establishing of Christian schools and helping schools define and implement a Christ-centered philosophy of education; developing services and materials to aid in the integration of Christian principles in school programs; promoting excellent education in schools; stimulating continuous spiritual and professional growth in personnel; defending and providing support for schools in the area of legal/legislative concerns.

### **NOTICE OF COMPLIANCE**

Olympic Christian School is in full compliance with the AHERA (Asbestos Hazard Emergency Response Act) regulations and that the AHERA Management Plan is available for public review. There are no friable (airborne/loose) asbestos materials present in our school. There is no hazard to any person at school.

## **ADMISSION POLICY**

It is the commitment of Olympic Christian School to assist parents in providing for their children an education that is thoroughly and distinctively Christian. Olympic Christian School operates on two convictions that strongly influence our Admissions Policy.

1. The home, not the school, is the most important educational institution.
2. Parents, not the state, are responsible for the education of their children.

Qualified students regardless of sex, race, color, national, or ethnic origin are entitled to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. The school board may accept or reject any application based upon Biblical principles.

### **Enrollment Procedure**

The steps of enrollment at Olympic Christian School are in two parts:

#### Part I

1. Complete and submit all application forms online
2. Pay the Registration Fee, Testing Fee, and Book Fee for each student (nonrefundable)
3. Your student(s) will then be given a placement test for his/her grade
4. Family interview with the Administration; 6<sup>th</sup> grades and up, the student must be present.

#### Part II

1. Approval of enrollment application by the Principal.
2. Make financial arrangements for payment of tuition, bus, etc., and sign contract and parent covenant.

### **Academic/Disciplinary Probation**

Children who have a history of severe behavioral or academic problems may be enrolled on probation for thirty days. It is expected that students maintain a positive attitude toward Christianity, Olympic Christian School, their teachers, and fellow students. If, by the end of the probation period, they have not demonstrated a commitment to abide by the school's code of conduct and/or academic success, the OCS Board will consider them for dismissal.

**Student Age Requirements** Children entering Kindergarten must be five by August 31 (rare exceptions are made to this policy).

### **Student Transfer Policy**

Upon withdrawal, all student records will be transferred upon request of the new school after all fees and tuition have been paid.

### **Early Withdrawal**

Tuition charges are for a complete school year. Early withdrawal initiated by the parent does not void the Financial and Policy Agreement. Vacations, participation in other academic/extracurricular activities, and lengthy absences are not subject to refund. If

withdrawal is due to a conflict that cannot be resolved, the school board will consider approving a pro-rated refund.

## GENERAL INFORMATION

### Chapel Day- Wednesdays

One day each week chapel services are held during school hours. All students are encouraged to wear chapel attire, but not required.

### Contacting OCS & Teachers at our K-11<sup>th</sup> Campuses

Call: 360-457-4640

FAX: 360- 457-4612

Address: Olympic Christian School  
43 O'Brien Road  
Port Angeles, WA 98362

Office hours: 7:30 a.m. to 3:00 p.m. Monday through Friday

You can leave a message on our answering machine after these hours, and we will return it as soon as possible. Please contact teachers through school emails or the school office and not at their homes. All messages and emails will be returned as soon as possible.

### Daily School Hours

8:00 – 11:30 (half-day) or 8:00 – 2:15 (full day) Kindergarten

8:00 – 2:15 K-2<sup>nd</sup> Grade

8:00 – 2:25 3<sup>rd</sup>-5<sup>th</sup> Grade

8:00 – 2:30 6<sup>th</sup>-8<sup>th</sup> Grade

8:00 – 2:35 9<sup>th</sup>-11<sup>th</sup> Grade

Students should not arrive more than 15 minutes before the start of their school day and must leave by 5 minutes after the end of the day dismissal. This includes regular and minimum day schedules. Supervision is provided during these before and after school times: 7:45 – 8:00 and 2:30 – 2:35.

BASK (Before and After School Kids) is available from 7:15-7:55 (with prior notification; \$5 fee is applied for AM BASK) and from 2:30-5:00pm for students at a rate of \$5.00/hr.

### Emergency Closing Update

Olympic Christian School may be forced to close due to weather and/or mandates by the Governor/WA DOH. Such action will be announced on radio station KONP and the OCS will notify families through one or multiple ways: email/Jupiter texts/social media/website by 6:30 a.m. If school needs to be closed early, families will be notified by the school office, as well through the above methods of communication. **Please do not call the school staff at home for such information.** We base our school delays and closures on the Sequim/Port Angeles School District closures and/or administrative decision.

### **Emergencies/Accidents**

When a child is injured on the playground or appears to need medical attention other than what the staff can provide, the parents will be called immediately. In the case of a possible life-threatening situation, 911 will be called first. The student will be transported to Olympic Medical Center, if hospital care is necessary. The parents will be contacted immediately after 911. If a parent cannot be reached, the people listed as emergency contacts will be contacted. **It is imperative that parents keep emergency numbers current.** Please notify the office of any change in phone numbers.

### **Illness and Tiredness**

Please consider carefully if your child(ren) are well enough to attend school -- If they have runny noses, headaches, frequent coughing or sneezing, and a general malaise then they should not attend school until these cold symptoms are gone or lessened to the point that they do not disturb the learning process of the entire class nor spread these germs and viruses to other students. Students with vomiting, fevers, severe headaches and unknown symptoms should not attend school until these symptoms are gone or diagnosed by a physician. Students who come to school excessively tired are at an extreme disadvantage for learning. Parents should make every effort to see that their student(s) get to bed at an appropriate time in order to insure a full night of sleep.

### **Medications**

Because of the legal culpability, the school office cannot dispense over the counter medications without parent permission. If your doctor wishes your child to take a prescription during the school day, **a dated and signed parent/guardian authorization form and instruction must also accompany the medication.** **For your child's protection, no other medications will be administered without prior parent permission.**

### **Cell Phones**

Students with cell phones and/or other communication devices are required to have their device/phone powered off during the school day. Texts/calls/messages via student cellular/electronic devices are not permitted during the school day. If a parent needs to contact a student, call the school office and office staff will get the message to the student(s).

### **Lost and Found**

**We encourage parents/guardians to mark your student's name in clothing and items.** Lost and found items will be turned into the office and placed into the lost and found box for claiming. Unclaimed items will be donated to a charitable organization at the end of each quarter (four times a year).

### **School Pictures**

Each year pictures of the individual student and his/her class are made available for purchase. Pictures will usually be taken during September and received before Christmas.

### **Student Transportation to and from OCS**

1. OCS will follow the pre-determined parental transportation plan for their student(s).
2. Unless written confirmation is received in the OCS Office, it is assumed that only the parents will be picking up their student(s).
3. Exceptions to the student transportation plan will be made only with parental communication with the OCS office.
4. Student transportation changes are assumed to be for one time only unless otherwise confirmed.
5. Students riding the OCS bus to and from school will only be released at their regularly scheduled stops and to predetermined adults as per the parental student transportation plan.

### **Parent Drivers**

All parents who drive OCS students (other than their own students) for OCS field trips and other OCS events must have on file in the OCS Office a photocopy of:

1. a valid driver's license
2. valid auto liability insurance (Note: Auto insurance expires usually every 6 months and must be re-photocopied at OCS).
3. IBC/OCS Background Check

## **PARENT TEACHER CONNECTION**

### **Purpose**

1. To be a service organization to aid the school and its families.
2. To foster community among parents and teachers, this will ultimately bring the home and school into a closer relationship. The desire of the PTC is to aid families in their understanding of Christian education and to encourage them to become loyal and committed families to OCS.

### **Membership**

All families with children enrolled at OCS and the OCS staff are members of the PTC. Each May, the membership nominates and elects the PTC Executive Committee for the next school year. Interested friends of OCS may also become members of the PTC upon approval by the PTC Executive Committee.



## **PTC Committee**

The PTC Committee is comprised of the selected parents and the OCS Administration.

Duties include:

1. Transacting business between regular PTC meetings (monthly: Tuesdays at 2:45p)
2. Approving plans of standing committees;
3. Presenting information updates to parents at PTC meetings.
4. Reporting to the Administration and School Board of all planned activities and special events.
5. Oversight of assigned events and fundraisers

## **PTC Finances**

All funds raised belong to Olympic Christian School and will be deposited in OCS banking accounts.

Expenditures will be made in accordance with the approved OCS budget for that school year. Non-budgeted expenditures may be paid upon approval by the Principal.

## **Parent Hours**

Each family is required to contribute ten (10) parent service hours per quarter. All Parent Teacher Connection service is credited toward the required ten (10) service hours. Jobs for volunteers are listed (as the need arises) in the weekly Parent Update.

Parent Hours are recorded monthly and billed quarterly at the rate of \$110.00/quarter (\$11.00/hr). Parent service hours can only be recorded when the school office is notified in writing of the service time completed. If you are billed incorrectly, indicate in writing the activities/event participated in and the hours served on the invoice and return to the office for approval and credit.

- On-Campus: (Example: Classroom aide, repair/maintenance work, playground supervisor, tutoring, etc.). All parents are required to write down their hours and the task(s) completed in the Volunteer Binder in the school office.
- Off-Campus: (Example: work on any fundraiser event, taking classroom material home to prepare for teachers, yearbook, etc.). All parents are required to write down their hours and the task(s) completed in the Volunteer Binder in the school office.

Here is a list of other possible areas of parent volunteers

- Beautification/Facilities
- Room Parent in classrooms\*
- Work From Home Project assigned by teacher/staff
- Field trips & transportation\*
- Playground supervision\*
- OCS Yearbook
- Any fundraising events\*
- Tutoring\*

**\*NOTE:**\*An IBC/OCS Background Check is **REQUIRED** and must be passed for all adults who volunteer to work with students and/or in the classroom/playground. Background check forms are

available at the main office or the OCS website. Current state law may require a Washington State Patrol criminal record check for all individuals working directly with children.

## ACADEMICS

### Grading Scale

The following grading scale is used in awarding grades for student achievement in grades K-2<sup>nd</sup>:

<b>E</b>	Excelling
<b>S</b>	Meets Standards
<b>N</b>	Needs Improvement
<b>U</b>	Unsatisfactory

The following grading scale is used in awarding grades for student achievement in grades 3<sup>rd</sup>-8<sup>th</sup>:

<b>A+</b>	99+.	<b>B+</b>	87–89	<b>C+</b>	77-79	<b>D+</b>	67-69	<b>F</b>	0-59
<b>A</b>	93-98	<b>B</b>	83–86	<b>C</b>	73-76	<b>D</b>	63-66		
<b>A-</b>	90–92	<b>B-</b>	80-82	<b>C-</b>	70-72	<b>D-</b>	60-62		

The following grading scale is used in awarding grades for student achievement in grades 9<sup>th</sup>-11<sup>th</sup>:

<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	0-59

### Report Cards

Report Cards will be distributed home four times a year at the end of each quarter. Report Cards will be withheld if a student has overdue library books, missing assignments or balance due on account. Please refer to the current school calendar for the date each quarter ends. The 1<sup>st</sup> Qtr. Report card will be given in paper form to parents at Parent/Teacher Conferences in November. 2<sup>nd</sup> and 3<sup>rd</sup> Qtr. Report cards will be emailed via Jupiter Ed. 4<sup>th</sup> Qtr. Report cards will be snail mailed to families whose financial accounts are paid to current.

### Parent Conferences

Parent conferences are scheduled at the end of the first quarter (November). **This is a required conference for at least one parent to attend.** Conferences at the end of the second and third quarters may be scheduled in accordance with the needs of individual students. Additional parent conferences should be made through the OCS office or with the classroom teacher.

### Honor Roll

The Honor Roll is compiled after each quarterly grading period for all students in 4th grade and higher. It is determined by the following qualifications:

- 4.0 G.P.A.                      Principal's Honor Roll
- 3.5+ G.P.A.                     Honor Roll

### **Progress Reports**

Any student in grades 3 and up, in danger of failing a subject or working below his/her ability will have a progress report distributed as needed to the parents. This will serve to alert the home to the fact that the student's work must be brought up to a passing and/or improved level.

### **Promotion Requirements**

In order to advance to the next grade level, grades K-2 will be promoted based on grade-level readiness; for grades 3 -12, students must do passing work (average a 0.67 G.P.A.) and be recommended by the teacher. Students who receive unsatisfactory grades, exhibit learning difficulties or immaturity are evaluated by their teacher and the principal to determine grade placement for the next year. The student may also not graduate if the family account has a balance due. If there is a problem, please contact the school office to see if we can be of any assistance.

## **ATTENDANCE**

We believe that regular attendance is essential to good academic progress. We also believe that learning responsibility to the school and its policies trains students for excellent performance in high school and later in a career. We hold attendance at school to be of primary importance during the regularly scheduled school year.

**Absences - Excused:** (Email/Note/Call required) Absences will be excused only for the following reasons:

- Illness
  - Death in the family
  - Medical and dental appointments (when they cannot be scheduled outside of school time)
  - Trips of educational value and family trips\*. Prior arrangements must be made with the teachers and the school office prior to the students leaving.
- \*See: Vacation Absence.
- A family emergency.

*All excused absences must be authorized by an email, a note, or a phone call* from the parent/guardian to the school office. A note for an excused absence should include the following: student's full name, date of absence, reason for absence, and signature of parent or guardian.

**Absences - Unexcused:** (Email/Note/Call Required). Absences are considered unexcused but not limited to, the following:

- Relatives visiting from out of town.
- Parent feels student needs longer weekend, etc.

**Late Arrival – Excused:** (Note/Phone call from parents required)

It is important that students be in class on time. **School starts at 8:00 a.m. sharp.**  
Students

are tardy if they enter class after **8:05 a.m.** All students must report to the school office when arriving at school late. An excused tardy is granted by the office when a note is written for the following reasons:

- Medical or dental appointments.
- Emergency in the family.

#### **Late Arrival - Unexcused: (Note/Call Required)**

Unexcused late arrivals include, but are not limited to, the following:

- Student was allowed to sleep in;
- Missed the bus;
- Parent was delayed, etc.

#### **Early Pickup/Early Dismissal from School: (Email/Note/Call to MAIN OFFICE is Required)**

Students are **required** to bring a note ***before classes begin*** advising the school office of an early dismissal or pickup. Parents/guardian must sign the student out before leaving school and sign-in again when returning the same day. The school office must be advised if someone other than the parent/guardian is picking up the student.

#### **Please Note: Students will not be permitted to leave the school without permission from the parent/guardian.**

\*If families have a regularly scheduled appointment that occurs during school time, parents/guardians may have a standing note with the office for their child(ren) to be picked-up/dropped-off at the designated time routinely.

#### **Vacation Absences: (Advance Notice Required)**

Families are encouraged to plan their vacations around the school vacation days. Occasionally this is impossible. The school wants to be reasonable, however, we are charged with an educational responsibility. For families that must be gone during school time, the following will apply:

- It is advisable for parents to discuss their child's academic standing with the teacher before planning an extended school-time vacation.
- The school office and the student's teacher should be notified of the absence at least two weeks in advance.
- Families are responsible to make sure students complete all assignments that were missed during the time away from school.

#### **Incomplete and Makeup Work**

- Adequate arrangements must be made in advance for completing as many of the missed assignments as possible. It is sometimes difficult for a teacher to anticipate the exact class assignments days in advance. The length of time given for completing missed assignments will be determined by the teacher on a case-by-case basis. In general, students have twice the amount of days missed to complete assignments. There are special circumstances and deadlines that are non-negotiable.

- When a student is absent for a long period of time and has not completed required work, an incomplete can be given on the report card. The student will be given additional time to make up the work.
- If the student is absent only on the day of a test, the student will be required to make up the test on the day he/she returns. **In grades 6-11, we feel that is important for the child to be responsible for making arrangements to makeup missed work.**

## STUDENT CONDUCT

**To be reviewed by parent/guardian and shared in a grade-level appropriate way with all students attending OCS. Parent and student signatures are required to prove student conduct has been reviewed before the first day of attending school at OCS.**

### Philosophy

As the Bible instructs, "Whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ" (Colossians 3:23-24).

We believe our philosophy and practice is based on the Word of God. The goal of all discipline is to develop patterns, habits, and choices which result in behavior that is pleasing to God. "Train up a child in the way he should go, and when he is old, he will not depart from it" (Proverbs 22:6). The classroom teacher handles normal disciplinary situations, with referral to the Administration only when deemed necessary. It is intended that there be full communication with the home if and when problem situations arise.

Olympic Christian School is a community of students gathered for the purpose of formal spiritual and academic learning and growth. Each is to honor God and respect himself, others, and the school. 1 Thessalonians 5:15 encourages us to "...always pursue what is good both for yourselves and for all."

It is the goal of OCS to provide each student with the opportunity to develop his/her God-given talents, capacities, and interests in a biblically based climate which reflects high standards and good citizenship. **Basic behavior development is rightfully the responsibility of the student and his/her parents (Ephesians 6:4).** The school will not accept the sole responsibility for the actions of the students. Parents, therefore, must cooperate with and assist the school in promoting and maintaining acceptable social and biblical standards of conduct. Rules for conduct are equally as important in the classroom, restrooms, bus, chapel, playground, and anywhere on the Main or High School Campus.

### Sexuality/Gender Identity based on a Biblical Worldview

- We teach that God designed sexual intimacy to take place within, and only within, the bond of marriage between one man and one woman (*Genesis 2:21-24, Hebrews 13:4*).
- We teach that God created man and woman for each other and that He ordained marriage and sex only in the context of a lifelong, heterosexual commitment (*Genesis 1:27, 2:21-25*).

In conversations regarding gender, we hold to the belief that every human being has been made in the image of God (*Genesis 1:27*). Physical bodies matter to God. We will extend a Christlike response to those who experience unease with their own biological sex and at the same time help people understand the Bible's teaching on maleness and femaleness as taught in Genesis 1-2.

## Student/Volunteer Dress Code

### Purpose

- **We want our students/volunteers to dress in a manner that is honoring to the Lord.**  
1Corinthians 6:19-20 *"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies."*
- **We want our students to dress neatly, modestly and in good taste.**  
Luke 17:1 *"Jesus said to his disciples: 'Things that cause people to stumble are bound to come, but woe to that person through whom they come.'"*  
1 Peter 3:4 *"Rather, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God's sight."*

### Acceptable Attire

- **Pants** - Jeans, khakis, corduroy, dress pants & athletic pants.
- **Leggings 3rd-11th Grade** - Leggings that are opaque (not sheer or see-through) are allowed but must have a top that covers one's bottom.
- **Shorts** - Have a hemmed edge and must come down to the fingertips when standing with arms at side.
- **Shirts** - Cover midriff & any writing must be honoring to the Lord. Sleeveless shirts must have a strap width that is at least three fingers wide with no undergarments showing.
- **Sweatshirts/Coats** - Any writing must not be dishonoring to the Lord. Hoods may be worn outside, but not in buildings.
- **Hats** - Any writing must not be dishonoring to the Lord. Hats may only be worn outside and on certain Spirit Days.
- **Hair** - Hair must be neat and clean.
- **Shoes** - Athletic shoes, dress shoes, sandals with heel straps, & boots.
  - Shoes must be worn the entire school day.
  - **PE Days:** athletic shoes must be worn during PE.

**Dressy Attire REQUIRED on the following days/events: Picture Day, Speech Meet Events, Thanksgiving Chapel, Christmas Program, Science Fair Events, Good Friday Chapel, 8th Grade Graduation, and End of Year Awards Chapel.**

- **Boys** - Dress slacks and a collared shirt. Dress sweaters may be worn in lieu of a collared shirt. Ties are encouraged, but not required.
- **Girls** - Dresses or skirts that are knee length or longer. Leggings (non-see-through) are required if dresses/skirts are as short as fingertip length. Dress slacks and a blouse/sweater (not a hoodie) are allowed as well.

**Encouraged Attire for Weekly Chapels:** It's encouraged for students to wear the above dressy attire to weekly chapels, but not required.

**Unacceptable Clothing/Appearance that is Not Allowed:**

- **Pants** - Holes and rips higher than fingertip length and see-through leggings.
- **Shorts** - Short-shorts, cutoffs, unhemmed edges, & biker shorts.
- **Shirts** - Tank tops, spaghetti straps, midriff showing, & inappropriate writing.
- **Dresses/Skirts** - Shorter than fingertip length & miniskirts without leggings.
- **Hats** - Inappropriate writing on hats & wearing hats in buildings.
- **Shoes** - Flip-flops & shoes without a heel strap.
- **Pajamas** - Except on a special spirit day/class party, "pajama day."

**Disciplinary Guidelines**

It shall be the duty of each classroom teacher to establish rules for his/her classroom and to clearly inform the students of said rules. It is also necessary to establish that the students understand the consequences for noncompliance with rules.

We expect our students to display respect toward their fellow students and property, faculty members, and school property. Students will not interfere with teacher instruction or the learning process.

Routine daily discipline shall be the responsibility of the classroom teacher. Positive reinforcement shall be the preferred method of control/discipline. Other forms of discipline may include "time out", reasoning with the student, withholding privileges, assigning special tasks, etc. Continued infraction of rules, as well as passive rebellion, will be grounds for the teacher to refer the student discipline issue to the Administration. When a student is referred to the Administration, it will be determined what disciplinary measures to invoke. This may include restitution, apology, forgiveness, consultation with the parents, in school suspension\*, out of school suspension\*, and expulsion\*\*.

A Disciplinary Citation form shall be included in student's file with a complete written report of the incident and the events leading up to the incident. The Administration, the classroom teacher, and the parents of the student shall sign said form.

**\*Infractions which could result in suspension:**

- Willfully injuring another
- Fighting
- Cheating
- Lying repeatedly

- Vandalism of any property
- Profanity or obscenity
- Disrespect to staff or others
- Special circumstances of an unusual nature
- Active or passive rebellion toward authority

In the event of a significant disciplinary problem, a student will be immediately suspended and a conference with the parents, classroom teacher, and the Administration will be called to discuss the problem. If none of the disciplinary measures involved solves the problem, Olympic Christian School Board reserves the right to expel the offender.

**\*\*Infractions which could lead to expulsion include:**

- Bringing a gun, knife, or other lethal weapon to school.
- Smoking, drinking, drugs and obscene materials, or the implication of any of these will result in immediate suspension and probable expulsion.
- Possessing, selling, or using any form of narcotics, drug paraphernalia, tobacco, matches, lighters, or alcoholic beverages.
- Threatening to do acts of bodily or physical harm.

**Corporal Punishment**

We recognize the Biblical principles of corporal punishment (Proverbs 13:24; 19:18; 22:15; 23:13; 29:15 and following). Olympic Christian School prefers to defer corporal punishment to the parents. In the event that a parent should request that corporal punishment be administered to the student, Olympic Christian School (OCS) requires that the parent administer the corporal punishment in the school office. If it is decided that corporal punishment is necessary, the parents will be called and requested to come and administer same to their own child. OCS will not be responsible for administering corporal punishment to a student.

**General Rules – All Students are expected to:**

1. Practice common courtesy and safety in their conduct to and from school.
2. Adhere to the school's dress code.
3. Be punctual and attend all classes unless excused.
4. Respect all personal and school property.
5. Show respect to those in authority, all adults, and other children.
6. Reflect the biblical attitudes of courtesy, respect, and good manners.
7. Show respect for our country and its symbols through participation in appropriate patriotic activities.
8. Show respect for the Church, the Bible, and Christian symbols.
9. Move orderly and quietly throughout the campus; especially walk while on sidewalk areas.
10. Refrain from public displays of affection (embracing, kissing, and similar activities).



11. Eat food in designated areas both in the classroom and outside at the picnic tables. Absolutely no throwing of food is allowed.
12. Maintain the standards of Olympic Christian School, even when attending school functions off campus.
13. Keep books, clothing, lunches, etc. in assigned areas in the classroom.
14. Be a good example to all students, but especially toward younger students.
15. Glorify God in all actions (Colossians 3:17).

### **Classroom Conduct**

To ensure a favorable classroom atmosphere, students are required to:

1. Enter and exit the classroom in a quiet and orderly manner.
2. Be seated and ready to work when the class begins.
3. Be always prepared, equipped with completed assignments, textbook, writing utensil, notebook, and paper.
4. Remain quiet and orderly in the classroom and be attentive to the instructor.
5. Respond promptly and courteously to requests and instruction by the teacher.
6. Always maintain acceptable posture.
7. Refrain from using a comb/brush and applying cosmetics during class.
8. Use of bathroom facilities must be used before and after school, during break, lunch, and between classes, unless when it is an emergency.
9. Smoking, drinking, drugs and obscene materials, or the implication of any of these will result in immediate suspension and probable expulsion.
10. Repeated minor offenses, poor attitude and disrespect towards spiritual matters will also result in dismissal.

### **Playground Rules**

1. Students should play in designated areas only.
2. No food is permitted on the playground.
3. No rocks, sticks or other foreign matter should be thrown.
4. Toys resembling weapons should be left home.
5. No one is permitted to climb on or over the fence unless directed to by a teacher or playground supervisor.
6. All playground balls are to be used for their intended purpose (basketballs/foursquare balls for bouncing, soccer balls for kicking, etc.).
7. Jump ropes are never to be thrown, whipped, or tied around someone.
8. Tackle games are not permitted.
9. One person, sitting up, in a swing. Swing straight - no twisting, circling, bailing out or other horseplay. If someone is waiting, they can count you off with a 100 count.
10. Games are open to everyone.
11. Do not dig, climb in the trees, or play on the slope.
12. Always use the stairs to get to and from the recess area.

## **Bus/Van Rules**

Bus/Van Disciplinary Citations will be given to students who disobey the rules. Three citations will result in loss of bus privileges.

1. We understand that the bus is an extension of the classroom and will behave accordingly.
2. Obey immediately all requests of the driver.
3. Remain seated always facing forward in your assigned seat.
4. Stand up only to enter and leave the bus.
5. Keep your hands, arms, legs, and feet to yourself.
6. Use quiet, inside voices on the bus.
7. Do not lean over the seat in front of you or lean over your seat backwards.
8. Do nothing that distracts others.
9. Never put hands, head or arms out the window.
10. Always speak respectfully to the driver and other students.
11. Once seated, place your backpack and belongings on your lap or stow it on the floor.
12. Do not throw anything.
13. Be kind to one another.
14. No eating or drinking any liquids besides water on the bus.

## **Unacceptable Behaviors**

1. Leave campus during school hours without being accompanied by a parent or guardian, or without having properly signed out with the classroom teacher and the school office.
2. Use profane language or gestures (Colossians 3:17).
3. Cheating or dishonesty
4. Threaten, fight, or cause bodily harm to any person.
5. Push, hit, kick, wrestle, tease, or call other students names.
6. Be disrespectful or insubordinate to any of the school staff members or volunteers.
7. Chew gum, except when approved by teachers.
8. Loiter or play boisterously in the walkways or bathrooms.
9. Run on the campus: walkways/hallways/buildings, or parking lot.
10. Climb trees, fences, buildings, or swings.
11. Throw rocks or other objects, (dirt, food, etc.).
12. Deface school or private property.
13. Possess, sell, or use any form of narcotics, drug paraphernalia, tobacco, matches, lighters, or alcoholic beverages.
14. Privately sell candy or other items on campus.
15. Leave class for any reason or go to the office without a permission from the teacher or supervisor.
16. Use the telephone/cell phone without permission.
17. Possess or use lethal weapons like knives or explosive devices (including all fireworks).
18. Take medication at school without office supervision.

- 19. Throw balls against buildings.
- 20. Bounce balls in hallways or on stairs.
- 21. Cause noise in hallways/walkways that would disturb another classroom.
- 22. Cheating or dishonesty
- 23. Show inappropriate displays of affection.
- 24. Have tattoos, face painting/face stickers, unless offered at a special school event.

**I, as a parent/guardian, attest that I have gone over the Student Conduct expectations with my student(s) prior to the first day of attending school and that my student(s) knows the expectations at Olympic Christian School.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I, as a student, agree to do my best to honor God and follow the Student Conduct expectations at Olympic Christian School.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **OCS and Parent Partnership**

### **OCS School Mission**

OCS, a ministry of Independent Bible Church, provides a Christian school facility that is available to all parents on the Olympic Peninsula who desire a Christ centered education for their children. OCS is a nondenominational, community Christian school serving families who worship at the many different Christian Churches within our area. OCS provides students with an education that is Bible-centered and that assists a child in developing a distinctly Biblical-Christian worldview.

The educational philosophy of OCS is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God. God created all things and sustained all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot by himself glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the lordship of Jesus Christ.

OCS promotes high academic standards while helping students to achieve skills in creative and critical thinking using the best curriculum available. The objective of the OCS instructional program is to enable the student to pursue the post-secondary education of their choosing whether in college, university, or in vocational training areas.

OCS believes that students are gifts of the Lord and belong to their parents, not to the state or to OCS. Parents are responsible for the conduct of their children. OCS derives its educational authority from the parents. This philosophy requires OCS and parents to cooperate closely with each other in every phase of the student's development and additionally requires parents to provide 10 service hours per quarter to OCS for the success of the student and the school.

**General Agreement:**

If accepted for admission to OCS, we agree to the following conditions for our child's attendance:

- We will support the OCS Mission as defined above.
- We authorize and give the administration, faculty, and staff of OCS authority over our child during school sessions and other school activities.
- We further agree to encourage our child to dress and behave in accordance with school regulations and to conduct themselves in a Christ-like manner by loving God and by loving their teachers and fellow students as themselves.

OCS sets high standards for student conduct, academic achievement, and spiritual development. Also, although we always work for the best interest of the student, when conflict occurs, we resolve those conflicts according to Biblical Standards. Attachment A contains our standards and conflict resolution policies. We agree to familiarize ourselves with these standards and policies and discuss them at an age-appropriate level with our student.

**Teaching goals and standards:**

The following are the spiritual and academic goals and standards that will be emphasized and taught at OCS:

**Spiritual:**

- 1) To teach that the Bible is the inspired and the only infallible authoritative Word of God. Thus, developing attitudes of love and respect towards it (2 Timothy 3:15-17; 2 Peter 1:20-21).
- 2) To teach that there is one infinite God, eternally existent in three persons: Father, Son, and Holy Spirit (Deut. 6:4; Acts 5:3-4; 2 Cor. 13:14; Hebrews 1:1-3; Rev 1:4-6).
- 3) To teach that justification is by faith alone; that man is a sinner and can be justified before God only on the ground of faith in the shed blood of the Lord Jesus Christ (Ephesians 2:8-10; Titus 2:11-14; Romans 4:1-5; 10:3-4; 2 Cor. 5:21; Eph. 1:6-7; 2:8-9).
- 4) To teach the student to love God and provide opportunities to confess Christ as Savior and Lord (Mark 12:30; Romans 10:9-10).
- 5) To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (1 Samuel 16:7; Galatians 5:22-23).
- 6) To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; 1 Timothy 4:7).

- 7) To encourage the student to develop self-discipline and responsibility from God's perspective (1 Timothy 4:7; 1 Corinthians 9:24-27).
- 8) To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
- 9) To help the student develop a Christian worldview by integrating life and all studies with the Word of God (2 Peter 1:3-8).
- 10) To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:1-3).
- 11) To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
- 12) To teach the student to treat everyone with love and respect as unique individuals created in God's image (Mark 12:31; Philippians 2:1-4).
- 13) To teach the student how to become a contributing member of his society by realizing his need to serve others (Matthew 20:28).
- 14) To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (1 Corinthians 6:19-20).
- 15) To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory (1 Timothy 6:17-19; Matt. 6:19-20).

#### **Academic:**

- 16) To teach the student Christ-centered fundamentals including, but not limited to reading, writing, mathematics, science, and history (2 Tim 3:14-17; Rom 12:2; Heb 4:12-13).
- 17) To teach and encourage the student to use good study skills and habits (2 Tim 2:15; Col 3:23).
- 18) To teach the student the value of knowledge and wisdom (Col 2:3; Prov 1:5; Prov 16:16; Prov 18:15).
- 19) To teach the student to rely on God's grace to achieve the best results through hard work in all school activities (1Cor 15:10).

#### **Teaching through Discipline:**

OCS believes discipline to mean teaching rather than punishing. Therefore, discipline is administered to teach students to love God and to desire to follow His standards. Students are expected to willingly put themselves under the authority of the school, to willingly follow school policies, and to respond positively to discipline. If it is determined that a student is not responding to the teaching and discipline of the faculty and staff, the following may be administered:

1. Student may be verbally warned.

2. Student may be removed from class.
3. Student may be suspended from school.
4. Student may be expelled.

Discipline is administered in a spirit of love and concern and will include counseling and/or prayer as appropriate. Parents will be informed when their child has been disciplined and at times will be asked to participate in the discipline process.

### **Conflict Resolution**

OCS staff and faculty, parents, and students are expected to make every effort to live in peace and to resolve disputes with each other in private or within the biblical worldview of **Matthew 18:15-16** *“If your brother or sister<sup>[b]</sup> sins,<sup>[c]</sup> go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup> But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’”*

Therefore, OCS staff and faculty, parents, and students agree they shall seek to resolve any controversy, claim, or concern by direct communication and private conferences with the responsible party. There are three levels of conferences:

**Level I Parent/Teacher Conference:** We expect that most concerns, issues, and misunderstandings can be resolved at this level.

**Level II Parent/Teacher/Principal Conference:** This is for concerns not resolved at Level I. Very few concerns come to level II.

**Level III Parent/Teacher/Principal/Two Board Members:** Level III resolves any remaining situations not resolved at level II. This is the final level of appeal and reconciliation. The concerned parties agree to abide by decisions reached at this conference. Conferences at this level are a rarity at OCS.

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Parent/Guardian Signature

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Date

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Parent/Guardian Name (Please, print)

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Family Administrator

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Date