



Oceanview Christian Academy

STUDENT/PARENT HANDBOOK

2017-2018

Oceanview Christian Academy exists to glorify God by partnering with families to provide a biblically-integrated education which seeks to prepare students academically, socially and spiritually to positively impact their world for Christ.

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OCEANVIEW CHRISTIAN ACADEMY

INTRODUCTION TO CHRISTIAN EDUCATION AT OCA

The basic responsibility of Christian parents is to “train up a child in the way he should go. . .that when he is old he will not depart from it.” (Proverbs 22:6). Oceanview Christian Academy is a school that is seeking to mold children’s lives after God’s fashion. Successful Christian living hinges on three areas: the home, the church, and the school. These institutions must work cooperatively together. Parents should not give their responsibility to the Christian school and let them train the child alone. Both the home and the school share this responsibility. Therefore, we pledge to parents to “present Jesus Christ and the highest quality education possible” and we ask parents to pledge to do their part.

A Christian education is more than a good academic education taught by Christian teachers with Bible, chapel, etc., added to the schedule. The entire curriculum exemplifies a Biblical – world and life view. This is done because we recognize that God’s Word is truth (John 17:17) and that the person of Jesus Christ holds all authority.

For example, the study of history examines God’s sovereignty over the affairs of men as He accomplishes His purposes. Science shows the wonders of God’s creation; literature is evaluated by Christian standards and languages are taught, understanding that rational thought and its expression in language is a unique gift given only to people by their Creator in whose image they were made. Math reflects the dependability of God’s design and His own character. Music and art are wholesome expressions consistent with God’s Word.

Christian education is Christ-centered as opposed to being world-oriented or society controlled. The educational program and the methods of instruction at OCA are dependent on a Biblical philosophy to provide the viewpoint, general background truth, and principles for interpreting the facts encountered in the study of any subject. The goal is to train students to look at life from God’s perspective, not man’s point of view (Colossians 2:8) and to be fully prepared for this life and eternity.

STATEMENT OF FAITH FOR OCA

1. We believe that the Scriptures of the Old and New Testament are verbally inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith and life. (2 Timothy 3:16)
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. (Matthew 28:19, John 1:1&2, John 14: 8-26)
3. We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and is true God and true man. (Luke 1:26-28)
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, thus being sinners in thought, word, and deed. (Romans 3:23, Ephesians 2:1-3)
5. We believe in the personality of Satan. (John 8:44)
6. We believe that the Lord Jesus Christ died for our sins, according to the scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood. (Romans 5:8-11)
7. We believe in the resurrection of the crucified body of our Lord, in His bodily ascension into Heaven, and in His present life there for us as High Priest and Advocate. (I Corinthians 15:3&4, 1 John 2:1)
8. We believe in the "Blessed Hope" - the personal and imminent return of our Lord and Saviour Jesus Christ. (I Thessalonians 4:13-17)
9. We believe that only through faith alone in the person and work of Jesus Christ alone and repentance from sin can one be reconciled to God and experience true life and joy (John 3:18, 14:6; Acts 4:12; Romans 3:21-26; 1 Timothy 2:5-6).
10. We believe in the present ministry of the Holy Spirit, by who's indwelling the Christian is enabled to live a godly life and bear fruit which will remain. (1 John 3:24)
11. We believe in the bodily resurrection of both the just and the unjust - the just to everlasting bliss in Heaven and the unjust to everlasting punishment in Hell. (Revelation 20:11-15)
12. We believe baptism is intended only for those who have professed faith in Jesus Christ and can give sufficient testimony to the basics of Christian beliefs. We also believe in baptism by immersion because it is the original meaning of the word and best symbolizes the reality to which baptism points: our death and resurrection in Christ (Matthew 28:18-20; Acts 2:38; Romans 6:1-11).
13. We believe that God has established marriage as an exclusive relationship between one man and one woman, and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is sin. We believe that God created the human race man and female and that all conduct with the intent to adopt a gender other than one's birth gender is sin (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom 1:18-31; 1 Cor. 6:9-10, 15-20; 1 Tim. 1:8-11; Jude 7; Gen. 1:27; Deut. 22:5).
14. We believe that Church attendance is not just a "good suggestion"; it is God's will for believers. Church attendance, participation, and fellowship should be regular aspects of a believer's life. Someone who belongs to Christ should have a desire to worship God, receive His Word, and fellowship with other believers regularly. (Hebrews 10:24-25; 1 Corinthians 12:12-27; Acts 2:41-42; Ephesians 2:19-22)

1.0 ACADEMIC PROGRAMS

1.1 PROGRAMS

(a) Primary to Grade 6

Oceanview Christian Academy uses ACSI (Purposeful Design), Horizons, A Beka, MFB Publications (French) and Donna Ward (Northwoods Press) curriculum, along with the NS Outcomes to instruct students. The A Beka Primary program teaches basic reading skills using the phonics approach. This gives students a solid foundation for developing exceptional reading skills. Each teacher uses the curriculum as they feel led to. The classrooms are divided as enrollment dictates* with preference given to the following:

Grade Primary-One (combined)

Grade Two-Three (combined)

Grade Four-Six (combined)

*Please note, this arrangement is subject to change.

1.2 CURRICULUM

(a) Primary/Kindergarten

Bible	Printing	Science	Social Studies
Phonics	Reading	Mathematics	Technology
Art	Music	Physical Education	French
Developmental Skills			

(b) Elementary

Bible	Creative Writing	Health
Grammar	Penmanship/Cursive Writing	French
Reading	Mathematics	Music
Spelling	Science	Art
Phonics	Social Studies	Physical Education
Technology		

1.4 TESTING

Canadian Achievement Test (C.A.T.), or another type of assessment, may be given in designated school years to some or all students. OCA will do their best to keep students learning at the current grade level, but parents must understand that certain adaptations may need to be made. Parents may request to see these scores once they have been compiled.

1.5 ENTRANCE REQUIREMENTS

(a) **Primary** -- Students must be 5 years of age by December 31 and demonstrate adequate readiness for a classroom situation.

(b) **Grade 1** – Primary and satisfactory reading readiness skills. An informal entrance test will be administered on an individual basis to determine readiness for Grade 1. **Grades 2-6** – A standardized successful completion of the previous grade level. An achievement test may be administered to determine whether the student's academic level is sufficient to allow successful completion of the grade level applied for.

1.8 HONOUR ROLLS

Grades 3-6

Students must have completed all Scripture memorization for the quarter and have at least a 90% average overall for honours and 95% for high honours, with no individual mark in any subject lower than 71%. Students on the Honour Roll for at least three quarters will receive special recognition in June.

1.9 AWARDS (Grades P-6)

Awards for outstanding achievement in various academic and non-academic areas will be presented each June.

1.11 GRADING SCALE

Grades P-6

A - 90 – 100

B - 80 – 89

C - 70 – 79

D - 65 – 69

F- 64 and Below

1.12 REPORT CARDS AND PROGRESS REPORTS

Oceanview Christian Academy operates on a four quarter academic year. Report cards are issued at the end of each quarter (every 9-10 weeks). The school calendar gives the exact dates reports cards are issued.

The following methods are used to keep parents informed of their student's progress **between** report cards.

- a) Tests, quizzes and/or samples of class work are sent home periodically for parents to look at and sign. These are then returned to the classroom teacher.

1.13 TEXTBOOKS

At the beginning of each school year teachers are responsible to record the textbook numbers of each textbook distributed to students. Students are responsible to keep the text(s) in the condition that they were received. If a student's textbook is lost or damaged beyond re-use the student's report card will be withheld until return or payment of text is made. The charge for the textbook will appear on the monthly statement.

1.15 HOMEWORK AND ASSIGNMENTS

Homework should be completed neatly and thoroughly. Questions should not be left unanswered, since rarely are assignments given at home which have not been studied in class. Most parents would be well-advised to check the student's homework to make sure it reflects the student's best effort, especially for elementary students. Individual teachers may have homework policies unique to their classroom.

On average, assigned homework should take about 10 minutes per grade level per night, (a student in Grade 3 would average 30 minutes). This does not include work that was intended to be completed in class. Parents should consult with their child's teacher if they feel the homework level is not appropriate for their child.

- (a) **Grade 1 - 2**
These grades do not have much homework assigned. Grades 1-2 have assigned homework Monday through Thursday. Any incomplete class work will also be assigned for homework. Parents will be contacted if homework is constantly late.
- (b) **Grade 3-6**
At the end of the day, students will copy all homework into their homework notebook. Incomplete class work will also be assigned for homework. Parents should supervise the completion of the homework and sign the notebook when the work is finished. The homework notebook should be returned every day. If the student has no homework, he/she will write a note to that effect in the homework book. The teacher will check the homework books every morning.

1.16 RESEARCH PROJECTS

Occasionally, reports are given which require research at the library. It is not always possible to complete this research at school. Parents must assist their children by providing access to a library with adequate materials. Whenever a lengthy report is assigned, the teacher will outline the report expectations in writing. Students are encouraged to use the Internet; but should **not** consider this the sole source for information gathering.

1.17 LATE OR INCOMPLETE HOMEWORK

- (a) **Grades 1-2**
Homework should be completed during free time in class, recess or at home with the parent.
- (b) **Grades 3-6**
 1. Homework will be done at recess or after school (at the teacher's discretion), depending on the length of assignment and previous homework record.
 2. A record will be kept of all late assignments. A report will be made to the parents, and a conference will be held to deal with repeated offences.
- (c) **Emergencies**
If an emergency arises and a student is legitimately and unavoidably prevented from doing his/her homework, the parent should write a note in the homework book or slip under the assignment, asking for the child to be excused for that evening, and the reason stated. At the teacher's discretion, the missed homework may then be completed at school or the next day and no disciplinary action will be taken. This should be a very rare event or the student may begin to look for excuses to avoid homework completion.
- (d) **Make-up Work**
Students who are absent for any reason will be required to make up missed work in each class. All make-up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up. A day's absence does not excuse a student from class responsibilities.

1.20 PROMOTION REQUIREMENTS

- (a) **Primary/Kindergarten**
Students must demonstrate readiness for Grade 1 work to be promoted from Primary. A second year spent in Kindergarten is a major benefit to an immature

student who is struggling to keep up with the class.

(b) Elementary (Grades 1-6)

A student who fails to obtain a passing grade of 65% in one of the following subjects – English, Reading, and Mathematics – will not be promoted, subject to consultation of the Administration, teacher, and parents; with the final decision based on the discretion of the Administration.

2.0 ATTENDANCE

2.1 MORNING ARRIVAL

A bell will ring at 8:20 am and students will be in their classrooms for morning attendance. The 8:30 bell indicates the beginning of class/morning activities. Students arriving after 8:20 will be considered late.

2.2 EARLY MORNING ARRIVAL

We do not offer supervision in the school before 8:05 am, therefore we ask that students not arrive before this time. Parents are asked to accompany Primary-Grade 1 students to their classroom. Please do not leave your child at the classroom if a staff member is not present.

2.3 RECESS/PLAYTIME

Recesses are held outside unless weather is prohibitive (rain; -13 degrees C or lower including windchill; etc.). Out of respect for safety and being able to return to classrooms ready to study, students are required to have appropriate clothing for outdoor recess (including coat, boots, gloves/mittens, hat and snow pants for playing in snow).

2.4 LUNCH HOUR

Since students will be remaining at the school throughout the day, lunch should be sent with the students. The assistance of parents for lunchtime supervision is appreciated. It gives the teachers a much-needed break. Students are not allowed in the kitchen. Students need to bring their own eating utensils. Microwave ovens are available for reheating purposes only (less than a minute). Students should not bring microwave meals that require several minutes to heat.

One teacher per day will be assigned lunch supervision.

If parents are dropping off lunch for students, please leave it in the school office with the student's name on it.

2.5 AFTERNOON DISMISSAL

School is dismissed at 2:30 pm. Supervision of students is provided until 2:40pm.

After school supervision is for the purpose of parking lot safety. Playground facilities are not supervised after school, therefore are not to be used by students after school.

2.6 AFTER-SCHOOL PROGRAM

An after-school program is available for students between 2:30 and 5:30 pm for a fee. Parents may sign up for the year at the annual fee, which can be paid monthly through their account, or on an occasional basis at a daily rate. A parent must notify the office first thing in the morning if they plan to have their child stay for the program after school and their account will be charged accordingly. If a child is not picked up at the regular dismissal time, s/he will be escorted to the after-school program and the parent will be charged the daily rate accordingly.

2.7 EARLY DEPARTURE

Students who need to be dismissed before the end of the school day must present a written excuse from the parents in the morning. In the event of an urgent, unexpected need to have the student be dismissed early, parents are to call the school office and leave a message for the teacher. It is very disruptive to a classroom to have someone show up at the door unexpectedly and ask to take the student at once. Parents are asked to avoid this.

Should a student become ill during the school day, the secretary or teacher will contact the parent. (Students may not use the phone for this purpose.)

2.8 SCHOOL CANCELLATION

- (a) When it is announced that public school in Tri-County Regional School Board is cancelled due to weather conditions, OCA will also cancel. Please listen to CJLS (FM 96.3) or visit www.tcrsb.ca for cancellation info.
- (b) If TCRSB announces a delayed opening, OCA will begin at the normal time (8:25) and parents are asked to use their discretion about bringing their children to school.
- (c) If TCRSB closes through the school day due to weather, OCA will also close.
- (d) The OCA Administration reserves the right to commence closure through the day if the weather becomes inclement. Every effort will be made to contact all parents in such a case, and staff will stay with students until all students are picked up by parents.
- (e) Parents must use their discretion in situations where school is not cancelled but their own driving conditions are in question.
- (f) When it is deemed necessary by the Administration to cancel school for any reason, if the decision is made prior to the beginning of the school day, announcements will be made on the above-mentioned radio station and through both email and texts to parents. If an incident occurs throughout the school day, parents will be contacted by phone.

2.9 ABSENCES

As long as a student is enrolled in OCA, regular attendance is expected, as this is essential to academic success. If a student must be absent, a written excuse signed by the parent or guardian must be brought to the teacher. For any planned absence, a note should be brought in **before** the date. Students are required to make up the necessary work missed during an absence. After a significant number of absences within a given quarter, parents will be contacted and possibly asked to meet with the Administrator.

A written excuse needs to accompany the student on their return to school, for school records. Parents are also encouraged to pick up missed homework for their child. Students absent for four hours or more in a given school day will be counted absent for the whole day.

2.10 FAMILY VACATION DURING SCHOOL YEAR

With few exceptions, family vacations during the school year are discouraged. The average student suffers academically when away, unless special tutoring is provided. If it is necessary to take students out of school for a vacation, the procedures below should be followed:

1. Notify the teacher(s) involved at least two weeks in advance of their last day in school. Give the dates of the planned absence.
2. It is the parents' responsibility to ensure their child(ren) are caught up on missing work upon their return to school.

2.11 TARDINESS

(a) Late to School

Since habitual lateness is a poor character trait, OCA wishes to assist in training children to develop the habit of punctuality.

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Parents are asked to ensure that their child arrives on time for school, that is, early enough to allow the child to be ready for school and in his/her seat by 8:20 am. If a child must be late, the parent is to send the teacher a written excuse. Parents of children who are frequently late will be contacted and eventually will be asked to meet with the Administrator. All "lates" will be recorded on the child's report card and permanent record.

2.12 ATTENDANCE AT SCHOOL FUNCTIONS

There are very few all-school functions for students to attend in the evenings. If a student must be absent from such functions, the absence must be cleared in advance with the Principal. Student attendance is required at the following events:

Christmas program
Easter program
Graduation and Awards Ceremony

Parents are expected to attend any parent-teacher conferences requested by the teacher. These are mutually arranged in advance. In addition, parents may request an interview with the child's teacher at any time during the school year. Parent-Teacher Fellowships are scheduled during the year. Parents are strongly encouraged to attend these functions.

2.13 LEAVING THE PROPERTY

No elementary student is to leave the property during school hours. After school, he/she is not to leave school property until his/her ride arrives unless he/she has a note from a parent or guardian. If the student customarily walks and his/her teacher is aware of this, he/she is permitted to leave the school grounds upon dismissal.

2.14 WITHDRAWAL FROM SCHOOL

If, for any reason, parents find that they must withdraw a student during the school year, they are asked to use the following procedure:

1. An interview should be scheduled with the Principal to discuss the reasons for withdrawal.
2. Library books and all other school materials must be turned in to the school office.
3. A partial refund of fees will be given for withdrawals before the last day of April. Registration, Student and Family fees will be required in full. Tuition will be charged in full for the quarter in which the student withdraws. The Administration will discuss the refund schedule at the time of the interview.

2.15 ATTENDANCE AT FIELD TRIPS

Field trip days are considered regular school days. Students are expected to attend the field trip unless they are ill. In the rare event the parent wishes their child not to attend the field trip, seat work may be provided at school.

2.16 SCHOOL CALENDAR

Each year the school issues a calendar of events and holidays. It is sent home early in September. Please keep this calendar in a convenient place for ready reference.

2.17 CHAPEL

Chapel Day is Day 3 of the 6 Day Cycle. Attendance and punctuality are expected as with all other classes. Students are encouraged to “dress up” for special chapels. Regular school attire is acceptable at all other times.

3.0 DRESS CODE

DRESS CODE -- BOYS	DRESS CODE – GIRLS
<p>FOOTWEAR Shoes or sneakers for the classroom. Sneakers for Phys. Ed. must be worn at all times, be in good repair and never worn outside. No slippers.</p> <p>PANTS Dress pants, casual pants, jeans or sweatpants/athletic pants. Must be properly fitting* and in good repair.</p> <p>SHIRTS Properly fitting. When sitting or bending over, no skin exposed. Dress shirts, polo shirts and T-shirts are acceptable. Pullover sweaters & sweatshirts are acceptable. No offensive* advertisements, cartoons, slogans or pictures. No tank tops.</p> <p>HATS of any kind are not permitted in the hallway or classes. Hats are only permitted on fundraising days specified for wearing them.</p> <p>CHAPEL DRESS- “Special Chapels” Students are encouraged to “dress up” for the special chapels throughout the year. No jeans or t-shirts, sweat pants or athletic pants. Regular school attire is permitted for all other chapels.</p>	<p>FOOTWEAR Shoes or sneakers for the classroom. Sneakers for Phys. Ed. must be worn at all times, be in good repair and never worn outside. No slippers.</p> <p>PANTS Dress pants, casual pants, jeans, sweatpants/athletic pants or leggings. Must be properly fitting and in good repair.</p> <p>SHIRTS Shirts with tails or blouses must be properly fitting and cannot be transparent or sleeveless. When sitting or bending over, no skin exposed. Modest neckline**. No offensive* advertisements, cartoons, slogans or pictures. Pullover sweaters, sweatshirts, and turtlenecks acceptable if loose-fitting with proper attire underneath. T-shirts are acceptable. No tank tops/ sleeveless tops.</p> <p>DRESSES / SKIRTS May be up to 1” above the knee. Should have shorts, leggings or panty-hose underneath dresses/skirts. Modest neckline. No sundresses or spaghetti straps unless with a non- see-through blouse.</p> <p>CHAPEL DRESS- “Special Chapels” Students are encouraged to “dress up” for the special chapels throughout the year. No jeans or T-shirts, sweat pants or athletic pants. Regular school attire is permitted for all other chapels.</p>

(* At the discretion of the Administration- student may need to change if asked to do so)

FOR ALL GRADES

- (a) **GYM ATTIRE (Boys & Girls)**
Shorts (no shorter than mid-thigh), sweat pants, or athletic pants, T-shirts, or sweatshirts. No offensive cartoons or advertisements. No skateboard shoes.
- (b) **SHORTS (Boys & Girls)**
In warm weather, shorts (2 inches above the knee or longer) may be worn. This does not include cut-offs.
- (c) **SANDALS (Boys & Girls)**
Footwear must be worn at all times for fire and safety reasons. Sandals may be worn. No slippers.
- (d) **JEWELRY and MAKE-UP**
Modest jewelry is accepted. For girls, make-up is not permitted.

4.0 DISCIPLINE

4.1 CONDUCT GUIDELINES

- (a) **Playground**
 1. Students will play only in the designated playground areas.
 2. Students may not use electronic devices, hand-held games, toy guns, knives or such items at school.
 3. Making or throwing of snowballs is not permitted.
 4. The playground equipment must be used in a proper and safe manner as directed by playground supervisor.
 5. Play-fighting is not permitted.
 6. No bike-riding or skateboarding on the playground/parking lot during school hours.
- (b) **Building**
 1. There will be no running or horseplay in the building.
 2. Students must not enter other classrooms, janitor's room, or staff room, unless they have been sent by a teacher.
- (c) **Restrooms**

Students are to use the restroom facilities in the proper manner without loud talking or horseplay of any sort. Washroom use is only permitted before and after school, during breaks and lunch except for emergencies, in which case a student must obtain permission from a teacher.
- (d) **Lunch Procedure**
 1. All students must eat in the cafeteria or other designated area except as excused by a teacher.
 2. Pupils are allowed to talk quietly but boisterous, loud noises and horsing around are not permitted.
 3. Students at each table are responsible to clean up food and trash around the table.
 4. Students must remain in the lunch room until they are dismissed.
 5. Students should be prompt when reporting to the cafeteria.

4.3 GUM

Gum chewing is not permitted on school property, indoors or on the playground.

4.4 TELEPHONE

Students needing to relay a message to parents may do so only through their homeroom teacher. The teacher or school secretary will place the call at their discretion.

4.5 COURTESY

Students are expected to behave in a courteous manner toward one another, staff, volunteers and visitors.

4.7 CLASSROOM CONTROLS

In the lower grades, discipline consists of the teacher requiring, in a firm but loving manner, students to adhere to the classroom rules. Discipline is enforced by such means as verbal correction, separation from other students, time out, loss of free time, parental conferences or detentions.

4.8 DETENTIONS

Detentions may be given on break time for minor infractions or after school for more serious matters. Except in the case of emergency, detentions must be served at the scheduled time, even if it is not "convenient." Detentions are by their very nature designed to be inconvenient in the hope that the student will not soon wish to receive another one.

4.9 SUSPENSION OR EXPULSION

OCA reserves the right to accept, reject, retain or expel any student at any time during the school year, for the well-being of other students, teachers, or the school's reputation, as it sees fit without prior notice.

4.10 CHEATING

Deception is considered a serious offense. Therefore, cheating (i.e. plagiarism), sharing answers, copying homework, etc. will be addressed with the classroom teacher and school principal, which may result in detention, suspension or expulsion. This includes copying information on-line.

4.11 CORPORAL PUNISHMENT

It is the policy of this school not to use any form of corporal punishment to correct children, e.g. spanking, shaking, striking or pushing a child.

4.12 PARENTAL INPUT IN DISCIPLINE

Discipline for minor infractions is most often given without consultation with the parent. It is vital that parents fully back the school in the discipline, even if they do not fully agree. If the student senses that parents and school are at odds in matters of discipline, both parents and the school usually lose the respect of the student, and discipline at home and school becomes much more difficult. When the student senses a "united front," there are generally very few discipline problems with that student.

Parents are always welcome to call the school to inquire regarding details of specific discipline administered to their child. At times, teachers will seek parental input and assistance in working through a difficult area with a student, realizing that parents know the child better than they do.

In extreme situations, it may be necessary to call the parent and ask them to deal with a

student regarding a specific situation before that child is allowed to return to school. The action taken should result in the assurance that the particular offence will be very unlikely to reoccur.

4.13 PARENT - TEACHER MISUNDERSTANDINGS

The most effective and expected way to deal with parent-teacher misunderstandings or problems is for the offended party to go to the other person to discuss the offense with a view to solving it. (See Matthew 18:15-17 – “If your brother sins against you, go show him his fault just between the two of you.”) If this is not effective, another person such as the Principal can then be called to help mediate the problem.

4.14 CHAPELS AND ASSEMBLIES

Chapels, held on Day 3 of the cycle, and assemblies are a regularly scheduled part of OCA activities. They are designed to be inspirational and educational, and attendance is required. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet, and booing are discourteous, as are sleeping, slouching down in seat, or putting feet up on seats.

5.0 HEALTH AND SAFETY

5.1 FIRE DRILLS / EMERGENCY PROCEDURES

Regular fire drills are held during the year. A schedule of fire regulations and exits is posted in each room. Other emergency procedures will also be practiced during the school year.

5.2 STUDENT ILLNESS

Parents are asked not to send their child to school if he/she has a temperature, a cough, cold, flu or other contagious condition. Illnesses spread quickly in the school environment – even to the teachers and volunteers. The student will not miss too much work in a day or two off school and the rest will speed recovery and prevent infection of others. The parent should call in the morning to inform the school of a student’s absence.

5.3 MEDICATION

No medications will be administered without written request of a parent and/or directive of a physician. Prescriptions must be administered by the school office. If a child has frequent headaches and the parent wishes medication to be administered at the school, the parent must supply the school office with medication (Tylenol, etc.) for that student.

5.4 HEAD LICE

Out of respect for students, families, and staff, Oceanview Christian Academy desires to provide a lice free learning environment. OCA recognizes that parents are ultimately responsible for children under their care and seeks to support parents making this a reality. Oceanview Christian Academy staff may inspect students for lice at any time without previously notifying parents; staff will do so with respect and without singling out a particular student. In the case that OCA staff becomes aware that a student is dealing with a lice infestation, the student will be taken out of school until the administration deems that there is no longer a risk of spreading. OCA staff and families involved should exercise all possible care to maintain confidentiality and avoid stigmatizing in any way a student with a lice infestation. Parents undergo the rigorous process of de-licing: chemical treatment (which kills lice nymphs but not nits) followed by daily physical removal of nits. Any potentially infected items (sheets, etc.) should be handled appropriately.

5.5 ACCIDENTS

Accidents occurring during the school day will be given first aid and evaluated by the school administration. Parents will be notified when a child is seriously injured and be advised to seek medical treatment.

5.6 STUDENT CONDUCT

For an atmosphere conducive to learning, student conduct must be orderly and courteous, among themselves as well as toward those to whom they are subject. This is a scriptural principle. It is expected that parents will cooperate with the school to this end.

General Elementary Conduct Rules

1. Classes are to be orderly when lining up in hallways. The amount of talking will be tailored to the maturity of the group.
2. Students should be respectful of others' rights and property. Students should not enter another student's desk or handle his/her personal belongings.
3. Students should also respect and take care of school property.
4. Students should at all times respect the authority of all teachers and school personnel.
5. Students are NOT permitted to bring guns, knives, sharp objects or other items designed to injure or capable of causing injury. This includes facsimiles or objects designed to resemble these items. A violation of this policy may result in immediate dismissal from school.
6. Gum chewing is NOT permitted on school grounds or in the school building. Candy and other food items are not to be eaten in class.
7. Students who bring electronic devices on school grounds or buildings must turn them in to their homeroom teacher at the beginning of the day.
8. Cellular phones are not permitted in school. Students who must have them for legitimate reasons must leave them in the school office.
9. School physical education equipment is in the building during PE activities and during teacher-directed games. Students may bring their own basketball, soccer or tennis balls.
10. Students need to listen when others are speaking in the classroom. They should raise a hand to get permission to speak.
11. When returning to the building from play, students should remain outside and wait for the teacher to lead them into the building quietly.
12. Students will be instructed to use playground equipment safely. They are not to stand on swings or see-saws, to play on top of parallel bars, or to wrestle or roll on the ground.
13. Body contact in games is permissible only during supervised play. Otherwise, students are not to engage in aggressive play.

5.7 PARKING LOT SAFETY PROCEDURE

The following procedure has been adopted for student drop-off and pick-up:

1. If you are a parent of a P-1 student, these students MUST be accompanied to the building. Please park your car in the parking lot.

2. At the end of the day, teachers will have students at the school entrance ready to be picked up.
3. At all times, please be watchful for students in the parking lot. They can sometimes appear from nowhere!

6.0 FINANCIAL MATTERS

6.1 FEES

The current fee schedule is as follows:

- Primary to Grade Three
- 1st Child - \$4000
- 2nd Child - \$3000
- 3rd Child - \$1500
- 4th Child or more - \$1000

Each year families are expected to register their children as students of OCA if they plan to attend the following year. The following non-refundable registration fees will be paid each year:

Paid before April 30 th	\$100 per student
Paid before July 31 st	\$125 per student
Paid after July 31 st	\$150 per student

By way of comparison, public schools currently receive over \$11,000 per year, per student, to cover costs. In order to serve as many families in the Christian community as possible, tuition fees are kept as low as possible. This means that ICA teachers work for a salary that is considerably below the public school scale. Parents and teachers together make financial sacrifices for the sake of Christian education.

- (a) **Books** – The cost of textbooks and workbooks is included in the student fee.
- (b) **Supplies** – Students are expected to provide their own supplies (e.g. pencils, looseleaf, etc.). A supply list is available from the school office.
- (c) Tax-deductible receipts for a percentage *of tuition*, paid in a given calendar year, will be issued by the end of February of the following year.

6.2 FINANCIAL COMMITMENTS

As a matter of good stewardship, families are expected to keep their school accounts paid up to date. Families have several options for payment. Registration and first payments are due in August. Parents may pay by 10 monthly payments (August to May), 20 semi-monthly payments (August to May), one lump sum due in August, or semi-annual payments made in August and January.

If payments are more than one month in arrears, contact will be made by the Administration to discuss the situation. If payments are more than two months in arrears, the account may be referred to the school treasurer for review. If the account remains in arrears, the school reserves the right to (1) ***withhold from the student the privilege of extra-curricular activities that s/he might otherwise participate in***, and/or (2) ***suspend the student from the school until such time as the account is brought up to date.***

School accounts are to be paid in full by May 31st each year. This includes all tuition, as well as fees for activities and/or supplies throughout the year. All textbooks are to be returned to the school by the last day of classes. A fee will be charged for any books/

materials not returned, or not returned in their original condition. School records, including report cards, will be withheld until all fees are paid in full.

If a student enrolls after a school year begins or withdraws before the year ends, tuition will be pro-rated according to the quarter in which the student is enrolled. All other fees must be paid in full.

6.3 DONATIONS

It is suggested that each parent give an annual gift to the school as the Lord has prospered them for the purchase of equipment not able to be purchased from the regular budget. All monetary contributions (not including registration, curriculum fees, or tuition) to Oceanview Christian Academy are eligible for a charitable tax receipt. If a family has a contribution to make other than cash (e.g. equipment), please contact the Administrator to assure proper tax credit is received. Services are not tax deductible.

7.0 GENERAL

7.1 BOARD GOVERNANCE

Oceanview Christian Academy is directed by an interdenominational school board whose members are committed followers of Jesus and in agreement with OCA's Statement of Faith. As an interdenominational school, Oceanview Christian Academy seeks to partner with the spectrum of churches represented in the South Shore area. Oceanview Christian Academy is not affiliated with any single church or denomination.

7.2 TEACHERS

The most important requirements for Oceanview Christian Academy teaching staff are a commitment to following Jesus and a passion/gifting for teaching students. Full-time Oceanview Christian Academy teaching staff have a minimum of a Bachelor's degree or appropriate theological studies and state agreement to OCA's Statement of Faith.

7.3 SPIRITUAL TRAINING

Daily Bible teaching is conducted by the classroom teachers. In weekly chapel sessions, held on Day 3 of the cycle, students are challenged through messages by special speakers and school staff. No student may be excused from chapel or Bible classes. Parents are most welcome to attend.

Special chapels are usually held at Thanksgiving, Christmas and Easter. (A Remembrance Day assembly is also held.)

7.4 LITERATURE OR HANDBILLS

No pamphlets, posters or literature of any kind is to be distributed promoting any church or organization without prior approval of the Principal. This applies to staff, parents, volunteers and students alike.

Information cannot be posted on the bulletin board without approval from the Administration.

7.5 VOLUNTEER SERVICES

Parents who wish to donate time to the school for a specific purpose are most welcome to do so, provided there is a need in that area. Volunteers will be asked to undergo a police check as a condition of working in the school, and will be interviewed by the administration

as to their qualifications for a given task.

Within the volunteer contract it is understood that for those who would assist in a modeling capacity to students, there must be evidence of at least two years of clear Christian testimony in the community.

7.6 VISITS TO CLASS

Parents are welcome to visit their child's class. Appointments for such visits should be made with the teacher to prevent disruption of the class.

Parents are asked not to come to their child's classroom for a quick conversation with the teacher during school hours. Unannounced visits rob the teacher of valuable teaching time. If there is a need to confer with a teacher, please call the teacher after 2:30 pm for an appointment. If parents call during school hours, the secretary will take a message and have the teacher return the call after school. This policy is intended to assist the teacher by minimizing disruptions in the classroom.

7.7 STUDENT VISITORS

If students wish to bring a visitor to class, they must check with the administration at least one day prior to his/her visit. The student making this request should take the responsibility of acquainting the visitor with our standards of dress and conduct.