

OCEAN VIEW CHRISTIAN ACADEMY
SAN DIEGO, CA



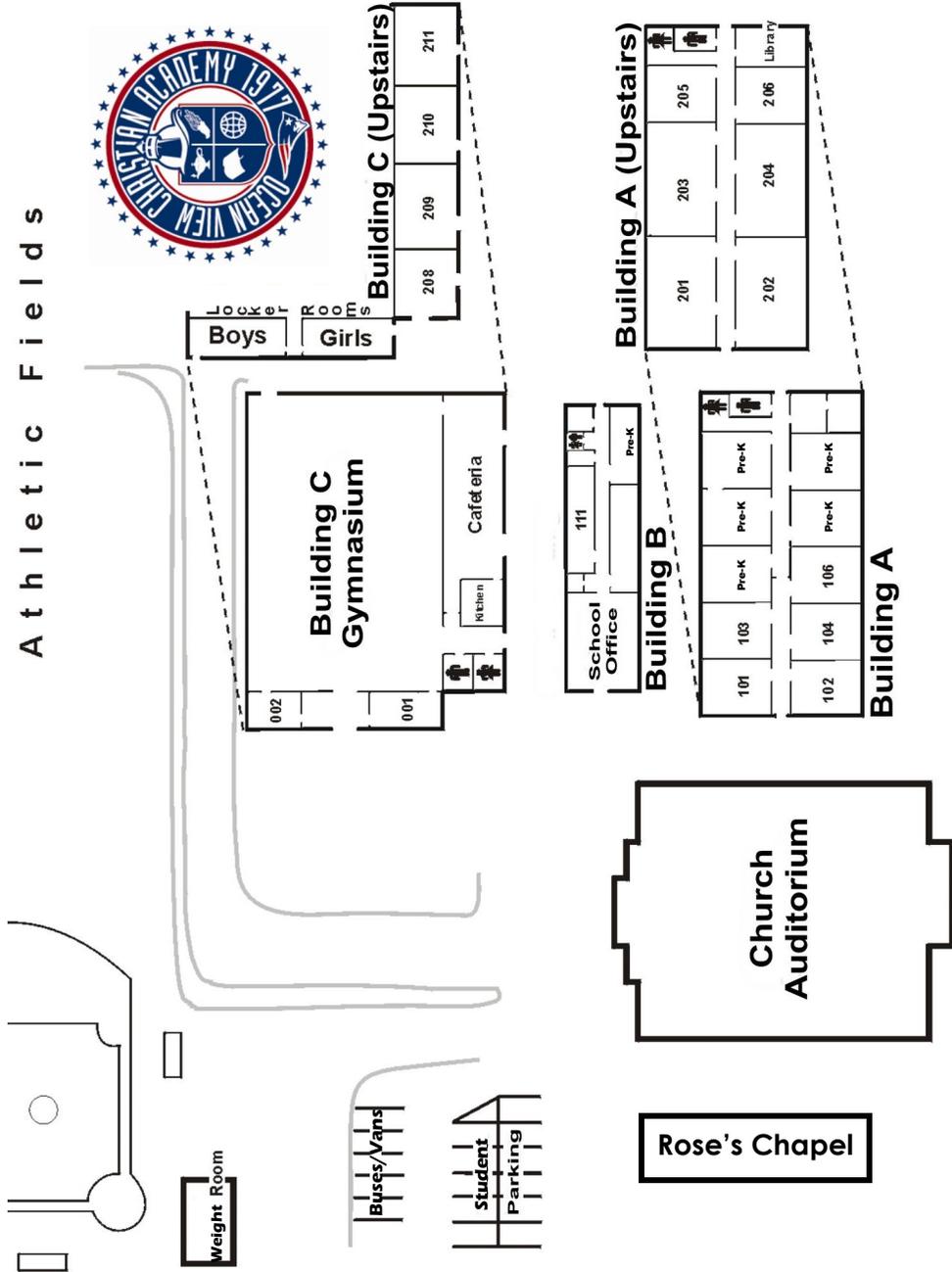
STUDENT HANDBOOK



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Welcome

We count it a privilege to have your child at Ocean View Christian Academy. Our desire is to be an extension of the home and to develop positive spiritual qualities within your child while providing a strong education.

We are glad that you have chosen us to help you fulfill the role of every parent as stated in *Proverbs 22:6 (KJV)*: "Train up a child in the way he should go: and when he is old, he will not depart from it." Realizing the importance of our role, we will endeavor to work with you in a spirit of mutual trust and cooperation to ensure the spiritual, academic, social, and physical growth of your child.

We ask both parent and student to read this handbook carefully and discuss its contents. We want you to understand what Ocean View Christian Academy offers and expects.

General Information

Phone	(619) 424-7875
Fax	(619) 424-9204
Website	www.ovcapatriots.com
History	The pastor, trustees, and church members of Midway Baptist Church founded Midway Baptist Schools in the fall of 1977. In 2010 the church members voted to change their name from Midway to Ocean View Church. In light of this change, and accreditation achievements of the school in 2009, Midway Baptist Schools became Ocean View Christian Academy.
Accreditation	Association of Christian Schools International (ACSI) Western Association of Schools & Colleges (WASC)
School Facts	The Patriot is the school mascot. The school colors are red, white, and navy blue.
Campus Hours	School begins each day at 8:00am and concludes at 2:35pm for elementary, and 2:45pm for secondary school. Students are not monitored on campus prior to 7:45am, nor after 3:00pm, and are to vacate the property unless they are directly supervised by an OVCA staff member. The school is not responsible for students who are on campus outside of these stated hours. Before and after-school care is available for K-8 students at an additional cost. Once students have been dropped off at our campus, they are not allowed to leave campus during the school day unless a parent or guardian has signed them out in the school office.
Chapel	All students attend chapel regularly. Chapel attendance is required for all students.
Curricular	OVCA offers curriculum from a Biblical world-view from kindergarten through 12th grade. At the secondary level we also utilize additional curriculum resources for science and math. These versatile programs of study make it possible for us to offer both honors and advanced placement courses in 9th-12th grades.

Smoking, Use or Possession of Tobacco- Use or possession of tobacco in any form is against school policy.

Stealing/Theft, Possession of Stolen Property- Theft is defined as taking or possessing anything that belongs to another person or the school. It does not matter whose property or what the property is; it is still classified as theft. Also, it does not matter if the property is ultimately returned. The initial act constitutes stealing or theft. Also, knowingly receiving stolen property is considered to be theft.

Truancy- See Truancy section of *Attendance Policies* for details regarding truancy. Once a student arrives on campus to attend classes they are not permitted to leave campus without approval until the school day ends. Leaving campus during school hours without permission will result in a serious consequence.

Verbal/Sexual Harassment- Students will not engage in conduct constituting harassment such as, but not limited to: unwelcome verbal/sexual comments or advances; disrespectful remarks which may be related to gender, culture, physical characteristic, or ethnic background; or other expressions of intolerance. Any instance of harassment should be immediately reported to the administration.

Violation of Probation- Students are placed on a Probation Contract only after careful administrative review along with parent/student notification and/or conference. Terms of the probation, and the expectations, will be clearly stated in the contract. Any violation of these terms will result in possible suspension or dismissal from OVCA.

Revised 7/9/2012

Explosives/Weapons- Explosives: In San Diego county, the possession or lighting of an explosive device is illegal without an official permit. The use or possession of any explosive device, regardless of size, on campus or at a school-sponsored activity will not be tolerated. The threat to use materials to construct an explosive device is considered to be just as serious an offense as the actual use.

Weapons: It is a misdemeanor to have weapons on a school campus or at a school-sponsored activity. OVCA considers any item classified as a weapon by a law enforcement agency to be a weapon. This also includes any items that have the appearance of a weapon.

Fighting- Fighting includes the use of physical force against another person or threatening to cause injury to another person. Fighting is not tolerated at OVCA, and will result in immediate consequences, including suspension.

Hazing/Intimidation-Hazing: refers to any action by a person or persons that results in physical or psychological injury to another. Hazing is illegal and will not be permitted. Intimidation: involves threat of mental or physical harm or pressure. Examples of this behavior include, but are not limited to, bullying, domineering, extorting or otherwise attempting to influence someone with the use of frightening actions and/or words. OVCA will immediately work to eliminate any perceived bullying. Severe cases of intimidation are classified as assault. In an assault no physical contact needs to occur, merely the fact that contact is threatened may constitute a criminal act.

Internet/Computer Use- Although the internet can be a useful resource, if used improperly, it can be very harmful. For safety and reputation's sake, students must refrain from accessing, visiting, sending or posting inappropriate material on the internet (including social networking sites), both on or off campus.

Profane/Vulgar Language or Actions- Vulgar means offensive, lewd, uncultured and generally unacceptable. Certain words and gestures fit the description of vulgar, and their use on campus cannot be tolerated. Students who choose to use the words, phrases, and gestures that fit this category must be prepared to accept the consequences. "Pantsing" is an act that fits the above definition.

Public Display of Affection- Students are reminded that their actions reflect on them personally. Any physical display of affection is inappropriate on school grounds or at a school sponsored activity.

Personal Property- To maintain the safety of all students, to protect personal property, and to ensure the educational process is not disrupted, skates, skateboards, cameras, music players, recording devices, cellular phones/devices, may not be used or visible during school hours. In addition, the state law prohibits any paging devices and signaling equipment without the prior permission of an administrator.

Rough play/Roughhousing- Play that is overly physical in nature such as wrestling, shadow-boxing, pushing and shoving are usually not welcomed by all participants, and can lead to injury or worse. This type of interaction on school grounds is not acceptable and may result in disciplinary action.

Sexual Immorality- OVCA students should maintain a morally pure lifestyle.

Foundational Statements

School Mission and Philosophy

Ocean View Christian Academy's mission is to glorify God by equipping students spiritually, academically, socially, and physically.

Students thrive spiritually here because we aim to strengthen those already with a foundational belief in God, while also explaining Biblical truths to those unsure of their faith. We accomplish this through chapel meetings, Bible instruction for every grade, and a retreat for our high school students. Through this variety of exposure, the believer will mature and learn to exercise their spiritual gift, while others will hear the message of Jesus Christ and His teachings.

Academically, we provide an atmosphere where God-given talents are nurtured, excellence and self-discipline are cultivated, and future goals are set and realized. Our students are encouraged daily to work hard. They grow as they experience literature, writing, and the arts. The consistent incorporation of computers and technology in both the lab setting and individual classrooms continues to equip our students for the 21st century. We teach Bible, history, science, and math in a systematic and comprehensive way that helps to prepare students for life in today's world. Our curricular program encourages the development of reasoning and cognitive skills that prepares students for success in post-secondary education.

Students grow socially at our school because we teach them that their spiritual growth is evidenced in their relationships, and in the respect they show for others. We work to equip them to deal biblically and confidently with the unbelieving world, therefore becoming articulate in expressing well-informed views on current social issues. Requirements for serving the community then prompt them to act on those views by embracing their roles as God-honoring members of society.

Physically, we want our students to understand that their bodies are the temple of the Holy Spirit and that they are not their own. Therefore, they are to honor God with their bodies through sexual purity and biblically moral living. Also, we aim to foster a lifestyle that includes healthy eating, regular exercise, and the avoidance of harmful substances.

Vision Statement

Our graduates are... Primed to thrive in competitive environments;
Purposed to live as citizens of Heaven;
Prepared to cooperate in responsible relationships;
Practiced in principles of healthy living.

Schoolwide Goals

Our graduates are primed to thrive in competitive environments:
they master core subject knowledge and are skilled in reading, writing, speaking, listening, researching, thinking, computing, and employing technology.

Our graduates are practiced in principles of healthy living:
they believe that their bodies are the temples of the Holy Spirit and understand how to live healthy, biblically moral lives.

Our graduates are prepared to cooperate in responsible relationships:
they have a grasp of other cultures and viewpoints, an ability to work with others, and an understanding of how to have loving relationships with home and church families.

Our graduates are purposed to live as citizens of Heaven:
they submit to God's plan because of their knowledge of Scripture, producing the fruit of the Spirit in their lives and using their spiritual gifts to edify other believers.

Core Values

Faith: We believe in God's Word, and in the sufficiency of what He has provided for salvation and for living the Christian life.

Family: We facilitate the biblical relationships of home and church.

Faculty: We expect that each staff member is a maturing believer with a growing grasp of God's Word.

Future: We help prepare students for their heavenly hope as well as for their earthly vocations.

School Personnel

OVCA is a part of Ocean View Church and is one of the ministries of that church. The pastor, as the leader of all church ministries, is the superintendent of the school, and the church trustees, in turn, are the school board.

The principal is the chief administrator and is not an independent agent; he is accountable to the stake holders to organize the program and oversee the school's day-to-day activities in a manner that aligns with our foundational statements and that ultimately helps students make progress on our school-wide goals.

The teacher works directly under the supervision of the principal and administration. The teacher is responsible to effectively communicate and biblically integrate the subject matter of the class. The teacher is to serve as a model of Christ-like living, teach good citizenship and respect for our American heritage. The teacher will maintain effective classroom discipline in accordance with the philosophy of Ocean View Christian Academy.

A teacher is one who communicates truth to learners; therefore, teachers in a Christian school must personally know the truth and live the truth so that they can honestly present the truth to students. God uses the examples of teachers and parents as a living curriculum in the lives of students.

Admissions

You can find clear steps to our admissions process explained on our website under the Admissions tab. Admissions packets are also available in the school office.

NON-DISCRIMINATION POLICY: Ocean View Christian Academy admits students of any race or ethnic origin, and offers to them all rights, privileges, responsibilities, programs, and activities generally accorded to or made available to students at the school, provided such meet our academic entrance requirements, are aligned with our school philosophy, and agree to abide by all policies of the school. The school does not discriminate on the basis of race or ethnic origin in administration of its educational policies, admissions policies, athletic program or other school-administered programs.

Academic Standards

Homework/Class Assignments

Assignments in each grade become more demanding every year. Students can expect a certain amount of homework/assignments on a regular basis, and they are expected to complete all work by the due date. Parents are encouraged to share in the responsibility of seeing that this work is completed, and may monitor their student's grades using a school-provided account on HeadMaster Online.

In the event that a student's homework or class assignment is late or not completed, 10% may be deducted each school day the work is overdue. Additionally, no credit will be given for late work in some cases. No credit will be given for work

Discipline Chart

The following discipline chart reinforces our Standards of Conduct, and applies to all students. Attendance at OVCA is a privilege. Therefore, any student who displays conduct or attitude, in or out of school, that is in opposition to our basic purpose and/or principles will receive the appropriate consequence.

The following infractions may be cause for disciplinary action:

(This list of infractions is not inclusive.)

Campus/Classroom Disruptions- Students are expected to follow rules established by the administration and teachers for acceptable campus/classroom behavior.

Cheating/Attempting to Cheat/Plagiarism- We expect students to do their own work on all school assignments and tests. Cheating/Plagiarism is considered a misrepresentation of work in an attempt to deceive.

Deception- Deception is the act of, but not limited to, lying, misleading, committing a dishonest act, falsifying or altering school documents or failing to provide accurate, truthful information.

Defiance of Authority- Defiance refers to the refusal of the student to follow the directions of any school employee. This includes, but is not limited to, refusal to give legal name, accompany the employee to the office or hallway, or any other non-compliance regarding a specific instruction. Repeated infractions by a student will not be tolerated.

Destruction of Property/Vandalism- Vandalism is the damaging or destruction of school, church, fellow student or public property. This includes but is not limited to breaking of windows, damaged plumbing, graffiti or tagging, and writing in or on textbooks, desks, counters, tabletops, etc.

Dress Code- OVCA is a place of learning and business. Student dress and appearance should reflect this image. Students are expected to exercise good judgment regarding their attire and grooming so as not to disrupt the educational environment and to establish a healthy school climate. OVCA has developed a dress code with the goals of helping students to practice Biblical principles of modesty and moderation without extreme. OVCA does not allow students to convey, through their dress or conduct, immoral or inappropriate lifestyles or group affiliation. (See dress code section of this handbook for a detailed listing of dress allowances and attire.)

Drugs/Alcohol Possession, Use, Selling, Buying- Items covered under this section include prescriptions, narcotics, marijuana, hallucinogens, amphetamines or substitutes of any kind (i.e. aerosol cans, glues, etc.) California law states that for the protection of other students, the governing board of any school district may suspend or expel a student whenever it is established to the satisfaction of the board, superintendent, or the principal (or designee), respectively, that the student has, on school grounds or elsewhere, used, sold, or been in possession of narcotics or other hallucinogenic drugs, substances or paraphernalia. Alcohol use refers to the drinking of alcohol by a student. Alcohol possession refers to a student having a consumable alcoholic substance of any kind within his/her custody or control on school grounds or elsewhere. Attending a party where any illegal activity occurs is grounds for suspension or dismissal from OVCA.

support. The school is to be an extension of the Christian home, to reinforce moral and ethical standings in the light of God's Word (continued on page 15).

- We, as parents who are accepting the challenge to “train up a child in the way he should go,” do state that this training will be carried on in the home. We place our trust in Ocean View Christian Academy to extend that training more completely. (Proverbs 22:6)
- We recognize that it is a privilege for our child to attend this school and that the school reserves the right to dismiss any student who does not cooperate with the ideals and educational process of the school. (Ephesians 5:15-16)
- We will provide spiritual guidance through activities such as church attendance, prayer, and Bible reading. (Proverbs 22:6)
- We realize that building a strong relationship with our child's teacher to aid in the training of our child is as much our responsibility as it is the school's responsibility. We will endeavor to maintain open communication with the teacher, and be faithful to read and follow through with all correspondence sent from the teacher (i.e. Headmaster, student planner, e-mail, etc.). (Ephesians 4:3)
- We will cooperate fully with the school and be careful to support teachers, school, and church policies in front of our children and others. We will bring any and all questions and criticisms directly to the appropriate staff member so that they may be properly resolved with discretion. (Matthew 18:15)
- We will support the school's discipline plan and give the teachers and administrators full discretion in the discipline of our child at school. We also understand after-school detention may be used for various offenses, including non-completion of work. (Proverbs 3:11-12)
- We will endeavor to make sure that our child attends school daily and is on time. (Proverbs 13:4)
- We will maintain primary health insurance for our child during the school year.
- We give permission for our child to take part in all school-related activities including school-sponsored field trips away from school premises, and we absolve the school from any liability to us or our child at school or during any school activity and/or sporting event.
- We agree to uphold and support high academic standards by providing a place at home to study and to encourage the completion of homework assignments.
- We agree to pay reasonable assessments to cover any damage to school property, or to the personal property of others, caused by our child(ren).
- We agree to attend school orientation and other meetings for our child.
- We agree to follow the OVCA handbook and abide by the stated guidelines.
- We agree to forfeit the privilege of our child(ren) attending school should we fail to comply with the established regulations, discipline, and financial obligation of Ocean View Christian Academy.
- We agree our child(ren) should strive to treat other students, staff and OVCA family members respectfully, refraining from mistreatment and harmful statements or physical threats against others, including any unwanted verbal, written, text, online, or any other communication method. (Proverbs 3: 29-30)
- We agree our child(ren) should not participate in, support, or condone sexual immorality, homosexual activity, or bisexual activity. (Leviticus 20:13 and Romans 1:27)

more than five school days overdue, or work received after the final day of a grading period. Poor performance in this area will affect a student's grade and may warrant disciplinary actions.

Honor Roll

1. Principal's Honor Roll: 3.60 - 4.00 GPA (or higher)
2. Honor Roll: 3.20 – 3.59 GPA
3. Valedictorian / Salutatorian Requirements
 - Must complete a minimum of four years of high school mathematics (including Advanced Math) and three years of high school science (including Chemistry).
 - Must attend OVCA from the 10th—12th grade.
 - In the event of a tie, the rigor of the students' coursework, and then their college SAT scores, may be determining factors.

Incomplete Grades

An incomplete grade, or "I", may be given for attendance, financial, or academic reasons. In the event an "I" is given and an extension is granted, the student must contact the administration within two weeks of report cards being issued to rectify the situation. If no correction is made, a "0" will be given for any missing or incomplete work, and the resulting grade will be permanent.

Interscholastic Opportunities

Students are encouraged to get involved in activities that interest them. However, many of these activities are time-consuming and demanding; therefore, students desiring to participate in more than one major activity at any one time must receive permission from their parents as well as the administration, and instructor or coach.

Make-up Work

Students will be expected to make up all missed work. Normally, this grace period will be equal to the number of days missed (i.e., two days absent may warrant two days to make up work missed), however should not exceed three days. If a previously announced quiz, test or project is scheduled for when a student returns to school, the student should be prepared and may only be excused if new material was introduced during the absence and is on the test or quiz.

Passing/Failing a Grade

In the event that a student has not satisfactorily met OVCA academic standards, he or she may not be promoted to the next grade level. The school principal, administration and the teacher decide whether to allow a student to advance. Excessive absenteeism may also affect a student's grade promotion. (Please see attendance policy.)

Probation-Academic

If a student earns less than a 2.0 GPA or more than one "F" at the end of a nine-week grading period, they automatically on academic probation. Terms of probation may be drawn up by the administration and would be agreed upon in a written contract by the student and the parent(s). Students and parents should utilize HeadMaster Online, verbal and email communication with teachers, progress reports, and/or report cards to track student progress and standing in each class. If a student on academic probation earns less than a 2.0 GPA at the end of a semester, they may not be invited back for the following semester. All new OVCA students are admitted on probationary status for a minimum of one semester.

Program of Study

- Credits
 - We reserve the right to accept or deny credits from other schools. A minimum of 52 semester credits should be accumulated for high school graduation, as well as the required community service hours.
 - Independent studies, ACE, or non-accredited home school coursework will be verified by completing one year of similar courses at OVCA with at least a "C".
 - Credit may not be given for a class in which the student has been absent 15 or more days a semester.
- Final Exams are to be given in core classes each grading period for junior and senior high students.
- Grades (Computing GPA): The grades from every class figure into the GPA. Each semester is a unit. Points are as follows:

A= 4 points	Excellent.....90-100%
B= 3 points	Good.....80-89%
C= 2 points	Average.....70-79%
D= 1 point	Poor.....60-69%
F= 0 points	Failing.....Below 60%
- Honors Points: The value for grades A to D are increased by 0.5 points.
- Advanced Placement Points: The value for grades A to D are increased by 1.0 point.

Report Cards

Report cards are issued after each quarter, and are sent home or mailed to the address on file. Parents should keep their address current with the school office.

Attendance Policies

Absences

Regular school attendance is required by law and is necessary for good scholarship. The staff at OVCA recognizes the relationship between student attendance in class and academic success. In order to reinforce student recognition of this relationship, the administration may use a student's attendance record in determining continued enrollment, credit for a class, or promotion to the next grade.

OVCA asks that parents **notify the office the day of absence** by phone. This allows the teachers to prepare for the student's return, and ensures that the school should not be expecting your student.

Returning after an Absence

When a student returns to school after being absent, they must report to the office with a **signed excuse** if the office has not already been notified. If the office was previously notified, the student may report to class to begin the next day.

Missed Class Periods

A student must be in school by the 3rd period in order to participate in any extra-curricular activities unless they have a doctor's excused absence note, or prior clearance from the administration. Once a student is on the school campus, they may leave campus before dismissal only with permission from the administration and/or a parent/guardian (in the form of a note, letter, or phone call to the school office).

Leaving campus prior to dismissal without parental or administrative permission will be considered truancy and will be handled as such. **A student must be signed-out from the school office by a parent, or if driving may sign themselves out with office notification from a parent, before leaving the campus.**

STATEMENT OF STUDENT COOPERATION

Ocean View Christian Academy has high aspirations and expectations for each student that attends our school. Our students (grades 7-12) must annually read and agree to the following standards. Each statement below is biblically grounded, and will focus the student toward success both in school, and in life after graduation. The faculty and staff of OVCA desire to equip students to deal biblically and confidently with the unbelieving world, as well as prepare them to become contributing citizens of their countries.

- I recognize that it is a privilege for me to attend this school and that the school reserves the right to dismiss any student who does not cooperate with the ideals and educational process of the school. (Ephesians 5:15-16)
- I will develop my spiritual life through activities such as church attendance, prayer, and Bible reading. (Proverbs 22:6)
- I will endeavor to maintain open communication with the teacher. I will be faithful to read and follow through with all correspondence sent from the teacher. (i.e., Headmaster, student planner, e-mail, etc.) (Ephesians 4:3)
- I will cooperate fully with the school. I will be careful to support teachers, school, and church policies in front of others. I will bring any and all questions or concerns directly to the appropriate staff member so they may be properly resolved with discretion. (Matthew 18:15)
- I will comply with the school's discipline plan and respect teachers' and administrators' authority in matters of discipline. I realize that after-school detention may be used for various offenses, including non-completion of work. (Proverbs 3:11-12)
- I will endeavor to attend school daily and be on time. (Proverbs 10:5)
- I agree to uphold and support high academic standards by studying at home and completing all assignments.
- I agree to pay reasonable assessments to cover any damage I cause to school property, or to the personal property of others.
- I agree to attend school orientation and other school meetings related to my education.
- I agree to follow the OVCA handbook and abide by the stated guidelines.
- I agree to forfeit the privilege of attending OVCA should I fail to comply with the established regulations or discipline of Ocean View Christian Academy.
- I understand that I represent OVCA on and off campus, and that my involvement in any inappropriate activity or behavior as outlined in the school handbook, will result in disciplinary action taken by the school.
- I agree to strive to treat other students, staff and OVCA family members respectfully, and will refrain from mistreatment and harmful statements or physical threats against others. I understand this includes any unwanted verbal, written, text, online, or any other communication method. (Proverbs 3: 29-30)
- I agree to not participate in, support, or condone sexual immorality, homosexual activity, or bisexual activity. (Leviticus 20:13, Romans 1:27)

STATEMENT OF PARENTAL COOPERATION

Ocean View Christian Academy is founded on the Biblical principle that ultimately parents, not the school, are responsible before God to train their children. The faculty and staff of OVCA desire to come alongside the parents and help them in fulfilling their God-given responsibility. Parents must understand that in order for their child to thrive in our program, we need their full

Parking Lot

Drivers should never exceed the 5 M.P.H. speed limit in the OVC/OVCA parking lot. Elementary students will not be permitted to cross the parking lot alone, or be dismissed to walk by themselves to a waiting car. Please pick up and drop off students in the designated areas. Students who drive on campus must park in the northwest parking lot.

Pets

No pets of any kind are allowed on the OVC/OVCA campus or parking lot unless the administration has given special permission in advance.

Pledges

Pledges will be conducted on a daily basis. All students are required to stand and respect the pledges to the American flag, the Christian flag and the Bible.

Public Displays of Affection

Morality and responsible, edifying relationships are values we strive to instill in all of our students. While on campus, students are required to show restraint and discipline regarding physical contact. Embraces, hand-holding, kissing, and other similar contact between students is not allowed. This policy is not only due to the large number of young children on campus, but to teach students that physical contact is not a necessary element in having positive interaction with others, and that being able to control one's self at all times is a valuable and virtuous trait.

Skates, Roller Blades, Bicycles, and Skateboards

Skates, skateboards and blades should not be brought to school and **may not be ridden on campus at any time**. If one of these items is brought to school, it should be checked into the office during school hours. Bicycles may be ridden to school, however should remain locked at all times while on campus, at your own risk.

Student Insurance

All parents/guardians must maintain primary health insurance for their children during the school year. While the family is primarily responsible for student health insurance, the school does provide a supplemental policy for accidents occurring on school grounds or at activities during normal school hours (7:45am-3:00pm). Students are also covered while participating in school-sponsored activities on or off the OVCA campus after the normal school day. This supplemental coverage takes effect after the primary insurance has been exhausted. Students must report all injuries to the school office. Accident report forms cannot be completed if the proper school personnel do not have record of the injuries.

Visitors

We have a closed campus policy regarding visitations. Visitors must sign in and wear a badge at all times during a visit. Classroom visits are not permitted during the first and last two weeks of each semester. Before a parent may visit a classroom, approval must be given by the administration 24-48 hours prior to the requested visit date. Visitors should behave and dress in a manner appropriate for our school. Visitors should have extremely limited contact and communication while on campus. Visitor's should return badges to the office prior to departing.

Withdrawals

To withdraw a student from school, a parent must complete a withdrawal form in the office. All financial/administrative obligations must be resolved before a student withdraws from school, as outlined in the Financial Contract. Student records will not be released until all obligations are met.

Excessive Absence Policy

Students who are absent fifteen (15) or more days in a class per semester may not receive credit for that course, or be promoted to the next grade. **All non-school related absences count toward the total.** Consequences for absences are below:

10 absences in a semester:	Attendance School assignment
15 absences in a semester:	In-school suspension/2nd Attendance School May not receive academic credit. (See Program of Study, Credits section)
20 absences in a semester:	Extended school suspension or dismissal

Tardies

Tardiness is a disruption to the learning environment of the classroom and also affects the students who were on time for class. We understand that many of our families travel great distances to attend our school. We are grateful for this sacrifice, however, in fairness we cannot extend different policies for families whose commute to school is abnormal.

Tardiness occurs when a student is not in their assigned area when the class begins. Tardies are accumulated per semester. Tardiness may lead to detentions or suspensions, and can be classified as a truancy (see truancy policy).

Tardies are divided into two types: arrival to after 8:00am, and passage between classes during the school day. All tardies will be tracked to monitor student punctuality, and are classified as follows:

Excused Tardy-Traffic accidents and personal emergencies (as approved by administration); staff members causing a student to not arrive on time.

Unexcused Tardy-Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, distance between classrooms, PE, etc.

The consequence for unexcused tardies **to class after 8:00am** OR unexcused tardies **for passage between classes during the school day** will be as follows:

10 school <u>OR</u> class tardies in a semester:	Attendance School assignment
15 school <u>OR</u> class tardies in a semester:	In-school suspension or second Attendance School assignment
20 school <u>OR</u> class tardies in a semester:	Extended suspension or dismissal

Note: Students with excessive tardiness to school *and* to class will face increased consequences and parent intervention will be required.

Truancy

A student is truant when they are: 1.) absent for reasons which are neither acceptable to the school nor approved by the parents; 2.) absent and shown to misrepresent facts in order to make it appear that the student attended school as required by law; or 3.) late ten (10) minutes or more to a class without a pass. The law requires that after a student has been reported as a truant three or more times in one school year, the student is deemed a habitual truant (please refer to the California Education Code at www.cde.ca.gov). Truancy must be cleared within 3 days to remove truancy from the attendance record.

Dress Code

OVCA has developed a dress code to help students practice the biblical principles of modesty, moderation without extreme, and to not follow the ways of the world. Each student is expected to be modestly and appropriately attired and groomed at all times. All dress should contribute to a positive atmosphere within the classroom and on OVCA's campus without causing distraction.

School Policies

The administration reserves the right to determine whether or not a student is in compliance with the dress code. The administration may inform the parent if the student's dress is not in compliance. Students must comply with dress code standards before they are allowed to attend class. If a dress code issue is able to be corrected on campus, it will be accomplished without parent involvement. However, notification to the parent may still be made.

Clothes may be purchased at an approved vendor or you may choose clothes of the same design, color, material and style from a department store of your choice. Items purchased at outlets other than approved vendors must be free of logos, symbols, pictures or writing. The approved options and broad variety of colors and styles allow for personal expression on campus, while still showing the student that what they wear or how they dress are not as important as the welfare of their mind, body, and spirit. Our dress code takes the focus off how one dresses, lessens distractions, and showcases who the students really are.

Boys' Dress Regulations

1. Boys must wear **uniform style** pants or shorts (shorts must come to the knee.) **Denim or denim-type material is not considered uniform style**, and may not be worn. Plain front or pleated uniform styles are acceptable. Pants/shorts must be neat, clean and free of any tears or holes.
2. Baggy or tight-fitting pants/shorts are not allowed. Clothing must fit around the waist and be able to stay up without a belt.
3. Approved colors for pants/shorts are navy blue, tan/khaki, gray, and black.
4. Boys must wear only polo-style shirts (long or short sleeve). Shirts must be one solid color and free of logos, stripes, labels, designs, or printing unless officially issued by the school or an approved vendor. No oversized shirts.
5. Approved shirt colors are navy blue, white and red.
6. Any undershirts and/or layered shirts or sweaters must be solid color - navy blue, white or red; with no visible graphic or design. Undershirts should only be visible around the collar, not around or below the waist.
7. All outerwear (i.e., jackets, sweaters or sweatshirts) must be school issued or free of large logos, pictures and writing. Approved colors for outer wear not issued from our school are navy blue, red, black, khaki/tan, gray, or white.
8. All shoes must be closed-toed and closed-heeled. Sandals are not acceptable for school.
9. Hair is to be neatly trimmed and out of the eyes. No extreme style, length or unnatural coloring is allowed. Neatly trimmed moustaches are permitted; however, no other facial hair is allowed. Sideburns should not extend below the ear.
10. Ball hats, caps, headbands, or hoods must be school-issued or logo/design free and are only permitted outdoors.
11. Earrings or body piercings are not allowed. Tattoos and/or body writing is discouraged and will be evaluated on an individual basis. Boys may not wear earrings, even if the earrings will be covered by a band-aid.

Girls' Dress Regulations

1. Girls must wear **uniform style** pants, skirts, shorts, skorts, capris, or jumpers to school. Clothing must be neat, clean and free of any tears or holes. Shorts, skirts, skorts and/or jumpers must come to the knee. **Denim and denim-type material is not considered uniform style**, and may not be worn. Approved colors are navy blue, tan/khaki, gray, and black. OVCA approved red, white and navy blue plaid jumpers and skirts are also acceptable.
2. Skirts and jumpers must not have slits, and all non-pants must conform to the designated length requirement.

Community Service

Students in grades 7-12 must annually complete the required amounts of community and/or school service hours. The hours must be properly and timely reported.

Detention

Detention is held after school from 2:50pm to 3:30pm. Students assigned detention must be on time, prepared to work, and bring a detention slip signed by a parent.

Electronic Devices and Personal Property

To ensure the safety of all students, to protect personal property, and to make sure the educational process is not disrupted, students are discouraged from bringing electronic devices to school (unless instructed by a teacher). **Students are not permitted to use or display phones or other electronic devices while on campus before or during school.** Any disruption to the learning process will result in the confiscation of the item. Ocean View Christian Academy will not be responsible for the loss of personal property.

Gum Chewing

Students are not to chew gum on campus.

Help Class

Help Class in elementary school requires teacher approval and is typically offered to students that need tutorials in core subject areas. Parents that feel Help Class would be beneficial to their child may conference with the teacher to obtain approval. Help Class may be held no later than 3:30 pm. Teachers establish Help Class availability for their students, however normally have at least two sessions per week. Any secondary student can attend a Help Class for additional instruction in a subject, however must be current with assigned work.

Illness or Emergencies

A student requiring care for illness or injury should come to the office with a pass from his or her teacher. In some cases, a parent will be notified and the student will be sent home.

Language

Ocean View Christian Academy is an English-speaking school. Students are expected to speak English during school hours, unless a subject calls for another language to be used or learned.

Lunch

All food items should be consumed within the designated eating areas during assigned times and under the supervision of a staff member. No food may be consumed in classrooms or hallways (bottled water is allowed).

Medication

State law requires students needing regular medication to do the following:

- The parent/guardian of a pupil on a continuing program of medication must give the office the name of the medication(s) being taken, the amount of the current dosage, the name of the supervising physician, and written parental permission.
- The law applies to all continuing medication whether taken at home, school or both.
- Students bringing any medication to school must bring such medications to the school office for distribution, as required by law. (This includes over-the-counter medications such as Tylenol.)
- Any medication in the student's possession will be taken to the office.

Campus Discipline

OVCA desires and expects the best of our students, however we know students can make poor choices. Disciplinary measures are corrective action, and are given in alignment with the severity of an offense. When necessary, a restoration process is outlined and must be agreed to by the student and parent(s).

1. Attendance School Assignment

Students who receive an Attendance School assignment will be required to attend a 3½-hour concentrated work-study class. Attendance School date and time will be determined by the administration. Notification will be sent home outlining the causes of the assignment, as well as other details. (See Attendance Policies for parameters.)

2. Disciplinary Probation

If a student repeatedly fails to respond to discipline, earns poor citizenship marks, or is involved in a particular incident which requires severe action, he or she will be placed on behavioral probation. The administration will review teacher evaluations and the student's behavioral file to determine whether the student will be allowed to continue attending OVCA.

3. Suspensions

Any student may be suspended from attending classes for non-compliance to the OVCA Standards of Conduct, or when other means of correction fail to bring about proper behavior for a repeated offense. A student that has been suspended may not receive credit for the class work or homework missed; however, the student will be responsible for the material missed on future quizzes and tests. If allowed, the day the student returns is the only opportunity to turn in any work missed, and to take any quizzes/tests administered while he or she was suspended. Following the suspension period, the administration will decide to what extent the student will be able to participate in school activities.

- Class suspension - When suspended from a class, a student reports to the office in lieu of attending that class period, however will still be responsible for any classwork.
- Full-day suspension - This student is assigned to be removed from classes for an entire day, and will either complete classwork in the office, or not be allowed to attend school for the day and is told to stay home.
- Extended suspension - When an infraction warrants, an extended suspension may be imposed until the matter has been resolved.

4. Expulsion

Expulsion from school is serious and is applied with prudence and restraint after careful investigation and administrative review. An expulsion is a consequence for serious or repeated noncompliance to the Standards of Conduct. Terms of Expulsion:

- Students expelled from school may not attend any school activity or school-sponsored event without prior administrative approval.
- Expelled students may not receive academic credit for the current 9-week grading period's coursework.
- The administration will determine expulsion length. Generally, expulsions will last from 1 semester to a full school year. Students that have been expelled may petition to be reinstated at the end of that time period.
- Upon administrative review of the incident(s) leading to expulsion, the principal will then decide whether the student will be allowed to enroll for the next semester on a probationary status.

3. Girls must wear only polo-style shirts (long or short-sleeve). All polos must be one solid color and free of logos, stripes, labels, designs, or printing unless issued by the school or an approved vendor. Approved shirt colors are navy blue, white and red.
4. Any undershirts and/or layered shirts or sweaters must be solid color - navy blue, white or red, and have no visible graphic or design.
5. All outerwear (i.e., jackets, sweaters or sweatshirts) must be school issued or free of large logos, pictures and writing. Approved colors for outer wear not issued from our school are navy blue, red, black, khaki/tan, gray, or white.
6. Tight-fitting attire is not acceptable.
7. Polos must be long enough to cover the midriff when arms are raised above the head or when leaning over. Shirts must have a modest neckline.
8. Shoe heels must not exceed two inches, and all shoes must have a backing.
9. Ball hats, caps, or hoods must be school-issued or logo/design free and are only permitted outdoors.
10. Only ear piercing is allowed. Tattoos and/or body writing are discouraged and will be evaluated on an individual basis. Girls may not use a band-aid to cover other piercings.
11. No extreme hairstyle or unnatural hair coloring is allowed.

Additional Regulations

Items portraying inappropriate pictures, designs, or words, or having slogans with questionable or double meanings are not to be worn or brought to school or school activities. Students shall not wear items that suggest an association with certain groups or immoral or inappropriate lifestyles. Clothes that reveal any undergarments are not permitted. Any extreme fashion or style is not acceptable. Students should not change out of uniform clothing immediately after school if remaining on campus, unless required by a school related activity.

Enforcement

Ocean View Christian Academy disciplines those students who violate the dress code, and will send information home to inform the parent(s). Repeated violations of this code will be interpreted as disobedience and as disrespect for authority and for the standards of our school, and will be treated as such.

Exceptions

Any exceptions to this dress code—for special school-sponsored activities, must have prior administrative approval. This applies to the wearing of team uniforms or warm-ups.

Spiritwear

As an alternative to our daily uniform, students may be permitted to wear school-issued Spiritwear t-shirts on designated Fridays throughout the school year. In addition to uniform pant/short options, students are also permitted to wear blue or black jeans on Spiritwear days. Jeans should not be baggy, torn or tight-fitting.

Extracurricular Activities

For the privilege of participating in extracurricular activities, students must maintain acceptable grades, citizenship and attendance records.

Athletics

- P.E. Clothing
All Middle school and Senior High students are required to dress out for physical education in an OVCA-issued PE uniform. One t-shirt/short set for each 7th-12th grade student is provided through the student fee at no additional cost. Extra sets of PE clothing may be purchased for a fee.

Clothing should be neat and clean at all times, with no holes. PE uniforms should be worn only on campus during designated PE times. Spiritwear, team, or other school shorts/shirts will not be allowed without prior approval. Students may wear solid-colored "logo-free" navy blue, black or gray sweat-shirt/pants to PE, or purchase sets from OVCA.

When practice uniforms are not issued for a sport, a PE uniform will be issued (if not already issued prior) and is the required attire for practice. If the issued practice uniform is not being worn, the PE uniform should then be worn.

- **Sports Fees**

Student participation in the sports program is primarily funded through the Student Fee, and supports organized athletics from 5th-12th grade when offered. The student fee must be paid in full by 8/1 of each year, or in two equal payments due before school begins. NOTE: Cheerleading is excluded from student fee coverage, and participation will require additional costs as determined by the sponsor. Junior Cheer is a fundraiser for cheerleading, and is also not covered.

Sports Uniforms

The school will provide team uniforms and other clothing as funds allow. When possible, uniforms will be school owned. If a team wishes to purchase or personalize jerseys, it will be at player expense. Full replacement costs apply for lost uniform pieces, and will be billed. NOTE: Cheer uniforms are not provided by OVCA.

Standards of Eligibility

Eligibility will include all aspects of extracurricular activities and responsibility.

1. **Academics/Citizenship**

- Students must maintain at least a 2.0 grade point average (GPA) on a 4.0 scale.
- Eligibility will be determined at the conclusion of each nine-week grading period.
- Any student receiving an "F" in a class may not be allowed to miss that class for any extracurricular activities during his/her probation period.
- Any class made up will be added to the student's transcript. The grade earned may be used to determine eligibility for the following quarter.
- A two-week practice allowance before a new quarter begins may be granted if academic improvement is observed for an ineligible student.

2. **Additional regulations**

- To participate in any extracurricular activity (including practices), a student should arrive to school by 10am that day.
- In the event a student loses his/her eligibility, it is at the discretion of the faculty advisor or coach and the administration to make final decisions on reinstatement.
- Commitment to a sport is required before a student will be issued a uniform and allowed to participate in a competition. A student must participate in a minimum of 5 practices (10 for HS football) before they can compete or travel with the team.

All Student Regulations

The following general rules governing extracurricular activities are applicable to all students, whether they are participants or spectators.

1. All OVCA activities are under the supervision of the school, and students are expected to be as responsible and cooperative at an activity as they are in the classroom.

2. In accordance with our OVCA dress code, students must dress appropriately and modestly at all extracurricular activities. Immodest or inappropriate attire at any school activity may result in the removal of the student, or exclusion from an activity, regardless if an entry fee was paid.

Standards of Conduct

Philosophy of Discipline

Attendance at OVCA is a privilege. A student who displays conduct or attitude, in or out of school, that is in opposition to the basic principles and purpose of the school, may be suspended or expelled from school. For moral training to be effective, the school and home must be parallel in disciplinary philosophy. OVCA uses the instruction and truths found in the Word of God to guide its methodology. The following guidelines are the basis for discipline at OVCA:

- The responsibility and authority to discipline comes from God. (*Eph. 6:1-4*)
- The standard of conduct has been set by the life of Christ. (*1 Peter 1:16*)
Christian love is at the heart of all discipline. Correction and chastening are as much a part of that love as encouraging and leading. Firmness must be balanced with love. Firmness minus love becomes harsh, whereas love without firmness is sentimentality. (*Prov. 3:11-12*)
- All discipline is designed to show the child his sinful will, lead them to trust Christ, and help them to become a self-disciplined person who wants to do God's will. (*Gal. 3:19-24*)

Behavior Code

The principal or the principal's designee has the right to apply disciplinary action that they feel is necessary to maintain an atmosphere in which spiritual, academic, social and physical growth can take place. The administration depends upon a behavior code in order to ensure consistency and also to ensure that the school community is aware of behavioral expectations. The students can expect the administration to enforce the behavior code in any of the following ways:

- Any combination of offenses that occur in any one instance may result in a more serious disciplinary action (i.e., suspension/expulsion).
- Any combination of offenses over a period of time may result in a more serious disciplinary action.
- A student receiving a suspension may be placed on a probation contract upon return to school for a minimum of one semester.
- A student may receive written notification of the incident on an Office Referral form. Students must get the referral signed by a parent, and return it to the office the following school day or they may not be allowed to return to class. Referrals are retained on file in the school office.
- Please refer to the OVCA Discipline chart for further guidelines.

Conduct/Citizenship

Students receive a quarterly conduct/citizenship grade based on one of two scales: the traditional A-F scale, or the OSU scale. OSU marks will be given in accordance with the following criteria:

O- Outstanding

A model citizen who obeys school rules and actively participates in class.

S- Satisfactory

Usually obeys school rules, does what is expected most of the time.

U- Unsatisfactory

Engages in attention-seeking behavior, does not follow class rules, parent conference needed.