

*Oroville Christian School*

# School Board Policy

Effective: October 31, 2018



## Contents

|   |    |
|---|----|
| EFCA STATEMENT OF FAITH.....                                    | 1  |
| OROVILLE CHRISTIAN SCHOOL BY-LAWS .....                         | 3  |
| PARENT TEACHER PRAYER FELLOWSHIP (PTPF) BY-LAWS .....           | 7  |
| 1. BOARD POLICIES .....   | 10 |
| 1.001 Vision Statement.....                                     | 10 |
| 1.002 Mission Statement.....                                    | 10 |
| 1.003 Philosophy.....   | 10 |
| 1.004 Core Values.....  | 10 |
| 1.005 Association of Christian Schools International (a.c)..... | 10 |
| 1.006 Organization of the Oroville Christian School Board.....  | 11 |
| 1.007 Board Member Eligibility .....                            | 12 |
| 1.008 Qualifications of Board Members.....                      | 12 |
| 1.009 Number and Terms of Board Members .....                   | 13 |
| 1.010 Compensation and Reimbursement of Board Members .....     | 13 |
| 1.011 Conflict of Interest .....                                | 13 |
| 1.012 School Board Job Descriptions .....                       | 13 |
| 1.013 New Board Member Orientation.....                         | 14 |
| 1.014 Removal of Board Members .....                            | 14 |
| 1.015 School Board Evaluation .....                             | 14 |
| 1.016 Committees .....  | 14 |
| 1.017 School Board Meetings.....                                | 15 |
| 1.018 Public Relations .....                                    | 16 |
| 1.019 Board Policies .....                                      | 16 |
| 2. FINANCIAL POLICIES .....                                     | 17 |
| 2.001 Introduction.....   | 17 |
| 2.002 Fund Raising Policies .....                               | 17 |
| 2.003 Accounting Policies .....                                 | 19 |
| 2.004 Tuition and Fees.....                                     | 21 |
| 2.005 Financial Aid Program.....                                | 23 |
| 2.006 Procedures for Account Collection .....                   | 24 |
| 2.007 Withholding of Report Cards.....                          | 25 |
| 2.008 Student Financed Income.....                              | 25 |
| 2.009 Excess Income Over Expenditures .....                     | 25 |
| 2.010 Budgetary Shortfall .....                                 | 25 |

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|   |    |
|---|----|
| 3. PERSONNEL POLICIES .....                           | 26 |
| 3.001 Employment.....                                 | 26 |
| 3.002 Employment Requirements.....                    | 27 |
| 3.003 Contract of Employment.....                     | 28 |
| 3.004 Employee Compensation and Benefits .....        | 28 |
| 3.005 Mandatory Staff Requirements/Trainings.....     | 30 |
| 3.006 Employee Leave.....                             | 31 |
| 3.007 Corrective/Termination Policy .....             | 32 |
| 3.008 Resignation Policy .....                        | 34 |
| 3.009 Abandonment of Contract.....                    | 34 |
| 3.010 Reduction to Staff .....                        | 34 |
| 3.011 Exit Interview of Staff.....                    | 34 |
| 3.012 Grievance Policy and Procedure .....            | 35 |
| 3.013 Arbitration.....                                | 36 |
| 3.014 Outside Employment .....                        | 36 |
| 3.015 Hiring of Relatives and Spouses .....           | 37 |
| 3.016 Teacher Evaluations.....                        | 37 |
| 3.017 Assessment and Placement .....                  | 37 |
| 3.018 Teacher Dress Code .....                        | 37 |
| 3.019 Teacher Conduct Outside the Classroom.....      | 38 |
| 3.020 Faculty Responsibilities and Duties.....        | 38 |
| 3.021 Supervisory Responsibilities of Staff.....      | 39 |
| 3.022 Employee Interaction with Pupils .....          | 39 |
| 3.023 Student Teachers .....                          | 40 |
| 3.024 Volunteers and Student Helpers.....             | 41 |
| 3.025 Teacher Aides .....                             | 41 |
| 3.026 Resource People.....                            | 41 |
| 3.027 Lesson Planning .....                           | 42 |
| 3.028 Substitute Employees.....                       | 42 |
| 3.029 Resource Material for Classroom Use .....       | 43 |
| 3.030 Scope and Sequence.....                         | 43 |
| 3.031 Curriculum Workshops .....                      | 43 |
| 3.032 Nationally Referenced Standardized Testing..... | 44 |
| 3.033 Disaster Drills .....                           | 44 |
| 3.034 Athletic Coaches .....                          | 44 |
| 3.035 Job Descriptions of Administrative Staff.....   | 45 |

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|  |    |
|--|----|
| 4. STUDENT POLICIES .....                                    | 49 |
| 4.001 Introduction and Philosophy .....                      | 49 |
| 4.002 Admission Policies.....                                | 49 |
| 4.003 Class Size .....                                       | 51 |
| 4.004 Combination Grade Classes .....                        | 51 |
| 4.005 Entry Age .....  | 51 |
| 4.006 Immunization Policy for Preschool and Elementary ..... | 51 |
| 4.007 Communicable Childhood Diseases .....                  | 51 |
| 4.008 Child Abuse and Neglect .....                          | 52 |
| 4.009 Harassment, Sexual or Other .....                      | 52 |
| 4.010 Curriculum Instruction.....                            | 52 |
| 4.011 Light House Library.....                               | 54 |
| 4.012 Instructional Support.....                             | 57 |
| 4.013 Assessment.....  | 58 |
| 4.014 Accelerated Promotion.....                             | 59 |
| 4.015 Retention Policies .....                               | 60 |
| 4.016 Graduation.....  | 61 |
| 4.017 Homework.....  | 61 |
| 4.018 Student Information .....                              | 62 |
| 4.019 Activities .....                                       | 66 |
| 4.020 Field Trips.....                                       | 67 |
| 4.021 Physical Education/Athletic Program .....              | 68 |
| 4.022 Discipline .....                                       | 70 |
| 4.023 Behavior Expectations .....                            | 71 |
| 4.024 Cheating .....   | 74 |
| 4.025 Items Prohibited at School .....                       | 74 |
| Appendix A - Board Member Agreement.....                     | 76 |
| Appendix B - Sample Bookkeeper Letter .....                  | 77 |
| Appendix C - Arbitration Clause .....                        | 78 |
| Appendix D - Parental Agreement.....                         | 79 |

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## EFCA STATEMENT OF FAITH

*Adopted by the EFCA Conference on June 26, 2008 With Oroville EFC position statements December 2013*

The Evangelical Free Church of America is an association of autonomous churches united around these theological convictions:

### **God**

We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: The Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

### **The Bible**

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

### **The Human Condition**

We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

### **Jesus Christ**

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

### **The Work of Christ**

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

### **The Holy Spirit**

We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

### **The Church**

We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

### **Christian Living\***

We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

### **Christ's Return**

We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

### **Response and Eternal Destiny**

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

*\* see position statements*

## **Evangelical Free Church of Oroville Position Statements**

### *Marriage*

*Date Approved by Congregational Vote: December 8, 2013*

We believe marriage is the original and foundational institution of human society, established by God as a one-flesh, covenantal union between a man and a woman (gender at birth) that is life-long (until separated by death), exclusive (monogamous and faithful), and generative in nature (designed for bearing and rearing children), and it is to reflect the relationship between Christ and the Church. Our lord Jesus describes marriage in Mathew 19: 4-6 so is our view of marriage. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in this Position Statement.

### *Human Sexuality*

*Date Approved by Congregational Vote: December 8, 2013*

We believe that God first created man and then woman, from the man, as a counterpart to the man. He then brought the woman to the man and established marriage as a one-flesh relationship between the man and the woman. We therefore believe that the context for sexual activity is the marriage of one man and woman.

Hence, sexual activities outside of marriage, including but not limited to, fornication, adultery, incest, homosexuality, pedophilia, and bestiality are inconsistent with the teaching of the Bible and the church. Further, lewd conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with God's intention.

# OROVILLE CHRISTIAN SCHOOL BY-LAWS

## **Preamble**

We, the undersigned, people of Christian persuasion and members of the Body of Jesus Christ, bound by the Word of God, have hereby set forth and adopted the following article for the establishment, operations and control of a non-profit corporation, Oroville Christian School. OCS will provide an educational curriculum of the highest possible standards in order to prepare students for purposeful Godliness in any vocation or entrance into institutions of higher learning. Further, as a regular part of the curriculum of OCS, each student will be taught all subjects from a Biblical worldview. This we do in obedience to God's Word, namely, to train children in the nurture and admonition of the Lord (Ephesians 6:4). Further, we recognize the necessity for the moral and spiritual development of our youth through Christian education in harmony with the Holy Bible.

## **Article I—Name and Location**

### *Section 1*

The name of this school shall be Oroville Christian School.

### *Section 2*

The location of OCS shall be     3785 Olive Hwy  
  Oroville, CA 95966

## **Article II—Purpose**

### *Section 1*

The principal purpose of Oroville Christian School is to provide a program of Christian education for families of Butte County and outlying areas.

### *Section 2*

Other purposes and objectives of Oroville Christian School are as follows:

- A. To provide for the students and faculty a classroom and campus environment commensurate with an institution having ultimate objectives which are Christ-centered, truly patriotic, and in obedience to God's Word.
- B. To teach all subjects in a manner to create in each student an awareness of God's supreme authority over all creation.
- C. To present the Bible, God's Word, as the only reliable and true revelation of God's nature and His redeeming purpose and will for mankind.
- D. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sins.
- E. To train and prepare youth to make worthy contributions to the cause of Christ in the home, church and community.
- F. To help each student aspire to positions of responsibility in full or part-time Christian service, wherever the call for service may be.
- G. To own, and/or lease, and maintain real property, buildings, and other facilities and property.
- H. To do any and all things necessary or incident to the accomplishment of any and all of the purposes.
- I. No earnings or assets of the OCS shall inure to the benefit of any individual or individuals.
- J. No part of the activities of the OCS will pertain to subversive propaganda or attempts to influence legislation. OCS will not participate in or intervene in any political campaign on behalf of any candidate for public office.

## **Article III—Organization, Relationships, And Authority**

### *Section 1*

The governing body of OCS shall be Oroville Christian School Board.

## *Section 2*

A member of the Board may be removed for a violation of a Biblical principle after following Matthew 18 by unanimous vote of the total membership of the Board, with that member abstaining.

## **Article IV—Members of The Board**

The Board of Directors shall elect from its membership its officers: Chairperson, Vice Chairperson, Secretary, and Treasurer. The authority and responsibility of the officers are:

- A. CHAIRPERSON will coordinate the workings of the school Board, preside at all meetings of the Board, and act as an ex-officio member of all committees of the Board.
- B. VICE CHAIRMAN shall perform the duties of the Chairperson in his/her absence and shall have any other duties as determined by the Board.
- C. SECRETARY shall record and maintain a file of minutes of the Board and any other records as determined by the Board. He/she shall be responsible for all correspondence of the Board.
- D. The term of each officer shall be for a period of one years, beginning January 1.

## **Article V—Functions of The Board**

### *Section 1*

The Board of Directors shall:

- A. Serve as spiritual leaders of the Corporation, waiting upon God for His direction and wisdom.
- B. Approve an annual budget. This may be based upon the recommendation of the Administrator and finance committee.
- C. Examine for approval the annual school calendar.
- D. Employ all contracted educational personnel of the Corporation.
- E. Serve as final board of appeals in all misunderstandings involving personnel employed by the Corporation.
- F. Devise ways and means for obtaining the necessary funds for operating the school and determine how these funds shall be distributed.
- G. Propagate the cause of Christian education in the community by means of public meetings, literature, presentations, community service projects, etc.
- H. Maintain a good working relationship with local public schools, State Department of Public Education, accrediting associations, and ACSI
- I. Perform other duties and functions commensurate with those of the governing body of a non-profit corporation.

### *Section 2*

The Board shall establish and maintain a Financial Committee. The Financial Committee shall:

- A. Submit a financial report at least quarterly to the Board.
- B. Submit an annual budget to the Board in accordance with provisions stated in the Policy Manual.

### *Section 3*

Each member of the Board shall be a member in good standing in the Oroville EFC.

### *Section 4*

The Board shall appoint an Auditing Committee, consisting of at least three persons who will audit the financial records of the school every three years.

### *Section 5*

Meetings:

- A. The Board shall meet at least once each month. Such established monthly meetings shall be referred to as "regular monthly meetings."



- B. Other meetings of the Board may be called by the Chairperson or by any two other officers thereof.
- C. The Board shall be given a minimum of a one (1) week notice for any regular monthly meeting and 24 hours for other meetings.
- D. A duly authorized meeting of the Board is a meeting in accordance with the provisions of this Section of this Constitution. A simple majority of its members shall constitute a quorum necessary to conduct official business.
- E. The annual meeting of the Board shall occur during the month of June.
- F. Unless otherwise specified in the Constitution, any action by the Board shall result from a majority vote of the members thereof present at any duly authorized meeting of the Board.

## **Article VI—Policy Manual**

The OCS Board Policy Manual shall provide all guidelines for the overall functioning of the school. Job descriptions for administrators, teachers, staff members, board members shall be included in the OCS Board Policy Manual.

## **Article VII—Education Staff**

### *Section 1*

The Board shall appoint the Administrator and teachers after careful consideration of their spiritual, academic, and other qualifications. All of these appointments shall be for such terms and with such salary and other conditions as determined by the Board. For appointment to an administrative position, a unanimous vote of the Board is required with a minimum of three-fourths of the board membership voting at a scheduled board meeting.

### *Section 2*

All educational staff members must regularly participate in a church having a doctrine which is in agreement with the Statement of Faith, must be scripturally sound in their teaching, and must lead exemplary Christian lives.

### *Section 3*

Persons who are in teaching positions shall hold a teaching credential and have or be in the pursuit of an ACSI credential. All full-time teachers at OCS must work towards receiving/maintaining their ACSI credential. Revised 04/20/2020

### *Section 4*

The School Board shall have the right to dismiss any employee who proves an inability to instruct or whose personal life or instruction conflicts with the basis and purposes of OCS, or whose performance does not meet standards established by the School Board.

## **Article VIII—Enrollment**

### *Section 1*

With regard to qualifications and enrollment, OCS shall have no restrictions concerning a student's race, national origin, or gender.

### *Section 2*

Each student and each parent, sponsor, or guardian of a student shall accept and conform to the guidelines of behavior as established by OCS.

### *Section 3*

Each student and each parent, sponsor, or guardian of a student shall recognize without reservation the right of OCS to uphold its "Statement of Faith" and to fulfill its "Purposes" as set forth in the Board Policy Manual.

**Article IX—Dissolution**

In the event it becomes necessary to dissolve and terminate the activities of this OCS, the Board shall distribute the remaining assets, if any, after all just expenses have been paid and obligations met to the Evangelical Free Church of Oroville.

**Article X—Amendments**

This Constitution may be amended by a unanimous vote of the total membership of the Board.

## PARENT TEACHER PRAYER FELLOWSHIP (PTPF) BY-LAWS

The PTPF at OCS was organized to improve the relationship between OCS families and the school and to enhance the “fellowship between parents and teachers” at OCS.

Parent Teacher Prayer Fellowship By-Laws were Revised 2018

### **Article I—Name**

#### *Section 1*

The name of the association will be Parent Teacher Prayer Fellowship (PTPF), an association of Oroville Christian School.

### **Article II—Objectives**

#### *Section 1*

To promote the spiritual, physical, and academic welfare of the students in the home, school, church, and community; with an emphasis on prayer.

#### *Section 2*

To develop a closer relationship between the home and the school, so that teachers and parents may cooperate effectively in the Christian training of the children.

### **Article III—Policies**

#### *Section 1*

The purpose of the fellowship is to prayerfully provide spiritual, inspirational, educational, and financial support for the administration, teachers, staff, parents, and students. That purpose should be reflected in all their activities.

#### *Section 2*

This association will be non-commercial, interdenominational, and nonpartisan. No commercial enterprise and no candidate will be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities will be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the organization.

#### *Section 3*

This association will not seek to direct the administrative activities of the school or to control its policies.

#### *Section 4*

This association will only hear grievances from parents, students and teachers in regards to and limited to PTPF activities. Any other grievances will be directed to the OCS Administration.

### **Article IV—Membership**

- Regular membership. All parents/guardians having children in the school are automatically members. Teachers in the school are automatically considered members.
- Dues in the amount of \$25 per family will be collected each school year.
- Each family is entitled to one (1) vote at any regular meeting.

### **Article V—Officers and Elections**

#### *Section 1*

- PTPF members in a school-wide vote will elect the PTPF Board. Board positions will be selected at the first PTPF board meeting after the elections. Officers will be elected by a simple majority of those present at the meeting.
- The elected officers of the Board will be the President, Vice President, Secretary, Treasurer and up to three members at large.

- The Board is responsible for approving and determining their willingness and suitability to serve. Names of the nominees will be presented by April 15th. This dead line can be extended in the event there is a lack of candidates.
  - a) These officers will be elected biennially by ballot by the end of the school year; assuming office on July 1st.
  - b) Each term is for a two (2) year period.
  - c) No officer will be eligible for the same office for more than two (2) consecutive terms.
  - d) Nominees for the office will adhere to the school's statement of faith.
  - e) An appointee of the PTPF Board will fill a vacancy within any office.

## **Article VI—Duties of Officers**

### *Section 1*

The President will preside over all regular PTPF meetings and all monthly meetings of the PTPF Board and will perform all other duties pertaining to the office. The President will be an ex-officio member of all Standing Committees. Other duties of the President will be the following:

- Coordinate officers and committee Chairpersons, keeping them accountable for their work.
- Keeping the OCS Administrator informed of PTPF decisions and activities.
- Encouraging a cooperative, prayerful team spirit.
- Organizing PTPF meetings.
- Keeping the PTPF team submissive to the constitution guidelines; seeking the cooperation and counsel of the OCS Administration.

### *Section 2*

The Vice-President will assist the President in all duties as stated in Section 1 and preside at all meetings in the absence of the President.

### *Section 3*

The Secretary will keep a record of all decisions at PTPF Board meetings and the regular meetings and will perform such other duties as may be delegated by the President. A copy of each meetings minutes shall be given to the OCS Administrator.

## **Article VII—Committees**

### *Section 1*

The board may have involvement in, and/or organization of, the following committees:

- Prayer & Devotional
- School Promotion
- Activities
- Fundraising
- Alumni Involvement

## **Article VIII—PTPF Meetings**

### *Section 1*

A regular meeting of the Board will be held monthly during the school year. The President may call other meetings as necessary.

### *Section 2*

There will be a t least two parent meetings during the school year, ad time, date, and place determined by the PTPF Board. The membership will be given at least two weeks' notice prior to any parent meeting.

### *Section 3*

Simple majority will determine membership vote on Board decisions.

## **Article IX—Budget**

### *Section 1*

The OCS School Board will appoint a Liaison who will also be a PTPF Board Member.

### *Section 2*

- Guided by OCS Policies and Procedures, the PTPF board will direct the distribution of any donated moneys raised by fundraisers or other projects.
- Board duties will be to approve and direct expenditures of the membership budget. All expenditures beyond the budget must be approved by a membership vote. OCS fundraising Policies and Procedures supersede funds acquired by these means.

### *Section 3*

- An Annual Budget will be presented to the OCS Board for approval at the September meeting of the school year.
- An annual accounting of PTPF funds will be kept by the OCS Board Treasurer.

# 1. BOARD POLICIES

## 1.001 Vision Statement

Oroville Christian School seeks to glorify God by offering a high-quality Christian education to the families of the greater Oroville area.

## 1.002 Mission Statement

Our mission is to assist parents in preparing their children for life by introducing them to Christ, developing a sound biblical worldview, nurturing godly character and equipping them with strong academic skills.

## 1.003 Philosophy

The educational philosophy of Oroville Christian School is a God-centered biblical worldview that all truth is God's truth, and that the Bible is the inspired and only infallible authoritative Word of God, which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Man is a sinner by nature and therefore cannot glorify or know God except that the Holy Spirit draws man to salvation through His Son, Jesus Christ.

Our aim is to provide a Christian perspective, from which will come a balanced understanding and acceptance of a person's role in life at home, at work, at play and at worship. Our energies and resources promote high academic standards while helping students achieve creative and critical thinking skills. Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas, all of which are inseparable and through which run the thread of spirituality. Thus, we will not teach the Bible compartmentally or on the intellectual level alone. A biblical worldview is woven throughout the total curriculum.

## Review and Revision of Philosophy Objectives

The above objectives shall be made available to each staff member and OCS parent upon request. The Administrator of OCS shall provide opportunity at least annually for the OCS board, parents and staff to review and suggest changes to the objectives. All changes will need the approval of the OCS board.

## 1.004 Core Values

OCS affirms the following core values:

- Scripture is recognized as the revealed Word of God and taught as absolute truth.
- Teaching the Bible as a core subject is essential to the academic curriculum.
- Parents have the primary responsibility for the education of their children.
- A Christian administration and faculty must model the love of Christ in all they do.
- Professional resources and ongoing training are vital for the development of OCS.
- OCS should be involved in a plan of consistent internal and external evaluation and assessment for continuous improvement.
- Organizational practices should glorify God in all areas including business relationships, financial development, marketing, fund raising events, personnel management and government relations.
- OCS is committed to excellence in all programs.
- The opportunity for Christian schooling should be accessible to families as a means of evangelizing, nurturing and disciplining students for a life of service to God and society.

## 1.005 Association of Christian Schools International (ACSI)

Oroville Christian School will be a continuing member of the Association of Christian Schools International. Membership fees will be escrowed from student pre-registration registration fees.

## **ACSI Activities**

As a result of ACSI membership, OCS will participate in one or more of the following activities as determined by the Administrator and approved by the board:

- Fall Convention for staff members
- Speech meet
- Math Olympics
- Spelling Bee
- Science Fair

## **ACSI Teacher/Administrator Conferences**

OCS will cover the costs of all full-time teachers and administration attending an ACSI sponsored Teacher Convention or Preschool/Day Care Conference. Revised 04/20/2020

OCS will cover the costs of school Administrators and one board member (to be chosen by the board) to attend ACSI sponsored Administrator/Board Conferences.

## **1.006 Organization of the Oroville Christian School Board**

### **General**

The fundamental purpose of the Oroville Christian School Board shall be to act as a legislative body in formulating policy for the conduct of the school. The OCS Board oversees school policy, programs, and academic development. The policies it establishes, the personnel it employs, and the manner in which it functions affects the daily life of the staff, faculty, and students. Responsibility ultimately rests upon the Board to set policy that promotes growth and quality of OCS programs. The authority of the Board is corporate, with individual members having responsibility only as authorized by the Board as a whole.

### **Areas of Responsibility**

- Serve as spiritual leaders of the school, waiting upon God for His direction.
- Exercise oversight of the staff and school matters.
- Establish sound policies for operation of Oroville Christian School.
- Provide necessary buildings, equipment, and supplies.
- Establish the annual budget and the method of financing the work, to include fundraising.
- Promote the school to the Christian and the local community.
- Strategic planning for the school's growth.
- Direct the administration to maintain a working relationship with local Christian schools, local public schools, the California State Department of Education, regional accrediting associations, and with ACSI.
- Act as final authority on problems arising within the school.
- Textbook adoption.
- Awarding of diplomas and certificates.
- Approval of the annual school calendar.
- Maintain proper and open lines of communication among the school family without violating confidentiality and Christian principles.

### **Establishment of Policy**

- The Board is the sole authority in the establishment of school policy.
- The Secretary of Oroville Christian School will keep a separate record of the Board policies compiled from the minutes that will become a part of the School Policy Manual.
- No proposed policy can become effective until it is brought before the Board in either a regular or special meeting with at least a quorum present. A quorum is defined as a simple majority, 50% plus 1.

## **Board/Administration Relations**

The School Board believes that the legislation of policies and appraisal of school matters are its most important function. The Board shall devote its time to making policy of all aspects of the school, including the supervision and evaluation of the Administrator. Delegation of powers by the Board to the Administrator provides freedom for the Board to focus on these functions. The Administrator is the direct employee beneath the Board. His/her responsibility is to manage the day to day affairs of the school, functioning within the boundaries set forth in the Board approved policies. In addition, the Administrator will keep the Board informed about school operations, including budget matters at each Board meeting.

## **Line of Authority**

The official line of authority flows from the Board through the Chairperson to the Administrator who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and parents as is appropriate.

## **1.007 Board Member Eligibility**

All members of the Oroville Christian School Board shall be members in good standing of, and, be elected by the voting members of the Evangelical Free church of Oroville. No full-time teacher or staff member employed by the school or member of their immediate family or household (i.e., husband, wife, son, daughter, mother, father or any one residing at the same residence) shall be eligible to serve on the School Board.

## **1.008 Qualifications of Board Members**

Members of the Board shall be:

- Persons who know Jesus Christ as their personal Savior and accept Him as Lord of their life and exemplify a life of faith and loyalty to the Word of God.
- In full agreement with the statement of faith.
- Active as a member in good standing in the Evangelical Free Church of Oroville.
- Persons who have an interest in the spiritual life and Christian education of children.
- Willing and capable of assuming responsibility, have the ability to work well with others. Members should have the courage of their convictions and vote their beliefs.
- Willing and able to make sacrifices of their time, knowledge, and personal pleasure for the benefit of the school.
- Able to understand and cope with fiscal circumstances faced by the school.
- Willing to sign the agreement and to abide by the Code of Ethics and Areas of Responsibilities.

## **Board Member Code of Ethics**

A Board member is expected to:

- Have personal integrity.
- Be faithful in attendance at all board meeting. If unable to attend, they are responsible for notifying the board Secretary or chairperson in advance so that materials may be mailed to the absent board member.
- Direct appropriate inquiries and complaints regarding school matters to school Administrator.
- Maintain confidentiality of school board business at all times.
- Place a high priority on attending as many school functions as possible.
- Abstain from entering into the day-to-day operation of the school.
- Always call board meetings with the knowledge of the Administrator.
- Not to use Social Media, such as Facebook, to impact the school negatively or share confidential school matters.



### **1.009 Number and Terms of Board Members**

As prescribed by the Oroville Evangelical Free Church Bylaws, the Oroville Christian School Board will have three-year terms, in a staggered rotation, with a limit of two consecutive terms and a minimum of one year's sabbatical before renewed election to the Board. Further, it shall be the responsibility of each Board to:

- Select a Chairperson and any other officers they may see fit to establish unless otherwise specified in these by-lays.
- Receive and accept any resignation from the Board and then petition the Elders to appoint a replacement for any vacated position, the name of the appointee to then be submitted to the congregation for confirmation at the next general election.
- Ensure a minimum of 75% attendance or participation in the Board meetings and responsibilities, which if not satisfactorily met or excused, will lead to a request for resignation from the Board member in question.
- The OCS Board shall consist of at least five (5) members elected from the church and in addition, an elder and the pastor shall be ex-officio members with full voting privileges.

### **1.010 Compensation and Reimbursement of Board Members**

Members of the OCS Board shall receive no compensation for their services as a member of the Board. The Board may authorize the reimbursement of expenses for members incurred in the performance of official functions for the OCS Board.

### **1.011 Conflict of Interest**

No Board member(s) shall perform labor or services or furnish equipment and/or supplies for which financial remuneration is made. The following guidelines shall be followed concerning the matter of conflict of interest:

- When any matter involving financial consideration comes before the Board for consideration and one (1) or more member discovers they have a personal interest, either directly or remotely related, said Board member(s) shall declare this interest to the other members of the Board. Said Board member(s) shall abide by the majority judgment of the other members of the Board as to whether the extent of personal interest shall disqualify them from deliberative and voting privileges in this particular matter.
- If the member is found to have a conflict of interest they shall recuse themselves.

### **1.012 School Board Job Descriptions**

These are the job descriptions for all board members and committee Chairpersons.

#### **Board Chairperson**

- Lead all school board meetings.
- Confer with the Administrator regarding preparation of agenda for each board meeting.
- Appoint all committees of the board.
- Act as an ex-officio member of all committees.
- Assign responsibilities to various working committees and coordinate the efforts of each committee so as not to duplicate or overlap responsibilities.
- Follow-up all unfinished items of business to insure their completion.
- Formulate orientation sessions for new board members.

#### **Board Vice-Chairperson**

- Assume responsibilities of the Chairperson in his/her absence or inability to act.

At any meeting, if neither the Chairperson nor Vice-Chairperson is present, any member of the Board may call the meeting to order temporarily until such time as either the Chairperson or Vice-Chairperson arrives at the meeting.

### **Board Secretary**

- Record and keep a file of all school board meetings.
- Handle all correspondence for the effective operation of the School Board.
- Provide previous minutes for each meeting for the School Board members at least by the Sunday previous to the monthly board meeting.
- Keep Policy Book up-to-date or designate a member of the Board to keep up the Board Policy Manual.

### **1.013 New Board Member Orientation**

The magnitude of school board membership calls for knowledge of and orientation of school matters. Under the guidance of experienced board members, such as the Chairperson and Administrator, orientation for new members to the board may include:

- Workshop for new members (January of each year.)
- Discussions and visits with the Administrator and other members of the school staff.
- Orientation shall be considered as an ongoing process for all new school board members, for the first school year of their term.

### **1.014 Removal of Board Members**

Any Board member may be recommended for removal from membership on the School Board by the affirmative vote of two-thirds of the full membership of the board at any regular meeting or special meeting called for that purpose based upon:

- Lack of agreement with the school's objectives
- Refusal to render reasonable assistance in carrying out the school's purpose
- Conduct detrimental to the interests of OCS, including breaking confidentiality of board matters.

Any such Board member shall be entitled to appear before and be heard at such a meeting of the Board. Such a recommendation for removal shall be submitted to the Church Board for final decision. A School Board member shall tender a resignation if they find they can no longer actively support the school and its policies.

### **1.015 School Board Evaluation**

The school board's performance shall be evaluated every three years. The Administrator shall appoint the committee, which shall be made up of the Administrator, the elder board liaison to the school board and one experienced teacher who regularly attends board meetings.

### **1.016 Committees**

Committees are a working element of the Board. The Board establishes committees whenever the need seems appropriate for the purposes of investigating an issue, studying some problem or providing guidance in a specific area. Committees are established by the Board through the appointment of a committee Chairperson. The Chairperson will answer to the Chairperson of the Board. The Board reserves the right to accept, revise, or reject any and all recommendations of its committees. The Board will establish the budget or appropriate funds in support of a committee. Committee reports and recommendations will be made in writing to the Board with at least one typed original copy for inclusion in the Minutes.

### **Responsibilities of Committees**

- A Board member must chair all committees.

- The School Board must approve all committee members before they are asked to serve.
- All regular committee members must be born again Christians.
- The committee Chairperson shall preside over and coordinate the work of the committee.
- The Chairperson shall be prepared to present committee recommendations to the Board.
- The Chairperson will advise the committee of Board action as pertinent.
- The committee will be responsive to deadlines and Board decisions.

### **Finance Committee**

This committee shall:

- Meet monthly prior to the regular board meetings.
- Consist of the school Administrator, the Board Chairperson, the board's financial officer, and the Bookkeeper.
- Shall supervise expenditure of school funds in such a way as to keep within the budget and available financing.
- Recommend a tuition and fees schedule and establish all policies concerning delinquent accounts
- Evaluate the insurance programs annually.
- Recommend a budget by the end of March.

### **Financial Aid Committee**

The purpose of this committee shall be to review applications for financial aid and determine the amount given. It shall consist of Board members only.

### **Ad Hoc Committees**

From time to time, ad hoc committees may be appointed by the Board to serve at the Board's discretion to concern themselves with specific areas. Such committees shall be made up of members who are appointed by the Board and are representative of the school as a whole and have demonstrated an interest and concern for Christian education. They shall:

- Meet periodically to consider areas in need of clarification, revision, or expansion as assigned by the Board.
- Call upon various interested groups and individuals for advice and information as needed.
- Report all findings to the administration and school Board.

### **1.017 School Board Meetings**

Regular meetings of the board will be held monthly as established by the current board. Special board meetings may be called by the Chairperson. Need for special meetings may be presented to the Chairperson by any other board member or the Administrator. The Chairperson will take the matter under advisement and make the decision as to whether there is sufficient need to schedule a special meeting. When possible, special meetings should be announced at least twenty-four (24) hours before the date scheduled.

### **Executive Sessions**

The Board recognizes that periodically during its scheduled meetings it will encounter matters of a highly sensitive nature. This will include, but is not limited to, such things as personnel, student or parent matters. At such time the Board may call an executive session. Any Board member can call an executive session. No official business shall be transacted in the executive session. Rather the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, the decision shall be made and stated officially so that the Board Secretary can record such decision in the official minutes.

## **Meeting Procedures**

### *Board Meeting Preparation*

Before actions by the Board are requested or recommended, the Board shall be provided with specific information on agenda items the Monday prior to the meeting date, to assist the members in reaching sound decisions consistent with established objectives. Board members are expected to read the information provided to them and to contact the Administrator, appropriate staff, or Board members to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

### *Agendas*

The Administrator and Board Chairperson shall prepare the agenda for all Board meetings. Items of business may be suggested by any Board member, the Administrator, staff, or by any other person with an interest in Christian education at OCS for inclusion on the agenda. Items of business may not be suggested from the floor for discussion and/or action at the same meeting but will be tabled for a future agenda. At the discretion of the board an item of an emergency nature may be discussed at the end of the meeting in executive session.

### *Rules of Order and Meeting Format*

Robert's Rules of Order Newly Revised shall be followed by the Chairperson of the Board in the conduct of all Board meetings. Rules may be suspended at any meeting of the School Board by consensus of members present. The Chairperson of the Board shall be familiarized thoroughly with the agenda prior to each meeting. The Chairperson should direct the meeting in such a manner as to focus on the main issues in an orderly and efficient fashion. He/she may stop the discussion of a matter if the Board has previously agreed to confine discussion to a definite period of time and that period has been used up. Aside from such limitation, the Chairperson shall not interfere with debate as long as a member wishes to speak.

### *Quorum and Voting Procedures*

A quorum (50% plus one (1)) of the Board members present is necessary for the legal transaction of school business. Voting shall be by voice vote, show of hands, or written ballot as directed by the Chairperson. All members should vote or abstain on each motion and the results recorded. Any member may call for a roll call vote. A quorum being present, a majority vote of those present is required to enact or defeat any proposition, except a proposition to amend a standing policy of the Board. These shall require a unanimous vote and voting shall be delayed until the next meeting.

### *Meeting Minutes*

The Secretary of the Board or a representative shall carefully record action by the School Board. When officially approved by the Board, these minutes shall serve as a legal record of actions taken by the Board. The recorded minutes of the School Board shall be retained on file in the school office. It shall be available for reasonable inspection during regular school hours.

## **1.018 Public Relations**

School/Community relations shall be promoted such that the community is fully informed about the Christian education opportunities available at Oroville Christian School.

## **1.019 Board Policies**

The school shall be operated in all areas according to written policies. Board policies shall consist of written statements officially adopted by the School Board to govern its own operation and to serve as guides for administrative action. The policies shall be revised as needed to maintain stability of board operations. One official copy of Board policies will be available in the School office and shall be available to parents. Copies, in written form, will be provided to all staff members.

## **Strategic Planning**

A strategic Plan will be presented to the Board for approval every five years by the Administrator.

## **Agreement by Board Members**

See Appendix A

## **2. FINANCIAL POLICIES**

### **2.001 Introduction**

Since Oroville Christian School (OCS) began in 1978, it has been the policy and the practice of the school to trust God to provide the necessary funds to operate. OCS is God's ministry. The school is not a church; rather, it is an educational ministry for the Lord and arm of the Evangelical Free Church of Oroville. The giving of money for the Lord's work is a spiritual matter, therefore, Matthew 6:33 undergirds the economic development and management of the school. "But seek first His kingdom and His righteousness and all these things shall be added to you."

### **Applications**

- A. We must seek first His Kingdom and His righteousness, not being diverted by anxieties over our needs, but striving to be a people of faith.
- B. We will tastefully remind contributors of unfulfilled pledges. Under no circumstances will this follow up be accomplished with pressure tactics.
- C. We will make provisions for diverse means of giving. Gifts may consist of valuables such as money, materials, time, skills, etc. We will also accommodate planned giving such as wills, living trusts and life insurance.
- D. We will maintain an attitude of confidence with our family of givers.
- E. We believe that accruing debts does not, in general, demonstrate the quality of being a good steward. In order to be good stewards, we will:
  - a. Take measures to assure that our needs do not originate in a lack of quality work.
  - b. Make careful preparations prior to initiating a new ministry, expanding a ministry, etc.
  - c. Use the gifts with precaution and honor before God and man. We will recognize we are administering what is His, not ours.
- F. The following philosophy will be followed relative to seeking and accepting gifts from unbelievers:
  - a. God does not specifically preclude or encourage accepting gifts from unbelievers.
  - b. We will avoid conditions or "strings" that may be attached to gifts from unbelievers.
- G. Prayer will be maintained as a key element of our financial policies.

### **2.002 Fund Raising Policies**

#### **General**

- A. It is the Lord's people who will support the Lord's work. Our request for support will be primarily directed to believers. We may request support from foundations, corporations, organizations or philanthropic individuals who support Christian education.
- B. Clubs, groups and organizations within the school may conduct various minor- fund raisers for a specific purpose (a minor fund raiser is an event not expected to generate more than \$5,000). Each group (band, classes, student council) is responsible for organization and promotion.
- C. Promoting fund raisers should not interfere with regular giving to the school.
- D. Fund raising projects must be coordinated and approved by the Administrator or designee. Questions about acceptable fund raisers will be directed to the Board.
- E. Procedures for requesting administration approval are:
  - a. Verify fund raiser date(s) on the fundraising wall calendar in the staff workroom. Only one fund raiser may go on at any one time.
  - b. Complete an OCS Fund Raising Proposal, available in the school office, and submit it to the school Secretary, who will then submit it to the Administrator for approval.
  - c. Approval/denial will be given within two school days.

- F. There will be no individual fundraising on campus for any reason.
- G. All funds raised will be maintained by the staff involved and the office. In the case of major fund raisers (those expected to raise more than \$5,000), allocation and distribution of funds will be directed by the OCS Board with consideration to the intended purpose from the group sponsoring the fundraising.
- H. The allocations of funds will be as follows:
  - a. Fund raisers for Historical Sites Tour: 10% to general fund, 5% to scholarship fund, 85% to HST.
  - b. Major fund raisers (those with a potential net result of more than \$5,000) for any purpose: 90% to general fund, 10% to scholarship fund.

### **Examples of Acceptable Activities for Fund Raising**

Activities may include, but are not limited to the following:

- Appeals to the school family and friends.
- Historical Sites Tour Dinner
- Golf tournament
- Silent auctions
- Hot Chocolate sales
- Bake sales

### **Prohibited and Discouraged Activities**

- Any game of chance or other activity that is or suggests gambling.
- Any illegal or morally questionable activity, such as the serving of alcohol.
- Holding a fund raiser in a place that will be serving alcohol while the fund raiser is on-going.
- Any non-school activity that requires or results in the OCS name being used in a commercial advertisement.
- Sale of merchandise by student to strangers (door to door, cold calls).

### **Historical Sites Tour (HST)**

- A. Any fund-raising activities that generate money for this event will be deposited into a designated account except in the following situations:
  - a. Fund raising dollars may be transferred from one OCS sibling to another.
  - b. Fund raising dollars may be transferred to an OCS student-in-need.
- B. In both situations, the individual(s) requesting one of the above options must present their request in writing to the Administrator for approval.
- C. All money earned from fund raising by a student who leaves OCS stays in the designated account. Under no circumstances will any earned money be given to a student or his/her parents upon leaving OCS. All money earned by a former OCS student will be transferred to the HST general fund or another designated fund on recommendation from the Administrator and approval of the Board.

### **Solicitation and Acceptance of Gifts**

As a matter of stewardship, our primary efforts in requesting gifts will be directed to God's people. Christians have the responsibility for and interest in accomplishing the Lord's work. We will also request gifts from those in businesses, organizations, foundations, and non-Christian individuals who support independent education, or are generally philanthropic, or because of some identifiable relationship (school vendor, grandparent, friend of family) may be supportive of OCS. Gifts will not be requested from any individuals or entities that generate their funds through illegal or undesirable activity as it creates the appearance of evil. Regardless of the source of a gift, no conditions may be attached by the donor or assurances given by the recipient without the prior approval of the OCS Board.

## **Memorial Gifts**

The term memorial gift shall mean a gift of outstanding service to Oroville Christian School (whether of property, time or talents) that is selected by the Board for specific individualized commemoration. Memorial gifts encompass gifts commemorated in memory of living persons as well as those deceased. Primarily a memorial gift should commemorate the event for the purpose of glorifying God. A specific name is connected with the event only secondarily to reference a worthy example and to honor that example. In selecting memorial gifts, care must be taken to assure that the primary purpose is not lost or subordinated to other purposes. Therefore, attention to the following items should be given in order to assure that the commemorative significance is not trivialized. The Biblical purposes to be accomplished through memorial gifts are as follows:

- To serve as a perpetual reminder of God's faithfulness.
- To inspire thanksgiving and praise to God. To honor those donors to whom special honor is due.

## **2.003 Accounting Policies**

### **General**

Oroville Christian School is a non- profit organization and is tax-exempt under Internal Revenue Code Section 501 (c)(3). The school is a ministry arm of Evangelical Free Church of Oroville ("EFC"). Building and school facilities are provided by EFC.

- A. All OCS monies will be held in the following three accounts:
  - a. The Operating Account (budget / main)
  - b. The Development Account (non-budget / designated)
  - c. Scrip/Fundraising
- B. All accounts of the school shall be maintained at a national banking association that is a member of the FDIC. No account of the school shall be in excess of the federally insured limit of the financial institution.
- C. These funds will be reported at the monthly OCS Board meeting by the Administrator or Bookkeeper. The report will include the balance sheet, income statement and a separate written variance report. A Board member and alternate will be assigned to oversee the report with the Administrator and Bookkeeper.
- D. The Finance Committee of the OCS Board is responsible for developing the annual school budget and submitting it to the full Board. The Board is responsible for approving the budget and assuring availability of adequate funds. Upon approval, the Administrator is responsible for its implementation and administration through suitable control of issuance of contracts and related instruments of financial allocations, and authorizations for payment except for discussion and approval by the Board of capital outlay and account transfers. Expenditures for non-budgeted categories need approval of the full OCS Board.

### **Operating**

- A. The Administrator initiates a zero-balance operating budget for each school year (July1-June 30).
- B. The Administrator and Bookkeeper will prepare an operating budget recommendation to the OCS Board Finance Committee specifically itemizing line item expenses and itemizing revenue income.
- C. This operating budget will be completed by the April Board meeting for the succeeding school year.
- D. After review and approval by the Finance Committee of the next year's operating budget, they will recommend it to the full OCS Board at the May meeting.
- E. Upon approval, either with or without conditions, by the full OCS Board, the Administrator will be free to implement that year's operating budget.

### **Development Monies**

These monies are under the direct authorization of the OCS Board, except for clearing accounts used for designated gifts, fundraising activities, etc.

### **Scrip/Fundraising**

These monies are under the direct authorization of the OCS Board for distribution as approved by the Board in accordance with Board policy.

### **Investments**

Available funds (tuition, gifts, etc.) may be invested in accounts or securities that are risk free with a guaranteed return until needed.

### **Audits**

All audits or reviews of OCS accounting will be conducted through the Evangelical Free Church of Oroville every two years.

### **Long Term**

Approval to assume long-term debt must be acquired from the full OCS Board as well as the EFC Elder Board.

### **Checking and Other School Accounts**

The OCS Board shall approve each OCS account including checking accounts and savings accounts as well as special accounts, such as certificates of deposit, scholarships, designated giving, etc. On an annual basis, the OCS Board shall formally approve the authorized signers on the accounts of the school. The authorized signers shall be the OCS Board Chairperson, the OCS Bookkeeper, the OCS Administrator. There needs to be two authorized signatures on checks for all purchases must have at least two signatures by any available signers. All signers need to execute the appropriate bank signature cards and other documentation.

### **Expenditure Records**

OCS expenditures shall be reflected in the OCS books. At the end of each church calendar year, the OCS Board Chairperson shall submit a complete accounting and State of the School Report for the church records.

### **Accounting Procedures**

#### *Budget Revisions*

Procedures for changes to the current year operating budget after the OCS Board has given approval include the following:

- A. Monies in the operating year budget will not be committed and spent until approved by the Board.
- B. Non-budgeted requests will be considered if the following apply:
  - a. Expenditure is for an emergency basis only.
  - b. Request is in writing to the Board Chairperson, with copies to appropriate Board members and the OCS Bookkeeper.
- C. Justification should include the following:
  - a. Description of proposed expenditure.
  - b. Reason expenditure is necessary and why it was not budgeted.
  - c. How the expenditure will be funded including specific budget code(s) for which monies will be used.
- D. If monies are to be raised to cover costs, monies will be in hand prior to commitment to vendor or project. The Board will approve or deny the request by majority vote with a quorum present at the next regularly scheduled Board meeting.



### *Receipts and Disbursements*

All receipts of the school shall be documented and deposited by the school Bookkeeper. Staff should photocopy and keep their own records of receipts for class activities, before turning the money in to Bookkeeper. Appropriate checks and balances (internal control) shall be enforced to minimize the chance of a misappropriation of funds. All deposit slips shall be in sufficient detail so as to document the source of the funds. Documentation should include:

- A. Amount of expenditure
- B. Purpose
- C. Approval
- D. Receipt of goods/services

The Administrator shall approve all expenditures.

No withdrawal of funds from the scholarship, designated giving, certificates of deposit, etc. shall be made without the prior approval of the full Board. Expenditures from the school's normal operating budget may be made without Board approval so long as said disbursements are in the line item budget for that year. Funds cannot be transferred from one designated line item to another line item without full Board approval.

### *Monthly Financial Report*

The Administrator, Bookkeeper and Board Liaison will meet within 2 days before monthly Board meeting to go over the budget and any overages in budget line items. From that meeting the financial report and an explanatory variance report will be generated for the Board meeting.

## **2.004 Tuition and Fees**

Tuition covers approximately 80% of the cost of operating Oroville Christian School. Current tuition and fee schedules should be listed in the registration packet as well as reviewed annually by the OCS Board Finance Committee for necessary changes. Some of the costs not covered by tuition are:

- Registration fees (early and late)
- Re-enrollment fees
- Textbooks, testing, equipment fees
- Lunches
- Uniforms
- Special field trips

### **Tuition Discounts**

- A. The pastors of EFC Oroville shall receive a tuition discount for each child as part of his benefit package as determined by the Elder Board, the Pastoral Search Committee, and the Finance Committee of the OCS Board.
- B. Full-time area church pastoral staff may be eligible to receive a 25% tuition discount for their children based on OCS Board approval.
- C. A child is defined as one's natural born children and legally adopted children who have their legal residence with the pastor and are wholly dependent upon the pastor and his wife for maintenance and support. Stepchildren who reside in the pastor's household in a normal parent-child relationship and who qualify as dependents according to IRS rules and regulations also qualify.
- D. Full time teachers and the OCS Administrator shall receive 50% off of tuition for their children enrolled at OCS during their employment.
- E. Active EFC, Oroville members shall receive a 10% discount.
- F. Any active EFC, Oroville member who sponsors a student shall receive a 10% discount.

- G. Full tuition is charged for the oldest child in a family. The 2<sup>nd</sup> child shall receive an 8% discount in the 2018/19 school year. The discount will decrease by 2% every year until it disappears. The 3<sup>rd</sup> child and each child thereafter shall receive a 20% discount in the 2018/19 school year. The discount will decrease by 5% every year until it disappears.

### **Employee Tuition**

OCS faculty and Administration have two options when it comes to tuition and fees for their own children. They may either: 1) write a check to OCS for the amount due, or 2) have their payments made by payroll deduction over a nine-month period (September through May). Employees will communicate with the OCS Bookkeeper regarding their preference.

### **Payment Options**

Payment options are described in the tuition agreement and are subject to change upon full OCS Board approval. All tuition payment options require tuition payments to be made on time without the family being billed. OCS families may choose one of the following payment options:

- 10-month plan
- 11-month plan
- Bi-annual
- Annual

Families who opt to pay a child's tuition in full by August 1 shall receive a 2% tuition discount.

### **Tuition Provisions**

- A. Tuition is due on the 1st of each month. A \$25 late fee will be assessed for accounts paid after the 10th of the month.
- B. Students whose accounts are 45 days past due will not be allowed to attend OCS until the account is caught up.
- C. Students who are withdrawn before the end of the year shall be charged a full month's tuition for any portion of a month in which he/she attended school.
- D. All past tuition must be paid by July 1st of the current year before a student will be allowed to re-enroll at the beginning of the next school year.
- E. If using Visa or Mastercard to make payments the 3.5% cash discount will not apply.
- F. Any check returned to OCS for any reason will result in a NSF fee of \$35 to the account of the check writer. This fee is subject to change and is used to pay the costs for additional bookkeeping.

### **Registration Fees**

- A. A place for a child is reserved in the school year once the registration fee has been received. A child may lose their reserved place if, upon a completed registration, the first tuition payment is not paid when due.
- B. Registration fees secure a child's enrollment on a first-come, first-serve basis. Positions cannot be secured without full payment of fees. If enrollment for a classroom is approaching capacity, students will be admitted according to the date of their original application until the class is full. Those next in line will be placed on a waiting list.
- C. All funds from registration received prior to the upcoming fiscal year shall be escrowed. The funds shall not be used prior to the beginning of the new fiscal year.
- D. The registration fee will be reviewed annually by the OCS Administrator, who will recommend any charges for approval by the OCS Board. Registration packets will include current fee schedules for enrollment
- E. The maximum enrollment fee a family shall pay will be for two children, regardless of the actual number of children enrolled.

## **Refund Policy**

Financial commitments must be made early in the planning for each new school year. OCS desires each family of returning students (and new students) to commit financially by the last business day in March of the preceding year. Registration fees will not be refunded if a family changes their plans for their child(ren) to attend. However, the fee will be refunded, minus a \$25 processing fee, if OCS refuses admission to a student or does not have room for a student and the family does not want to be placed on the waiting list. No portion of tuition shall be refunded for a student dismissed by expulsion for disciplinary reasons.

Since OCS has an obligation to its employees, students are considered enrolled for the entire year. Tuition fees are calculated on the basis of the entire year. If a student leaves the school for any reason, or enters after the school year has begun, then charges are prorated according to actual number of days enrolled.

## **2.005 Financial Aid Program**

We feel strongly that every family have an opportunity to place their child(ren) in our school and we recognize that for some families the tuition is beyond their means. In order to accommodate families in need of tuition assistance we offer limited financial aid.

### **General Policies**

- A. The financial aid fund shall be maintained by donations. When the fund is empty, financial aid is not available.
- B. All families requesting financial aid must complete an application form prior to receiving aid. There will be no exceptions. The financial aid packet must be returned to the OCS office by May 1 in order to be considered for aid. Families must have committee approval before financial aid is disbursed unless the donation is earmarked for a specific family.
- C. Emergency cases that cannot wait until the next regularly scheduled board meeting may be approved by the aid committee and the Administrator for one (1) month's tuition of no more than 50% of that month's tuition payment.
- D. The maximum amount of financial aid is 50% of the monthly tuition payment.
- E. EFC families will be given first priority when granting aid.
- F. The OCS Board will request that a family resubmit the financial aid application if pertinent information is missing.
- G. All financial aid will be reviewed prior to each new trimester. Recipients must submit a written request to continue financial aid. Upon confirmation, financial aid will be extended for the next trimester.
- H. A family on financial aid will be automatically unenrolled within five (5) working days of a second missed payment. Besides being unenrolled for missed payments, aid can be revoked for the following reasons:
  - a. serious disciplinary action for the student;
  - b. failure to maintain a 2.0 grade point average;
  - c. not adhering to school policy for attendance and tardiness.

### **Financial Aid Procedures**

#### *Financial Aid Application*

All financial aid applications will be given to the Financial Aid Committee in a timely manner. They will determine eligibility and recommend acceptance or denial to the Board.

The application shall include the following:

- A. Prior year Federal Income Tax Return (1040A or 1040 with all schedules) and a statement of prior year nontaxable income.
- B. Estimated current year taxable and nontaxable income with explanation of major changes from prior year.

- C. Annual mortgage/rent, car/other loan payments, statement of unusual expenses and indebtedness in past which have resulted in current financial difficulties.

They will use the following criteria to determine both qualification and need for financial assistance.

- A. What is the level of family income? On the application, a family will be asked to state both their gross (before taxes) income from the previous calendar year (according to their Federal Income Tax return), as well as their present level of income. The gross income estimate will include wages, child support, dividend and interest earned and one-fifth (1/5) of any reported savings and investments.
- B. What is the number of children for which the applicant is totally responsible, whether attending OCS or still at home? Other dependents (i.e. aged parents) for which the family is financially responsible should be considered.
- C. Fulfillment of prior year commitment, includes prompt and complete payment on account as well as faithful performance in any volunteer commitments made. A financial aid application for the upcoming year will be contingent upon fulfillment of prior year's financial obligations. Consideration will be given here for the family who, although delinquent in their account, took the initiative to regularly communicate with the school concerning their situation.

#### *Family Financial Commitment Criteria*

The Bookkeeper will provide the following information to the Committee to help it determine financial aid:

- A. How long have the children attended OCS?
- B. To what extent has this family kept their payment commitments to the school?
- C. If they have not been able to make the payment promised, have they communicated to the Bookkeeper the reason why?
- D. How long has this family been delinquent?
- E. What are the factors involved in the delinquency, unemployment, medical, etc?
- F. Does the family have the resources to pay?
- G. To what extent have we worked with this family? Has the family followed the financial plan as recommended by the committee?

#### **Emergency Tuition Deferrals**

A family who experiences a temporary financial crisis may apply for a tuition deferral on a short-term basis. The application will be reviewed by the financial aid committee and recommendation made to the full OCS Board to accept or reject the request. If the request is accepted they will be permitted to remain enrolled for a minimum of one month to a maximum of one trimester while deferring tuition payments. If the family's financial situation has not improved within that time frame, they are encouraged to apply for financial aid for the remainder of the current school year. Any deferred tuition must be paid in full by the beginning of the next school year (July 1).

#### **2.006 Procedures for Account Collection**

The following procedure is outlined for a family who does not follow through on their financial commitment.

- Step 1. Contact the family by phone and inform them of their responsibility before God to pay what is owed, to be a person of their word (integrity).
- Step 2. If the family does not respond, a letter such as the one in Appendix B is sent with the signature of the OCS Bookkeeper.
- Step 3. The Administrator will contact any families who are still unresponsive.
- Step 4. If the family is willing to make any kind of effort to make payments, OCS will continue to work with the family.
- Step 5. Documentation is maintained according to applicable statutes on record retention.

## **2.007 Withholding of Report Cards**

All that schools can legally withhold is the report card. Because cumulative files are considered as “legal documents,” OCS is obligated to send the file to the parent’s school of choice. A letter of declaration may be included. This would mean little to a public school, however if the student is transferring to another Christian or tuition-based school, it will provide current information.

## **2.008 Student Financed Income**

### **Student Council Income**

All funds raised by the student council will be used for student council activities.

### **Yearbook Income**

Funds received from sales, advertising and fundraising are used to offset production expenses. Students who help produce the yearbook shall receive a free yearbook.

### **Music Program Income**

All funds raised by the music program will be returned to the music program, and its coordinator will make suggestions to the Administrator where the funds will be spent.

## **2.009 Excess Income Over Expenditures**

Excess revenue over expenditures at the end of the OCS fiscal years shall be invested in an interest-bearing, liquid savings account (reserve account). The excess revenue will be determined by fiscal year findings. This fund will be allowed to accumulate until the balance reaches 1/12 of the operational budget of the current fiscal year.

Excess revenue beyond the 1/12 of operations authorized may be allocated by special action of the OCS Board with recommendation from the EFC Elder Board.

The account may be drawn upon to meet any budgetary shortfall due to a reduction in income as agreed upon by the Administrator and approved by the OCS Board. Extreme effort should be taken to reduce expenditures and balance the budget before withdrawals are made.

If the reserve account is drawn upon during any fiscal year to accommodate any shortfall, a budget plan or revision to replenish the fund within the next budget year shall be formed by the OCS Board.

## **2.010 Budgetary Shortfall**

The Administrator will monitor the enrollment of the school on a monthly basis and report the enrollment status to the board at the regularly scheduled meetings. Upon discovering a drop-in enrollment leading to a decline in budgeted funds, the Administrator in conjunction with the Bookkeeper and the Finance Committee of the OCS Board will discuss the particulars of the situation and determine an action plan. The action plan will need approval of the entire board. Efforts shall be made to keep OCS financially solvent while not jeopardizing the quality of education. Possible actions may include:

- Reduction in hours of support staff
- Reduction in support positions
- Draw reserved funds from an account whose sole purpose is to compensate for a budgetary short fall.
- Notify the EFC Elder Board for their consideration.

### 3. PERSONNEL POLICIES

#### 3.001 Employment

##### Introduction

The Oroville Christian School Board and Administration recognize the responsibility of selecting and hiring individuals who are able to present and live before children the truth of God's Word. A person's total life style—values, attitudes, priorities, and practice—should demonstrate a love for the Lord as evidenced by their commitment to live in obedience to His Word. Each position within the school is to be staffed according to a given individual's strengths, calling, and potential effectiveness. The EFCA Statement of Faith, on page 1 (one) of this Policy Manual, shall be given to every person prior to being offered employment at OCS. Persons shall only be employed at OCS if they are in complete agreement with the Statement of Faith. If a person changes his/her beliefs with respect to the Statement of Faith following their employment, they may be asked to leave the employ of OCS.

##### Spiritual Requirements

- A. Has accepted Jesus Christ as personal Lord and Savior.
- B. Demonstrates conviction that God has called him/her to become involved in a Christian school ministry.
- C. Demonstrates a consistent outward evidence of an inward Christian character.
- D. Maintains a regular and contributing involvement in a church, having a doctrine that is not in disagreement with the school's Statement of Faith and which is scripturally sound in its teaching.
- E. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God.
- F. Has a workable knowledge of the Word of God, knowing how to spiritually feed him/herself.

##### Non-Discrimination Hiring Policy

**Oroville Christian School does not discriminate in employment, including application for employment, or in the terms and conditions of employment on the basis of race, color, sex, national or ethnic origin, age, disability or military or veteran status in any policy, practice, rule or regulation. As a non-profit religious organization Oroville Christian School uses religion as a criteria in employment.**

##### Professional Qualifications

"Teachers will hold, or be in pursuit of, a valid State Teaching credential and ACSI credential.

##### ACSI Certification Policy

- A. All teachers who initially do not have an ACSI Standard Certificate must work towards obtaining the Standard Certificate (2 semester or 5 CEUs in Biblical studies and Christian Philosophy of Education) within their first three years of employment as a teacher.
- B. If the teacher has gone to a Bible College and has taken Bible units and Christian Philosophy of Education, they can work towards getting the Standard or Professional Certification through ACSI.
- C. If ACSI Standard Certification cannot be obtained within the noted time constraints, a written application for extension must be submitted to the OCS Board. The plan to obtain the required certifications and progress toward certification must be included.
- D. The Administrator must also have appropriate training in administration and supervision.
- E. The Teaching Credentials and ACSI Certifications must be on file in the school office.

##### Administrator Recruitment Hiring Procedure

The Oroville Christian School Board may advertise for the available Administrator position through a variety of publications and may contact colleges or use other secure means to procure applications for the position at OCS.

The Board will screen applications received. Efforts will be made to secure at least three (3) candidates for the position. The Board will personally interview the candidates and invite them to a second interview, this time with a panel selected by the Board. The panel will include a faculty member, an EFC Elder Board member, and a member of the OCS Board. Other qualified individuals may be invited to serve on the interview panel at the discretion of the School Board. The panel will recommend one candidate as a finalist to entire Board for final selection.

If the Board denies the panel's recommendation, the panel will present a new recommendation to the Board from the pool already interviewed, or will repeat the process, until another recommended candidate is approved.

### **Teacher Recruitment and Hiring Procedure**

The Administrator may advertise for available teaching positions as soon as a vacancy is expected. The Administrator shall seek to make the vacancy known to surrounding churches, colleges, ACSI and sister schools or other secure means in order to find the most qualified candidates. All applicants must complete an application stating their background of training and experience in addition to personal and professional references. The Administrator will screen applications received.

Applications will then be submitted to the OCS Board for the purpose of checking personal and professional references. The Board Chairperson and the Administrator will screen applications received. A due, diligent effort will be made to secure at least three (3) candidates for each position. The Board Chairperson and Administrator will interview candidates and invite selected candidates to a second interview with the full Board. The Board will interview the candidate and accept or deny the Administrator's recommendation to hire. If the Board denies the recommended candidate, the Administrator will present a new recommendation to the Board from the pool already interviewed or begin the process over until a recommended candidate is approved. In cases where a teacher is needed expeditiously, the Administrator may hire a teacher with approval of the full Board.

### **3.002 Employment Requirements**

A contract will be extended to a potential employee if the Board, Administrator and employee have peace, and there is unity that the employee is God's choice for the job at the particular time. The following are requirements for employment.

#### **Health Requirements**

Within 30 days prior to initial employment, employees will submit proof of a Tuberculosis testing (or x-ray if skin test is positive) that will be kept in the personnel folder of each employee. All employees must have a TB test every four (4) years. If an x-ray is required, one must be taken every four (4) years.

- A. All OCS faculty and staff shall maintain the physical and emotional health necessary for job performance.
- B. No teacher or staff member shall be qualified for employment if they have any type of serious communicable disease or infection such as tuberculosis, cyclomeglovirus, etc. It is the responsibility of employees to convey information to the administration upon diagnosis or to certify good health upon administrative request.
- C. No teacher or staff member shall be qualified for employment if they are hospitalized for serious emotional disorders. Eligibility for re-employment shall be established upon certification by the attending psychiatrist and no less than a one-year period of time following hospitalization in which healing can take place.

#### **Loyalty Requirements**

All teachers and staff members shall agree to uphold the purposes and objectives of OCS as stated in the Contract of Employment, the Statement of Faith, and the Board Policy Manual. Should a teacher/staff member find he/she is no longer in harmony with the stated purposes and objectives as outlined in the above sentence, it is his/her Christian duty to notify the Board and submit a letter of resignation.

The Board hires an Administrator. All employees are expected to follow the chain-of- command, however employees have the right to address the Board without discussing the matter with the Administrator if deemed necessary. In the case of an appeal of a disciplinary action, the employee must file a notice of appeal and a request to be placed on the Board agenda with the Administrator. The Administrator will not unreasonably withhold permission for employees to address the Board, or in the case of an appeal of a disciplinary action, fail to place the employee request on the next agenda.

### **3.003 Contract of Employment**

- A. As soon as a teacher is hired they will receive a contract to sign and return to the Administrator. Letters of Intent will be given to current teachers by April 1. The Letters of Intent must be signed and returned to the Administrator by April 15. Teachers will be notified by the end of May if they will be offered a contract for the following school year.
- B. All contract employees, (the Administrator and teachers), must have a contract approved by the OCS Board. Those contracts will be issued by June 1 and must be signed and returned by June 15. Those contracts not signed and returned by that date shall be rejected unless a time extension has been granted by the Administrator.
- C. The school board retains the right to withdraw an offer any time for cause.
- D. All contracts are for a one-year term, and will run concurrently' with the fiscal year, (July 1 through June 30.)
- E. The following are not considered contract employees: Administrative staff, instructional aides, EDSS staff and librarian. The Janitor is an independent contractor.

### **Extended Contracts and Stipends**

The Board will determine and approve any contract extensions. Salary for the extended period will be determined by the Bookkeeper. The sum of the normal contract period, plus the extension will be the annual salary for the employee. Stipends for after hour work shall be set by the board and added to the amount of that employee's annual salary.

### **Tenure**

OCS does not operate a tenure system for its employees.

### **Resignation and Notice to Terminate**

If it should become apparent that the teacher under contract will not be able to complete his/her contract, a written letter of resignation shall be submitted to the Administrator. The employee shall give no less than two weeks' notice. At the time of resignation, the contract and the employee's compensation shall be terminated. If a contracted employee is terminated during the period of service covered by his/her contract, said employee shall be paid only that portion of the annual salary for which he/she worked. Paid days are considered days of actual duty worked. All fringe benefits terminate at the end of the last full month after resignation or termination of active employment.

### **3.004 Employee Compensation and Benefits**

#### **Employee Compensation**

- A. The OCS Board establishes salary for personnel. Required duties for each position are set forth in the job description and adopted by the board. The Board will annually review for cost of living increases and raises.
- B. Salaries are paid on the last day of each month. If those dates fall on a holiday or weekend, payment will normally be made on the last working day prior to the last day of the month. Staff shall be paid in twelve (12) installments. The first pay date is July 31st and the last pay date is June 30th. New hires shall be paid a prorated amount based on the start date.
- C. A holiday that occurs on a Saturday or Sunday may be observed on either the preceding Friday or the following Monday, as determined by the Administrator.
- D. OCS teacher's holidays are scheduled according the school's holidays.



- E. Contracted employees will receive the day off with pay at their regular rate of pay for the normal hours scheduled for each holiday.
- F. Temporary and part-time employees will receive the day off but are not eligible to receive holiday pay.

### **Medical and Long-Term Disability Insurance**

- A. All contracted employees are eligible for medical and disability benefits.
- B. Employee eligibility and insurance benefits shall be governed by the insurance plan in effect and where the plan may differ from the stated school policy, the insurance plan will prevail.
- C. The school offers medical and long-term disability insurance for all eligible contracted employees electing to receive the benefit. Employees not electing to receive the benefit shall sign a waiver, which will be kept in his/her file.
- D. Voluntary insurance benefits may be made available to non-contracted employees at their own expense.
- E. Insurance coverage becomes effective as determined by the terms of the prevailing plan.
- F. Employees desiring dependent coverage shall be responsible for paying the entire dependent coverage premium through payroll deduction.
- G. Contracted employees who elect not to take medical insurance as a benefit will not receive equal money in salary.

### **School Tuition Discount**

Full-time staff members and Administrator receive 50% off of tuition for their children at our school and they are responsible to pay registration and other fees at the regular rate. If the full-time staff member is the legal guardian of a grandchild(ren), they will receive 50% off of their tuition. Revised 04/20/2020

### **Worker's Compensation**

All employees of OCS are covered by Worker's Compensation as required by law. Employees must report all on-the-job injuries to the Administrator immediately, then within the next three working days, file a complete Worker's Compensation injury report with the school Secretary.

### **Social Security**

All employees are subject to the Social Security laws regarding taxes and benefits.

### **Retirement**

In addition to Social Security contributions, OCS may contribute to a qualifying 403(b)retirement plan if the budget allows. This benefit is available to contracted employees only, who may also make a voluntary-contribution through a payroll deduction. The percentage amount contributed by OCS will be determined each year based on available funds.

### **Severance Pay**

Eligible employees will receive two-week severance pay at their annual basic wage rate.

Employees eligible for severance pay include:

- Employees terminated for reasons that, in the judgment of the Administrator and the OCS Board, are in the best interests of the school's mission.
- Employees whose resignation is requested in lieu of the termination.

Employees not eligible for severance pay include the following:

- Employees discharged for cause.
- Employees who voluntarily resign.

In addition, the Administrator who terminates with more than three months service will receive any unused vacation pay computed on vacation day for each month worked, but not to exceed ten days.

### **Employee Reimbursement Policy**

It is OCS's policy to reimburse reasonable and necessary expenses actually incurred by staff with prior approval by Administrator. Personal items will not be accepted for reimbursement. This policy outlines cost controls and appropriate expenditures and provides a consistent procedure for timely reimbursement. When incurring business expenses, OCS staff should:

- Remember that you are spending money that often others have donated. We want to be good stewards of OCS money.
- Report expenses with documentation.

### **Expense Report/Reimbursement Procedure**

Receipts are required for all expenditures billed directly to OCS, such as airfare and vendor charges. No expense in excess of \$25 will be reimbursed to the staff unless the individual requesting reimbursement submits the receipts with a written Reimbursement Request. Expenses will be reimbursed based on a written Reimbursement Request submitted within 15 days. It should include:

- The individual's name
- The date, origin, and purpose of each expense. If travel-related, destination and purpose of the trip, including a description of each organization-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e. people on whom money is spent in order to conduct OCS business.)
- An itemized list of all expenses for which reimbursement is requested. This should include the following: date/place of expense, description, name/title of those entertained (if applicable), purpose of expense, and vendor receipts.
- Receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable.)
- On which account on the Budget the item/items are charged.

### **3.005 Mandatory Staff Requirements/Trainings**

Requirements for all staff and volunteers include:

- A. Fingerprinting and background checks
- B. CPR and first aid courses
- C. Additional Training as deemed necessary by the Administrator and/or School Board.
- D. Coaches of the various sports shall have an assistant and both are to be present at all games and practices. In lieu of an absent coach, a parent volunteer is acceptable.

### **CPR and First Aid**

The Administrator shall schedule, at regular intervals, training for all staff in CPR and first aid. New staff shall have initial training and all staff will have training to renew their certification every two years. OCS will provide CPR and first aid classes free of charge for all staff members and volunteers.

### **In-Service Education**

Faculty meetings will ordinarily be used for the school's in-service training program, attention being given to various areas in the instructional program needing study and/or improvement. Teachers are urged to maintain contact with current studies and periodicals in education and to read at least one book on Christian education or related areas each year. Teachers are encouraged to attend any local in-service workshop that would be of value to their classroom. All teachers are expected to attend the two-day convention sponsored by ACSI each year.

## **Mentoring**

Once employed, all incoming staff will be assigned to a designated Mentor for the purpose of orientation, assistance, and guidance. The Administrator will coordinate this special program. The substance of mentoring will include meetings, periodical evaluations, and classroom observations.

## **3.006 Employee Leave**

### **Vacations**

Holidays and summer break are the time for OCS staff to take vacations. Barring a family emergency, staff may not take vacation during regular school session.

### **Bereavement Leave**

Provides paid time off for employees in the event of a death in their immediate family. Employees may use leave not to exceed three days or five days if out of state travel is required without loss of salary on account of death of any member of his/her immediate family. Revised, 04/20/2020

### **Jury Duty**

A full-time employee summoned to jury duty shall be granted a leave of absence. If the jury duty is extended beyond a week, compensation will be decided by the Board and Administrator. Personal necessity leave may be used.

### **Emergency Leave**

Two days of emergency leave may be granted per school year for full-time employees. This leave is not accumulative. Emergencies are defined as medical, accidents, surgery or death in the family, etc.

### **Military Service Leave**

An employee is entitled to special consideration for a military leave of absence by making written application to the Administrator and the Board. Request should state the reason said leave of absence is requested (i.e. called to service because of national emergency.)

### **Sick Leave**

- A. Full-time employees will receive up to eight (8) days of sick leave per school year, two of which may be used for professional/personal time off. A prorated payroll reduction will be made for each day absent over the allotted days. The daily rate is based on your annual salary divided by 187 days. Job share teachers will have benefits pro-rated.
- B. A record of sick days used by employees shall be maintained in the school office.
- C. Unused sick leave is not subject to cash payment at any time. Sick days are cumulative up to a maximum of 18 days and can be used for extended illness only.
- D. The employee shall notify the Administrator of anticipated absence as early as possible.
- E. If 6 days or more of concurrent sick time is used the employee should apply for OCS long term disability benefits.
- F. Of the 8 sick days, up to 3 days may be used under the CA Healthy Family Act. Under this act, 24 hours may be used after 90 days. You may use this time for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, yourself or a family member. Family members include your parents, children, spouse, grandparents, grandchildren, and siblings.
- G. Part Time Employees (employees employed for 30 or more days a year, but under 30 hours/week) receive 24 hours of sick leave per school year, under the California Healthy Family Act. Sick leave cannot be carried over from one school year to the next.
- H. Temporary employees (employees not employed for more than 29 days a year) are not eligible for sick leave.

### **Medical Leave**

- A. Medical leave is intended to cover long-term illness, disabilities and hospitalization.
- B. Medical leave requires a covered employee's written request.

- C. Except to the extent of accumulated unused sick leave, medical leave will be without pay.
- D. Medical leave because of pregnancy or childbirth disability is distinguished from maternity leave because in the former an employee is medically unable to continue working at any time during her pregnancy or medically unable to work as a result of childbirth as supported by a written declaration of her attending physician. As required by Federal Law, disability benefits (i.e. sick leave and medical leave) must be applied to pregnancy related or childbirth disability cases in the same manner as any other medical illness or disability.
- E. Medical leave will not extend beyond four months, at the expiration of which the Board will reevaluate the employee's medical and employment status.
- F. An employee must have written permission from his/her physician before returning work.

### **Maternity Leave**

Female employees may be granted, upon written request, a maternity leave of absence up to twelve consecutive months. This leave is without pay. Sick leave will not accrue during such a leave. If the employee wishes to continue medical coverage under the group insurance plan, she must bear this cost personally until such time as she resumes regular employment.

The full-time salaried employee must apply to the school Administrator for maternity leave four (4) weeks prior to commencement of the leave. Covered full time salaried employees shall be entitled to a maternity leave up to six (6) weeks after the birth of the child. Maternity leave is, in and of itself, voluntary without pay, and (without the existence of a medical reason for the leave) simply guarantees the employee's right to return to her position. Salary during that time may be drawn from available sick leave.

The employee may return to work earlier than a six-week period after delivery upon written release of her physician and approval of the Board. The employee should notify the Administrator of her desire to return. Every effort will be made to reinstate the employee in the original position or a comparable position.

### **Leave of Absence**

Full-time employees who exhaust all leave banks may request a leave of absence from his/her position from the Board. This leave will be without pay.

### **Educational Leave**

Full-time salaried employees shall, upon approval, be entitled for leave to further education. Leave may be granted for one trimester up to a year. The employee must submit a plan detailing the course of study, hours needed, university(s) offering the course of study and, most importantly, the reasons why the additional degree/further education would benefit OCS. The request for leave and plan must be submitted by May 1 of the school year preceding that in which educational leave is requested. Educational leave is not a sabbatical leave. It is leave without pay.

### **Sabbatical Leave – Christian Service**

A staff member may take a sabbatical to serve a missionary board, church, or Christian service organization. The activity may be in the USA and its territories, or in another nation. The staff member may receive salary or support from the service organization. The sabbatical should in some way relate to the employees work at OCS and have a potential to enhance his/her contribution to OCS. The Board may deny approval for a sabbatical leave for due cause.

### **3.007 Corrective/Termination Policy**

The Board may take corrective action and or terminate a staff member at any time during a school year if, in its judgment, the best interest of the school will be served. One or more of the following reasons apply:

- Immorality
- Conviction of any felony or other crime involving moral turpitude

- Drunkenness or abuse of alcoholic beverages
- Doctrinal or spiritual indiscretion
- Failure to comply with official directives or established Board policy
- Physical or mental capacity preventing performance of the employees' duties
- Repeated and continuing neglect of duties
- Inefficiency or incompetence in performance of duties
- Breach of contract as defined by the Board
- Failure to comply with such reasonable requirements as the employer may prescribe for achieving professional improvement and growth
- Willful failure to pay debts
- Use of illegal drugs and hallucinogens, use of addictive drugs unless prescribed by a licensed physician.
- Necessary reduction of personnel that are in best interests of the school
- For good cause as determined by the employer. Good cause is defined as failure of an employee to meet the accepted Christian standards as defined by the policy manual and teacher's handbook.

Before an employee shall be discharged for any of the above reasons, the Board shall notify the employee in writing of the proposed action as well as the reasons why dismissal is recommended. Any decision to terminate employment of an employee shall not consider the employee's gender, age, race, color or ethnic origin.

### **Corrective Procedures**

If an employee is not performing the given objectives of his/her position satisfactorily, the Administrator will adhere to the following procedure:

#### **A. First Session:**

The Administrator will outline in writing the specific areas of concern. These areas of concern will be discussed with the employee and an attempt will be made to discern the root attitudes or problems and seek to scripturally counsel the employee accordingly. The employee should be encouraged to respond from his/her perspective. The employee and the Administrator will have a time of prayer together at the beginning and end of the conference. Within three (3) working days, the Administrator will summarize the content of the meeting to include:

- Specific concerns that need to be corrected.
- Root or attitude problems discerned
- Employee's response to the conference
- Specific steps of action to correct each problem area (with follow-up dates if deemed necessary by the Administrator.)

The Conference summary is to be signed and dated by the Administrator and the employee and a copy placed in the employee's file. An explanation of the purpose of the file is to be communicated to the employee.

#### **B. Second Session**

The same procedure is to be followed as with the first session with five (5) exceptions:

- The Administrator should have a representative from the Board attend the second conference.
- The employee and Administrator should report on the progress they each feel has been made in following the steps of corrective actions outlined in Session One.
- Any new steps of action should also be documented at this time and the employee should be informed that failure to implement changes by the date assigned is cause for dismissal.

- Any item not mentioned in the first session will be discussed and a new plan of action will be formulated.
- The OCS Board will receive a copy of the conference summary.

## **Termination Procedures**

### **C. Third Session**

This is the termination session, whereby the employee is informed in writing that either his/her contract will not be renewed or that he/she will be dismissed immediately. The employee would also be given a letter to:

- Detail the reasons for his/her dismissal
- Summarize the content of prior conferences
- Review the steps of action not followed and problem areas not corrected
- State the school's position relative to unemployment compensation. The employee will be given a copy of the letter and receive an explanation as to how it will be used in future inquiries. This final session must include the Administrator, as well as a Board member. If the employee is an Administrator, the session is to include a member of the Board and at least one Elder.

## **Right of Appeal**

An employee has the option, after his/her termination session, to appeal the decision directly to the entire Board who will, in executive session, hear the employee's and the Administrator's positions, rendering a decision only upon a unanimous vote.

## **3.008 Resignation Policy**

An employee shall notify the Administrator in writing if he/she is unable to fulfill the terms of employment. Two weeks-notice is required. If the employee leaves prior to the two weeks, all remaining compensation is forfeited.

## **3.009 Abandonment of Contract**

When an employee is absent from his/her duties for more than three days without due approval, the Board may rule the contract to have been breached and declare the position open. This applies the same to hourly staff.

## **3.010 Reduction to Staff**

In situations where teacher contracts cannot be renewed because of reduction in staff, the Administrator shall use teaching effectiveness and overall value of the teacher's gifts, strengths, and general qualifications in making recommendations to the school board. A teacher not offered a contract renewal shall have seven (7) days after notification in writing to request a hearing with the school board. Approval of the full school board is required for any release of a teacher due to reduction in staff.

## **3.011 Exit Interview of Staff**

Prior to the interview, the Administrator will fill out the exit report and discuss the report with the school board. The Chairperson of the board should be present with the Administrator for the interview. The board Chairperson or board representative should take the lead in the interview. The board should give the departing employee the choice whether the Administrator is present. If the Administrator is not present, a second person from the board should be present primarily as a witness. Discuss the report with the employee. Allow the employee to make any comments or rebuttal on the form.

Both the interviewer and the employee need to then sign the form. If the employee refuses to sign, note that fact on the form, but still provide a copy of the form to him/her. The original form needs to be filed in his/her personnel file. After the interview, add on a separate paper any unresolved problems, suggestions, and compliments made by the employee. These separate comments should be attached to the original report to be filed. At the next board meeting, take time to summarize the exit interview for the full board. If there are significant findings, take time to discuss and appropriately deal with them.

### **3.012 Grievance Policy and Procedure**

This policy is intended to establish effective means of communications by which to channel personnel problems. It is in no way intended to deny the rights of any individual to seek a satisfactory solution. A grievance is based upon an event or situation that affects the conditions or circumstances under which an employee works, allegedly caused by misinterpretation or inequitable application of established policies or regulations. OCS cannot authorize anything other than arbitration before the believers for any kind of dispute that may exist. As believers we should waive all rights to take our cause before a court of law.

#### **Definitions**

- The term “employee” may include a group of employees similarly affected by a grievance.
- A “party of interest” is the person(s) making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the problem.
- The term “days” when used in this policy shall, except where otherwise indicated mean working days.

It is important that grievances be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits may be expanded upon mutual agreement. In the event a grievance is filed on or after June 1 that, if left unresolved until the beginning of the next school term, could cause harm to the employee concerned, the time limits set forth herein shall be appropriately reduced.

#### **Grievance Procedures**

##### **A. Level One**

The employee with a grievance shall present the matter in writing to the Administrator, no later than ten (10) days following the event that prompted the grievance. The employee and Administrator shall confer on the grievance within ten (10) days with the intent to arrive at a mutually satisfactory solution of the problem. In the event the grievance is first discussed with anyone other than the Administrator, the Administrator shall be apprised of the discussion. Following the conference, the Administrator shall communicate, in writing, his/her decision to the aggrieved employee within five (5) days.

##### **B. Level Two**

If the grievance is not resolved on Level One, the aggrieved employee may appeal to the OCS Board Chairperson within ten (10) days after the decision has been mailed. The appeal shall:

- Be in writing
- Specifically set forth the reasons for the appeal
- Be accompanied by a copy of the grievance and decision at Level One
- State the reason(s) why the decision at the previous level was unacceptable

- The Chairperson shall meet and confer with the employee on the grievance within ten (10) days after the appeal has been mailed with the intent to arrive at a mutually satisfactory solution of the complaint. The aggrieved employee shall be given at least a two-day notice of the conference. Notice of the conference shall be given to the Administrator who rendered the decision on Level One. All parties to the grievance shall be present at the conference to state their views. Following the conference, and within ten (10) days, the Chairperson shall communicate resolution to all parties involved.

#### C. Level Three

If the grievance is not resolved at Level Two, the aggrieved employee may appeal to the entire OCS Board within ten (10) days after the decision reached at Level Two has been mailed. The appeal shall be in writing and follow the guidelines at Level Two.

The OCS Board Chairperson shall schedule a conference with the aggrieved employee no later than its second regularly scheduled meeting following receipt of the appeal. The aggrieved employee shall be given at least a two-day notice of the conference. Notice shall be given to all parties involved at Levels One and Two. All parties to the grievance shall be present at the conference to state their views. Following the conference, the OCS Board shall communicate its decision in writing, together with supporting reasons, to all parties involved. The decision of the OCS Board shall represent the final step in the grievance procedures.

### Other Grievance Policies

- By law, the employee who brings information about perceived wrongdoing in the school, or by the school business practices, to the Administrator or Board, will be protected against adverse job discrimination due to such a report. Further, no reprisals of any kind shall be taken by any party in this procedure against any party involved, any witness, or any other participant in the grievance by reasons of such participation.
- The procedure set forth above shall be the sole and exclusive course available to an aggrieved person heretofore.
- Failure at any level of this procedure to communicate the decision on a grievance within the specified time limit shall permit the aggrieved employee to proceed to the next level.
- Failure at any step of this procedure to appeal a grievance to the next level shall be deemed as acceptance of the decision rendered.
- Action must be within the time limits. The time limit specified at any level of the proposed procedure may be extended in any specific instance by mutual agreement.
- All communications, notices, and papers required to be in writing shall be served personally or by mail.
- All parties concerned should treat any grievance as confidential.

### 3.013 Arbitration

OCS provides a process for reconciling persons and resolving disputes in a Biblical manner. The process may involve individual counseling, mediation, and arbitration. See Arbitration Clause in Appendix C.

### 3.014 Outside Employment

Faculty and staff members employed by OCS on a full-time contract may not engage in other employment during the school year without obtaining prior consent from the Administrator. Such consent will be given only in the case of hardship, unusual needs or if the employment is consistent with and enhances the contribution of the staff member to his/her duties at OCS. It is expected, and you agree, that any outside employment will not affect the quality of your work or your attendance. In addition, you agree that neither yourself, nor members of your family, will use your relationship and contacts at OCS for personal gain or profit.



### **3.015 Hiring of Relatives and Spouses**

OCS will not hire relatives of the school board or of the Administration.

### **3.016 Teacher Evaluations**

To be effective in achieving the highest degree of efficiency and quality, evaluations will be performed on a regular basis. The Administrator shall conduct at least two formal times of classroom supervision for every teacher every year. There will be a teacher-Administrator conference after each evaluation. The teacher will receive a copy of the evaluation for their files and the school will keep one. The school's file on the teacher shall be accessible to the teacher. End-of-year conferences will be scheduled with all teachers. Appraisal of professional personnel performance should serve three (3) purposes:

- To raise the quality of instruction and educational services to the students of the school.
- To raise the standards of the profession of Christian teaching as a whole.
- To aid the individual to grow professionally.

#### **Evaluation Procedures**

- A. All staff shall be involved in the evaluation process and shall have opportunity to see and sign the evaluation conclusion.
- B. The Administrator shall develop the necessary administrative procedures to implement this policy.
- C. The evaluation may be accomplished by classroom visitations, in-service training, conferences and any other means that will enable the teacher to mature in his/her profession.
- D. The teacher may be requested to prepare a self-evaluation that might include the lesson observed as well as an evaluation of overall strengths and weaknesses.
- E. The Administrator shall report at the regular board meeting in April concerning the contribution of each staff member. He/she shall inform the Board as to which teachers will receive new contracts and which teachers should not have their contract renewed.
- F. Upon the recommendation of the Administrator, teachers shall be given the opportunity to evaluate the performance of the Administrator.
- G. The Board shall annually assess the performance of the Administrator. The Board Chairperson shall present this report in writing.

### **3.017 Assessment and Placement**

The Administrator shall assign all school personnel positions. Assignment shall be based on the needs of the school as required. Requests of specific assignment or reassignment shall be granted if the assignment or reassignment will enhance the effectiveness of the school.

In decision-making relating to the assignment or reassignment of personnel, no consideration shall be given to the biological gender, age, race, color or ethnic origin of the employee.

### **3.018 Teacher Dress Code**

- Teachers are to be neat, clean and professional in appearance.
- It is preferred that women wear dresses or skirts and blouses.
- Women may wear dress slacks.
- It is preferred that men wear slacks with dress shirts. Ties are optional.
- No jeans or shorts are allowed unless approved by the Administrator.
- PE teachers may wear shorts, capris and warm-ups, with preference to school colors.

### **3.019 Teacher Conduct Outside the Classroom**

Teachers are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school, but also at home and wherever else they may go. At no time should a teacher engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. This includes such things whose primary thrust defies Biblical standards.

This standard of conduct includes the use of social media. Social media are defined as “any web-based applications that allow people to broadcast information to an entire network” to include, but not limited to Facebook, LinkedIn, Twitter, Instagram, YouTube, etc. Posting any confidential school, class, and/or student information is strictly prohibited.

### **3.020 Faculty Responsibilities and Duties**

- A. Teachers will attend all faculty meetings, or other meetings as directed, and perform other duties, which may be assigned by the Administrator, without additional compensation. Such things include attending student functions.
- B. Faculty hours are 8 a.m. to 4 p.m. as set by the Board. In addition to the regular schoolwork to be performed, the teachers will carry on a program of contacts with the parents of the students, pursuant to the directions of the Administrator.
- C. Teachers also have the responsibility of training their students in Christian faith and practice. The teachers will strive at all times to understand, appreciate, love and serve the students entrusted to them for instruction; and will to the best of their ability provide for their fullest intellectual, physical, emotional and spiritual development.
- D. As a servant of the Lord Jesus Christ, the teachers will faithfully attend the regular services of a local Bible believing church.
- E. Faculty must be present and on time for faculty devotions, which begin each school day. They must also remain after school for such meetings and conferences as may be called by the Administrator.
- F. Faculty agrees to abide by the regulations set forth in the Policy Manual (Section Three), and any additions made during the year and to cooperate in every way with the Administrator and Board.
- G. The teachers agree to accept, without reservation, the school’s educational philosophy.
- H. The teachers will abstain from the use of profane language.
- I. The teachers will follow the Biblical model of the roles of male and female.
- J. The teacher will abstain from sexually immoral behavior as defined in God’s word.
- K. The teachers will follow the Biblical pattern of resolving issues, seeking oneness of mind and unity.
- L. The teacher will avoid highly debatable topics as much as possible, especially as they relate to denominational issues and politics in formal instructional time.
- M. No employee of OCS shall engage in activities that would use students of OCS as possible contacts for commercial sales or financial gain.
- N. Teachers are encouraged to become involved in civic and community affairs that do not interfere with their employment responsibilities.
- O. Employees shall have an opportunity to review and make comments within three (3) working days of his/her review.
- P. The teachers shall regularly evaluate their students’ work and assign letter grades. Kindergarten students will not receive letter grades.
- Q. Parents will be given a progress report every trimester, if the student is receiving a “D” or “F” on their report card. This progress report will be given at least two weeks before the end of the trimester. If there is no improvement by the time report cards come out, the parents will be contacted for a conference.
- R. Students will be tested by a nationally referenced test annually and the results supplied to teachers, parents and the Administrator.

### **3.021 Supervisory Responsibilities of Staff**

#### **Continuous Supervision**

At no time are students to be left unattended in a classroom or on the playground. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems.

#### **Playground duty**

Staff are to be on the playground at the time appointed for their supervisory responsibility and should avoid conversation or play that would keep them from watching students. Staff are to enforce playground rules, ensure safe behavior on the playground and discipline misbehaving students.

#### **Rainy Day Lunch and Recess**

Teachers may be required to stay with students during their recess and lunchtime on rainy days. Lunch duty personnel and the Administrator may relieve teachers for short periods of time. If lunch must be eaten in the classroom, the teacher or other supervisor is to make sure that students pick up their litter.

#### **Field Trips**

The teacher is to assure that field trips are well supervised. Teachers should ask parents to come as chaperons when an activity demands more supervision. Chaperons must be eighteen (18) years old or older. If students return to school after a field trip and the regular after-school supervisory staff has left, then the teacher is responsible to stay with students until the last student has been picked up. At no time are custodians or non-school personnel (i.e. a parent) to be given responsibility to supervise students on their own so that a teacher may go home.

Teachers or other staff who supervise students at extra-curricular activities are responsible to ensure that students' behavior is respectful, safe, and represents OCS and Jesus Christ well. Unless otherwise specified by the Administrator, teachers, staff and chaperons should arrive 15 minutes before a program or activity begins.

### **3.022 Employee Interaction with Pupils**

The school staff/teachers must strive to help each student realize his/her potential as a child of God and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of God honoring goals.

In fulfillment of the obligation to the student, the school staff/teacher:

- A. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety,
- B. Shall refrain from all inappropriate forms of physical contact as described in the State of California Penal Code, Section 243.4,
- C. Shall go through the parents to share information with the students, (No texting, private emails, or social media with students)
- D. Shall not be alone behind closed doors with a student at any given time,
- E. Shall not intentionally expose the student to embarrassment or disparagement,
- F. Shall not use professional relationships with the students for private advantage,
- G. Shall not deliberately suppress or distort subject matter relevant to the student's progress.

#### **Child Protection Policy**

**See Child Abuse and Neglect Policy, 4.008 in the Student Policies section of this manual.**

#### **Child Protection Procedures**

All staff at OCS are mandated reporters of known or suspected child abuse. This is the case whether the suspected abuse or neglect occurs on or off the school premises. All staff has a duty to report the knowledge or suspicion to the appropriate agency. [The procedures to do so are as follows:](#)

- A. The knowledge or suspicion shall be reported immediately to the Administrator.
- B. The Administrator in turn shall immediately call the county CSD (Child Services Department) to report what is known or suspected. The call will be followed by a written report.
- C. In addition, the Administrator will take the following steps:
  - Cooperate to the extent required by CSD and perhaps beyond.
  - Require all persons involved to write a report of all known or suspected abuse which caused the report to the CSD.
  - Notify the OCS and Elder Boards to inform them of what has been reported to CSD.
  - Maintain the strictest confidence, omitting names whenever possible, even for prayer requests.

If there is any known or suspected abuse or sexual incident involving one or more children of OCS where only children are involved, the following procedures will be:

- A. The knowledge or suspicion shall be reported immediately to the Administrator.
- B. The Administrator will investigate the incident(s) to determine whether the incident(s) occurred and by whom and who the victims are.
- C. All involved staff shall write a report of all known or suspected abuse or anything else that relates to the circumstances.
- D. The Administrator shall call a meeting of the OCS Board or contact each of its members and report what has been learned. In addition, even though under present law, the county CSD does not have to be contacted, the Administrator shall report the incident(s) to them.
- E. The Elder Board shall also be informed.
- F. Maintain the strictest confidence, omitting names whenever possible, even for prayer requests.
- G. Notify the parents of the victim(s) or apparent victim(s), as well as other children involved.
- H. Professional counseling will be recommended and appropriate discipline and steps will be taken to make sure the conduct will not be repeated.
- I. Professional assistance may be sought for all involved to determine what happened, what more should be done, and how everyone can be helped.

### **3.023 Student Teachers**

The following policies are in effect as related to student teachers:

- A. Student teachers must be born again Christians and agree with the OCS Statement of Faith.
- B. A teacher with less than three years of in-the-classroom teaching experience will not be assigned a student teacher.
- C. A teacher in their first year with OCS will not be assigned a student teacher even though they might meet the three-year teaching experience requirement.
- D. All prospective student teachers must fill out an OCS teacher application as well as be interviewed by the Administrator.
- E. An OCS teacher should not work with a student teacher more than once every other year.
- F. The maximum number of student teachers at OCS is one (1) per school year.
- G. A cooperating teacher must be in the classroom while a student teacher has direct control of the classroom.
- H. Each student teacher is to have the student/parent handbook reviewed with him/her on the first day of the student teaching assignment. They should familiarize themselves with the OCS Policy Manual.

### **3.024 Volunteers and Student Helpers**

Volunteers are those family members or community members who have been invited into the classroom to help with projects by the teacher. No payment or other financial benefits will be given for their services. These volunteers should be Christians who are caring, dependable, and effective with children. Care should be given in the selection of the persons utilized. Individuals whose philosophy may undermine the mission and purpose of OCS may not be invited to volunteer in the classrooms or make presentations in the classroom. If there is any doubt on the part of the teacher as to the suitability of any volunteer, the Administrator should be consulted. They will work cooperatively with a teacher and under the teacher's supervision.

Things in the classroom that the volunteer can assist with include:

- Correcting workbook pages or homework
- Work with students at stations in the classroom
- Chaperon field trips or special activities at school such as parties
- Drill students in math, phonics, etc. as modeled by teacher
- Read to students or help them check out library books
- Type materials for the teacher

Volunteers will not be given regularly assigned teacher/teacher aide duties such as supervision during class, lunch or recess.

### **Student Helpers**

Upper grade students may help lower class students as directed and supervised by both teachers. They may not grade student work.

### **3.025 Teacher Aides**

Instructional Aides are part of the paid staff at OCS. They are under the direction and supervision of the teacher(s) to whom they are assigned. They may perform all the duties listed above for volunteers as well as the following duties:

- Make copies in the main office or construct learning materials, games or reinforcement materials
- Provide some instruction that is planned by the teacher
- Answer student questions or help students' complete seatwork assignments
- Monitor independent activities to keep students on-task
- Supplement direct teacher's instructions with additional controlled practice

### **3.026 Resource People**

Each teacher is encouraged to utilize resource people to aid in classroom experiences. Parents and/or community members are able to provide additional dimensions to many classroom projects. Care should be given in the selection of the people we use. In addition, resource persons should be:

- Reminded that we are a Christian school
- Reminded to not use unacceptable language
- Sympathetic with the Christian faith and not antagonistic towards it
- Familiar with the background of the class or material being covered in class so the presentation is relevant

The Bible curriculum will only be taught by the Administrator or a pastor of EV Free Church Oroville.

### **3.027 Lesson Planning**

#### **Yearly Lesson Plan**

Teachers are to prepare a general yearly plan for each subject taught. It is to be submitted to the Administrator prior to the first day of school and should be aligned with the California State Standards and Framework.

#### **Weekly Lesson Plans**

Weekly lesson plans giving each day's educational objective and assignments will be prepared by teachers and given to the Administrator before classes each Monday or earlier if the Administrator so requires.

#### **Detailed Lessons Plans**

Detailed lesson plans accompanied by seating charts are expected to be available in the event of the teacher's absence.

### **3.028 Substitute Employees**

The Administrator or their designee shall obtain substitute teachers from an approved list of substitutes maintained in the OCS office. Candidates for the position of substitute shall apply and be interviewed as required for all personnel. Substitutes shall be placed on a priority-calling list.

Substitute teachers must agree with the principles of Christian education.

It is the policy of the OCS Board that the most qualified staff will be used to meet any staffing requirements. Accordingly, the ideal substitute teacher will possess a teaching credential and have teaching experience, as well as meeting the spiritual qualifications found in the Teacher's Job Description. It is understood that teacher aides may temporarily take charge of a classroom while a teacher is absent from the classroom. The intention of the Board is that such instances will be on an occasional basis and will be for duration of no more than one (1) hour. Aides required to take charge of a classroom for longer than one (1) hour will be paid instructional pay.

If no substitute teacher is found from the substitute list, the Administrator may select an instructional aide to substitute. Aides may substitute for the regular classroom teacher for no more than two (2) consecutive days. If an aide is placed as a substitute teacher, they will be paid \$.50 per hour more than their current rate of pay as a Teacher's Aide. Revised, 04/20/2020

#### **Substitute Employee Definitions**

##### *Short Term*

A short-term substitute employee works less than 21 consecutive working days. His/her salary is based on the current substitute rate for the position. He/she is not entitled to benefits.

##### *Long Term*

###### **A. Unplanned**

A long-term substitute employee working the same position beyond 21 consecutive days will be paid according to the daily rate the regular teaching staff receives. They are not entitled to benefits.

###### **B. Planned**

A long-term substitute employee initially hired to work beyond 21 days in the same position will be paid according to what the regular teaching staff receives. They may be entitled to benefits upon approval of the OCS Board.

#### **Teacher Preparation Procedures**

Each teacher should keep a substitute handbook folder in the office. The handbook should include the following:

- Daily plan for substitute
- Weekly schedule
- Lavatory directions
- Entrances, recess and dismissal responsibilities and procedures
- Special classes information and schedule
- Room habits and regulations
- Seating chart
- Note concerning special problems
- Teacher's handbook

### **3.029 Resource Material for Classroom Use**

(Film, Audiovisual, Technology)

Resource material chosen and presented for the classroom must lend itself to the fulfillment of the objectives and philosophy of the school. The material should be high quality, with a worthy and well-developed theme. It should be appropriate for the age level for which it is geared both intellectually and emotionally. It should present a Christian philosophy.

The classroom teacher must preview resource materials for classroom use. Any question or doubt as to the materials' suitability should be referred to the Administrator. If it is decided to use material that is objectionable in part it should be presented to the class in a manner that apprises the students of the objectionable matter and how a Christian might deal with it. The material must always be able to be used in a positive way and support Biblical precepts. Parents will be given notification and the opportunity to remove their child, without reprisal, from viewing a film in question.

Film ratings shall be used with caution but shall be followed as to age restrictions. For example, "PG" rating is limited to adults and their children if the parents have given approval for them to watch it. Teachers cannot make that decision for parents. Also, a "G" rating does not necessarily mean that the film is proper to watch. Films are only rated when they are released for theater viewing. Many videos now being made for home use have no ratings and we cannot assume that they are okay for that reason.

Any media resource should not contain the following:

- Profanity
- Blasphemy
- Reference to sexual acts, graphic depiction of sexual acts and conduct
- Nudity
- Exalting human philosophies which are contrary to Godly principle
- Promotion of cult practice to encourage conversion
- Glorification and/or practice of the occult, such as card and palm reading, seances, Ouija board, astrology, Dungeons and Dragons, etc.
- Exalting depravity or vice, or even being neutral toward it
- Glorification of pagan holiday traditions, such as Halloween, Santa Claus, etc.
- Evolution, except when explicitly presented as a theory

### **3.030 Scope and Sequence**

A Scope and Sequence for each subject shall be adopted to guide teachers in the use of the curriculum materials provided by the school.

### **3.031 Curriculum Workshops**

Curriculum workshops shall be scheduled at regular intervals during the year to provide teachers adequate time for in-service training as well as time to prepare curriculum materials and review texts for use by the school.

### **3.032 Nationally Referenced Standardized Testing**

Students in grades 1-8 will be tested annually by a reputable nationally referenced standardized test. The tests may be used for individual target teaching to remediate special needs of students but will primarily be used to assess the strengths and weaknesses of the schools' curriculum and secondarily, the staff's instructional skills.

### **3.033 Disaster Drills**

Fire, Intruder and Earthquake Disaster drills will be done on a regular basis.

### **3.034 Athletic Coaches**

#### **Role of the Christian Coach**

The Administrator is to recruit coaches for the athletic program of OCS. The role of the coach is to be Christ's ambassador in each practice session and each competition.

The following are the are goals and measures in developing spiritual growth of the athletes:

- Coach in such a manner that Christ is honored.
- Conduct team devotionals before each game that are aimed toward an athlete's Christian service to God.
- Conduct a team prayer before and after each game.
- Encourage athletes to be leaders in preparing and leading devotions and prayer.
- Taking time during team meetings to instruct athletes in the behavior God expects of them.
- Direct the athletes in the skills of the sport so that each player aims toward reaching his/her potential for age and maturity.
- Teach athletes to respect the opposing team, coaches and referees.
- Teach athletes to submit to the rules of the game and the officials who enforce the rules, as God has directed Christians to be subject to authority.
- Be an example to the athletes.
- Meet with other Christian coaches to share and develop ideas.
- Encourage athletes to have interpersonal relationships with opponents, (i.e. congratulate opponents after every game.)
- Openly admit mistakes and when wrong has been done, seek forgiveness.
- Lovingly discipline athletes whose actions have been detrimental to the spiritual objectives of the school.
- Show care for equipment and facilities of own school as well as opponent's.

#### **Pre-Season Duties for Coaches**

Coaches are to compile a list of rules and procedures for the sport they are coaching and a squad list and submit both to the office. The Administrator should approve the rules and procedures before they are distributed to the athletes.

#### **In-Season Responsibilities for Coaches**

1. The coach is responsible for all equipment during practice sessions and games.
2. The coach is responsible to notify all athletes of times and places in regard to practices and games.
3. The coach shall handle any discipline situations that occur on the team and may seek the assistance of the Administrator if necessary.
4. The coach needs to ensure proper conduct of athletes at all time during practice, games or trips.
5. The coach shall call to the attention of the Administrator any incidents of conduct on the part of coaches, officials, athletes, or spectators that seem to be detrimental to the best interest of the sport, school and our Lord Jesus Christ.
6. The coach shall maintain good rapport with any official associated with the game.



7. If an injury should occur, immediate, qualified assistance should be sought if the coach determines it to be necessary. The coach should report serious injuries to the Administrator and to the parent of the injured student.

### **Cut**

A student may be removed or cut from the team during the season for behaviors that would result in a suspension at school, such as fights, inappropriate language, disrespect, etc. Removal from the team can also result from not maintaining a 2.0 grade point average.

### **Post-Season Duties for Coaches**

Coaches are to turn in a list of all game statistics (wins, losses, scores, any special recognition or awards given to student athletes) to the office. Coaches are responsible for the collection of all uniforms after they have been cleaned.

### **Other Responsibilities of the Coach**

|                   |   |
|-------------------|---|
| <i>Facilities</i> | A coach is responsible for the condition of OCS facilities. This generally means that while teams are using our facilities, it is the job of the coach to make sure the building is clean and is locked and the building is alarmed at the conclusion of the activity. The coach should always be the last one out of the facility. Coaches should report any damages to the Administrator. |
| <i>Athletes</i>   | Coaches must supervise all students until they are picked up or have gone to extended care.   |
| <i>Equipment</i>  | The use of athletic equipment and uniforms is the responsibility of the coach. Coaches should verify that athletes do not lose or abuse materials and develop a system that tracks all equipment so that everything is returned in good shape. Lost, broken, or stolen equipment should be reported to the office.  |
| <i>Scheduling</i> | The coach is responsible for scheduling all games and reporting that information to the Administrator. All games need to be compared to the school calendar so that coaches can reschedule as needed. Once the schedule has been finalized, any further changes must be made with the Administrator. Parents will be given the schedule.  |

### **Athletic Transportation**

The coach is responsible for making sure that all athletes have the proper transportation to and from the games when special transportation needs arise.

### **Athletic Budget**

Each coach is responsible for submitting a list of needed items at the end of the season so that items can be ordered. The Administrator must approve purchases and all necessary requisition forms must be completed.

## **3.035 Job Descriptions of Administrative Staff**

### **Administrator**

#### *General Description*

The OCS Administrator is regarded as the chief officer of the school and charged by the Board with the responsibility for the safe and effective operation of the school. He/she is accountable to the OCS Board and operates according to the philosophy, policies and procedures established by the Board.

The Administrator should hold a four-year college degree with graduate training in administration, supervision and curriculum development or administrative experience. The Administrator should be ACSI certified in Christian school administration. “The Administrator/principal’s job definition, seen from the Christian viewpoint, requires that all of the work be accomplished within the ethical standards of the Bible. The Administrator must be a Bible student to see this viewpoint, and he/she must be sensitive to God to see his/her job day by day from the spiritual perspective” (Serving God on the Christian School Board.) The Administrator shall set an example for the faculty by improving his/her own education. He/she should be a person with proven spiritual, moral, academic and leadership qualities to direct the total ministry of the school.

### *Responsibilities*

In addition to the following areas of responsibility, the Administrator shall carry out such other duties as assigned by the Board.

### *Coordination of the Total Program*

The Administrator shall:

- Prepare the school calendar
- Plan and administer faculty and staff orientation
- Meet regularly with school personnel and the school board.

### *Hiring and Supervision of Personnel*

The Administrator is responsible:

- To recommend applicants for vacant positions to the Board.
- For orientation, supervision and yearly written evaluation of teachers and support staff. Written evaluations are due by March 15 of each year. Frequent, informal visits will be made to the classroom. Plus, at least two specific pre-arranged visits of longer duration, will serve as a basis for the yearly teacher evaluation.
- For planning in-service programs for the faculty.
- For hiring and firing support staff.

### *Supervision of Curriculum*

The Administrator is responsible to oversee the development and coordination of curriculum that is consistent, integrated and displays continuity from grade to grade. This will allow the faculty to function freely within the realm of their job description to maximize learning opportunities.

### *Board/School Relations*

The Administrator shall attend all Board meetings to report the school operation to the Board and the Board action to the school personnel. The report shall include evaluation of staff, status of the school and any achievements and concerns.

### *Budget Formulation and Control*

The Administrator shall do preliminary work with teachers and Bookkeeper to prepare an annual budget. S/he will meet with the finance committee to develop the annual budget, which will then be presented to the full Board. As part of the budget the tuition rate for students and salary adjustments for the staff will be considered.

### *Long Range Planning and Development*

The Administrator shall submit plans for developmental programs in curriculum, building, equipment and staffing as part of a strategic plan for the total development of the school. He/she is responsible to present to the Board short (1 year), intermediate (2-3 years) and long range (4-5 years) strategic plans.

### *Student Admissions and Discipline*

The Administrator shall have an entrance interview with all families desiring to enroll their children. He/she will work with teachers to establish a program of student interviews and testing. He/she shall regulate and enforce discipline in accordance with the student handbook and Board policy manual.

### *Parent-Teacher-Prayer Fellowship*

As an ex-officio member, the Administrator shall work closely with the PTPF officers and members to ensure programs that meet the needs of the school families and to encourage strong spiritual leadership with the organization. It is recommended that the Administrator periodically attend meetings.

### *Public Relations*

The Administrator shall work closely with the Board and staff members in planning an effective program presenting the school to the community.

### *Spiritual and Academic Leadership*

The Administrator must be a person of prayer and Bible study and is responsible to the Board for the spiritual and academic leadership of OCS.

### *Other Responsibilities*

- Carry out all mandates of the school Board.
- As well as submitting a written report to the Board every month s/he will also submit documents, suggested policies, etc. for the effective operation of OCS.
- Manage all aspects of the personnel.
- Authorize contracts to agencies or persons outside the school.
- Manage non-budgeted expenditures as approved by the Board.
- Monitor annual budget.
- Establish a clear line of authority, assign personnel, and develop job descriptions.
- Make available the school policy manual for viewing by staff and parents.
- Oversight of parent newsletters or letters to parents.
- Coordinate activities of all school functions, parties and programs.
- Consult with parents as requested for problem resolution and provide leadership in parent education and parent prayer activities.
- Resolve problems as they arise.
- Oversee and participate in the a.m. staff devotional time.
- Oversee all special projects, such as building programs, special services, HST, concerts, conventions, etc.
- Administer EDSS.
- Coordinate all chapel programs.
- Manage and evaluate annual student testing and report results to the Board.
- Check lesson plan books and grade books.
- Coordinate schedules, use of facilities and duty roster.
- Secure substitute teachers.
- Establish systems and train staff in routine of daily operation such as attendance records and grading.
- Evaluate programs and personnel and recommend changes as appropriate.
- Report needs for maintenance, repairs and security to church trustees and/or Board.
- Maintain professional relationships with and among faculty.
- Provide checkouts for assigned staff at the end of the year including inventories, cleaning, storage, projected orders, etc.
- Provide leadership in the profession through membership and participation in professional associations.

- All other duties as assigned by the OCS Board to ensure the successful operation of OCS.

### **Secretary**

The school Secretary shall report to the school Administrator. It is a full-time, permanent school calendar position. Additional weeks in the summer may be needed as directed by the Board.

Required skills: answering phones, computer programs such as Microsoft Office. Maintain organization of office, able to maintain a pleasant atmosphere in the office even under busy or tense conditions, ability to encourage and minister to others. Duties include but are not limited to:

- The Secretary shall report to the Administrator and manage the office in such a way as to make him/her a successful Administrator.
- Able to handle confidential information with complete security.
- Demonstrate enthusiasm and interpersonal skills to relate well with students, parents and staff.
- Display Biblical, ethical and professional Christian character.
- Maintain a yearly calendar of activities in coordination with Administrator.
- Take care of student needs at the counter.
- Make copies.
- Seeing to the needs of a sick student (taking temperature and calling parent, for example.)
- Maintain “Caught-ya” awards and birthday certificates.
- Oversee tardy sign-in forms and track student’s tardiness for the Administrator.
- Supervise students waiting in the office.
- Overseeing Visitor sign-in, early check-out.
- Know the details of student applications and tuition fees.
- Distribute mail.
- Assist with Eagle Express copying and sorting.
- Maintain all office forms.
- Answer the phone and take messages. Know where to direct questions from visitors or phone calls.
- Know the current location of the Administrator and cell phone of him/her for access in a timely manner.
- Assist with special events as directed by Administrator.
- Know all emergency procedures and assist in emergency situations as they arise.
- Know the application process for teachers/staff.
- Schedule appointments for the Administrator and make sure they are on his/her calendar.
- Keep all databases up to date.
- Type correspondence and other paperwork as requested.
- Send out information packets and student transcripts as requested.
- Work on layout and design of any updates of OCS paperwork, history and information booklet, parent-student handbook, etc.
- Keep and maintain a copy of OCS Policy Manual, with current updates on all approved policy changes.
- Call substitute teachers as directed by Administrator.
- Train staff and volunteers on use of copy machines.
- Do school related purchasing as directed by Administrator.
- Keep accurate records of students’ health and immunization information, legal updates and report necessary data to state and local health agencies and school Administrator.
- Process applications and records of incoming students. Send letters to notify parents of testing dates, interview appointments and decisions regarding acceptance.

- Set up appointments between teachers, Administrator and parents. Notify all parties of date and time.
- Develop, copy and distribute to teachers any fliers to promote activities of the school.
- Maintain an inventory of office supplies and supervise use of school supplies. Fill out purchase orders as needed.
- Ensure maintenance of office equipment.
- Prepare mailings required by the Administrator.
- Maintain information on OCS website.
- Carry out any other duties required by the Administrator.

## 4. STUDENT POLICIES

### 4.001 Introduction and Philosophy

Oroville Christian School offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. Our philosophy is stated in Section 1.004. The following objectives have been established to implement our philosophy in the lives of our students.

- To teach that the Bible is the inspired and the only infallible authoritative Word of God.
- To provide opportunities for the student to confess Jesus Christ as Savior and Lord.
- To teach Biblical character qualities, and how to develop the mind of Christ toward godliness.
- To encourage the student to develop self-discipline and responsibility from God's perspective.
- To teach the student the respect for and submission to authority from God's perspective.
- To help the student develop a Christian world view.
- To teach the student to hide God's word in his/her heart through memorization and meditation.
- To help the student develop his/her identity in Christ as a unique individual created in the image of God and to attain his/her fullest potential.
- To teach the student to treat everyone with love and respect.
- To teach the student how to become a contributing member of society.
- To teach the student physical fitness, good health habits, and wise use of the body as the temple of God.
- To teach the student Biblical attitudes toward material things and the responsibility for using them for God's glory.
- To teach the student to understand and use the fundamental processes in communicating and dealing with others.
- To teach and encourage the student to use good study skills, learn to research and to reason logically.
- To work closely with parents in every phase of the student's development.

### 4.002 Admission Policies

OCS does not discriminate on the basis of race, color, national and ethnic origin, or biological gender in the administration of its admission and educational policies and in other school administered programs.

#### Admission

Students are granted admission to OCS if all the forms have been filled out and fees paid. Students who begin their school career at OCS will be tested for school readiness. At the end of each year their records are reviewed to see if they: 1) are performing at or above grade level: 2) attend school regularly: 3) submit to school policy and regulations during the previous school year. Transferring students will be put on conditional status until their cumulative files are received to show that they meet the criteria listed above.

### **Probationary Admission**

Students who are transferring into OCS or OCS students who are going into the next grade level, who do not meet the criteria above will be put on probationary admission. Probationary admissions are reviewed each grading period by the Administrator. If the student's teacher and the Administrator agree it is highly likely the deficiencies will be corrected at the end of the next quarter, probationary admission can be extended.

### **Denial of Admission**

Denial of Admission occurs when the necessary forms have not been filled out, the parent(s) refuse to sign the statement of faith or the parental agreement, or do not make the necessary registration fees. The Administrator will deny admission if the student is deficient in one or more the above-mentioned criteria at the end of the first week of school. The student will be denied admission to school on the following Monday. Denial of admission does not prohibit a student from applying again if deficient areas are corrected.

### **Enrollment Priorities**

The first two months of the enrollment period, typically February and March, are reserved for current OCS students. During this time, the family will complete the Enrollment forms and return it to the office with the registration fee. Following this two-month period, all students will be prioritized according to the date their application is submitted. Priority will be given to:

- A. Current OCS students
- B. Children of faculty members
- C. EFC Members
- D. Children of missionary families on furlough
- E. Children of alumni

### **Waiting lists**

Once a maximum number of students have been enrolled for a class, a waiting list will be started. If the list exceeds the minimum requirement prescribed by board policy, the Administrator may authorize the establishment of a new class. The Administrator will inform the school board of this action at the next regularly scheduled board meeting.

### **Registration Fees**

The registration fee (non-refundable) is due when the completed admission forms are returned to the school office. The enrollment procedures cannot continue until the registration fee is received. Once the registration fee has been received, the Bookkeeper will arrange a tuition payment plan with the parents.

### **Admission Procedures for Parents**

Parents must take the following steps to enroll their child(ren):

- A. Complete all necessary forms for applicable grade level.
- B. Pay the registration fee (non-refundable) and set up a payment plan.
- C. Sign the Parental Agreement – see Appendix D

### **Withdrawal Procedures**

Parents who desire to withdraw their student(s) from OCS must complete the one-page withdrawal form and have an exit interview with the Administrator in order to officially end the business relationship. The Bookkeeper will contact the family to settle all accounts. The family will continue to be charged until the student is officially withdrawn.

#### **4.003 Class Size**

The OCS board must determine the minimum class size to adequately underwrite the annual school budget. Generally, 16-20 students per class are necessary just to cover the teacher's salary and benefits. The absolute maximum of students per class is 24. The Administrator is given the authority to adjust these figures where unusual circumstances warrant. The school board will be given a list of the enrollment in each grade during the re-enrollment period and at the start of the school year.

#### **4.004 Combination Grade Classes**

Combination grade classrooms are sometimes necessary for the prudent planning of both the faculty and student needs, where enrollment does not justify a single class for each grade. The following factors must be considered when establishing a combination classroom in order to maintain instructional soundness.

- A. Number of students should not exceed the maximum of 24 set by board policy. Exceptions must be weighed very carefully. Ideally, combination classes would have less than the maximum.
- B. The Administrator will carefully consider the teacher's style, experience and training for combination grade teaching.
- C. Physical classroom must have adequate working space and resource materials to accommodate both grade levels.

#### **4.005 Entry Age**

A student applying for entrance into Kindergarten must be five (5) years old on or before September 1 of the school year in which he/she is to be enrolled.

A student applying for First Grade must be six (6) years old on or before September 1 of the school year in which he/she is applying.

#### **4.006 Immunization Policy for Preschool and Elementary**

The school's immunizations policies comply with current State Law.

#### **4.007 Communicable Childhood Diseases**

Upon contracting any of the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to administrative approval for re-admittance:

- Chicken Pox
- Pinworms
- Measles
- Scabies
- Mumps
- Ringworm
- Pneumonia
- Impetigo
- Whooping Cough
- Pink Eye
- Lice

Students admitted to Oroville Christian School shall be protected from influences negatively affecting their well-being and educational progress. Therefore, OCS will exclude student applicants who are currently infected with a life-threatening virus.

#### **4.008 Child Abuse and Neglect**

OCS employees are mandated reporters under California law and are expected to report, in accordance with the law, instances of suspected child abuse. OCS shall comply wholeheartedly with the California Child Abuse Reporting Law (Penal Code Section 11165-11174.5). It is understood that suspected instances of child abuse must be reported immediately by phone to an appropriate child protective agency and that a written report (Department of Justice form required) must follow within 36 hours of receiving the information regarding the incident.

#### **4.009 Harassment, Sexual or Other**

Any form of harassment, including bullying and sexual harassment on the part of a student is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of a teacher, office personnel, Administrator or school board member. The matter will be thoroughly investigated by the Administrator in confidence. After reviewing all facts, the Administrator will make a determination concerning whether or not reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including expulsion will be taken against a student who is found to have engaged in harassment.

*Harassment includes:*

- Physical conduct: touching, assaulting, impeding, or blocking movement.
- Verbally threatening or intimidating another person.
- Verbal conduct: making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse: graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations.
- Verbal sexual advances or propositions.
- Visual conduct: leering, making sexual or obscene gestures, displaying sexual or obscene gestures, objects or pictures, cartoons or posters.

#### **4.010 Curriculum Instruction**

The OCS curriculum guides should contain skills, strategies, concepts and content for each grade level. They should offer guidelines for teaching the grade level and sequence and include enrichment activities.

##### **Textbooks**

The Administrator will appoint a curriculum selection committee as needed. The textbook adoption criteria will be determined and written in a document setting guidelines for the committee. The committee will contain representation from the teachers. The committee will screen potential textbooks to determine how closely they align with the philosophy and objectives of OCS. In addition, the scope and sequence of each series should be considered along with a list of other criteria.

In selecting textbooks, both Christian and secular publishers may be considered. An evaluation form shall be used to guide this process. It is recognized that Christian publishers provide a distinctive Christian perspective and whenever possible will be given preference in the selection process.

OCS textbooks (non-consumables) are loaned to its students. Children are responsible for their texts and are responsible for any damage or loss.

Textbooks should be issued to each child the first week of school. The child's name, textbook number, and condition of the book should be recorded. All hard cover books must be kept covered at all times.

##### **Textbook Replacement Fees**

- A. If a textbook is lost or damaged so that it has to be replaced, the cost of the textbook plus shipping must be paid in full by the party responsible for its loss or damage.
- B. If a textbook shows signs of wear due to neglect, the fee is to be determined at the Administrator's discretion.



- C. If a textbook is damaged or badly soiled, but still usable, the fee for use will be determined by the Administrator.

### **Literature**

All literature will be grade appropriate. Literature in the upper grades will be taught with analysis and evaluation, contrast and comparison, within a framework of Biblical thinking.

### **Human Growth and Development Education**

5th through 8th grade students receive instruction in Human Growth and Development. Boys and girls will be separated or combined as specific discussion dictates. Classes are voluntary. Parents who do not wish to have their son/daughter receive the instruction must inform the school in writing. Parents will be provided with opportunity to meet instructors, review curriculum materials, and ask questions regarding the program.

### **Special Education/Learning Disabilities**

Special needs students are eligible for admission when the OCS program is deemed appropriate for their needs. However, we do not offer a special education class or services. OCS teachers are equipped to deal with a normal range of intelligence and learning styles; however, they cannot help where special diagnosis and treatment are needed. Teachers are trained to recognize some learning disabilities and can make suggestions and referrals when needed. OCS is not prepared at this time to enroll students diagnosed with moderate or severe ADD (Attention Deficit Disorder) or ADHD (Attention Deficit Hyperactivity Disorder) or serious learning disabilities.

### **Music Education**

Instrumental music is mandatory for students in 5th grade. Students in 6<sup>th</sup> through 8<sup>th</sup> grade may elect to continue in the band program allowing for students to learn together. Parents and their students are responsible for maintaining the instruments.

### **Physical Education**

Physical education is provided for each OCS student during the regular school day. Students will have PE outdoors or indoors depending upon the weather and the teacher's discretion. Teachers and support staff are responsible for the curriculum. All activities are planned in the best interests of the child's safety.

Every student is required to participate during PE. A student may be excused up to five (5) consecutive days at a time with a note from a parent. This may be done in cases of minor injury and/or sickness from which the student is recovering. No student will be excused more than five consecutive days unless there is a note from an attending physician. If a note from a physician is received, the student will be excused from PE until a note from the physician indicates otherwise.

A student is required to have a pair of gym shoes to use specifically for PE. Shoes may be kept at school. Any student who does not have the necessary equipment for gym class will not be allowed to participate and their nonparticipation will be reflected in their grade. The teacher will determine necessary equipment. Fifth through eighth grade students are required to purchase a PE uniform.

### **Technology**

Students will be given the opportunity to use computers/technology in the classroom. Equipment not in the classroom should be reserved at least one day in advance. Any equipment maintained by the school will be available on a first come basis. It should be returned to the proper storage area or to the office on the day it is used. Students should not be allowed to use or operate equipment if they have not been instructed in the proper use of it. Any equipment in need of repair should be reported to the office.

Equipment may not be taken off campus without approval of the principal.

### **Additional School Activities**

7th and 8th grade students are offered activities apart from the regular curriculum. These activities include: Flag Worship Team, Classroom and Library Helpers and Student Government.

### **Bible Versions for Classroom Use**

The following Bible versions are approved for classroom study and memorization:

- King James
- New King James
- English Standard
- New American Standard

### **Bible Memory and Character Trait Program**

Students at OCS will be involved in Bible memorization each year. Each student will be given the opportunity to learn at least one verse per week. Along with verse memorization, a character trait will be presented to students each month.

### **Evangelism of Students**

OCS shall accept students from non-Christian families providing the families are in agreement with the Statement of Faith and the purposes of the school. It is the desire of OCS that every student have a personal relationship with Christ. It shall be the policy of the school to give a clear presentation of the Gospel to each student during the course of the year. Each teacher should become aware of where each child in his/her classroom is in their relationship to Christ.

### **Prayer**

Prayer is vital in our program of Christian training. Students at OCS are taught the importance of establishing a consistent daily prayer life. Therefore, prayer is woven throughout the school day.

### **Community Service**

OCS students must participate in at least one service project each year. Service opportunities are those activities that benefit our community and various organizations here and around the world.

### **4.011 Light House Library**

The Oroville Christian School Library was created to provide quality resources for the whole family, to help grow the families in their faith, to support teacher instruction and enrich learning by the students. Each class, K – 8th, will have a scheduled library time.

#### **Goals**

- A. To have enough books to meet or exceed normal accreditation standards.
- B. To assist both church and school in their instruction.
- C. To teach 3rd through 5th graders recognized library skills.
- D. To be sure all new and existing books come within the guidelines of our statement of faith.

#### **Acquisition Policy**

Books for the library are purchased with funds from donations, budget and fundraising projects. Selection of materials should be based first on the following criteria:

- A. What benefits the school curriculum.
- B. What would benefit the students for free reading/
- C. What will enhance and encourage the church family.

When the library book fund has sufficient funds, books can be purchased from catalogues, bookstores, ACSI Convention, on-line and from preview boxes. Donated materials are subject to the selection process. They are not just put into the library because they are free. They are accepted with the condition that the library will dispose of all materials that are either duplicates or are not suitable for use. If the donor would like to have unused items returned, they must make arrangements convenient for both the donor and librarian.

### **Book Selection and Screening Policy**

All materials selected for the Lighthouse Library must reflect the principles and philosophy of the Word of God. Books must be in good physical condition, generally sturdy enough to withstand up to five (5) years of student use.

The librarian is responsible for selecting and screening all books. The librarian may request and use help in screening the materials. Each person screening, will read the screening policy and be required to write a statement about each book or movie as to why they think it does or does not conform to our standards. The librarian may choose to refuse any material.

#### **Fiction Books:**

- Biblical truth must be upheld
- Good must be considered good and evil considered evil.
- Heroes must have good moral character. They may make wrong choices at times but these choices are portrayed as wrong.
- Heroes should cause us to desire to be more like Jesus.
- Doctrine taught must be consistent with OCS's doctrine.
- Evil is only presented enough to teach a lesson, but not glorified.
- Evil is presented purposefully and not too graphically.
- Evil is made to appear both dangerous and repulsive.
- The plot should be logical and the resolution believable and satisfying.
- When dealing with fantasy and science fiction, the line between reality and fantasy needs to be appropriately clear enough that the reader knows which is which.

#### **Non-Fiction Books:**

- Books must uphold Biblical truth.
- Evolution must be taught as a theory.
- Books should contain a minimum of evolution and humanism. If possible, these are to be marked with "Evolution Alert" stamp on the page and a disclaimer in the front of the book. The disclaimer says the following:
  - Just because this book is in our library doesn't mean that it is without some humanistic slant. Scientific hypotheses, theological concepts, philosophy and morality presented within the book need to be held accountable to the Truth. Some books don't make it into our library because of their obvious unsuitability. Even titles and subjects sometimes reveal an anti-biblical stance. Nevertheless, it is simply impossible to screen all anti-moral and anti-truth concepts from every book. Therefore, we urge parents to help their children to learn to discern between good and evil by holding this book up to the holy standards of the Word of God. Either reject the book and let us know why or take your child carefully through the book.
- Source documents need warning labels if they contain unsound doctrine that is contradictory to Biblical teaching or OCS's statement of faith.

- DVDs and Videos follow the same screening criteria. They are labeled with a warning sticker placed on the outside of the case advising of evolution or humanistic teaching. DVDs and Videos that cover topics deemed too mature for primary audiences (such as abstinence curriculum) will be kept in a separate place and also include a label asking for parental guidance.

### **Policy for Objectionable Material**

If a parent or church member has an objection about a material(s), the material(s) will be temporarily removed from circulation and the person will be required to fill out a form about their objection. The form will include the following information:

- A. Name of person objecting and the date.
- B. For what grade is the material intended.
- C. Material title and author.
- D. Barcode.
- E. Was the entire book read, if not, what sections were read.
- F. What is the nature of the objection, with page numbers and reasons.
- G. How does the material disagree with Biblical principles.
- H. What might result in a student reading the book.
- I. Recommended suggestions.

### **Procedure for Reviewing Objectionable Material**

After a complaint form has been received by the librarian (or in the case of no librarian, the Administrator), the librarian and the student's teacher shall review the material(s). If the material is recognized at that time to be in obvious violation of the Selection Policy, the material will be permanently removed from the library. The librarian (or Administrator) is responsible to respond to the person objecting letting them know what action was taken. A signed and dated copy of the complaint and the response is to be kept on file in the library. The following questions will be used to determine if the complaint has validity:

- A. For what grade level was this available? Was this appropriate for that level?
- B. If evaluating for language, was it appropriate to the culture or situation(s) occurring in the book?  
Was the language appropriate for the OCS library?
- C. If evaluating for content, what part was objectionable? If it was the title, what was the content suggested by the title (i.e. Witch of Blackbird Pond?)
- D. Did it show consequences of negative, unwise or sinful choices?
- E. Was evil treated as good instead of evil?
- F. Were the situations described too graphic?
- G. Was the subject matter contrary to Scripture?
- H. What is your recommendation for this book?

### **Damaged Books**

We endeavor to keep all books and materials in good repair. Library/text books and materials are meant to be used. They also need to be respected and cared for. Damage will occur and repairs will be necessary over time. The library/school will cover the cost for normal use. The borrower will be assessed for damage that they cause.

### **Circulation Policies**

Circulation guidelines are as follows:

- A. Except for Reference Books that remain in the library, books may be checked out for two weeks at a time and may be renewed two or more times.
- B. Books may not be renewed if someone else has reserved that book.
- C. Books will not be checked out to those with existing fines or overdue books.

- D. Books need to be returned to the librarian, the box just inside the library door, or the box in the school office.
- E. Books may be turned in or fines paid to the office only when the library is closed.
- F. Books are considered overdue the day after the due date on the computer.
- G. Overdue books will be fined at a rate of 10 cents a day or 40 cents a week.
- H. Books that are not returned will be considered lost and the person will be billed the cost of replacing the book, including shipping and a \$10 handling fee.
- I. Reference books with the “Library Use Only” sticker may only be checked out to go to the copy machine in the office.
- J. Students are added to user list upon entering school and are removed from it when their enrollment is no longer current. Parents can check out books with the student’s number for easy tracking.
- K. Church families are added to the list when they show an interest in checking out books.
- L. Registered students and their families have summer checkout privileges.

### **Check out and In Procedures**

Materials may be checked out during regular school hours Monday through Thursday. A **trained** student or volunteer may operate the computer. Books are checked in every morning from the book box by the door. Books are assessed for damage and repaired as needed. Fines and overdue notices are printed on Tuesday afternoon of each week to be ready for Wednesday’s Eagle Express. Other circulation procedures are in the Librarian’s Computer Manual.

### **Library Assistants and Volunteers**

Adult volunteers must abide by the OCS dress code while serving on campus. They need to be trained to use the library software and show an adequate level of competence before they are allowed to work without guidance. Some ways of assisting are the following:

- A. Checking in and out books
- B. Shelving
- C. Inventory
- D. Straightening
- E. Cleaning both books and shelves
- F. Putting up or taking down bulletin boards

### **Inventory**

The library will keep a yearly inventory of all books and materials in May just before the end of school.

### **Budget**

The library purchases are made out of the Library line item in the OCS budget. Money in the library designated account comes from gifts, fundraisers, and the sale of old textbooks.

### **Hours of Operation**

Please refer to the current Parent/Student Handbook for specific information regarding the library schedule of OCS students.

### **4.012 Instructional Support**

Aides, and volunteers can make an important contribution to our educational program at OCS. Instructional aides are under the direction and supervision of the teacher. Their list of duties is on file in the Administrator’s office. Parents and/or community members who are able to volunteer in the classrooms are under the direction and supervision of the teacher in whose classroom they volunteer.

## Tutorial Help

Students will sometimes need additional help in a subject. The first place for the student to turn to for help is the teacher. OCS teachers can give help to that student during normal school hours. Students can also be paired with peers who understand the material and can help. For students with a severe problem, an outside tutor may be needed.

## 4.013 Assessment

Grading may include both subjective and objective criteria. Individual teachers will determine their own grade requirements and clearly state their criteria in written form to parents at the first meeting of the year. Students will be notified of the teacher's expectations during the first week of school. Teachers will file a copy of their grading criteria with the Administrator. Standards should be fair, understandable and attainable. In grading, the following criteria may be considered:

- Citizenship
- Daily work
- Quizzes and tests
- Special projects, research papers, etc.
- Extra credit assignments

## Meaning of Grades

- "A" indicates outstanding work.
- "B" indicates more than the basic requirements are being met.
- "C" indicates that the basic requirements are being met for the grade level.
- "D" indicates that the child needs help and is struggling to meet the basic requirements.
- "F" indicates the child is failing in that area and not meeting the requirements of that grade level.

## Grading Scale

|    |        |    |          |
|----|--------|----|----------|
| A+ | 98-100 | C+ | 77-79    |
| A  | 93-97  | C  | 73-76    |
| A- | 90-92  | C- | 70-72    |
| B+ | 87-89  | D+ | 67-69    |
| B  | 83-86  | D  | 63-66    |
| B- | 80-82  | D- | 60-62    |
|    |        | F  | Below 60 |

## Progress Reports

All students receive a progress report at the mid-point of the first trimester. Progress reports will be sent out thereafter as needed. A report should also be sent anytime during the trimester if there is a significant drop in performance. Progress reports may also be used to report problems in the area of discipline, work habits or attitudes. Parents are required to sign an acknowledgement that they have received the progress report.

## Report Cards

Report cards are issued three (3) times a year, once each trimester.

### Procedure:

- A. Specialty and elective teachers will report grades to the grade level teacher or homeroom teacher no later than 8:00 a.m. on the Monday following the end of the grading period, unless otherwise noted.

- B. Report cards are to be completed by 8:00 a.m. on the Tuesday following the end of the trimester reporting period, unless otherwise noted.
- C. Report cards will indicate the total number of absences and tardies in the attendance box.
- D. Teachers must retain a copy of the original report card and store them in his/her classroom during the year.
- E. A copy of the entire report card at the end of the year will be placed in the student's cum file.

### **Incomplete Grade**

Teachers may issue a grade of “incomplete” if the teacher feels there are justifiable reasons for the work to be late, such as student illness. An “incomplete” grade changes to “F” if the work is not completed within an amount of time agreed upon by the teacher, parent and Administrator. In no case will such time exceed six (6) weeks.

### **Parent Conferences**

Conferences are used to keep parents informed about all areas of their child's development. Every parent should conference with the classroom teacher. Parent/teacher conferences can be called at any time during the school year at the request of a parent, a teacher, or Administrator.

Conferences should be well planned and held in a location where all persons will be comfortable and can talk in a calm unhurried manner. Teachers should have samples of the student's work to show the parent and have in mind details of behavioral patterns, which will be discussed. Since conferences are important to parents as well as the teacher, a “we” approach will help to have a successful conference. Conferences will only be scheduled before or after school, or during days set aside for conferencing.

### **Achievement Tests**

Achievement tests are administered as a means of identifying areas of weakness and strengths that a child has in the overall school program. Grades 1-8 will take a standardized achievement test. Parents will be notified of the results of the achievement test within thirty days of receipt by the school. *Revised 04/20/2020*

### **4.014 Accelerated Promotion**

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's superior academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Accelerated promotion or “skipping a grade” is not always a beneficial practice nor in the best interest of the student. The nature of the curriculum at OCS is such that a student will usually miss critical concepts and skills by skipping a grade. The school Administrator must also consider other factors, such as those that relate to maturation, social development, and student success in comparison to other gifted and talented students. OCS subscribes to the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for a steady academic and social development. The Administrator will carefully evaluate any request for accelerated promotion weighing the best interests of the student, the ability of the school to meet the student's needs, the concerns of the parents, and school policy. The Administrator, after a careful evaluation of factors such as academic and social development, and conferencing with the classroom teacher, may promote a student to their assessed grade level.

## **4.015 Retention Policies**

### **Introduction**

The decision to retain a student is, ideally, a mutual decision between parents and the school staff. In certain cases, retention is a necessary and appropriate tool in the educational strategies used for the development of children. Retention is a serious action with a potentially long-range impact on children and their families. The goal of our school is to minimize the need for retention through effective developmental screening. Early communication between the home and school, combined with vigorous intervention efforts, will always be made to reduce the potential for retention. However, retention will be recommended in certain circumstances. The prayer of OCS would be that a student would meet with success in the classroom and develop age-appropriate social and emotional behaviors through his/her retention experience. Typically, retention decisions will be more frequent among early elementary children. This is based on research that clearly indicates that children benefit far more in their academic progress when retention occurs during earlier years. Our policy regarding retention is that a child may not be retained more than one time while enrolled at OCS.

The following guidelines will be used:

- A. If after careful observation during the first trimester, a teacher feels retention is a possibility, he/she will consult the Administrator. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. The possibility of retention as well as specific plans for remediation will be suggested at this conference. The classroom teacher and parents will implement suggested learning strategies for the student. Two-way communication between home and school will take place regularly.
- B. The Administrator may appoint a child study team to identify particular areas that need to be addressed as well as design an individual learning plan which includes appropriate intervention methods for normal growth to take place.
- C. In some cases, in spite of appropriate interventions, retention will still be necessary. A recommendation for retention will be made to the parents by the classroom teacher with the Administrator's final approval. The conference, with teacher and parents will be scheduled at the beginning of February.
- D. If the parents do not agree with this recommendation, a further conference will be held with the parents, teacher and Administrator. The desired result of this conference is to have parental consent for retention.
- E. If the parents and OCS do not agree to retain a student, and the school has provided adequate written evidence for the need to retain, the student shall be considered retained by OCS. Parents have the option of home schooling or removing the student to another school.
- F. Appeals must be made in writing to the school board, and the Administrator will read the appeal from the parents at the next regularly scheduled board meeting. The school board will respond in writing through the Administrator within two weeks of the board meeting.
- G. Decisions to retain a student will be made by the last school day in March.
- H. Retention will be implemented to help make it a positive and successful experience for the student.
- I. During the second trimester in which a student has been retained, the Administrator will meet with the classroom teacher and parents to evaluate the progress of the year and the impact of retention. This report will be placed on file in the student's cumulative record.

### **Procedures for Intervention and Evidence Gathering**

- A. Regular communication between home and the school will take place prior to the decision to retain a student so that all parties are informed of the evidence leading to the decision.
- B. Interventions may include, but are not limited to:
  - Child study team interventions such as one-on-one tutoring.



- Testing for learning disabilities by a qualified entity not associated with OCS.
  - Physical examination by a licensed care provider (i.e. ophthalmologist, speech therapist).
  - Diagnostic educational evaluation from an outside source (i.e. Sylvan Learning Center).
  - Summer school.
- D. Evidence to retain a student for retention may include, but is not limited to the following:
- Teacher recommendation based on a student's classroom performance (students with a yearly average of 60% are candidates for retention).
  - Reading and or math skills more than one grade level lower than the class average.
  - Developmental age, not grade, as determined by proper testing such as Gazelle, as well as teacher anecdotal observation.
  - Terra Nova scores rank in the 35th national percentile or less in reading and/or math.
  - Chronological age.

#### 4.016 Graduation

The kindergarten celebration and 8th grade graduation will be held at the end of the school to celebrate the successful completion of the student's first and last years at OCS. The OCS Board will grant a diploma to any student successfully completing the OCS curriculum and fulfilling all responsibilities. Diplomas will be signed by the Chairperson of the Board and the School Administrator and shall bear the date of issue.

#### 4.017 Homework

Homework assignments should be clearly understood by the students. Sufficient classroom instruction must be given so that the student is thoroughly familiar with the procedures involved in the assignment. It should be possible for the student to work independently, with little or no assistance from parents and to complete an assignment with a reasonable length of time. Homework should be meaningful and not homework for homework's sake. Guidelines for homework are:

- To practice a newly learned skill.
- To gain more information on a given subject.
- To apply knowledge to a new situation (i.e. use of dialog punctuation in a story).

#### Absenteeism and Homework

Students who will be absent due to a vacation will not receive class work before they leave. Assignments will be given to a student upon his/her return. All work must be completed and returned as determined by the classroom teacher. The student may have to absorb some academic losses for those lessons that can only be completed due to discussions in class or projects completed in the classroom. The following table shows the grading for late work, excused and unexcused absences.

| Student is <b>present</b> when<br>Assignment is given | <u>One Night Assignments</u> | <u>Long Term Assignments</u> |
|---|------------------------------|------------------------------|
|   | 1 day late = 75% max. grade  | 1 day late = 85% max. grade  |
|   | 2 days late = 0% grade       | 2 days = 75%                 |
|   |                              | 3 days = 65%                 |
|   |                              | 4 days = 55%                 |
|   |                              | 5+ days = 0%                 |

|   |  |   |
|---|--|---|
| Student is <b>absent</b> when assignment is given | <u>Excused Absence</u> <ul style="list-style-type: none"> <li>• Due date extended one school day for each school day absent</li> <li>• No grade reduction</li> </ul> | <u>Unexcused Absence</u> <ul style="list-style-type: none"> <li>• Due date extended <b>one</b> day for each school day absent</li> <li>• Teachers will not provide advance lessons</li> <li>• Student may have lower grade due to missed classroom intensive projects</li> <li>• Otherwise, no grade reduction</li> </ul> |
|---|--|---|

#### 4.018 Student Information

##### Student Pick Up Policy

No child will be released to anyone, for any reason, other than those authorized in writing by his/her parents. This authorization must be in the child's file in the office.

##### School Pledges

The American flag, Christian flag and the Bible pledges are said on a daily basis. These pledges are in the Parent/Student Handbook.

##### Dress Code

The dress code will be enforced graciously and firmly so that all of us can focus on what is really important – the heart of a child. The following policies are established to assist the Administrator and teachers with dress code enforcement.

- A. Teacher will monitor inappropriate dress worn by students to school.
- B. The Administrator has the authority to disapprove of any clothing that is even borderline immodest.
- C. Students who are inappropriately dressed will be refused admission to class when given a second notice for the same offense.
- D. Students must wear "chapel dress" each Friday for the entire school day.

Specific requirements for daily dress can be found in the **Dress Code** section of the Parent/Student Handbook.

##### Chapel

The primary purpose of chapel is to teach children to worship the Lord. Students need to behave reverently and be attentive. Parents, grandparents and friends are invited to attend Chapel. Students are permitted to sit with their parents or grandparents.

##### Telephone Use

Students will be permitted to use the phone only for emergencies.

## **Social Media**

Social Media are defined as “any web-based applications that allow people to broadcast information to an entire network” to include, but not limited to Facebook, LinkedIn, Twitter, Instagram, YouTube, etc. Students using social media should reflect Christian standards that align with OCS. Posting any confidential school, class, and/or student information is strictly prohibited. Defaming, bullying, insulting or otherwise causing harm to any other student or staff member is prohibited. Any student caught posting something that harms another will face disciplinary action. For complete information on discipline and bullying see Section 4.024.

## **Recess**

Regular recess times are scheduled throughout the school day. Specific information about recess can be found in the Parent/Student Handbook.

## **Morning Snack**

There is no planned snack time for grades K-8. Parents may include a snack in the child’s lunch and be eaten at recess. The child must sit on a bench to eat it and dispose of trash properly.

## **Lunch**

- A. Lunch will be eaten in the patio area unless the weather does not permit, and then it will be eaten in the classroom. The children have a 20-minute lunch period and a 20-minute recess.
- B. A hot lunch is available on regular school days. The meal is a balanced, nutritional lunch. Participation is optional.
- C. Due to any conflicting events scheduled on campus, hot lunch may be cancelled. The office will announce any cancelled hot lunch well in advance. Parents should watch for announcements in the Eagle Express.
- D. Prepaid drink and hot lunch tickets may be purchased from the ticket table in the office before school. Current prices are listed in the Parent/Student Handbook.
- E. If a child is going to late coming to school, but will arrive before lunch, a parent may call or email before 9:30 to let the school know their child will need a hot lunch. Thereafter, whether or not the child arrives at school a hot lunch will be charged to their account.
- F. The lunch schedule is listed in the Parent/Student Handbook.
- G. Teachers are required to stay with students during their recess and lunchtime on rainy days. Lunch duty personnel and Administrator may relieve teachers for short periods of time.

## **Lost and Found**

Found items such as clothing and books will be placed in the lost and found. Items of special value such as watches and jewelry should be turned in at the office. Money that is found should be turned into the office and if it has not been claimed in two weeks will be placed in the next chapel offering. There will be periodic lost and found days during the year when items will be placed on tables in the patio area. If items are not claimed in four weeks, they will be given to a local charity. Parents will receive ample notice.

## **Accident Insurance**

The school shall provide student accident insurance to cover school activities. The insurance shall be a second carrier for families who have other insurance policies and first carrier for families with no insurance.

## **Transportation**

Parents of OCS students must provide transportation for their children to and from school. All parents and staff must adhere to designated traffic patterns between the hours of 8:00 a.m. to 4:00 p.m.

## **Medical**

- A. If it is necessary for a child to be absent for a medical appointment, please notify the school.
- B. Students are not to bring any medication to school unless it is absolutely necessary.

- C. If a student brings medication to school, it will be kept in the school office. A signed note from the parent or physician must accompany the medication, stating the name of the medication, the time it should be administered, and dosage. There is a medicine form in the office for the parent to fill out.
- D. Office/school personnel will administer all medications.
- E. No student may, at any time, give medication to another student. If a student does give medication to another student, disciplinary action will be taken.

### **Medical Emergency Procedure**

At the beginning of each school year all parents must fill out the “Family Registration/Emergency Card”. This information will include the name and phone number of the doctor to be notified in case of an emergency, but also the name, address and phone number of family members and alternate persons who may pick the child up. It is the responsibility of the parents to see that this information is on file and kept current. OCS personnel are trained in first aid and the school is equipped with first aid supplies in case of minor injuries. In case of serious injury or illness, the parents and medical emergency personnel will be notified. In the case of a minor illness, the parents will be notified and asked to pick the child up.

### **Honor Roll Recognition**

Honor roll status, which begins in fourth grade, requires all A’s and B’s. Students are recognized at award assemblies. Teachers are responsible for notifying parents if their student has earned Honor roll status. There are three levels of Honor Roll”

- A. Scholar Roll – all A’s
- B. High Honors – all A’s and one B
- C. Honorable Mention – all A’s and B’s and no more than one C

### **Attendance and Absences**

Regular class attendance is essential for successful schoolwork. Legitimate excuses include the following:

- A. Illness of the student
- B. Death in the family
- C. Participation in school activities (with permission)
- D. Doctor’s appointment

The Administrator must approve all exceptions. The Administrator will be informed if a child has an excessive number of absences, tardies, and/or early dismissals. Failure of a student to attend school will be considered an absence. Each absence will be marked “excused” or “unexcused”. When a student is absent, parents must turn in a note with the following information:

- Date(s) of absence
- Specific reason(s) for absence
- Signature of parent(s)

If an absence is known ahead of time, the parents are responsible to contact the classroom teacher and office personnel. When a student is absent from school for 3 days consecutively and a phone call from a parent is not received, then reasonable attempts by the office will be made to phone the home.

The administrative Secretary will supervise all attendance records. Daily records will be kept for every student and entered on his/her permanent record at the end of the year.

### **Tardies**

Students are considered tardy if they are not in their classroom by the 8:30 a.m. bell.

If the student is late to school, the driver must report to the office with the student to sign him/her in. The student is admitted to class only with an office pass. Excessive tardiness will be reported to the Administrator. A student’s tardy will be excused only in cases of the following:

- Emergencies
- Early morning doctor/dentist appointment
- Memorial/funeral service
- Extenuating circumstances beyond the parents' control

### **Truancy**

Excessive unexcused absences are considered truanies. The California Education Code requires all children to be in school. The following policy is established to address our legal obligations:

- Three (3) or more unexcused absences in a trimester will require a parent conference and a subsequent plan to bring absenteeism under control.
- Any student with unexcused absences of more than twenty percent of any trimester is subject to retention or dismissal at the discretion of the Administrator.

### **Visitors**

Students may bring friends with the teacher and Administrator's approval. Visitors must abide by OCS's rules for behavior expectations and dress code. Visitors are required to check in at the school office as soon as they arrive so their whereabouts will be known should they need to be contacted.

### **Class Schedules**

Please refer to the current Parent/Student Handbook for information regarding class schedules for OCS students.

### **Eagle Express**

Each Wednesday OCS students will receive a home/school communication – the Eagle Express. It is the parents' responsibility to read all contents and sign the envelope. It is the students' responsibility to return it to school by Friday of the same week. If the envelope is not returned to the teacher by the next Wednesday, a \$2 fee will be charged to the student's account and a new envelope will be issued.

### **Speech Therapy**

OCS may arrange appointments with speech therapists when necessary. Speech therapists often come to OCS to test and observe students. These therapists usually come from the Oroville school district and may or may not be available to OCS students.

### **Counseling**

Teachers and/or the Administrator usually handle routine, personal counseling. More extensive, professional Christian counseling for students and families can be arranged through referrals.

### **School Procedures**

#### *School Hours*

|                     |                                     |
|---------------------|-------------------------------------|
| Office Hours        | 7:30 a.m. – 4:00 p.m.               |
| Summer Office Hours | 9:00 a.m. – 3:00 p.m.               |
| Preschool           | 8:00 a.m. – 3:15 p.m.               |
| Elementary/Jr High  | 8:30 a.m. – 3:15 p.m. (M, T, TH, F) |
| Elementary/Jr High  | 8:30 a.m. – 1:30 p.m. (W)           |
| Extended Day        | 7:30 a.m. - 8:00 a.m.               |
|                     | 3:30 p.m. - 6:00 p.m. (M, T, Th, F) |
|                     | 1:45 p.m. - 6:00 p.m. (W)           |

OCS is a closed campus. Non-OCS students are not allowed to visit in or around the school between 7:00 a.m. and 5:30 p.m. without prior approval.

### **Arrival/Dismissal**

- A. Students will report to their respective classrooms by 8:30 a.m.
- B. Weather permitting, teachers will meet their classes outside of their classroom at 8:30 a.m. and escort them inside.
- C. If the weather does not permit outdoor playground use, children should report to the gym or to their classroom as directed by their teacher.
- D. Whenever students are on the school grounds they must abide by school rules.
- E. Children must be registered to attend the EDSS program unless there is an emergency and the child cannot be picked up.
- F. Children not registered for EDSS should arrive after 8:00 a.m. to the play area. Be sure to have children exit from passenger side of vehicle.

### **Traffic Plan**

Drivers of students in grades 1-8, may wait in their vehicle for their child/children to come to them. Parents of Kindergarteners are asked to leave their cars to pick up their child after school. Students must remain in the vehicle once they have been picked up. Adults are asked to use the CROSSWALKS at all times to set a good example for the children. Please observe the following:

- A. Drive VERY SLOWLY at all times, and please observe the traffic pattern.
- B. Please do not conference with teachers or other traffic directors who are on the crosswalk duty so their attention is not diverted, endangering a child's life. When dropping off children in the morning, please do not delay the cars waiting behind you.
- C. Watch for directions from crossing guards.

### **Fire/Earthquake Drills**

OCS practices safety procedures for fire and earthquake drills. Fire drills are scheduled once a month and two earthquake drills are scheduled, one in the fall and one in the spring. Intruder drills are also conducted.

### **Emergency Closing Procedures**

The following radio/TV stations will give emergency and school closure information: KPAY (AM 1060 or FM 95.1) and KHSB (TV 12). In the event of an emergency school closing after students have arrived, parents will be contacted by phone and asked to pick up students as soon as possible. In an emergency closure, parents should knock on the classroom door (wait for teacher) and sign a check out form. If students are evacuated, parents will be notified of the new location as soon as possible in order to pick up their child/children. Parents are required to keep emergency information current with the school office.

## **4.019 Activities**

### **Chapel**

All students are required to attend chapel weekly. Teachers may be responsible for presenting Chapel programs. During in-service/orientation week, a Chapel schedule will be available for each teacher.

### **Student Council**

Students in grades 5-8 may choose to participate in student council. Student council will have a faculty adviser.

### **Parties**

Teachers may schedule parties for Thanksgiving, Christmas, Valentine's Day, Easter and other special occasions. Teachers should be aware of student food allergies.

## **4.020 Field Trips**

### **Introduction**

Educational field trips are planned as an extension of class study. OCS teachers may augment classroom instruction with a field trip that relates to a unit of study, provides unique educational benefits for students, and/or provides a special learning opportunity for a particular unit of study. Trips may include visits to museums, historical sites, outdoor science labs, and live performances.

### **Policies**

- A. The Administrator must approve all field trips before the field trip is scheduled and parents are informed about the trip details such as date, time, etc.
- B. Teachers are encouraged to schedule an adequate and/or appropriate amount of field trips for their class each year.
- C. The classroom teacher is solely responsible for planning each field trip, including determining who drives for the field trip and the assignment of students to vehicles. All persons going on the field trip must adhere to assignments and rules set by the teacher and the school.
- D. Field trips are limited to 1) OCS students at the grade level(s) for whom the field trip was designed, and 2) pre-approved chaperones/drivers.
- E. No younger siblings or unauthorized passengers will be allowed to attend any OCS field trip.
- F. Home school students are welcome to attend a field trip subject to the approval of the classroom teacher and the Administrator.
- G. The Historical Sites Tour (HST) operates under special guidelines and is not considered a field trip.
- H. The teacher is in charge from the beginning to the end of the field trip.
- I. Students attending a field trip will be marked present on school attendance records.
- J. Students unable to attend a field trip will be assigned to another classroom and teacher to complete in-class assignments for the day.
- K. All field trip forms are on file in the school office.

### **Field Trip Procedures**

- A. Parents must have an Emergency Medical Form on file in the school office before students may attend a field trip.
- B. Teachers will carry the following on each field trip:
  - Permission slip for each student
  - Driver's roster
  - Emergency binder (with emergency phone numbers and a description of students' medical needs)
  - First aid kit
- C. Drivers and chaperones may be in-serviced regarding school policies and Procedures by the Administrator or designee prior to leaving for the trip.
- D. The chaperone-to-student ratio must be at least one (1) adult chaperone for every six (6) students for grades K-3 and one (1) to eight (8) for students in grades 4-8.
- E. Teachers may limit the number of chaperones needed on a trip. Parent chaperones will be assigned on a rotational basis.

### **Transportation**

- A. Students will be assigned to ride with their own parent/guardian if the parent/guardian is assigned to drive for the field trip.
- B. Drivers, chaperones and children will be assigned to vehicles according to:
  - 1. Seat belts – each passenger must have his/her own seatbelt in working order.
  - 2. Safe passenger load.

3. Maximum number of persons in any vehicle is nine (9). Drivers with a current commercial license may transport the number of passengers specific to their commercial license.
4. Current state law.
- C. Children who require safety seats must bring them on the day of the field trip.
- D. All vehicles transporting students to and from field trips will caravan together, departing from and returning to OCS according to a pre-determined route.
- E. No changes will be made on the day of the field trip unless approved by the teacher or Administrator.

### **Vehicle Insurance Requirements**

1. All drivers must be at least 25 years of age and have a signed insurance affidavit, a copy of current proof of insurance and a copy of a valid driver's license on file in the school office.
2. Drivers must have the following minimum insurance coverage for their vehicle:
  - Medical – each person \$10,000
  - Bodily Injury – each person \$100,000
  - Bodily Injury – each accident \$300,000
  - Property Damage - \$100,000
  - Uninsured Motorist
    - a) Each person – \$100,000
    - b) Each accident - \$300,000

## **4.021 Physical Education/Athletic Program**

### **Physical Education**

OCS provides Physical Education for all the grades. It is incorporated into the school curriculum and is teacher directed activities. Recess is a part of physical education. Children will be supervised at both P.E. and recess at all times.

### **Playground Discipline**

- A. Play safely by the rules. Be considerate of others in games or waiting in line for games or playground equipment.
- B. Use playground equipment according to the rules. No food or equipment is allowed in the restrooms.
- C. Students should keep an adult supervisor in sight at all times.
- D. All outside activities are to be supervised by a staff person, whether on the field, fenced play areas, or in other approved areas.
- E. Students need staff permission to come to the office. Students who enter the office are to come through the main door and wait courteously and quietly to be recognized.
- F. Restrooms or hallways are not to be used for games or “meetings”.
- G. Walk on cement paths and areas, not on the lawns.
- H. Keep garbage picked up (lunch sacks, fruit peelings, etc.).



## **Athletic Program**

### *Introduction*

OCS conducts an intensive interscholastic sports program in the belief that competitive team experiences contribute significantly to the development of character and school spirit. The athletic program shall provide well-planned and well-balanced activities for as many participants as possible, consistent with available facilities or personnel and financial support. The program shall be planned so as to present a minimal amount of interference with the academic program. It shall function so as to involve not only the participants, but also the student body and school community. Sportsmanship is an important part of this training. We expect our coaches, our players and our students to represent OCS in a manner that is respectful of others on and off the field of play. The program shall provide an opportunity for the loyalty of parents and friends of the school to be renewed, strengthened and united. The Administrator is directed to implement these policies at all levels of competition.

### *Student Athletic Eligibility*

- A. No student may participate in the organized leagues of the opposite sex.
- B. No student may participate in scheduled games unless the participation fee has been paid. Including tournament fees which are to be collected and paid to OCS before entering the tournament.
- C. Students must maintain a 70% grade point average in all subjects and maintain acceptable behavior in class in order to participate.

### *After School Athletic Practice Procedures*

- A. Practice sessions should begin at 3:30 p.m. and students are to be ready to leave no later than 5:00 p.m. Practice should conclude at 4:45 p.m. in order for students to leave at 5:00 p.m. Differences in this schedule must be pre-approved by the school administrator.
- B. Students are not to be on the field or in the gym without supervision.
- C. Every student participating should be sure that arrangements have been made to be picked up immediately after dismissal from the activity. Any student not picked up after dismissal will be checked into EDSS and billed. Coaches will escort students to EDSS. The office phone is not available except in an emergency.
- D. If a male is coaching a female team, he must have a female adult present at all practices and activities. If a female is coaching a male team, she must have a male adult present at all practices and activities.
- E. No student may check out an athletic uniform without leaving a \$25.00 Cash or check deposit. When the deposit is received a uniform will be issued. All uniforms must be returned clean (in a Ziplock bag labeled with the student's name) within one week following the last game. If the uniform is returned in good condition the deposit will be returned to the family.

### *Gymnasium Policy*

Being aware that our "gym" is in fact a "multi-purpose room" makes it necessary that some activities, which might be permissible in a normal gym, have to be modified.

- A. No food or drinks allowed in the gym during athletic events.
- B. No wheeled vehicles (except wheelchairs) are allowed on the carpet.
- C. All athletic equipment is to be used only for the purpose for which it was designed.
- D. Balls and other equipment that have the potential to damage walls and fixtures must be used with close supervision.
- E. All activities must be supervised by a staff member of EFC or OCS.
- F. Snacks must be eaten prior to going to the gym.
- G. Supervising adults are responsible for turning off lights and locking all doors.

## **4.022 Discipline**

### **Introduction**

The discipline policy of the OCS is intended to establish training that develops self-control and character, as well as an attitude of submission to authority.

### **Discipline Policy**

Basic responsibility for discipline rightly belongs in the home, but at school and school events, children are under the parent-delegated authority of the school. The goal is for the child to see the school and the home as a strong, unified team. OCS will seek the counsel of parents and support parental discipline as much as possible, and hope for the same response from parents.

Each student is expected to maintain a high level of behavior and personal responsibility requiring very little disciplinary action by the school. Each teacher will explain the expectations and consequences to students and parents at the beginning of the school year. The following are behavior expectations and behaviors that range from inappropriate to severe misconduct.

### **Suspension**

#### *Introduction*

Serious misbehavior, such as disrespect, or fighting, may result in a direct Office Referral or an immediate suspension that bypasses other discipline procedures. At the discretion of the Administrator, a student may be suspended from school for up to five days, pending a parent conference. The suspension may be “in house” (at OCS, out of class) or at home, depending on the severity of the problem. Suspended students may be readmitted only after a successful parent/Administrator conference.

Assignments due during the suspension receive a zero grade, but they must be completed satisfactorily and handed in to the teacher prior to readmission to school. Suspension from school disqualifies a student from Honor Roll for the trimester in which the suspension occurred.

A student who is suspended from school more than twice during the school year will be expelled for the remainder of the school year subject to OCS Board review.

The reasons, which would give cause for suspension, include, but are not limited to the following:

- Forcible interference with the rights of others
- Conduct that hinders the good order and discipline of the school
- Verbal abuse of others
- Possession, control, sale, administration, use, dispensing or compounding of any narcotic or dangerous drug
- Damage to or forceful seizure or possession of school property or personal property of others
- Possession and/or use of a weapon such as knives, firearms, etc.
- Dishonesty in any form
- Habitual non-conformity to school rules
- Disrespect to faculty, staff, or other adults who may be on campus, as well as other students
- Use of profanity

#### *Expulsion*

A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior.

#### *Expulsion Procedure*

- A. In the case of such an offense, the Administrator will suspend the student and prepare the matter to be presented to the Board.
- B. The Administrator will present the facts to the Board and recommend an action. The Board will make the decision concerning expulsion.

- C. The Board has the authority to expel any student for non-compliance with the rules and regulations.

## **Probation**

### *Introduction*

Probation is invoked when a student has a serious problem. It allows a student an opportunity to correct his/her problem. If s/he does not improve to a satisfactory level, s/he will be dismissed and withdrawn from school. The reasons for probation are as follows:

### *Academic*

- Insufficient academic progress
- Failure of the parents to get recommended professional help

### *Attitude*

- A rebellious spirit, which is unchanged after much effort by the teachers
- A continued negative attitude and bad influence upon the other students

### *Disciplinary*

- Continued deliberate disobedience
- Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's reputation
- Failure of the parents to support the disciplinary procedures of the school

### *Probation Procedure*

The probation will take place after review of the reason for probation. A conference (telephone or in person) is held with parents, teacher, student and Administrator to give notification and explanation of the probation. The probationary period will be determined by the Administrator. Each week the parents may receive an updated report as to the progress being achieved by the student.

## **4.023 Behavior Expectations**

### **Introduction**

Oroville Christian School is dedicated to promoting a positive environment that is conducive to learning and utilizes a behavior intervention system to clarify our expectations.

Students are expected to make good choices while on campus or while representing OCS during extracurricular activities or events.

The OCS discipline plan complies with the State Board of Education rulings and the California Education Code.

### **Appropriate Behavior**

The following guide provides a very general outline of appropriate behavior choice:

- Arrive on time
- Be prepared to learn
- Consider the feelings of others
- Demonstrate helpfulness to others
- Exhibit self-control
- Focus on learning
- Gain knowledge

### **Classroom Intervention Plan**

Teachers and other staff will work with students and parents to correct inappropriate behaviors that negatively impact instruction or safety in the classroom.

If a student's inappropriate behavior choices continue, the student will be referred to the Administrator for subsequent inappropriate behavior choices.

### **Administrator Intervention Plan (repeated or server behaviors)**

Teachers and other staff members will have worked with students and parents to correct behaviors that negatively impact instruction or safety in the classroom prior to office referral. When a student's inappropriate behavior choices continue despite the intervention of staff, or due to severe or dangerous behaviors, student will be referred to the Administrator. The Administrator will work with students and parents to correct inappropriate behaviors.

### **Inappropriate Behaviors**

These behaviors might occur in a classroom or other setting. These behaviors do not typically require an administrator, but are managed by teachers through the Classroom Plan. The behaviors include, but are not limited to:

- Interrupting instruction/learning
- Running in building or hallway
- Defiance
- Out of appropriate area
- Inappropriate language
- Cheating
- Gum/Candy/inappropriate items
- Harassing/Bullying
- Damage to school or personal property of others

Consequences include, but are not limited to:

- Verbal reprimand
- Phone call/note to parent
- Seat change
- Inappropriate items will be removed from the student and held until a parent comes to the school to retrieve it. We will dispose of items not retrieved by 4:00 p.m. on the last day of school.

### **Unacceptable Behaviors**

These behaviors might occur in the classroom or other settings under staff supervision and are managed by teachers, but may be referred to the Administrator, if necessary. Behaviors include, but are not limited to:

- Deliberately interrupting instruction
- Inappropriate display of affection
- Arguing with staff
- Profanity, Obscenity, Obscene gestures
- Threats
- Leaving without permission
- Throwing objects at others
- Cheating (2<sup>nd</sup>)
- Refusing to cooperate/comply with staff
- Harassing/Bullying (2<sup>nd</sup>)
- Failing to follow building evacuation protocol
- Abusing school or personal property of others
- Repeated inappropriate behaviors despite interventions.

Consequences include, but are not limited to:

- Phone call to parent
- Time-out from classroom
- Loss of recess/activity
- Loss of incentive activity
- Loss of extracurricular activity
- Financial restitution (replacement of property)
- Severe behaviors may result in suspension from school

### **Extreme Behaviors**

These behaviors are considered extreme and move directly to intervention by the Administrator. Behaviors include, but are not limited to:

- Threats (2<sup>nd</sup>)
- Fighting (causing/attempting to cause harm)
- Harassing/Bullying (3<sup>rd</sup>)
- Destroying school or personal property
- Sexual harassment
- Defiant refusal to comply with staff
- Gang activity
- Cheating (3<sup>rd</sup>)
- Behavior that causes injury to someone else
- Theft
- Throwing objects with intent to hurt
- Refusal to leave an area
- False alarm/reporting
- Inappropriate language or gestures directed at others
- Repeated unacceptable behaviors despite interventions

Consequences include, but are not limited to:

- Suspension
- Restitution
- Loss of Activities

### **Severe Behaviors**

These behaviors are severe and require intervention by the Administrator and will result in suspension and may result in dismissal or expulsion. Behaviors include, but are not limited to:

- Severe or continued disrespect/defiance/disruption
- Cheating (4<sup>th</sup>)
- Severe or continued use of sexually explicit language, profanity, or vulgarity
- Committing an obscene act or sexual assault
- Possession of a firearm (or imitation), knife, explosive, or dangerous object
- Fighting or causing, attempting to cause, or threatening to cause physical injury to another
- Possession, selling, furnishing or use of alcohol, tobacco, drugs or drug paraphernalia
- Possession or use of non-prescription drugs
- Robbery, extortion, vandalism or theft of school or private property

Consequences include, but are not limited to:

- Suspension
- Restitution

- Loss of activities
- Referral for expulsion hearing.

### **Classroom Procedures**

- A. Students are expected to promptly follow directions and instructions given by teachers or others in authority. There is to be no back talk or disrespect toward any teacher, staff member or adult. Arguments will not be allowed.
- B. Differences of opinion are to be resolved quietly and courteously.
- C. Only one student will talk at a time during class discussions and only after being called upon.
- D. Students in group projects must work cooperatively, industriously, with a low voice volume.
- E. Classroom conduct will be courteous and controlled with consideration and respect for the needs of others.
- F. Individuals entering a classroom will do so quietly and promptly without any disturbance.
- G. When a class is preparing to enter a room, students will line up by the door in an orderly manner (hands off one another, eyes forward) and enter as directed.
- H. No running or other kinds of disturbances are allowed in the classroom.
- I. No eating or drinking in the classroom unless given permission by the teacher for special occasions.

### **4.024 Cheating**

Cheating is defined as copying homework, having someone else do your work, and unauthorized assistance on tests or quizzes. Plagiarizing is defined as taking the work of another and submitting it as one's own. If it is determined that a student has cheated, the following actions may be taken:

- A. The student will receive a zero on the assignment.
- B. The Administrator will be notified.
- C. The student will confer with the Administrator.
- D. The parents will be informed.
- E. A second offense may result in a conference with the parent, student, teacher and Administrator.
- F. A third offense may result in suspension of the student.
- G. A continuation of cheating will result in expulsion.

### **4.025 Items Prohibited at School**

Items not allowed at school or school functions include the following:

- Selling or distributing drugs, alcohol or tobacco in any form. OCS will report any violation of law or drug involvement to the local law enforcement agency.
- Guns, including BB guns, pellet guns, and dart guns – with or without ammunition.
- Weapons such as knives including pocket knives, clubs, throwing stars, nun chucks, slingshots, blowguns or any device that is generally designed to inflict injury or pain
- Cell phones.
- Fireworks of any variety – legal or illegal
- Roller skates, roller blades, or skate boards
- Electronic communication devices. The teacher may give permission for use while under supervision
- Gum
- Magazines (Those of educational value are permissible – teacher discernment is required)
- Items of relatively high value
- Any item contrary to Biblical principles
- Gambling items

A teacher is free to request that no items be brought to school without prior Administrator's approval.



## Appendix A - Board Member Agreement

I \_\_\_\_\_, appointed to the OCS Board, agree to accept and to abide by, all the policies relating to member duties, including the Areas of Responsibilities (1.006) and Qualification and the Code of Ethics (1.008).

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Appendix B - Sample Bookkeeper Letter

I am writing to acknowledge our telephone conversation on \_\_\_\_\_. I understand your situation, but you must understand ours also. We have made commitments on your promise to pay, specifically teacher salaries.

You made a commitment to Oroville Christian School last \_\_\_\_\_ when you enrolled your child(ren) for school. You promised and signed an agreement to pay a monthly amount. You have not kept your promise.

Per our telephone conversation, you have agreed to make payments on the \_\_\_\_\_ of each month to clear up your tuition account.

Here is the payment schedule as agreed:

January \_\_\_\_\_ \$150                      February \_\_\_\_\_ \$150

If for any reason you cannot make any of these payments, please give me a call and let me know how you will pay.

Sincerely,

## Appendix C - Arbitration Clause

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other, in private or within the Christian Church. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement shall be settled by Biblically based mediation and, if necessary, arbitration in accordance with a mutually agreed upon arbitration service. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The California Arbitration code shall not apply to any arbitration or award under this Agreement. The parties further agree to abide by the decision rendered by the mutually agreed upon reconciliation service. Neither the school nor the person(s) shall institute litigation or any court proceedings as to any matter that can be properly submitted to the mutually agreed upon reconciliation service. If either party to this contract files any court proceedings prior to the issue being fully determined by the mutually agreed upon reconciliation service, the court shall stay its own proceedings until the arbitration service has completed its determination process and matter has been fully handled by said service, with a decision or award rendered by the mutually agreed upon arbitration service.

## Appendix D - Parental Agreement

We have read Oroville Christian School's Parent/Student Handbook and agree without reservation to abide by the standards, policies and procedures presented. We willingly entrust our child(ren) to Oroville Christian School, delegating our authority for care, training and discipline while they are at school or attending after school activities.

We will endeavor to support, guard and strengthen the relationship between the school and our home, helping our child(ren) to honor every school worker, especially their teachers. When we have a question or disagreement, we will attempt to resolve the issue only with the primary person involved rather than share our concern with others. I understand that I can bring concerns to the Administrator if resolution with the staff person is not accomplished.

Please sign and return with enrollment packet.

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student's Name(s) \_\_\_\_\_