



School Handbook

Soaring with Eagles....

7702 El Cerrito Road

Corona, CA 92881

Preschool – 951.279.9111 Academy – 951.279.9977

<http://obcschool.org>

A Mission of Olive Branch Community Church

Olive Branch Christian School Student Handbook

Table Of Contents

SECTION 1 –INFORMATION, VISION AND

MISSION STATEMENT	3
Introduction	3
Vision.....	3
Mission.....	4
Statement Of Faith.....	4
School History	5
Affiliations	5
School Board	5
Olive Branch Community Church.....	6
Statement Of Non-Discrimination	6
Parent’s Responsibilities	6
Financial Policies	6
Tuition Policy.....	6
Church Member Discount.....	6
Refunds	6
Preschool Tuition Information	7
Academy Tuition Information	7
General Information	7
Sexual Harassment.....	7
Student Sexual Harassment Policy.....	7
Reporting Child Abuse.....	8
Security And Training	8
Accessibility For Special Needs Children....	8
SECTION 2 - OBCS – PRESCHOOL	10
Philosophy And Purpose	10
Our Goals For Learning	10
Pre School Hours.....	10
Admission / Enrollment Policies	11
Health And Safety Policies	11
Health Requirements	11
Injuries	11
Medication	11
Illness Policy	11

Dress Code Policies	11
Discipline Policies.....	12
Academic And Classroom Information And Policies	12
Individual Contacts	12
Staff And Child Ratio	12
Lunches	13
Arrival And Pick-Up.....	13
Lost & Found.....	13
SECTION 3 - OBCS –ACADEMY.....	14
Hours Of Operation	14
Daily Schedule.....	14
Student Arrival And Pickup.....	14
Extended Day Care Program	14
School Visitors	14
Personal Items.....	14
Delivering Forgotten Items	14
Library Use	15
Student Telephone Use.....	15
Cell Phones	15
Nap Time.....	15
Chapel	15
Health And Safety Policies.....	15
Immunization Requirements	15
Accident Or Illness	15
Medications	15
Nutrition	16
Earthquake Kits.....	16
An Emergency Situation	16
Drills	16
Dress Code Policies	16
Dress Requirements Mon.-Thurs.....	16
Friday Dress: Free Dress Day	19
Dress Code Violations.....	19
Dress Code - Consequences.....	19

Olive Branch Christian School Student Handbook

Discipline Policies.....	19
Student Behavior	19
Behavior Goals	19
Discipline	19
Detention	20
Severe Consequences	20
School Guidelines And Rules.....	20
Recess Guidelines And Rules.....	21
Playground Guidelines And Rules	21
Recess Discipline Procedure	21
Parents Concerns.....	21
Notification Of Parent's Rights Concerning Student Records.....	22
Academic & Class Information And Policies	22
Curriculum.....	22
Student Supplies	22
Attendance And Tardiness.....	22
Student Vacation Or Personal Leave.....	23
Perfect Attendance	23
Computers.....	23
Homework.....	23
Grading.....	24
Report Cards/Parent Conferences	24
Appointments With Teacher.....	24
Progress Reports	24
Retention And Dismissal	24
Academic Probation.....	24
Student Awards.....	25
Physical Education	25
Field Trip Policy	25
Newsletter.....	26
Parties/Holiday Celebrations	26
Student Birthdays.....	26
Parent Volunteers	26

School Information

SECTION 1 – INFORMATION, VISION AND MISSION STATEMENT

INTRODUCTION

Our desire is to lay a strong foundation in children's lives by teaching the life-essential truths of the Bible, setting an example of godly living, and encouraging daily disciplines, which set the direction of the child's life.

Our aim for every child is that of Luke 2:52, that they would grow in "wisdom and stature, and in favor with God and men." Therefore, we focus our attention on the development of their academics, physical activity, spiritual life, and relationships with others.

Our prayer is that each child within our care will come to know and love God and that, eventually, they will trust Christ as Lord and Savior.

It is essential that we partner with parents to reinforce Christian values and character building. The school can do its part to teach, challenge and prepare, but parents must also reinforce and model the truths of God's Word in order for them to be "taught."

If parents are committed to praying for their children, as we are, and to giving attention to their child's spiritual growth, as well as their academic development, we are confident that Psalm 1:2-3 will be fulfilled in their lives.

"But his delight is in the law of the Lord, and on His law he meditates day and night. And he will be like a tree firmly planted by streams of water, which yields its fruit in its season. And its leaf does not wither; and in whatever he does, he prospers."

Our source of strength in reaching this objective is the Lord Himself, "I will pour out My Spirit on your offspring, and my blessing on your descendants; and they will spring up among the grass, like poplars by streams of water. This one will say, 'I am the Lord's'; and that one will call on the name of Jacob; and another will

write on his hand, 'Belonging to the Lord', and will name Israel's name with honor." Isaiah 44:3b-5

Our standard for evaluation is the Word of God. All curriculum and practices must align with this critical measuring tool. In addition, we must rely on the Holy Spirit for direction and correction as we pour the foundation for the lives entrusted to our care. We must daily submit our hearts to the Lord and allow Him to refine our actions and attitudes so that our work will have permanence in eternity.

"Therefore, if a man cleanses himself from these things, he will be a vessel for honor, sanctified, useful to the Master, prepared for every good work." 1 Tim. 2:21 "And let the favor of the Lord our God be upon us; and do confirm us the work of our hands; Yes, confirm the work of our hands." Ps. 90:17

VISION

Training up the next generation to be passionate for the glory of God alone.

It is the vision of Olive Branch Christian School with the trust and support of parents through a classical Christian education to prayerfully train up the next generation:

1. That we might be a means through which the Lord sovereignly gathers a people for Himself out of our student body to the praise of His glorious grace.
2. That they might develop a personal devotional life that seeks for the glory of God in every area of their life by personal examination, confession, and repentance and consistent and passionate embrace of the word of God in all things.
3. That they might develop an intellectual mind that understands, interacts, and responds to the world (both past and present) from a Biblical and God-centered perspective with a desire to convince and apply the transforming power of the gospel in our present culture.

MISSION

To partner with parents through a classical Christian education of their children (Deuteronomy 6; Psalm 78:1-7; Ephesians 6:4)

As a Christian educational institution we have identified three goals in our mission statement:

First, it is our goal to establish a relationship with parents in the fulfillment of their God-given mandate to educate their children by building a partnership based upon a philosophy of education and child-training.

Second, it is our goal to teach students the tools of learning and train them to use these tools in the areas of academics and arts so that they master the subjects for themselves and become independent lifelong learners through the methodology of a Classical education.

Finally, it is our goal to educate children in a Christian worldview concerning the Creation, the Fall, and Redemption and to teach them to take up the tools of learning to glorify their Creator.

STATEMENT OF FAITH

What we believe and teach.

1. **About God:** God eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are coequal and are one God. Genesis 1:1, 26,27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; II Corinthians 12:14.
2. **About Man:** Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called "sin." This attitude separates man from God. Genesis 1:27; Psalms 8:3-6; Isaiah 53:6, Romans 3:23; Isaiah 59:1,2.
3. **About Eternity:** Man was created to exist forever. He will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life in Heaven. Heaven and Hell are places of eternal existence. John 3:16; I John 2:25; 5:11-13; Romans 6:23; Revelation 20:15; Matthew 18:8 and 25:44,46.
4. **About Jesus Christ:** Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to Earth to reign as King of Kings and Lord of Lords Matthew 1:22,23; Isaiah 9:6; John 1:1-5,14; 10-30; Hebrews 4:14,15; 1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; I Timothy 6:14,15; Titus 2: 13.
5. **About Salvation:** Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. Romans 6:3; Ephesians 2:8,9; John 1:12; 14:6; Titus 3:5; Galatians 3:26; Romans 5:1.
6. **About Eternal Security:** Because God gives man eternal life through Jesus Christ, the believer is secure in that salvation for eternity. The grace and power of God that gives this security maintain salvation. John 10:28,29; II Timothy 1:12; Hebrews 7:25; 10:10,14; 1 Peter 1:3-5.
7. **About the Holy Spirit:** The Holy Spirit is coequal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. II Corinthians 3:17; John 16:7-13;14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; 5:18; Galatians 5:25.

Olive Branch Christian School Student Handbook

8. **About the Bible:** The Bible is God's Word to all men. Human authors, under the supernatural guidance of the Holy Spirit wrote it. It is the supreme source of truth for Christian beliefs and living. Because God inspires it, it is truth without any mixture of error. II Timothy 3:16; II Peter 1:20,21; II Timothy 1:13; Psalm 119:10, 12:6; Proverbs 30:5.

SCHOOL HISTORY

The leadership of Olive Branch Community Church decided to see if the Lord was leading us into Christian education by taking a step forward in the spring of 1996. The Lord answered our prayer by opening the way to begin a preschool in September of 1996. Then in January of 1997 we began praying about whether or not we should begin an elementary school. A decision was made on March 16, 1997 to open Olive Branch Christian Academy. As we continued to grow, in September 2004 the academy offered elementary education up to the seventh grade and in September 2006 we began offering eighth grade. In 2008 the school board formally adopted a classical approach to education through a revised mission statement. In 2010 the preschool and academy merged and became known as Olive Branch Christian School.

AFFILIATIONS

Olive Branch Christian School is a member of the Association of Classical and Christian Schools (ACCS) and the Association of Christian Schools International (ACSI). As part of ACSI, students can experience the enrichment of other Christian schools as they compete in speech meets, spelling bees, math olympics, and an art festival. ACCS provides an ongoing training and support program for teachers, faculty, and administrators to ensure excellence in every area of the Christian school program.

SCHOOL BOARD

The Olive Branch Christian School is a mission of the Olive Branch Community Church that has an Elder Board that steers the direction of the church. The Olive Branch Elder Board has

entrusted the care of its schools to a School Board

The School Board presents a monthly report to the Elder Board on enrollment, finances, and general school progress. The Elder Board is the final authority in crucial school decisions and has the right to audit the school's books at any time.

Board meetings are open, for a limited time.

"Executive sessions are not open meetings."

Those wishing to attend the meetings of the Board are invited to do so, but without privilege of participating in discussion except by permission of the Board. Parents or guardians may have an issue placed on the agenda and may participate in the open session after they have taken the following steps:

1. If they have an issue or concern regarding a teacher, they will first ask to set up a time to meet with the teacher (before or after class) to discuss the concern.
2. If a parent or guardian does not believe that their concern was successfully resolved or if the concern does not involve a teacher, they will schedule a meeting with the administrator or director to discuss the concern.
3. If they still believe that their concern was not successfully resolved, they will submit a written statement outlining their concern and submit it to the school board chairman at least two weeks prior to the next scheduled meeting (chairman's mail box is in the school office). They will be notified by a board member when they will have their issue on the agenda.

A binder containing the minutes of the Board (except executive sessions) is kept in the school office. Upon request, this binder may be reviewed under the following conditions:

1. The review must take place in the school office.
2. The binder may not be taken from the office.
3. Minutes may not be removed from the binder for any reason.

Olive Branch Christian School Student Handbook

4. Copies are made only as required by federal law and state law.

OLIVE BRANCH COMMUNITY CHURCH

7702 El Cerrito Road
Corona, CA 92881

Phone (951) 279-4477 Fax (951) 520-9797

Web site: <http://www.olive-branch.org>

E-mail: info@olive-branch.org

Service Times:

- Sunday Morning Worship Services: 9:00 a.m., 10:45 a.m., and 6:00 p.m.
- Mid-Week classes are available for all ages.
- The church encourages all members to be a part of a weekly small group.
- Nursery care is provided at all main services.

STATEMENT OF NON-DISCRIMINATION

Olive Branch Christian School operates on a nondiscriminatory basis, with equal treatment and access to services as required by law and Christian principles. We are a Christian organization and do not receive nor apply for government funding.

PARENT'S RESPONSIBILITIES

Parents are partners in education. We welcome you to consult with your child's teacher or the school administrator whenever the need arises. We ask that parents keep this handbook for future reference.

We ask you to:

1. Read carefully all supplemental notes, newsletters, and notices sent home.
2. Be financially responsible to the school.
3. Abide by all policies.
4. Give the school your prayer support.
5. Worship together as a family.

FINANCIAL POLICIES

Tuition Policy

Olive Branch Christian School is a mission of Olive Branch Community Church, a non-profit organization. Tuition and gifts are the source of

income for the furtherance of the school program.

Tuition is due on the first day of each month. All checks should be payable to OBCS. Payments should be brought into the school office or mailed to 7702 El Cerrito Rd. Corona, Ca.92881. Your canceled check is your receipt. No statement will be mailed unless your account is past due.

If payment is not received by the 5th of the month, a late fee of \$25.00 will be charged to the delinquent account. If payment is not received by the 5th of the month, the student/child will not be admitted back to school until payment is received, effective immediately.

Any collection charges or legal fees that are required by the school to collect to delinquent account will be added to the balance already due to the school.

A bank charge of \$25.00 will be imposed on all returned checks. If a tuition payment is returned the payment will then be considered late and the late fees will also be added. After the second "non-sufficient funds" check, all school payments for the remainder of the school year must be cash or money order.

Church Member Discount

Olive Branch Community Church members will receive 15% off of their first child's tuition. A church member is defined as someone who has completed 101, 201, 301, 404, and is actively serving in a ministry at the church.

Refunds

On the basis of Enrollment and Tuition Contracts, we do not refund any registration or tuition payments. The school incurs financial obligation for staff, facilities, and supplies; therefore this contract is binding.

If a student that has prepaid tuition drops any time, 10% of the remaining annual tuition will be withheld from a refund or billed upon withdrawal. If a student leaves during the month, and has already paid tuition for that

Olive Branch Christian School Student Handbook

month, there is no refund for the remainder of tuition paid.

Preschool Tuition Information

Registration fee for the fall session is \$85.00. Summer session is \$65.00. This is non-refundable. Spaces are limited and are in a first-come basis. This fee must be received to hold a place for your child. (Note: registration fee will hold your child's position for the agreed start date. If your child has not yet started on the specific date and tuition payment has not been received the position will be considered open.) Any time a child is dropped or takes a leave for two weeks without notice the child will be considered dropped. Registration fees will be reinstated for your child along with the tuition payment.

*\$5.00 will be charged for every 10 minutes, or portion thereof when your child is not picked up by the completion of the program in which he/she is enrolled.

Academy Tuition Information

Annual Tuition School Year: \$5,200

Tuition can be paid as follows:

1. Ten equal monthly payments beginning September 1 and ending June 1.
2. Twelve monthly payments of beginning July 1 and ending June 1.

Multi-Child Discounts

1. 15% for 2nd Child
2. 25% for 3rd Child
3. 35% for 4th Child

The ten-month and twelve-month payment plan is a courtesy, which allows the annual fee to be paid in ten or twelve equal installments without any service charge. Since some months are shorter than others, parents occasionally ask about tuition for those short months. However, since the tuition fees are based on an annual rate, the amount of each payment has no relationship to the number of days in each month.

If a student enters after the school year has begun, then charges are prorated according to

the month enrolled. Month of enrollment: Aug. or Sept. 100% ; Oct. 90% Nov. 80% ; Dec. 70% ; Jan. 60%; Feb. 50%; Mar. 40% ; Apr. 30%; May 20% Tuition payments must be completed by June 1st.

End of year Balances

Report cards, awards, and school documents will be withheld until all final balances are paid in full. Balances include tuition, daycare, lunches, etc.

Supervision Fee

If you are called to pick up your child from school due to illness or disciplinary action and your child is not picked up within one hour, you will be charged \$10.00 per hour or any portion thereof.

Fund-Raisers

In order to continue to provide a quality program without extremely high tuition rates, we will be asking for your donation of time, talent, and goods throughout the year. Support may be given by attending meetings, being a room parent, and/or assisting with fundraisers.

GENERAL INFORMATION

Sexual Harassment

In order to be within full compliance of the law, OBCS must provide distribution of student Sexual Harassment Policy to each family enrolled.

Student Sexual Harassment Policy

This school is committed to maintaining a Christian academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Olive Branch Christian School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Olive Branch Christian School Student Handbook

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students or employees who observe conducts of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- Mrs. Mandy Logan, School Administrator
- Mr. Ryan Devine, Academic Administrator
- Ms. Karen Chandler, Preschool Director

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Young children may not be capable of understanding the Student Sexual Harassment policy. Parents should discuss this with their children using the following supplement:

In our school everyone is to be treated with respect. Teachers are to respect children and children are to respect teachers. Children are also to respect each other. God made each of us different. Some of us He made girls. Some of us He made boys. Some of us have brown hair; others have blonde, black, or red hair. The things that make us different are very special gifts from God. Sometimes people make fun of people who are different from them. When we make fun of people because they are different, we are not respecting them. When we are disrespectful to each other, we hurt each other's feelings. After a while, if we continue to be disrespectful to each other, our school becomes an unhappy place. The children whose feelings have been hurt do not do as well in school as other children and sometimes do not want to come to school any longer.

In our school we want to be sure everyone who is part of our school is happy to be here and has a chance to do their best. So, if someone, whether it is a teacher or another child, says or does something that is disrespectful to you because you are different, we want you to tell the administrator or teacher right away. They will find out what happened and try to make sure it does not happen again.

Reporting Child Abuse

AB 2710 Child Abuse Reporting

(As it applies to Christian schools employees responsible for the care of children)

Any person employed on or after January 1, 1985 must sign a form indicating understanding of the requirement to report by telephone of any suspected instance of child abuse. This report is to be prepared, written, and sent within 36 hours of receiving the information concerning the incident. No Christian school employee responsible for the care of children, who reports a known or suspected instance of child abuse, shall be civilly or criminally liable for any report required or authorized by this law, unless it can be proven that a false report was purposefully made. Any person who fails to report an instance of child abuse, which he or she knows to exist or reasonably should know to exist, as required by this law, is guilty of a misdemeanor. Christian school employees responsible for the care of children, who, pursuant to request from a child protective agency, provide the requesting agency with access to the victim of a known or suspected instance of child abuse, shall not incur civil or criminal liability as a result of providing such access.

Security And Training

All teachers and staff of Olive Branch Christian Academy have fingerprint clearance through the California Department of Justice. All teachers are CPR and First Aid certified trained.

Accessibility For Special Needs Children

Any child seeking enrollment into the School shall be evaluated in accordance with the needs

Olive Branch Christian School Student Handbook

the child may have. The Administrator/Director and Executive Board members of the school will evaluate the special needs of the child and determine if the child's needs can be met without undue burden to the program by significant difficulty or expense. If the child's needs cannot be met by the center, the Administrator/Director and Board of Directors will notify the parents within 30 days of the original application giving specific reason why the center could not accommodate the needs of the child. If additional time for evaluation is needed an extension of the 30 days can be made upon agreement between the parent/custodian of the child and the Administrator/Director/ Board of Directors of the center.

While otherwise complying with the Americans with Disabilities Act, Olive Branch Christian School, its facilities, and staff are not equipped for children with physical or mental special needs. While the curriculum is rigorous, there are no special programs for the intellectually gifted.

SECTION 2 - OBCS – PRESCHOOL

PHILOSOPHY AND PURPOSE

We believe strongly in a well-rounded, quality approach to learning for our children. First and most importantly, we feel this begins in a Christian atmosphere. We believe the early years are crucial stepping stones in developing secure, nurturing and self-disciplined adults.

Children are respected as valued and unique individuals. Our goal here is to build in our children a solid foundation in the Lord Jesus Christ. We have a director and a permanent staff to assure a continuous and development preschool learning experience for children enrolled. We want our children to leave here with a strong sense of well-being. We want to stimulate their creativity and imagination, and help them to develop social skills such as cooperative playing, sharing and developing friendships.

Children learn best by doing, with opportunities for choice, experimentation and problem solving. There are many varieties of skills each child has and stages of development they go through. This program is based on learning through “sensory processing” which simply means learning through the senses; hearing, seeing, feeling, smelling, and tasting. It’s a “hands-on” approach. “Play” is early life education at its best.

OUR GOALS FOR LEARNING

Basic skills are provided through a variety of activities that are relevant to children’s lives. Activities are designed to enhance self-esteem and positive feeling towards learning. Teachers guide children in a predictable, yet flexible, environment that allows for creativity.

Our center is interested in the healthy development of the whole child. Your child’s physical, intellectual, emotional, social and spiritual potentials are extremely valuable to him/her, to you and to us.

Emotional / Social...to help each child develop:

1. Great sense of self-worth.
2. Respect self and others.

3. Reinforce good behavior and manners.
4. Self-control.
5. Skill to function as a cooperative member of a group.
6. Security coming from an environment of acceptance and affection.

Physical - To help each child develop:

1. Large and small motor skills.
2. Eye/hand coordination.
3. Safety awareness.
4. Proper nutrition and habits of good hygiene.

Intellectual - To help each develop:

1. Positive form of self-expression.
2. Problem solving skills.
3. A readiness for reading and math skills.
4. Creativity in art and music.

Spiritual - To help each child develop:

1. A love for the Bible-God’s word.
2. Knowledge of Bible stories, truths and principles.
3. Bible verse memorization.
4. A knowledge and love for Jesus Christ.

PRE SCHOOL HOURS

Half Days Hours

Tues & Thurs	8:30 a.m. - 12:00 p.m. 1:00 p.m. – 4:00 p.m.
Mon, Wed, Fri	8:30 a.m. - 12:00 p.m. 1:00 p.m. – 4:00 p.m.
Mon-Fri	8:30 a.m. - 12:00 p.m. 1:00 p.m. – 4:00 p.m.

Full Day Hours

Tues & Thurs	7:00 a.m. – 6:00 p.m.
Mon, Wed, Fri	7:00 a.m. – 6:00 p.m.
Mon-Fri	7:00 a.m. – 6:00 p.m.

Special Programs & Services

- Hot lunch – A lunch program is available for an additional charge. (Must be signed up for lunch by 9a.m.)

Olive Branch Christian School Student Handbook

- Thursday Chapel –Please feel free to join your child every Thursday for chapel at 8:45 in our Worship Center.
- Performing Art – We have an annual Christmas Program.
- Graduation Ceremony with caps and gowns for the Pre-K children.

ADMISSION / ENROLLMENT POLICIES

Preschool and full-day care is offered.

All forms must be returned completely filled out before a child is considered enrolled. All forms are subject to yearly renewal and must be kept up to date. If there is any change of address, phone number, or authorized person for pick up please notify us immediately.

There must be a minimum of a two week notice given before a termination of a Parent-Provider Contract may be terminated at the provider's discretion if it is felt that continued care of a particular child might be detrimental to any child or the child care program, effective immediately.

HEALTH AND SAFETY POLICIES

Health Requirements

All preschool children are required by law to be current on the following immunizations:

Polio -3 doses, DPT - 4 doses, Measles - 1 dose, Mumps - 1 dose, Rubella - 1 dose, TB - within 30 days of admission, Chicken Pox - 1 dose, Hep B - 3 doses.

The state of California has designated the school as the governing authority of immunization records. A provider documented record (i.e., immunization record signed/ stamped by a physician or nurse, such as the yellow Calif. Imm. Record): "shall be shown by the parent, guardian, or person immunized to the governing authority of the school at the time of the pupils' admission and at subsequent times when required by the governing authority to determine pupil's immunization statute," (Calif. Code, Title 17).

For the safety of your child and the other children, your child will not be permitted to

attend school without having met all health department recommendations.

Injuries

If your child sustains a minor injury at school, basic first aid will be administered. For minor cuts and abrasions, we will assist to wash out the wound with soap and water, dry and apply a band-aid. For any injury requiring more than basic first aid, parent will be notified immediately and emergency medical aid will be called if necessary. Teachers are first-aid and CPR certified.

Medication

If your child must take a prescription, the drug must be given to the office for safe keeping. The medication must have a prescription label on it with instructions regarding the dosage, time the medication is to be taken, and whether the medicine is to be refrigerated. The prescription must be up to date. Do not store medication, including cough drops in your child's lunch box or back pack.

Illness Policy

Your child will not be permitted at the preschool with the following symptoms:

1. Eyes-Any excessive tearing, crust build up, redness or thick discolored discharge.
2. Nose-Any discharge that is thick and discolored.
3. Fever-If your child has a temperature within 24 hours of 100 degrees or more.
4. Vomiting or diarrhea within 24 hours.

If your child should develop any of these symptoms while at school, they will be sent home and not able to return for at least 24 hours without having any more symptoms.

Dress Code Policies

Be sure your child is dressed comfortably. There are days we may paint or have a messy craft. If you value an item of clothing you may choose not to have your child wear that particular outfit. Flip Flop sandals are not permitted at preschool. Sandals must have a back strap. Your child will not be allowed to stay at school if they

arrive with Flip flop sandals. Always send an extra change of clothes and underwear for your child. Even most experienced of children have accidents.

Discipline Policies

Discipline trains children to have self-control. Positive discipline would be characterized by love, consistency, justice, sympathy, sincerity, enthusiasm, friendship, happiness, humor, respect and a pleasant voice. Examples of discipline are:

1. Distraction and Redirection.
2. Quiet, private talk.
3. Direct praise.
4. Indirect praise.
5. Teaching by example.
6. Logical consequences.

Disruptive behavior includes: Being uncooperative, being out of one's seat unnecessarily during circle time, distracting others, not paying attention, pestering others, climbing and jumping off tables and chairs.

Possible corrective actions:

- Reminding child of what is expected of them and possible injuries it could cause, asking them to return to a seat, making parent aware of situation and asking parent to speak with child at home.

Serious offenses include: Any disruptive behaviors which continue, including but not limited to the following: name calling, teasing, cursing or swearing, refusing to listen to correction by teacher, damaging, property, biting, and hitting.

- Possible corrective actions: Time-out incident will be written on their daily note sent home and if problem continues a conference with the parent will be requested.

Intolerable offenses: Fighting, disrespect towards adults such as back talk, refusing to obey, playing or acting in a dangerous way, swinging at or striking a teacher, or a continuance of any above offense.

- Corrective actions: May result in suspension or expulsion.

ACADEMIC AND CLASSROOM INFORMATION AND POLICIES

Parent/Center Communication

We provide newsletters to the parents. This letter has announcements, special activities, any changes, etc. Be sure to look at our bulletin board above the sign in sheet. You will find important information posted that did not make it in the newsletter. This way we are able to communicate to you what is going on at the preschool.

Individual Contacts

Because the teacher and the parent are working together for the good of each of our children, any parental questions or concerns should be communicated to the director by telephone, letter or in person. As long as we have concerns, questions, or complaints and do not express them, they may grow to become major problems. We are here to answer and respond to your concerns, before they become problems, so please feel free to express them any time.

Staff And Child Ratio

Children are be protected and kept in a safe and healthy environment. Supervision is a critical part of keeping children safe; therefore teachers must be devoted to this.

Our teacher / children ratios are in compliance with State regulations.

We take pride and concern in the education of children. Children require and demand individual time.

We are a non-profit organization and are willing to make personal sacrifices to provide a quality program and make it affordable to the families in Corona and the Inland Empire.

In order to continue this ratio, it will take cooperation from everyone involved. We will need to utilize fund raisers, donations, and involvement from parents in the area of supplies, and to volunteer to help with our fund

Olive Branch Christian School Student Handbook

raisers. Let's make learning a positive experience.

Lunches

Please pack nutritious lunches for your child. We do not permit soda at school. All lunches brought to school must be ready to eat and do not require refrigeration or re-heating.

Arrival And Pick-Up

The only people allowed to pick up a child are those whose names are indicated on the child's records. This person must be 18 years of age or older. If for any reason the parent or guardian wants someone to pick up their child who is not listed on the child's registration card, the parent must come in and sign their name on the registration card. A name can be removed or added by the parent at any time. Always sign your child in and out each day. We do not take verbal authorization over the phone for someone not on the pickup list. Release authorization must be in writing to verify the signature.

OBCS recognizes that some families may be involved in family court proceedings and we abide by all applicable orders of the court. Any parent who is the subject of a court order concerning student arrival and pickup is responsible for providing the school with a certified copy of any judicial orders concerning arrival and pickup of children. The school is not responsible for any failure of a parent to abide by court orders or failure to keep the school informed of the status of visitation, pickup, and arrival orders from the courts.

No child will be released to anyone under the influence of any drugs or alcohol.

\$5.00 will be charged for every 10 minutes or portion thereof payable at time of pick-up.

Lost & Found

Please label all clothing, especially sweaters, coats, or jackets which are worn to school. Please label lunch boxes and thermoses. This will assist us to return items if they are misplaced.

Lost and Found items will be kept in a marked box located near the office. Items will be kept for one month. Unclaimed items will be donated to a worthy charity.

We are not responsible for lost or broken items. It is not a good idea to bring favorite or expensive toys if your child will be heartbroken in the event a toy is lost or broken. Toy guns, knives or weapons of any kind are prohibited.

SECTION 3 - OBCS –ACADEMY

HOURS OF OPERATION

1. The Academy school hours are from 8:00 a.m. to 3:00 p.m. each day.
2. A morning and afternoon day care program is available to students at a very reasonable cost. The daycare hours begin at 6:30 a.m. and end at 6:00 p.m.

DAILY SCHEDULE

- 6:30 a.m. to 8:20 a.m. Morning Daycare
- 8:20 a.m. to 8:30 a.m. Morning Drop Off (K-5th grade)
- 7:50 a.m. to 8:00 a.m. Junior High Drop Off
- 8:00 a.m. Junior High School Begins
- 8:30 a.m. Elementary School Begins
- 3:00 p.m. School Dismissal
- 3:10 p.m. to 6:00 p.m.: Afternoon Daycare

STUDENT ARRIVAL AND PICKUP

We appreciate your cooperation in helping us achieve safety for all the students.

In the mornings you may drop your child off (their teacher will sign them in) or you may walk your child to class and sign them in. At pick up time the only individuals allowed to pick up their children are those whose names are indicated on the child's records.

OBCS-Academy recognizes that some families may be involved in family court proceedings and we abide by all applicable orders of the court. Any parent who is the subject of a court order concerning student arrival and pickup is responsible for providing the Academy with a certified copy of any judicial orders concerning arrival and pickup of children. The Academy is not responsible for any failure of a parent to abide by court orders or failure to keep the school informed of the status of visitation, pickup, and arrival orders from the courts.

EXTENDED DAY CARE PROGRAM

Extended Day Care is available for students from 6:30 a.m. to 8:20 a.m. and 3:10 p.m. to 6:00 p.m. All students attending day care must be registered into the Extended Day Care

Program. Students are not automatically enrolled.

Extended Day Care costs are \$73.00 a month for mornings and \$135.00 a month for afternoons. For both mornings and afternoons the cost is \$180.00 a month. For non-enrolled students that attend day care, there is a fee of \$5.00 an hour rate. Charges are calculated beginning at 3:15 p.m. and charged in increments of 1 hour only.

Sign-Out Policy: If a student is not signed out, you will be charged for the whole time (from 3:10 p.m. to 6:00 p.m)

A late fee of \$1.00 per minute after 6:00 pm is charged for any student not picked up by 6:00 pm.

SCHOOL VISITORS

Parents or other adults wishing to visit classes should make arrangements at least one day in advance. When visitors arrive they need to come to the office to sign the visitor log and sign out when leaving.

PERSONAL ITEMS

All items, coats, sweaters, lunch boxes, backpacks, etc. are to be labeled at home with the student's name. Toys and athletic equipment should be left at home unless the teacher gives prior approval.

Lost and Found items will be kept in a marked box located near the office. Items will be kept for one month. Unclaimed items will be donated to a worthy charity. OBCS-Academy is not responsible for lost or damaged personal items.

Students will not be allowed to bring videos from home. All videos shown will be supplied through the school, unless previously approved by the teacher.

Chewing gum is prohibited. No food is to be eaten in the classroom except in inclement weather and special occasions.

DELIVERING FORGOTTEN ITEMS

To minimize classroom interruptions, any forgotten item (lunches, books, homework,

Olive Branch Christian School Student Handbook

etc.) delivered to school during the day must be brought to the school office. The office staff will then forward it to your child(ren).

LIBRARY USE

The purpose of our Library is to encourage students to read and to provide access to quality reading materials. The availability of our books in the library necessitates cooperation in returning borrowed books in a timely manner. The cost of any book that is not returned within an appropriate time frame will be billed to the parents. Student library privileges will be restricted until library books are returned or compensated.

STUDENT TELEPHONE USE

Students may use the office phone to call a parent when an urgent need arises. This privilege should not be abused.

CELL PHONES

Cell phone use by students is prohibited. A student may not have a cell phone on during any time of the school day. If a student is found using a cell phone, it will be confiscated and will remain in the office until a meeting with the child's parent can be arranged.

NAP TIME

All students in the Kindergarten class will need to supply a towel for rest time. Please mark it clearly with your child's name and bring it on the first day of school.

CHAPEL

The Chapel for the elementary is held once every week. All OBCS-Academy students and teachers will attend chapel. Chapel is a planned time of worship, inspiration, and education. Our chapel programs are designed to give the children an understanding of how God is to be glorified, respected, and worshipped. Chapel times will provide a variety of special speakers. Parents are welcome to attend. Chapel is every Thursday, unless otherwise indicated on the school calendar.

HEALTH AND SAFETY POLICIES

Immunization Requirements

All students must meet state immunization requirements or have on file a statement of objection in order to attend school. They are:

DPT- 5 doses, Polio-4 doses, MMR - 2 dose, HIB- 2 dose, Hepatitis B- 3 doses, Varicella –2 doses, PPD Mantoux TB Test - TB test must be within the prior 12 months before entering kindergarten or entering as a new student. A physical exam is required by the State of California on all students within 18 months prior to entering first grade. Forms are available to take to your doctor's office.

Accident Or Illness

In case of an accident or illness, your child will be sent to the school office and, if deemed necessary, you will be notified of the injury, or illness and asked to come pick up your child. Therefore, it is important that your emergency data card be kept up to date. It is the parent's responsibility to secure alternate day care for their sick child. OBCS-Academy has a supervision fee.

If your child should be exposed to a communicable disease (lice, chicken pox, impetigo, pink-eye, fifth's disease, etc.) or virus, you must inform the Administration immediately so that incubation dates may be verified and the health needs of all children protected. If required, an informative letter will be sent home with each child. Contagious illness or disease requires a release from the attending physician or the health department before the student returns to school.

In the event that a student has lice, they will not be permitted to attend school until all nits(eggs) have been removed. Even if a child has been treated, and they have a doctor's note, they will still not be allowed to return to school until all nits have been removed from the hair.

Medications

All medications brought to school must be kept in the school office. Medications may not be kept with the student. For medication to be dispensed during school hours:

Olive Branch Christian School Student Handbook

1. The medication must be prescribed by a physician and be in the original prescription bottle.
2. Parents must bring in the medication and sign the medication release form, filling out all required information. You cannot have your child inform the office of the instructions. Medications will not be given to the child to return home. The parent or guardian must come to the office and pick up all medication.
3. Over the counter medication or non-prescription medications may be given with the permission of the parent. Parents must also complete the medication release form.

There is a space on your child's registration packet to list conditions that require medication or to list allergies. Please fill this out carefully.

Nutrition

Students may bring their own lunch or buy a nutritious lunch which is provided for our students daily for the cost of \$3.25 per day. If a child does not order lunch and has not brought a lunch, the student will be provided crackers and water. If for some reason a student's lunch account reaches over \$10.00, the student will not receive a hot lunch but will be provided crackers and water. Lunches may be prepaid monthly. A monthly menu will be sent home in advance. Lunch must be ordered by 9:00 am. If a student arrives after 9:00 am they are required to bring a lunch.

If your child brings a lunch from home, do not send items that need to be heated or kept cool. The school does not provide a microwave oven, hot water, or refrigerator for student use.

Students in grades K-8 are encouraged to bring a snack in the morning.

Earthquake Kits

There is a \$10.00 fee Earthquake fee which is valid for 5 years. All students are required to pay this fee.

An Emergency Situation

In case of an emergency involving a community or school disaster, students will remain at school under supervision. If the school should be damaged, students will be transported as a group to a safe location. Individual students may be released to parents, others designated on the Emergency card, or in an extreme emergency to adults well-known to the student.

Drills

Regular drills for fire and earthquake are held. Emergency conditions may necessitate releasing students at times other than the regular dismissal time. In case of a community-wide disaster, such as an earthquake, staff will remain with children until an authorized adult picks them up. Please do not tie up the phone line by calling the school office.

DRESS CODE POLICIES

Below you will find this year's dress code. Please note that we are not requiring that you purchase your clothing at a particular location. For your convenience we have listed below some locations that carry items appropriate for the dress code at an affordable price. These are just suggestions. You are not obligated to purchase your clothing from them. Target and target.com, Walmart and walmart.com, JC Penny, Kohls, Dickies outlet in Corona and Riverside and dickies.com, Sears, frenchtoast.com, and allheartkids.com

Dress Requirements Mon.-Thurs.

Our school dress code has been established so that classroom and campus environments reflect attitudes and behaviors that honor our Lord Jesus Christ and promote spiritual growth. The basic principles regarding clothing and appearance include: Godliness, Modesty, Neatness, Cleanliness, Practicality, and Safety.

Specific Requirements:

1. Pants and Capri pants: must be appropriately proportioned. They must not be form fitting or excessively baggy. They should not be frayed, torn, or have holes. If pants or capris are not fitted,

they must be worn with a belt. Corduroy pants and capri pants are acceptable. No overalls allowed.

Undergarments must not be visible above or below outer clothing. Pants and capri pants must be solid colored only. No text or design printed on the rear of pants.

Any color solid or plaid uniform pant and capri pant is acceptable. Jeans/denim pants and capri pants are approved to wear only on Fridays.

Below are examples of the above described articles of clothing. You are not limited to the style of pants pictured. For example, pants may or may not have pockets.

NO SWEATPANT, KNIT, OR STRETCH PANTS ALLOWED. Colored jeans are not permitted Mon-Thurs.



2. Shorts: must be worn no shorter than three inches above the crease of the knee measured from the back. If shorts are not fitted, they must be worn with a belt. Undergarments must not be visible above or below outer clothing. Shorts must be solid colored or plaid only. No text or design (such as hand prints) printed on the rear of shorts.

Any solid color uniform shorts and any color plaid are acceptable. Jean/denim shorts are approved for Fridays only.

Below are examples of the above described articles of clothing. You are not limited to the style of shorts pictured. For example shorts may or may not have pockets.

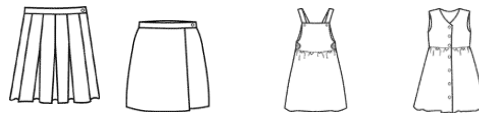
NO SWEAT, GYM, OR SPANDEX SHORTS ALLOWED MON –THURS.



3. Dresses, jumpers, skirts and skorts: must not be form fitting, low-cut, or backless. Dresses, jumpers, skirts and skort length, slits, and openings should be no shorter than three inches above the top crease of the knee, measured from the back. Long and short dresses and skirts are acceptable. Shorts must be worn underneath dresses and skirts. No text or design printed on the rear of dresses, jumpers, skirts, or skorts. Dresses may be worn, but must be a solid color or any color plaid.

All colors are approved for dresses, skirts, jumpers, and skorts and any color plaid pattern. Jean jumpers, skirts, and skorts are approved for Fridays only.

Below are examples of the above described articles of clothing. You are not limited to the style of dress, skirt, skort, or jumper. For example skirts do not have to have pleats.



4. Shirts and Blouses: All shirts must have collars. All tops, blouses, and shirts must be a polo, Peter Pan, and button up uniform style shirt. Button up shirts must be buttoned. Undershirts may be worn.
5. **NO LOGOS, ARTWORK, EMBLEMS, DESIGNS, RHINESTONES, EMBROIDERY, OR SILKSCREENING** of any type acceptable on clothing. Shirts must cover the midriff and may not expose the stomach when arms are extended above the head. Approved shirt styles are polos, Peter Pan, turtleneck, and button up. All shirts are acceptable in long and short sleeve. They may not be

Olive Branch Christian School Student Handbook

backless or low-cut. Strapless halter-tops or spaghetti straps or tank tops are not acceptable. Under garments must not be visible. The following shirt styles below are acceptable. All uniform shirts must be a solid color. T-shirts are not acceptable Monday through Thursday. School t-shirts or Christian t-shirts may be worn on Fridays.

Any color shirt is acceptable. Shirts must be solid colored. No striped or plaid shirts. The trim of a shirt on sleeves or collar may be a different color than that of the entire shirt.

Jean jumpers, skirts and skorts are approved for Fridays only.

Below are examples of the above described articles of clothing. You are not limited to the style of shirt. For example, shirts do not have to have pockets. Shirt styles may be long sleeve as well.



Peter Pan Polo Turtle Neck Button Up

6. Shoes: must be worn at all times. Due to outside activity, shoes must have a back strap. If shoes have laces, they must be tied. The soles of shoes must not exceed 1 1/2 inches.
7. Hats: are not permitted inside the classroom. Solid color hats without logos or Christian hats only. Beanies may be worn outside for warmth.
8. Jewelry: must be kept to a minimum. Earrings should be a stud only. For safety purposes, no dangling earrings, or hoops are allowed. Necklaces are to be tucked inside of the shirt or blouse during recess to prevent potential injury.

9. Appearance: no body piercing, branding, tattoos, or unnatural or extreme colors. Stud earrings are acceptable for girls only. No acrylic nails. No make-up. Chapstick or clear gloss is acceptable.
10. Apparel: with emblems, printing, etc. that is obscene, offensive, or slanderous are not permitted on campus and may not be worn. The school administration has the final determination on what is obscene, offensive, or slanderous.
11. Tags: Tags on clothing must not be larger than ½ inch X 1 inch.
12. Extreme fashions: that cause disruption of instruction or draws undue attention to any part of the anatomy in an unwholesome way are not acceptable.
13. Christian Apparel: OBCS-Academy will encourage students to wear appropriate Christian clothing (t-shirts, jackets, sweatshirts – pullover/zipped) on Fridays. Designs that will not be permitted are those with skulls, swords, devils, flames, dragons, snakes, demons, cross bones, or any other dark or evil symbol. Administration or school board may determine other designs inappropriate and thus, may not be permitted.
14. Specific for boys: Hair must be neat and no longer than the top of the collar. No pony tails are allowed. No facial hair and no piercings.
15. School T-Shirts: Green school T-shirts are available for purchase and MUST be worn on all field trips. Failure to attend school without a green shirt will result in the student being unable to attend the trip.
16. Outerwear such as jackets, sweatshirts, winter coats and ski jackets: Please use discretion. Any offensive designs will not be permitted. Words or pictures that promote an anti-Christian philosophy or culture are not allowed

such as the iron cross and promotion of rock bands.

17. Theme Days: Administration will schedule theme days such as "Sport Day," "Crazy Hair Day," "Pajama Day," etc.
18. On PE day appropriate uniform clothing must be worn or no points will be given for the day. Tennis shoes must be worn on PE days or students will not be able to participate and will receive a "0" for the day.

Friday Dress: Free Dress Day

On Fridays, jean pants, capri pants, skirts, skorts, and shorts are acceptable on Fridays. Shirts and pants may have designs on them. For example, bunnies hearts, etc. Shirts must meet general dress code policies do apply. For example, no spaghetti straps, no bare mid-drift, NO TANKS TOPS, etc.

In regards to all aspects of the dress code, the Administrators may determine some manner of appearance not mentioned in this Dress Code to be inappropriate and thus, will not be permitted.

Dress Code Violations

Students who are not dressed in compliance with Dress Code will be removed from school activities and will be allowed to return to school functions once they are dressed in conformance with the provision of the dress code.

Dress Code - Consequences

Warning: notification of violation.

Any additional offenses: may result in the child receiving a "loaner" article of clothing and a cleaning fee will be applied to the child's account.

DISCIPLINE POLICIES

The Olive Branch Christian Academy has a traditional philosophy of strict discipline. "All things should be done decently and in order." The students should be taught to feel a God-

given responsibility to "walk honorably before all men."

Student Behavior

Parents, teachers, and other adults realize that children are gifts from God. Man, since the time of Adam, has needed a guide to follow as he endeavors to live a God-pleasing life. The expectations of the students at Olive Branch Christian Academy are those of true Christians working together.

Through the demonstration of Christian behavior, parents and teachers influence children. Individual Christian self-discipline is a goal for parents, teachers, and the students within our educational environment. Honesty and respect are expected of Olive Branch Christian Academy students in academic, social, and general school life.

Behavior Goals

The behavior goals and discipline procedures of Olive Branch Christian Academy are designed to help the students lead a God-pleasing life. The goals of the program are:

1. To maintain a school environment which children have:
 - a. A feeling of security.
 - b. An environment conducive to learning.
 - c. An awareness of God's authority through the teacher.
2. To assist students in their growth in self-discipline and self-control as responsible children of God by:
 - a. Teaching accountability and responsibility to God and persons in authority.
 - b. Developing routines and activities that teach obedience.
 - c. Reinforcing and encouraging good behavior.
 - d. Discouraging misconduct.
 - e. Fostering a genuine love and concern for one another.

Teachers and parents should work together cooperatively toward these common goals.

Discipline

Discipline provides respect for rules designed to maintain a successful learning environment.

We acknowledge that every classroom and age level is different, but all teachers operate under the same premise: that every child behaves and no child may keep another from learning or the teacher from teaching.

When and if a child's behavior at school creates a problem for himself, herself, the teacher, or other students the following steps will be taken to correct the situation and secure acceptable behavior from the student.

If a student refuses to obey class rules, has proceeded through the teacher's discipline plan, and refuses to correct their behavior, the student will be sent to the Administrator's office. At that time a parent will be notified, and the parent will be expected to pick up their child. If a student repeats their behavior on a second occasion the student will be suspended.

If a student is sent to the office with an office referral, the following steps will be taken:

First offense: The student will be counseled and parent will be notified.

Second offense: The student will be suspended, parent notified, and a conference will be held with parents and involved staff personnel.

Third offense: The student will be suspended.

Two suspensions for the same offense will result in expulsion.

If deemed necessary, your child may be required to be picked up from school.

Detention

A student may be detained beyond the regular day, not to exceed one hour. Parents will be notified in advance of the detention. Additional assignments or work detail may be given related to the misbehavior. Detention may also be assigned during recess times.

Administration reserves the right to use its discretion as to what may be an appropriate consequence. Once a decision is made it will be enforced.

Severe Consequences

1. Suspension

- a. Reason for immediate suspension:
- b. Vulgar or profane language, gestures, or drawings.
- c. Fighting.
- d. Flagrant disrespect or defiance to a teacher or supervising adult.
- e. Violating a student or teacher's personal space.
- f. Stealing.
- g. Vandalism or destruction of school property.
- h. 2 Detentions for the same offense.
- i. Parent's refusal to sign detention slip.

2. Expulsion

- a. Reason for Expulsion and Immediate Dismissal:
- b. Possession or selling of tobacco, alcohol, or narcotics.
- c. Possession or selling a weapon (gun, knife, or any dangerous object).
- d. Hitting or threatening a teacher.
- e. Behavior deemed as life endangering for students and teachers.
- f. Two suspensions for the same offense.
- g. Tuition payments –30 days overdue.

If the consequence is expulsion, the School Board will be notified immediately. Parents desiring to have their child readmitted to the school are to bring their petition to the school board in person.

All students are required to conform to our school standards. Any student who habitually disregards these standards will receive disciplinary consequences and may be dismissed from the school.

School Guidelines And Rules

- Respect and obedience to all staff members.
- Hands and feet are to be kept to yourself.

Olive Branch Christian School Student Handbook

- Students may not be on school grounds without adult supervision.
- Lines must be quiet and orderly.
- Students must walk in classrooms and halls.
- There is no talking in bathrooms or halls.
- Rough body contact is prohibited.
- Radios, iPod, Game boys, Cell phone, and other electronic devices are not allowed.
- Chewing gum is completely prohibited.
- Eating is to be done in designated eating areas.
- Trash must be disposed of in trash cans.
- Students may not leave premises without being signed out by an authorized individual.
- Shoes must be worn at all times.

Recess Guidelines And Rules

- Use proper and kind words.
- Walk on sidewalks, patios, and paved areas.
- Keep hands and feet to yourself.
- Eating is only to be done at designated eating areas.
- Shoes must remain on at all times.
- Use of restroom requires permission from a supervisor.
- Report incidents between students to a supervisor immediately.

Playground Guidelines And Rules

- Children must go down on the slide on their bottoms only.
- Sand must never be thrown.
- Digging allowed in sandbox only.
- Swing on the swings. Twisting swing chains is not allowed. No jumping out of swings.
- Swing on bottom. One person at a time.
- Stay clear of swings when playing.
- Only playground balls are to be kicked or thrown.

- Chalk is only to be used on sidewalks by basketball court.
- Feet stay off the fences and trees.
- Jump ropes are for jumping only.

Recess Discipline Procedure

Our discipline philosophy exists for both in and out of the classroom. We have a "Recess Discipline Plan," that is in effect during all recesses and lunch breaks. Our desire is that each student is treated with the same expectations and with consistent consequences.

If a child is not following the outside or playground rules the following steps will be taken:

First offense: The student will receive a warning.

Second offense: The student will be given a time out and the situation may be discussed with teacher or school administrator.

PARENTS CONCERNS

Olive Branch Christian Academy wants to provide the best possible learning environment for every child. In order to do this we need to have close communication in sharing our concerns and praises with one another. We desire to create a Godly family. To facilitate this, we are asking that each person abide by the guidelines set forth in Matthew 18:15-20.

Any questions, concerns, suggestions or criticisms you might have should first be addressed to the individual (teacher or staff member) it directly concerns. If after speaking to the individual, your concern is not resolved, make an appointment with the Administrator. All disputes are handled with the principles set out by Christ in Matthew 18:15-17.

Matthew 18:15-20 sets forth guidelines for resolving problems and disagreements. It is imperative these principles be followed by parents, teachers, and others involved in the school.

"And if your brother sins, go and reprove him in private, if he listens to you, you have won your brother. But if he does not listen to you,

take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church, let him be to you as a Gentile and a tax-gatherer. Truly I say to you, whatever you shall bind on earth shall be bound in heaven, and whatever you loose on earth shall have been loosed in heaven."

Adhering to this guideline reduces the spread of gossip, rumors and misinformation, which is hurtful and leads to tearing down of individuals and the school.

If your child should be involved in any trouble with another child in the school, you should register your complaint to the teacher and/or administrator, not complain to the other parent.

All concerns regarding personnel should be registered with the Administrator. If you are not satisfied at that level, we will take your concerns to the school board.

If a parent or guardian does not comply with Matthew 18 and is involved in spreading discord among the school, you will be asked to remove your student from the school, or the student may be expelled.

Notification of Parent's Rights Concerning Student Records

Provisions of the California Education Code have authorized parents, in consulting with school personnel, to inspect the school records of their children. Federal legislation further emphasizes the parent's rights to review their children's school records.

If, at any time, you wish to inspect the school records of your child, contact the school office. If, after review, you feel that any information contained in the record is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, you will be given an opportunity to file a written request for removal or correction pertaining to the information.

ACADEMIC & CLASS INFORMATION AND POLICIES

Curriculum

The chief subject taught each day is the study of God's Word. All other subjects are taught in the light of His Word. Every child regularly participates in worship services, daily devotions, and other biblical projects and learning experiences.

Olive Branch Christian Academy uses A Beka, Bob Jones University Press, Veritas Press, Classical Academic Press, Saxon, Summit Ministries, Shirley English and other selected curriculums. The curriculum is in compliance with California State guidelines. Standardized testing in scholastic achievement is done each spring using the Stanford Achievement Test. Subjects taught at grade level are Bible, Language Arts, Mathematics, Reading, Phonics, Science, Social Studies, and Penmanship.

The greatest benefit we offer is the inherent Christ-Centered nurturing that is given to our students as they work toward academic success.

Student Supplies

The school supplies most education items. Initial school supplies will be provided by the school. The teacher may ask students to bring some items such as pencils, erasers, crayons, scissors, colored pencils, washable markers, glue, a ruler, and Kleenex.

Consumable and Non-Consumable Textbooks remain the property of the school and must be kept in good condition. Students will be assigned books by a numbering system to identify the user. There will be a charge for damaged or lost books.

Attendance And Tardiness

Attendance at school is compulsory. Full, daily, uninterrupted attendance is of immeasurable influence in the total development of the student. Regular, punctual attendance is expected.

The only valid excuse for absences is sickness of the student, death in the family, or an

Olive Branch Christian School Student Handbook

emergency. All other absences are considered as un-excused and may result in zero grades on class work missed on those days. Please plan family trips and outings during holiday periods.

If a student is absent for health reasons, independent study can be offered to meet the required academics. Excessive absences (20 or more within a year) without independent study will result in an automatic retention.

A student will receive one day to complete make-up work for each day absent. Projects or assignments that were assigned prior to absence are still due to the school on the due date. If the child is unable to get the assignment to school, the parent is required to call and communicate with the teacher.

A phone call or written excuse from the parent is required on the day the child returns to the school after an absence. An un-excused absence may result in a failing grade for the time he/she is absent from school.

An admittance slip from the Health Department or from the attending physician is expected when a child has had a contagious disease or illness.

Instruction begins at 8:00 a.m. for the Junior High (6th-8th) and 8:30 a.m. for the elementary (K-5th). School ends at 3:00 p.m. A child is considered tardy if he/she arrives after instruction begins. Students must report to the office when he/she arrives to receive a pass. Excuses based on poor organization, car problems, oversleeping (student or parent), etc. are not accepted. In such an instance, the student receives an un-excused tardy. If a student is excessively tardy the teacher will contact the parents to resolve the problem. If the tardiness continues the situation will be referred to school administration.

Student Vacation Or Personal Leave

We advise that vacations be scheduled during holidays and vacation periods. It is important that students do not miss in-class instruction and activities. If a student is absent for 3 or more consecutive days due to family vacation

or personal reasons, the following procedures must be followed by the parents:

1. The teacher must be informed of the absence one month in advance. This will ensure that the teacher has sufficient time to plan for and gather the necessary materials the student will be missing during their absence.
2. All work given by the teacher must be completed and turned in on the first day returning to school. Any work not completed will be given a zero. The student must be ready to take any tests or quizzes that they missed. Tests and quizzes may not be administered by the parent during the absence.

Perfect Attendance

Perfect Attendance is for those children who attend school every school day during the year. If a child has perfect attendance, but is tardy three times, the perfect attendance will be annulled. Every three tardies equals one absence.

Computers

Students 3rd through 8th grade are given hands-on experience and access to a computer as part of their regular program.

Homework

Homework is designed to teach the child self-discipline, to practice independently what has been learned in class, and to permit parents to follow the progress of the child. Homework establishes lifelong patterns of learning at home.

The purpose of homework is to extend education through practice and reinforcement. Parents are requested to familiarize themselves with the teacher's homework schedule and check the child's work on each evening designated. Parents are encouraged to start homework each night with prayer! Parents should insure that students return completed homework assignments, books, and material punctually.

Students will be assigned an average of:

Olive Branch Christian School Student Handbook

- Kindergarten 10-20 min. per night
- First-Fourth grade 20-45 min. per night
- Fifth grade 30-60 min. per night
- Sixth-Eighth grade 45-60 min. per night

Homework may include reading assignments, research projects, and finishing uncompleted class assignments due to a student's misuse of class time.

Grading

Graded assignments in academic subjects will be scored on the following percentage basis:

100-97% = A+ 79-77% = C+

96-93% = A 76-73% = C

92-90% = A- 72-70% = C-

89-87% = B+ 69-67% = D+

86-83% = B 66-63% = D

82-80% = B- 62-60% = D-

59% & Below – F

100-90% = E - Excellent

89-80% = G - Good

79-70% = S - Satisfactory

69-60% = N - Needs Improvement

59% and below = U - Unsatisfactory

Report Cards/Parent Conferences

Student report cards are issued four times per year, following each quarter. The purpose of the report card is to reflect an accurate evaluation of the student's academic and behavior achievements. At the end of the first quarter, a parent/teacher conference will be held.

Appointments With Teacher

A close parent-teacher relationship is encouraged. An open line of communication between parents and teachers will minimize disciplinary problems and will keep parents continually informed of their child's progress. If study outside of the classroom is needed, parents will be notified. If you feel a need to confer with a teacher, please call the office to arrange an appointment. Please do not discuss

issues with the teacher during arrival and pickup times. The teacher is responsible for the students in their class and cannot oversee the students if they are trying to discuss issues with a parent.

Progress Reports

Olive Branch does not distribute quarterly progress reports. All student progress and grades can be accessed through our on-line grading system, RENWEB. Parents can access student grades at any time throughout the year to check the progress of their student. If at any time there is a question concerning the progress of a student, parents should contact the teacher immediately.

Retention And Dismissal

Students are promoted to the next grade level upon successful completion of the academic program in the present grade. The teacher, administrator, and parent make decisions for retention or promotion. Decisions will be based on what is best for the student and the entire school. Students who cannot meet the educational standards of the classroom or who require constant individual attention may be asked to withdraw from the school. The school administration reserves the right to deny student promotion for the following reasons: student attendance abuse, poor school performance, or poor standardized test evaluations appropriate to the grade level.

Academic Probation

A student is placed on academic warning for receiving one "F" or two grades of "D+" or lower in a quarter. A student is placed on academic probation for:

1. Receiving two "F's" or three or more grades of "D+" or lower in a quarter or
2. Being placed on academic warning for two consecutive quarters.

Any student who is placed on academic probation for 3 or more quarters will be required to repeat the year. The parent will receive a letter from the academic administrator with the report card indicating

Olive Branch Christian School Student Handbook

the student's change in status and a conference will be scheduled with the teacher to identify the student's academic difficulties and to develop a plan of action to monitor student's progress.

Student Awards

Awards are given quarterly to recognize honor roll achievement. Awards will be given out in class following the report cards for the first through third quarters.

A student may be placed on the "B" honor roll by acquiring a 3.0 to 3.74 GPA. A student receiving a 3.75 to 3.99 GPA will be placed on the "A" honor roll. Students receiving a 4.0 GPA will be placed on the "Gold" honor roll.

Students who make honor roll for all four quarters will be recognized for Principal's honor roll. Honor roll begins with third grade.

Students who receive a "D" or "F" on any one subject will be disqualified from receiving an honor roll award.

Each week teachers and staff will nominate students for Christian Character Awards. CC Awards will be presented at the end of Chapel.

Physical Education

Students will be required to participate in a physical education program once a week. Students must have a note from a physician if they are to be excused from participating in activities for that week. Tennis shoes must be worn at PE every week.

Field Trip Policy

We encourage our teachers to include, as part of the curriculum, field trips. Most field trips will correspond to the curriculum. The cost of field trips is included in your annual tuition. Your child is expected to attend all field trips as if it were a normal day of school. Field trips will be planned in advance. You will be required to fill out a permission slip, which will also include a medical release. If parents would like to attend there may be a charge for the trip, all money and the permission slip must be turned in one week prior to the trip. If a signed permission slip is not received, your child will

not be allowed to participate in the field trip. All children must wear green school shirts to attend field trips. Jeans may be worn on field trips.

If the parent/guardian brings the child to the location of the trip because he/she is late, the parent/guardian must stay in attendance with the child and be responsible for the child. Siblings are not allowed to attend field trips.

Your help with driving to these events is greatly needed. However, you must place on file proof of insurance and provide a seat belt for each child riding in your vehicle. Parents with children under 6 years of age must provide a car seat.

We ask that chaperones/volunteers be limited to immediate family only. By this we mean parents or grandparents.

Parents that volunteer to drive and chaperone for a field trip the following guidelines must be adhered to:

- Provide teacher with a copy of driver's license.
- Provide teacher with a copy of auto insurance.
- Volunteer Driver Form filled out and returned.
- Before leaving, make sure all the children are properly secured in seatbelts/car seats. One child per seat belt.
- Children under 12 may not sit in a seat with an air bag.
- You must drive **directly** to the destination(s) listed on the field trip form and **directly** back to the school. You may not stop along the way to get ice cream, sodas, etc.
- Before leaving the site you **must** check in with the director of the program (even if you only have your child with you). This is to ensure that we have **all** of the children accounted for.
- Keep to the standard of OBCS-Academy regarding music and videos in your vehicle. No movies other than rated "G" and no movies with witches, evil, etc. If you are not sure please ask your child's teacher.

Olive Branch Christian School Student Handbook

- We ask that you do not talk on your cell phone while driving unless you are in need of sending or receiving a call from another parent/teacher pertaining to the students or the field trip. Do not text while driving. We also ask that you do not talk or text on your cell phone during a field trip as your attention is needed in supervising the children.

Newsletter

As needed, the office will send home a newsletter of information. Also, each week class newsletters will be posted on RenWeb. Some teachers may send home a class newsletter as well. The information will assist you in becoming aware of activities and events.

This is the primary communication avenue of OBCS-ACADEMY and it is important that parents read all information sent home/posted on Ren Web, or emailed. Please know that the office makes every effort to communicate schedule changes and school information to the parents in several different ways.

Parties/Holiday Celebrations

There are several times a year that each class will have parties. These will be under the leadership of the individual teacher and room parent. Parents will be asked from time to time to assist or send something for a party. All parents are invited to participate in the classroom parties.

The following holidays/seasons may be honored with a class celebration: Thanksgiving, Christmas, 100th Day of school (K only), Valentine's Day, and Easter. The school does not celebrate Halloween and does not permit students to come to school dressed in costumes.

Student Birthdays

Student Birthdays: you are welcome to bring a snack for your child to share with the class in honor of their birthday. Please do not use school hours for actual birthday parties. If you are having a party at home for your child and would like to invite students from your child's

class and if invitations to home parties are distributed at school, all students in the class must be invited.

Parent Volunteers

Parents are partners in education. The parent's involvement in the school is of major importance for our success. If you are interested in helping at the school, please contact the school office.