



2019

Parent-Student
Handbook

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updated 4.3.19

“Go ye into the world and preach the gospel to every creature.”

Mark 16:15

Mission Statement

Outlook Christian School values children and their unique abilities and works to foster their academic and personal growth. At Outlook Christian School, we serve the next generation as agents of Christ, through an approach that values the development of the whole child – physical, spiritual, emotional, cognitive, and social.

Purpose Statement

Outlook Christian School’s purpose is to assist the family in providing Christ-centered, Bible-based education that supports the uniqueness of each student and lays the foundation for the development of moral character, the pursuit of excellence in academics, and a lifestyle of service to God and others. At Outlook Christian School we teach to each individual child’s learning style using a variety of teaching methods and curricula. As each child’s learning style is complemented we expect each child to excel in all areas of learning, measured by improvement in standardized test scores, as well as mastery demonstrated through formative and summative classroom assessments.

Statement of Faith

We believe in...

The Holy Scriptures as originally given by God, divinely inspired, inerrant, entirely trustworthy, and the only supreme authority in all matters of faith and conduct.

A literal six day creation and that on the seventh day, the Sabbath, God rested.

The God of the Bible – the God of Abraham, Isaac, and Jacob. He is the Almighty One and has manifested Himself to us in three persons: the Father, the Son, and the Holy Spirit.

The Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless life, His divine miracles, His vicarious death on the cross, His bodily resurrection from the dead, and His personal return in power and glory.

The salvation of lost and sinful mankind through the shed blood of the Lord Jesus Christ by faith, apart from works, a free gift of God’s grace. Regeneration is by the Holy Spirit: a new birth for the spirit, a sound mind for the soul, and healing for the body.

The believer's baptism as the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit (Matthew 28:19). It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior; the believer's death to sin; the burial of the old life; and the resurrection to walk in newness of life in Christ Jesus.

The personal return of the Lord Jesus Christ and the resurrection of both the saved and the lost, they that are saved unto eternal life and they that are lost unto eternal damnation.

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Academics

Grades and Progress Reports

Primary (Grades K-2) and Intermediate (Grades 3-5):

Letter grades are inappropriate for primary students. Records of student progress will be kept by teachers. Teachers will discuss student progress and any areas of concern at conferences (held twice a year); progress reports will be issued twice yearly. Intermediate students will begin receiving percentages and letter grades on individual assignments and tests in order to familiarize them with how objective grading works.

Middle School (Grades 6-8):

Letter grades are given to middle school students in order to familiarize them with how grades work and to prepare them for high school. Records of progress, along with grades on coursework, will be kept by teachers. Teachers will discuss student progress and any areas of concern at conferences (held twice a year). Middle school students also receive quarterly report cards that provide letter grades (or pass/fail grades) and explanatory information for each area of study.

High School (Grades 9-12):

High school students receive letter grades/percentages on their coursework, and they receive quarterly progress reports (report cards) that provide letter grades (or pass/fail grades) and explanatory information for each area of study. Records of grades will be kept by teachers. Teachers will discuss student progress and any areas of concern at conferences (held twice a year).

Although high school students receive credit for P/F classes, the majority of their classes are graded A-F. The amount of credit a student earns for a class isn't dependent on what grade they receive in the class, however, credit is only awarded for passing grades (A, B, and C) because those grades demonstrate a mastery of content.

Grading Criteria and Standards Used for Letter Grades:

A	93-100%	Mastery of material, consistent superior work
A-	90-92%	
B+	87-89%	Good understanding of material, consistent satisfactory work
B	83-86%	
B-	80-82%	
C+	77-79%	Basic understanding of material, consistent marginal work
C	73-76%	

C-	70-72%	
D+	67-69%	Limited understanding of material, inconsistent work
D	63-66%	
D-	60-62%	
F	0-59%	Incomplete understanding of material, incomplete work

Graduation Requirements

High school students are required to earn the following credits in order to earn an OCS diploma:

Bible	2 (or ½ credit for each year student attends OCS)
Language Arts	4
Mathematics	3
Science	3
Social Science	3
Foreign Language/Tech/Arts	3
Health	1
Physical Education	1
Electives	4

Credit Transfer

Credit issued by an AdvancED secondary U.S. school as high school credit is accepted at face value toward meeting Outlook Christian School's high school graduation requirements. Upon review and approval by the administrator and head teacher, students transferring into OCS from a non-public school not accredited by AdvancED or from a home-school may receive credit toward graduation for courses successfully completed in the non-accredited school if the following documentation is provided: the course of study the student followed, materials used, total number of contact hours per course, and scores of any standardized tests the student has taken.

Accreditation

As of November 28, 2018 Outlook Christian School is a Candidate for Accreditation with NCA CASI, NWAC, and SACS CASI. We plan to be fully accredited in 2019.

Academic Integrity

OCS is committed to high academic standards and expects students to achieve these standards in a manner marked by integrity and honesty. Academic honesty is the hallmark of true personal integrity.

Students' academic work is evaluated on the assumption that the work presented is their own. Faculty and students are expected to identify departures from academic honesty.

Principles of Academic Honesty:

- Academic honesty at OCS is based on the biblical principle of truthfulness. Truthfulness is inherent in the character of God. As beings created in the image of God we have that example to follow.
- Students' work must represent their own ideas, concepts, and current understanding.
- Students must document appropriately any ideas or concepts borrowed from other sources. This includes research, papers, or projects that the student has simultaneously or previously submitted as coursework for other classes.
- We measure learning progress by course assignments and examinations, and thus, we cannot recognize standards of academic achievement when cheating occurs.

Examples of academic dishonesty include cheating, falsifying information or grades, helping others cheat, and plagiarism. At OCS, the first instance of any aspect of academic dishonesty may result in an automatic zero for the assignment (without the opportunity to make it up and without any extra credit opportunities), a parent-student-principal meeting, and possible disciplinary consequences.

Plagiarism

According to dictionary.com, plagiarism is "taking someone's words or ideas as if they were your own." By taking work from other sources (including other authors, students, artists, photographers, websites, etc.), students are committing a crime. Students can commit plagiarism by using, rearranging, or changing words from one or more sources—without citing these sources properly. Essentially, plagiarizing students are stealing from other authors, lying to their teachers and parents, and dishonoring (cheating) their honest classmates' achievements, which is ultimately disrespectful towards God.

Admissions

Admissions Process

See Admissions Process form.

Kindergarten Admissions

OCS accepts applications for Kindergarten students between 4 and 6 years of age at the time of application. Beyond the general admission process, Kindergarten applicants need to submit the recommendation for Kindergarten by a pre-school or Pre-K teacher if the student has attended

either of these. Kindergarten applicants also need to pass a Kindergarten screening in place of placement testing. This screening will assess the applicant's readiness for Kindergarten by looking at the applicant's self-care skills (specifically he/she must be fully potty-trained), language/communication skills, cognitive skills, gross motor skills, and fine motor skills.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Outlook Christian School.

As a Christian institution of learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

Attendance Policies

Attendance

1. The school day begins at 8:30 a.m. and ends at 2:30 p.m. The hallway door at OCS will be open starting at 8:00 a.m., however supervision begins at 8:15 a.m. when the classroom door opens. If students need to be dropped off earlier than 8:00 a.m., prior permission from the teacher needs to be attained, and parents/guardians should have them wait at the main building between 7:45 and 8:00 a.m. Students are not allowed to be dropped off before 7:45 a.m. due to liability issues.
2. School staff must receive notification of any student absence or late arrival, by text or email (outlookchristianschool@gmail.com).

Excused Absences

In order for an absence to be excused, a phone call or text must be received from the parent on the day of the absence or a signed parent note returned on the day the student returns. Such explanations must clearly fit one of the following circumstances:

- Personal illness of the student
- Medical or dental appointments
- Family emergencies, such as serious illness or death in the family

If any of these requirements are not met, the absence may be unexcused. Sleeping in will not be considered excused, and a pattern of illness without a doctor's note may be examined further. Upon return, it is up to the student to arrange for all work missed.

If a student is absent for 10 or more days in any one 13 week quarter, excused or unexcused, he/she will be placed on an attendance agreement with the Administrator. A pattern of excused or unexcused absences is of great concern and will be taken very seriously by the administration. Accommodations will be made for a long-term illness or planned family vacations.

Excused Tardies

In order for a tardy to be excused, a phone call or text must be received from the parent before the student arrives or a signed parent note needs to be given to the teacher when the student arrives at school for the day. To be excused, the reason for the tardy must fit one of the following circumstances:

- Medical or dental appointments
- Family emergencies
- Traffic delays

If any of these requirements are not met, the absence may be unexcused. Sleeping in will not be considered a reason for an excused tardy. If a student exceeds 5 unexcused tardies in any one 13 week quarter, this may necessitate the student making an agreement with the Administrator.

Early Dismissal

If a student is taken out of school before the end of the day, a 24 hour advance notice should be given to the teacher. If the student will be checked out by anyone other than a parent, or someone who usually picks up the student, teachers must be notified of that as well.

School Dismissal

During regular daily dismissal, students will wait in the Outlook Christian School hallway for pick up. Students can be picked up at 2:30 p.m. Please arrive on time; notify the teacher if you are running late. Students will remain in the hallway until they are picked up by parents/guardians or approved designee. Teachers must receive notification, by text or email, of pick-up by anyone other than a parent/guardian.

Medical Appointments

Medical, dental, and counseling appointments should be scheduled outside of regular school hours.

School Closure and Delayed Start

There may be times, usually due to severe weather conditions, when it will be necessary to have a delayed start or cancel school for the day. School delays and closures will be based on the Salem/Keizer School District. OCS will not contact you about closures or delays, so please check online or listen for closure announcements on local TV and radio stations. If the weather conditions at your home are different, please notify us if your child will be absent. Due to our year round school schedule, if Salem/Keizer schools are not in session, but the weather is inclement, we will post closure information on our website: OutlookChristianSchool.com (it will be listed under the **More** drop-down menu).

Campus Visits

Visitors to Campus

For safety reasons we have a closed campus. Any visitor to the school must check in at the office and get a visitor's pass/badge from the front desk. Parents/guardians visiting school will need to notify the head teacher 24 hours in advance in order to join their child for lunch or for a classroom visitation. To maintain a focused academic environment, however, students from other schools are not permitted to visit Outlook Christian School during school hours.

Lunch Dates

Parents/guardians are welcome to come eat with or take their children out for lunch anytime. Please let the teacher know at least 24 hours in advance and check in at the front desk prior to lunch.

Food/Nutrition

Parents/guardians are asked not to bring food, candy, or beverages due to the varying dietary needs and restrictions of students. Birthday celebrations may be an exception.

Student Birthdays

If you plan on celebrating your child's birthday at school (i.e. providing lunch or sending treats), please let the teacher know a week in advance due to varying dietary needs.

Dress Code

Dress and Grooming

OCS recognizes that dress significantly influences student behavior and that appropriate dress and grooming contribute to a productive learning environment as well as promote individual dignity. It is the parent's/guardian's responsibility to ensure that the student is in correct dress code on a daily basis. Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste.

- OCS T-shirts or polos must be worn every day.
- Only OCS sweatshirts & jackets may be worn at school. If weather necessitates, coats may be worn outside.
- Skirts, dresses, and shorts are to be no shorter than 1 inch above the knee.
- Pant waist/belt must be worn at the natural waist, no low-riding waists.
- Oversized (including leg width or length) and excessively baggy or sagging pants are not permitted.
- Tight-fitting, spandex, or other form-hugging materials are not permitted. Leggings are allowed only with appropriate length skirts, dresses, or shorts, i.e. they are not to be worn as pants.
- Students are not to write on themselves with ink, henna tattoos, or any form of temporary tattoo.
- Shoes must be worn at all times. Flip flops are not allowed.

The Dress Code is in effect on campus, including before and after school hours, and at all school events, whether on or off campus, except if directed otherwise by school staff.

Physical Education Dress

Students must wear proper athletic clothing (OCS T-shirts or dri-fit shirts, athletic footwear, and athletic shorts or sweats) for P.E. classes. Dri-fit shirts, shorts, and sweatpants need to be free of graphics, words, or logos. Failure to fully or properly dress out for P.E. class may result in loss of credit for the day, and students will work on other classwork during this time, unless the teacher determines otherwise.

Electronics

Use of Personal Electronic Devices

The use of any personal electronic devices, including cell phones or any personal listening device, is prohibited on campus or off campus during school sponsored trips.

- All electronic devices are not to be in use before, during, or after school on campus.
- All electronic devices and accessories, including earphones/earbuds, will be stored in the designated location during school hours if the student brings them to school.
- Landline phones in the classroom may be used by students with permission.
- Messages for students from parents/guardians should be left with the teacher (though text, phone, or email).

Electronic Games, Toys, Etc.

Electronic games, CD players, radios, MP3 players, iPods, toys, or playing/collecting cards (including Pokemon cards), etc. are not to be brought to school unless specifically authorized by a teacher. If such an item is brought to the school and found by a school staff member the item will be taken and kept by the head teacher until the parent/guardian picks the item up.

Internet Use

Some students will have access to the internet during school hours. It is the responsibility of the student to be forthright with what they are looking at on the internet. Facebook and other internet sites not applicable to the purpose of school activities should not be accessed. In order to keep the student accountable, the teacher reserves the right to check up on the student and look at their history. Measures will be taken if internet use is violated and will be based on the student and the situation.

Extra-curricular Activities

Internships

Unpaid student internships are designed to help students gain valuable experience working in in the real world. Student interns have a unique opportunity to learn about the responsibilities and discipline of business because of our partnership with First Call Home Health. Student internships will be during school hours unless otherwise approved by the teacher.

Student interns are to abide by the Student Internship Agreement that they sign (see appendix for sample). OCS may at any time, at its sole discretion, terminate the internship without notice or cause. The intern is aware that after a number of warnings, OCS may have cause to terminate his/her internship.

Policies

Student Driver and Car Policy

No student will be allowed to transport other students to and from school except by permission agreed upon in advance by parents. No student is to ever drive another student's vehicle to or from school nor on the school property. Students are not to leave school in another student's vehicle to attend school activities unless written parental permission has been given to the teacher. Student vehicles parked in the school parking lot during school hours are to be locked, undisturbed, and unoccupied

Closed Campus Policy

OCS maintains a closed campus policy. This means that once students arrive at school, they are to remain on campus for the entire school day, unless they are checked out by a parent/guardian or are with school staff.

Illness Policy

If a student becomes sick or hurt while attending school, we will contact the parent/guardian or designated individual to pick up the child if that is deemed necessary. A child should be kept home from school if they have any contagious illness or fever (over 100 degrees). A sick child needs to be at home to protect that child and to prevent exposing other students. A child must be free of fever for 24 hours before returning to school. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they receive during that time.

In the school environment, many communicable diseases are easily transmitted from one student to another. A healthy environment involves prevention, early recognition of illness

symptoms, prompt diagnosis, and treatment. We need your assistance in providing a safe and healthy environment for your child. **Please do not send an ill child to school.** Listed below are guidelines for when it is appropriate for a child to stay home from school.

Consider keeping your child at home with the following symptoms:

- severe chest congestion (deep heavy cough) with or without runny nose
- nausea
- redness of either eye
- extreme fatigue
- rash

Do not send your child to school with the following symptoms:

- fever of 100 degrees or more (oral or auxiliary temperature)
- vomiting within the last 24 hours
- severe diarrhea (3 or more loose or watery stools)
- redness of either eye with discharge or suspected pink eye
- sore throat with elevated temperature
- open draining sores that cannot be covered
- rash with fever
- jaundice (yellow skin)
- have been prescribed antibiotics within the last 24 hours
- lice

If your child develops any of the above symptoms at school, you will be contacted to pick him/her up immediately.

Children may return to school after recovering from their illness, or after a note regarding diagnosis and treatment (if indicated) by their health care provider is received by OCS. This helps minimize the spread of contagious disease in the school setting.

Communicable Disease Prevention Policy

In the event any student has a communicable disease, the parent/guardian is expected to notify the head teacher. The Marion County Health Department requires a written statement from a licensed physician or local health officer for readmission of students with the following communicable diseases:

- Hepatitis A, B or C
- Measles (Rubella)
- Meningitis
- Meningococcal
- Pertussis (Whooping cough)
- Plague

- Rubella
- Tuberculosis

The following communicable diseases require exclusion from school; students will be readmitted when criteria are met:

- Chicken Pox – six days after the onset of vesicles or when all blisters are crusted
- Head Lice – signed statement from parent or guardian that a recognized treatment has been initiated; no evidence of nits in hair
- Mumps – nine days after symptoms begin
- Ringworm (body fungus) – 24 hours after treatment began
- Scabies – until treated
- Staph Skin Infections – until treated with antibiotics for 24 to 48 hours
- Strep Infections – until treated with antibiotics for 24 hours

Medication Policy

Prescription and over-the-counter medications to be taken by a student during school hours will require a Medication Permission Form (see appendix for sample) to be completed and submitted for each medication. Medications to be administered are to be given directly to the teacher and must be in the original container. Prescriptions must have the student's name printed on the label and include administration instructions. All medications will be stored in a locked cabinet and dispensed by an OCS staff member. A log of all medication dispensed will be recorded on each Medication Permission Form.

Immunization Policy

A Certificate of Immunization Status that documents a child's immunizations is required for attendance at Outlook Christian School. All students must be vaccinated according to the State of Oregon guidelines prior to the first day of school. If a student receives immunization shots during the school year, please make arrangement with the head teacher to come to the school to update your student's records; these updates require a parent's signature and must be recorded by the parent. Students who are not in compliance with immunization requirements will be excluded from school in February and until requirements are met. (Advance notice will be given if exclusion is pending.)

Bullying and Harassment Policy

OCS is committed to providing an environment in which every person is treated as an image bearer of God. In the light of this commitment it is imperative that each person is accorded the same dignity, respect, and love, which we give to God. OCS is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A

charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school or during school related activities, or on campus at any time. It includes, but is not limited to, any or all of the following:

Verbal Harassment

Derogatory comments and jokes, threatening words spoken to another person

Physical Harassment

Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

Visual Harassment

Derogatory, demeaning or inflammatory posters, cartoons, written works, drawings, gestures

Sexual Harassment

Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions
- Using sexually degrading words to describe an individual or an individual's body
- Displaying sexually suggestive objects or pictures
- Telling inappropriate or sexually related jokes
- Making reprisals, threats of reprisals, or implied threats of reprisals following negative response to sexual advances

It is the responsibility of Outlook Christian School to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to hostile or offensive school environment.
4. Establish practices designed to create a school environment free from discrimination, intimidation or harassment.

It is responsibility of each OCS student to:

1. Conduct him/herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.

Statement on Marriage, Gender, and Sexuality

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We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

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We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Outlook Christian School.

As a Christian institution of learning we will respect those whose moral views diverge from ours, and seek to embody the gentle and patient love of Christ for all. We will make

institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

Grievance Policy

If a parent/guardian has an unresolved issue concerning their child, the parent/guardian should first speak with the teacher involved to see if that will settle the matter. If, after speaking with the teacher, the matter isn't resolved, the parent/guardian should then contact the administrator. Please call 503-371-7393 to make an appointment with the administrator. Grievance forms are available at the front desk (see appendix for sample).

If a student has an unresolved issue with a teacher or other staff member, he/she should speak with the head teacher to see if the matter can be settled. If, after speaking with the head teacher, the matter isn't resolved, the student should fill out a grievance form and return it to the front desk (grievance forms are available at the front desk--see appendix for sample). Once the grievance form is received, the administrator will meet with the student concerning the stated grievance.

PTA Meetings

PTA Meetings

The main role of the Outlook Christian School PTA (Parent Teacher Association) is to build strong relationships between parents and school staff, in support of the students. Outlook Christian PTA meetings serve as a venue for discussions about a variety of educational and parenting issues. Experts from the community and within may talk about building better relationships with children or share important information about school initiatives.

Parents may raise concerns about school issues. Outlook Christian PTA can also provide a powerful mediating function, providing a neutral forum for resolving conflict that can sometimes occur in schools.

PTA meetings are 6-7 p.m., and dinner is provided. These meetings are generally held on a quarterly basis on the 3rd Wednesday of the month. Parents are expected to attend these meetings. Email reminders will be sent out the week prior to each meeting.

Snacks/Drinks

First Call Home Health Building

Student access and use of the First Call Home Health building and snacks/coffee bar is a privilege. If students do not abide by the rules they may temporarily lose their privileges.

Drinks/Snacks

Drinks, popcorn, and frozen yogurt are available in the First Call Home Health building. Each day students, 14 years old and over, are allowed one cup of coffee or tea.

Lunch

As part of our closed campus policy, students are not allowed to go off campus for lunch, unless accompanied by parent/guardian (see Lunch Date Policy). Also, students are not allowed to order lunch to be delivered to the school.

Student Behavior

Prohibited Behavior

Students will be disciplined, suspended, or expelled for misconduct including, but not limited to:

- Lying
- Cheating
- Theft
- Vandalism of school property, including defacing, destroying, or misusing school property or equipment
- Open defiance of school staff, staff directives, or school policy
- Use of profane or obscene language or materials
- Inappropriate displays of affection
- Inappropriate internet usage, including Facebook, Twitter posting, and other social media because Outlook Christian School holds the right to protect its reputation from malicious postings regardless of when postings are made
- Smoking any substance, using tobacco in any form, using any kind of nicotine or smoking device, using nonmedical narcotics, using hallucinogenic drugs (including marijuana or hookah), consuming alcoholic beverages of any kind, or misusing any legal or prescribed substance; possessing or distributing any of these substances on campus or at school events

1st Offense – student sent home for the remainder of the day including possible suspension the following day

2nd Offense – two day suspension

3rd Offense – one week suspension

4th Offense – two week suspension

Any student under suspension will not be allowed on school property during the period of suspension.

Student Relationships

While we encourage a social environment, public displays of affection between students have no place before, during, or after school hours on campus, during extracurricular classes, or at school events, whether on or off campus. For example, kissing, cross-gender hugging, and holding hands are not allowed.

1st Offense – Verbal warning

2nd Offense – Students' parents/guardians are called

Friendships

The development of friendships is an important part of each child's personal growth. Students will receive training on how to learn to have healthy friendships. These are guidelines:

- The development of exclusive relationships such as cliques or boys and girls "going together" are discouraged, as is the usage of terms such as "going steady," "boyfriend/girlfriend," "getting dumped," "going out," etc.
- The giving or exchanging of gifts between boys and girls is discouraged
- Students of the opposite gender should not spend time alone with one another on school grounds.
- "Note passing" is not allowed during class time
- Physical contact or displays of affection are not permitted at school or during school-sponsored activities. This includes kissing, cross-gender hugging, and/or holding hands.
- In addition, the following behaviors hold a degree of intimacy not appropriate in the school community among same gender friendships:
 - Extended hand-holding beyond a moment of fun
 - Extended hugging beyond a greeting or short period of consolation
 - Cuddling
 - Sharing a bed
 - Kissing
 - Dancing in a sexual manner

Students who do not set appropriate boundaries according to these guidelines will receive continued training as part of the discipleship process in order to meet the expectations and understand the heart matters involved.

Scoffers

The purpose of education at OCS is to develop each student's faith in a way that not only prepares them for ministry leadership, but to also display their spiritual growth on a daily basis.

To that end, students who demonstrate a scornful or scoffing attitude will not be tolerated. The following lists symptoms of such an attitude:

- Contemptuous body language
- Taunting language
- Attitudes reflecting “flaunting of sin”
- Disrespectful tone of voice
- Disruptive spirit or attitudes that “dampens” the spiritual growth in others
- Refusal to repent and reconcile
- Agitating others against each other

When such an attitude is identified in a student, the administration, parents, and teachers will work together toward the purpose of restoring the student to a proper relationship with God and their peers. If such a process is unsuccessful, the student may be dismissed from OCS.

| OUTLOOK CHRISTIAN SCHOOL |
UNPAID STUDENT INTERNSHIP AGREEMENT

This is an agreement between _____ (intern), and _____ (organization). The purpose of this educational internship is for the intern to learn about the organization's business and to gain valuable insight and experience.

Conditions of the Agreement:

- The education received by the student intern from the internship is for the express benefit of the intern.
- The intern does not replace or displace any employee of the organization.
- The intern will receive direct and close supervision by an appropriate supervisor.
- The intern is not entitled to wages, compensation or benefits.
- The organization is not liable for injury sustained.

The Intern specifically agrees to and acknowledges the following:

- The organization may at any time, at its sole discretion, terminate the internship without notice or cause. The intern is aware that after a number of warnings, the organization may have cause to terminate your internship.
- The intern will provide at least two weeks' notice to both the organization supervisor and Outlook Christian School before ending their internship.
- The intern will maintain and document a regular internship schedule determined by the intern and his/her supervisor. The intern is aware that they need 120 documented hours to fulfill the requirements in order to earn 1 high school credit.
- The intern is responsible for notifying the organization supervisor in a timely manner if he/she is unable to perform his/her tasks that day.
- The Intern will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- The intern will obey the policies, rules and regulations of the organization site and comply with the organization's business practices and procedures.
- Under no circumstances will the intern leave the internship without first notifying his/her supervisor.

I understand that this unpaid learning experience is not employment and that I am not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.

Intern

Intern's Supervisor

Date

Date



Student Medication Permission and Instruction

I give permission to the Outlook Christian School Staff to give or apply _____ to my child, _____, as follows:
(Specify prescribed medication/over the counter product) (Child's Name)

Directions:

Date to Begin Giving Medication:	Date to Stop Medication:
Times Medication is to be Given:	Amount (dosage) of Medication Each Time Given:
Other Directions (please check all that apply): <ul style="list-style-type: none"> <input type="radio"/> Contact parent before administering this medication Contact Number: _____	
Other instructions: <i>(ex: My child can have this medication, Tylenol, no more than once a day & only for headaches)</i>	
Note: All medication must be in its original packaging and must be stored by staff in a locked location.	
Signature of Parent:	Date:

To be completed by Outlook Christian School Staff:

Date	Time	Amount Given	Staff Name	Staff Signature



Parent/Guardian Grievance Form

Any person who wishes to file a complaint must fill out this form completely and turn it in to the Administrator.

NAME: _____

PLEASE STATE DATE OF THE EVENT OR SERIES OF EVENTS CAUSING THE COMPLAINT:

PLEASE STATE YOUR COMPLAINT INCLUDING THE INDIVIDUAL HARM ALLEGED:

PLEASE STATE SPECIFIC FACTS OF WHICH YOU ARE AWARE TO SUPPORT YOUR COMPLAINT (LIST IN DETAIL):

PLEASE STATE YOUR DESIRED OUTCOME:



Student Grievance Form

Any student who wishes to file a complaint must fill out this form completely, turn it in to the front desk, and meet with the administrator.

NAME: _____ DATE: _____

PLEASE STATE DATE OF THE EVENT OR SERIES OF EVENTS CAUSING THE COMPLAINT:

PLEASE STATE YOUR COMPLAINT INCLUDING THE INDIVIDUAL HARM ALLEGED:

PLEASE STATE SPECIFIC FACTS OF WHICH YOU ARE AWARE TO SUPPORT YOUR COMPLAINT (LIST IN DETAIL):

PLEASE STATE YOUR DESIRED OUTCOME: _____
