



*"Go ye into the world and preach the gospel to every creature."  
Mark 16:15*

# Parent-Student Handbook

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### 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 ambassadors of Christ, through an approach that values the development of the whole child – physical, spiritual, emotional, cognitive, and social.

### Purpose Statement

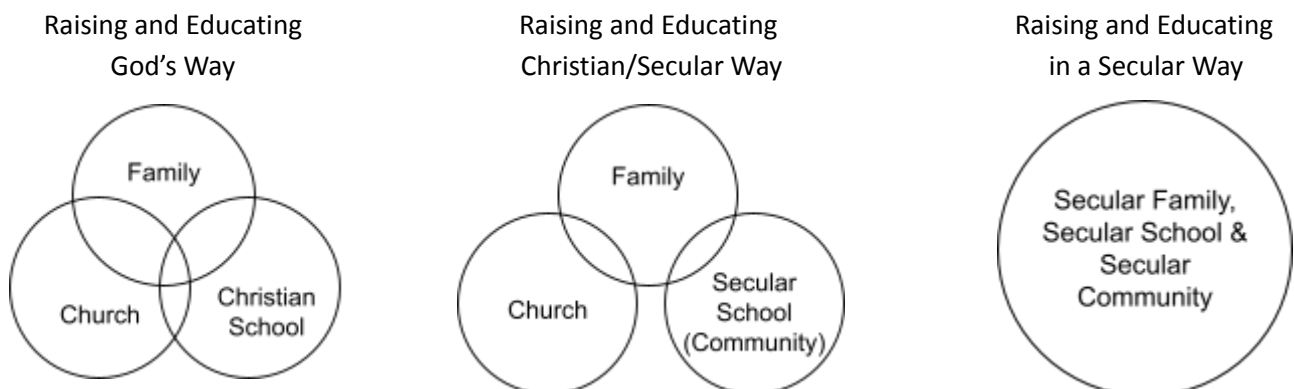
Outlook Christian School's purpose is to assist the family in providing Christ-centered, Bible-based education that lays the foundation for the development of moral character, the pursuit of excellence in academics, and a lifestyle of service to God and others.

### 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 day, 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 as full payment for sin, 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, who renews our hearts and minds as we grow in the grace and knowledge of our Lord Jesus Christ.
- The believer's baptism is 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.

### Spheres of Influence



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## Academics

### Philosophy of Education

The philosophy of Christian education at Outlook Christian School is based upon the existence of a living God who created all things and has revealed Himself to us. The revelation has come through the written Word, the Bible, and through the living Word, Jesus Christ, as well as through creation.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death, and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

The education at Outlook Christian School is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and maturing individual believers.

The knowledge of Jesus Christ is essential for personal, individual development in physical, mental, social, and spiritual matters. All members of the educational process at Outlook Christian School are personally committed to Jesus Christ. We believe that the educational process cannot truly take place apart from the ministry of the Holy Spirit. We believe that proper relationships among family, church, and school are essential to Christian education. It is the responsibility of the parents to teach and train a child. Outlook Christian School is an extension of the educational process of the home.

The education offered at Outlook Christian School is designed to meet the student at his/her level of development and growth. We strive to instill the proper priorities of life, the first being individual commitment to Jesus Christ. The educators at OCS are committed to these basic principles and must be able to communicate them effectively.

### Grades and Report Cards

#### **Elementary School (Grades K-5):**

Elementary students will be evaluated using the following grading scale:

1	Below Grade Level
2	Developing
3	Proficient
4	Excellent

Report cards will be issued four times each year (quarterly). Teachers will discuss student progress and any areas of concern at conferences twice a year.

#### **Middle School (Grades 6-8):**

Letter grades are given to middle school students to familiarize them with how grades work and to prepare them for high school. Teachers will discuss student progress and any areas of

concern at conferences twice a year. Middle school students also receive quarterly report cards that provide letter grades for each area of study.

### **High School (Grades 9-12):**

High school students receive letter grades/percentages on their coursework, and they receive quarterly report cards that provide letter grades (or pass/fail grades) for each area of study. Teachers will discuss student progress and any areas of concern at conferences 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

### **Repeated Courses**

If students do not pass a class, they will not earn credit for it. [Letter grades A, B, and C are considered passing. D's and F's are failing grades and earn no credit at OCS.] Students may repeat the course and earn credit for the class if it is passed the second time. The course will be listed on their transcript both times it is taken: showing their original grade with zero credits earned for the first time and the second time (with a note that it's a repeated class) with the grade and credits earned. The original classes' grade will not be counted towards the student's GPA.

### **Grade Point Average**

Both middle and high school students receive a calculated grade point average (GPA) on their quarterly report cards, as well as an overall GPA at the end of the school year based on the final grade given for

each class. GPA is based on the following scale. High school GPA is weighted based on the amount of credit that each course is worth (see the High School Course Catalog).

Letter Grade	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0

### Graduation Requirements

High school students are required to earn the following credits 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
Health	1
Physical Education	1
Foreign Language/Tech/Arts	3
Electives	4
<b>TOTAL</b>	<b>24</b>

\*Mathematics credits must be at Algebra 1 level or higher

### Credit Transfer

Credit issued by a Cognia 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 principal/administrator, students transferring into OCS from a non-public school not accredited by Cognia 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 the grades earned.

### **Accreditation**

Outlook Christian School is dual accredited K-12 by The Association of Christian Teachers & Schools (ACTS) and Cognia.

### **Academic Integrity**

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 attained 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**, also available on our website.

### Kindergarten Admissions

OCS accepts applications for Kindergarten students at least five 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.

### Student Withdrawal

Parents must notify the principal/administrator if they withdraw their student(s) from OCS prior to the end of the school year. The student's teacher will receive a **Student Withdrawal Form** that must be completed and returned to the administrator by the last day of the student's attendance. Withdrawal is not complete until the **Student Withdrawal Form** and all school materials (i.e., textbooks, library books, etc.) have been returned. The student will be assessed a fee for any unreturned and/or damaged materials. Student records and grades will not be released until the form is turned in and any necessary fees are paid.

## Attendance Policies

### Attendance

1. **The school day begins at 8:30 a.m. and ends at 2:30 p.m.** The front doors will be open promptly at 8:15 a.m. If students need to be dropped off earlier than 8:15 a.m., prior permission from their teacher needs to be obtained.
2. School staff must receive notification of any student absence or late arrival by text, phone call (503-371-7393), or email ([beth.freeborn@salemoutlookchristianschool](mailto:beth.freeborn@salemoutlookchristianschool) or [outlookchristianschool@gmail.com](mailto:outlookchristianschool@gmail.com)).
3. To be considered on time students need to be seated in class by 8:30 a.m. and ready to begin their day.

### Excused Absences

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



- Personal illness of the student
- Medical, dental, or vision 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. A pattern of illness without a doctor's note may be examined further. Upon return, it is up to the student or their parents 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 principal/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.

### **Missed Work**

All assignments missed due to absence must be made up, though adjustments for make-up work can be made in light of extenuating circumstances caused by lengthy illness, family trauma etc. Upon return, it is the student's responsibility to arrange for all work missed. 7<sup>th</sup>-12<sup>th</sup> students have the number of days absent, plus one additional day, to complete and turn in the work they missed while absent or it will be counted as missing. Parents may pick up make-up work after school if previous arrangements have been made that morning, and if time allows for the teachers. It may be picked up the next day for long-term absences.

### **Excused Tardies**

For a tardy to be excused, a phone call, email, 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. If students arrive at school after 9:00 AM, they need to be checked in using the **Check In/Out Log**.

To be excused, the reason for the tardy must fit one of the following circumstances:

- Medical, dental, or vision appointments
- Family emergencies
- Unexpected traffic delays (construction, accident, etc.)

If any of these requirements are not met, the tardy may be unexcused. Sleeping in will not be considered a reason for an excused tardy. To be considered on time, students need to be seated in their class by 8:30 a.m. and ready to begin. Middle School & High School students who are tardy will be required to serve lunch detention. If a student exceeds five unexcused tardies in a quarter, this may necessitate the student making an agreement with the principal/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, when possible. The student needs to be checked out using the **Check In/Out Log**.

### School Dismissal

Students can be picked up at 2:30 p.m. Please arrive on time; notify the teacher or administrator if you are running late. Students will remain in the building until they are picked up by parents/guardians or approved designee. If the student will be picked up by anyone other than a parent, or an individual authorized by the parent, teachers must be notified of that as well, and the student needs to be checked out using the **Check In/Out Log**. Authorization for **Student Pick-Up Forms** are available on the OCS website.

### Medical Appointments

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

### School Closure and Delayed Start

There may be times, usually due to severe weather conditions, when it will be necessary to cancel or delay school for the day. School closures or delays will be based on the Salem-Keizer School District. OCS will do their best to contact you about closures or delays by email or text, but please check online or listen for closure announcements on local TV and radio stations.

Due to our year-round school schedule, if Salem-Keizer Schools are not in session, but the weather is inclement, we will contact you via email or text.

## Campus Visits

### Visitors to Campus

For safety reasons we have a closed campus. Any visitor to the school must check in by signing the **Visitor's Log** and wear a Visitor's badge (found in the binder in the foyer). As a courtesy, parents/guardians visiting school are asked to notify the classroom teacher or administrator 24 hours in advance in order to join their child for lunch or for classroom visitation. To maintain a focused academic environment, however, students from other schools are not permitted to visit Outlook Christian School during school hours, unless they have prior permission from the administrator.

### Lunch Dates

Parents/guardians are welcome to come eat with or take their children out for lunch anytime. Please let the classroom teacher know at least 24 hours in advance, sign the **Visitor's Log**, and check in with him/her when arriving. If eating on campus, please read the "Visitors on Campus" section above. When taking students out to lunch, parents/guardians must sign them out and back in using the **Check in/Out Log**.

### **Food/Nutrition**

Parents/guardians are asked not to bring food, candy, or beverages for students other than their own, due to the varying dietary needs and restrictions of students. Birthday celebrations are an exception.

### **Student Birthdays**

If you plan on celebrating your child's birthday at school (i.e., sending treats), please let the teacher know at least 24 hours in advance, due to varying dietary needs and instructional planning.

## 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 meets 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. Solid color shirts may be worn underneath for warmth or students are permitted to wear an OCS sweatshirt.
- Skirts, dresses, and shorts are to be no shorter than 4 inches above the knee.
- Shorts or leggings are to be worn under skirts and dresses for modesty.
- Torn/ripped jeans are permitted, but no tears/rips are allowed above the knees.
- 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.
- Pajama pants are not permitted.
- Tight-fitting, form-hugging materials are not permitted. Leggings are allowed only with long shirts that cover the child's backside or appropriate length skirts, dresses, or shorts.
- Hair shall be clean and neatly groomed.
- Hair or mustache styles which cause undue attention are not acceptable e.g., unusual designs, colors (natural colors only), symbols, messages, mohawks, Faux-Hawks, or unusual razor cuts. Complete razor shaving of the head is allowed.
- Beards are not allowed. Sideburns are allowed, but may not extend past the base of the earlobe or be wider than one inch.
- Bangs or other hairstyles must not obstruct nor interfere with vision.
- For those courses where long hair may pose a safety risk, such as where mechanical equipment with moving parts is used or where there is an open flame, long hair must be in a protective head covering, such as a hair net or cap, or hair must be securely bound behind the head, consistent with rules established by the instructor.
- Students are not to write on themselves with ink, get henna tattoos, or have any form of temporary tattoo. Permanent tattoos must be covered at all times.
- 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, unless 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.

### Jewelry

Piercing jewelry is acceptable in the ears only. Piercing jewelry that is intended to alter the natural shape of the ear is prohibited. Other body piercing jewelry (e.g., that for piercings in the eyebrows, nose, lips, tongue) is not acceptable. Distracting jewelry, including piercing jewelry that draw undue attention, is not allowed.

## 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 or administrator (through text, phone, or email).

### Electronic Games, Toys, Etc.

Electronic games, CD players, radios, MP3 players, I Pods, toys, or playing/collecting cards (including Pokémon 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 administrator until the parent/guardian can pick up the item.

### Internet and Technology 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. Social Media and other internet sites not applicable to the purpose of school activities should not be accessed. All technology is to be used for class and not personal use. To keep the student accountable, the teacher reserves the right to check on the student and look at their history. Middle and high school students entering OCS will sign the **OCS Internet Usage Agreement**. 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 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 OCS website to look at this form). 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.

### After School Activities

Any activities that take place after regular school hours, such as drama or sports, are governed by the same rules of student behavior as conduct in classes during the regular school day. A pick-up time will be arranged with parents, and parents are asked to be prompt in picking up their child(ren).

## Policies

### Textbook Damage

To help teach stewardship, students will be assessed fines for any returned books/textbooks that have sustained damage or wear and tear beyond normal usage. Students will also be responsible for paying to replace missing books/textbooks. These fees will be added to their parents' monthly bill.

### Books From Home Policy

To encourage students to read books they may not otherwise be exposed to, students are not permitted to bring books from home. OCS has an extensive library with books for all ages. Select books from home may be permitted with advance approval from administration obtained by parents.

### 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 or for any other reason, 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. **A Student Driver and Car Policy form** is to be submitted prior to any student driving him/herself to school (forms are available on the OCS website).

### 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 off campus 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 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 for that child's own wellbeing and to prevent exposing other students. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they receive during that time. A child must be free of fever for 24 hours before returning to school.

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 principal/administrator. 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 and no fever 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** to be completed and submitted for each medication; forms are available on the OCS website. 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 location 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, provide a record of this. 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 afforded 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 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 or 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 staff, 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**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes 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.

### **Dating and Student Relationships Policy**

While we believe that dating and relationship boundaries between students are a matter for parents/guardians to establish, Outlook Christian School does have student conduct standards that deal with all school-related activities and events.

1. Public displays of affection, such as intimate hugging, kissing, and cuddling, are not acceptable behaviors at school or school events.
2. Do not talk or bring to the attention of other students what you do outside the school with your boyfriend-girlfriend. This is something that needs to remain outside this school as it can cause gossip and unnecessary drama.
3. OCS students are not permitted to have a “boyfriend-girlfriend” relationship with other students.
4. High School students may not “invite” middle school students to events that are specific to high school, as well as middle school students inviting high school students to middle school-specific events.
5. High School and Middle School students are to treat elementary students with respect; they are not to be “handled” as a younger sibling. Picking up, swinging, wrestling, and other physical engagements are not permitted.

### **Conflict Resolution**

A Christian school is made up of people: parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are my disciples, if you have love one for another.” (John 13:34-35)

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 principle” for solving school problems. The following are the words of Jesus:

*“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses, every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”*

There are several clear principles that Jesus taught in solving people-to-people problems:

**1. Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “The hypocrite with his mouth destroys his neighbor: but through knowledge the righteous will be delivered.” (Proverbs 11:9)

**2. Keep the circle small.** “If your brother sins against you, go and tell him his fault between you and him alone”. The first step, and most often the only step needed in solving a person-to-person problem, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.

**3. Be straightforward.** “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, “Faithful are the wounds of a friend.” (Proverbs 27:6)

**4. Be Forgiving.** “If he hears you, you have gained your brother.” This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted.”

As mentioned earlier, most school problems are resolved at the two-person level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 principle if the individual will not “hear” you or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together, and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

**5. The parent and teacher should agree to share the matter with the school principal.** At this stage, the counsel of Jesus would be “...take with you one or two more, that by the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their

versions of the issue or issues with the school's Administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-person level. Another 18% of school problems are solved at the three and four-person level, which includes the school's Administration. This leaves 2% to be resolved at the level of the Advisory Committee. The Advisory Committee represents the church or church community. Let's say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

**6. The school principal should explain the problem to the Advisory Committee.** Depending on the complexity of the problem, it may be appropriate for the Advisory Committee to request that all persons involved be present at a meeting. The goal of such a high-level meeting is (1) a clear understanding of the problem; (2) solving the problem; (3) reproof and correction if necessary; and (4) forgiveness and whole-hearted restoration of those who have made amends.

In summary, the Matthew 18 principle requires that *parents talk to teachers about student problems before they talk to Administration*. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure. This is the Lord's way of solving people-to-people problems.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unrighteous, and not before the saints?" (1 Corinthians 6:1)

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems. [Author: Dr. Paul A. Kienel, former President ACSI]

# School-Family Partnership

## Attributes of an Effective Partnership Yielding Good Fruit

### Parents

- Trust and support
- Prayer, thankfulness, and gratitude towards teachers
- A heart willing to serve and help
- Vigilance in oversight of homework
- Positive communication in speech, texts, emails etc.
- Avoiding all forms of murmuring and gossip
- Vigilant dedication to discipline and discipleship

### Students

- Respect towards adults
- Willingness to submit to authority, standards, and rules
- Attentiveness and engagement in the classroom
- Diligence in homework
- Honesty, forthrightness, and a servant’s heart
- Limited involvement with video games and social media
- Thankfulness, appreciation, and gratitude

## 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 6:00 - 7:00 PM. These meetings are held twice a year. Parents are expected to attend these meetings. Reminders will be sent out the week prior to each meeting. PTA Meetings are also listed on the OCS calendar.

## Staff/Parent Communication

Communication between OCS staff and student families is central to the student’s overall success. Email, phone conversations, and texting is used by the school for disseminating student and school information, including homework, and school calendar, as well as emails in reply to parents. Parents can expect OCS staff to respond to parent calls, texts, and emails within one school day. However, healthy home-work boundaries are also important, so teachers are not expected to respond to parent communications outside of their regular work hours (Monday-Friday 8 am-4 pm).

## 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 social media postings 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

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

2<sup>nd</sup> Offense – two-day suspension

3<sup>rd</sup> Offense – one week suspension

4<sup>th</sup> 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.

1<sup>st</sup> Offense – Verbal warning

2<sup>nd</sup> 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
  - Kissing
  - Dancing in a sexual or suggestive 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 also to 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 one another or against school staff or leadership

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.