



Student-Parent Handbook

2017-2018

5777-5778

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WELCOME TO OHR CHADASH ACADEMY

OCA Mission Statement

Ohr Chadash Academy empowers students to develop Yirat Shamayim, refined middot and a lifelong love of learning to support them as they grow into confident, competent and creative contributors to the Jewish community and society at large.

Educational Environment: Our highly motivating, Torah-driven curriculum emphasizes the inherent kedusha of both Judaic and general studies. We ensure that each individual student accesses a carefully designed, experiential and sophisticated learning process leading to mastery of skills and concepts. We seek to instill an appreciation for and commitment to a life of Torah, Mitzvot and productivity.

Community: We provide a respectful, vibrant and secure atmosphere through the professionalism of our teaching staff with the collaboration of our families and administration. We cultivate and nurture relationships in our school community and actively encourage students to benefit from the world and contribute to its development. We emphasize the central role of Ahavat HaBriot and love of each and every Jew.

Israel: Our school extends beyond Baltimore to all of Klal Yisrael. We explore and foster deep and personal relationships with Am, Eretz and Medinat Yisrael through study of and connection to culture, history and Hebrew language. We believe in the religious significance of the modern State of Israel and incorporate programming to celebrate and commemorate noteworthy events.

HALACHIC QUESTIONS

All *halachic* questions involving the school are to be directed to the Administration. The Administration will, at their discretion, consult with the school's Orthodox rabbinic authority, Rabbi Marwick, before making a decision. The decision of the Administration is final.

INTRODUCTION

Dear Parent and Student:

At Ohr Chadash Academy, all areas of the curriculum — from Chumash to Science — share a unified goal: to discover the kedusha (holiness) inherent in every aspect of Hashem's world. Every educational discipline has its place in Hashem's world, and Ohr Chadash Academy is committed to achieving excellence in all areas of the curriculum so that students are equipped to connect with the aspects of Hashem's world that speak most personally to them. Ohr Chadash Academy also instills a sense of social responsibility in its students, creating future leaders who not only take and benefit from the world, but also contribute to its development.

Ohr Chadash Academy provides a respectful, secure and vibrant atmosphere through the professionalism of our teaching staff and the collaboration of our families and administration. Our school extends beyond Baltimore to all of Klal Yisrael. We explore and foster deep and personal relationships with Am, Eretz and Medinat Yisrael through study and connection with culture, history and Hebrew language. We believe in the religious significance of the modern State of Israel and incorporate programming to celebrate and commemorate noteworthy events.

Ohr Chadash Academy provides valuable creative, athletic, academic, and social forums that will positively motivate the students toward personal expression. Within this environment, each student has the greatest possibility of reaching his/her potential.

Ohr Chadash faculty and staff are completely committed to our student body. Truly, we welcome you, we embrace you, and we are here for your success!

Please utilize this Student Parent Handbook as a reference and a guide to the OCA policies and procedures. Please don't hesitate to contact any of us with questions or comments about your school experience.

You have our best wishes for a wonderful year of learning!

Rabbi Moshe Margolese, Principal
Mrs. Terri Rosen, President
OCA Board of Directors

SCHOOL INFORMATION

Address: Ohr Chadash Academy of Baltimore
7310 Park Heights Ave, 2nd floor
Baltimore, MD 21208

Website: www.ohrchadashbaltimore.org

Phone: 410-999-2200

ADMINISTRATION & OFFICE STAFF

Administration

Rabbi Moshe Margolese	Principal
Mrs. Randi Orshan	Assistant General Studies Principal
Rabbi Evan Weiner	Assistant Judaic Studies Principal
Mrs. Rachel Lasson	Office Administrator
Mrs. Leah Golfeyz	ECC Director
Mrs. Tamar Shulman	Assistant ECC Director
Mrs. Rena Einbinder	Student Support Coordinator
Ms. Nechama Schwartz	Student Support Coordinator

Office Staff

Mrs. Becky Reeves	Director of Admissions
Mrs. Devora Cohen	Controller

A completed staff list will be sent home separately.

POLICIES AND PROCEDURES

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Each student is expected to arrive between 8:05 and 8:20 a.m. Elementary school students and teachers will assemble in the all-purpose room then proceed to their classrooms. Middle school students should go directly to their classroom and be ready to begin Tefila by 8:20 a.m.

Late Arrivals

All students are expected to be in class on time every school day. **Students who arrive to school after 8:30 a.m. must be accompanied by a parent and escorted to the OCA office to be signed in. No student will be admitted without an adult signing him/her into school.**

Dismissal

All K-5th students will be escorted downstairs Monday – Thursday at 3:30 p.m. and at 2:20 p.m. on Friday. Middle school dismissal will be at 4:30 p.m. Monday – Thursday and 2:20 p.m. on Friday. Parents will be assigned a carpool spot number where they should wait for their child/children. Children will be directed to their spots. You may come to the parking lot as early as 3:20/4:20 p.m. Monday- Thursday or 2:10 p.m. on Friday. We understand that there may be traffic or other unplanned situations that arise. Therefore, we provide a 10-minute grace period.

If your child is not picked up by 3:40 p.m. or 4:40 p.m. (middle school), we will send your child to our Stay and Play program. Each *parent will be charged \$20 per child, per hour, which is the drop in rate. Stay and Play pick up is 4:30 p.m. for the first hour and 5:30 p.m. for the second hour. You will be charged whether you leave your child for the full hour or pick them up prior to 4:30 p.m. or 5:30 p.m. On Fridays or early dismissal days, you will be charged \$20 per child after 2:30 p.m.

*If your family is in a carpool, the carpool driver will be responsible for the Stay and Play fee.

ATTENDANCE

Attendance in school is important for a student's academic and personal growth. Excessive absences disrupt his or her learning and prevent the kind of consistency necessary for appropriate development. Arriving to class in a prompt manner not only is important for the individual student, but it helps to maintain a regular classroom environment and cuts down on distractions for the rest of the students in the class.

Class Attendance

Students are expected to be in class on time and are not permitted to leave class without the teacher's permission. Students are not allowed in the halls or on school grounds during a scheduled class period without official permission.

Absence and Lateness

Permitted absences are those resulting from personal illness. Excused absences are those involving medical or dental appointments or any other pressing personal commitment, such as family smachot, or G-d forbid, tragedies. Absences of three or more consecutive days require a physician's note.

In the case of absence, parents and teachers will arrange for assignments and books to be sent home or deposited in the office to be picked up.

In the event of a student's necessary planned absence from school for reasons other than illness, arrangements must be made with the child's teacher before faculty will provide advance assignments. Regular attendance in school is a prerequisite for scholastic achievement; therefore, family vacations are discouraged when school is in session.

Extended and frequent absence may be cause for investigation and parents will be held accountable under the Maryland Compulsory Attendance Law.

Make-Up Work

In the event of a period of absence, a reasonable amount of time — to be determined by each teacher involved — will be given for the student to make up class work and home assignments.

In general, the school policy is that missed tests must be made up. However, this might vary if a particular teacher chooses to find other ways of assessing the student's knowledge and understanding.

STUDENT DRESS CODE

A person's appearance impacts one's self image and simultaneously projects respect for Torah and Derech Eretz. The Torah considers an individual's appearance to be a reflection of his/her sense of kedusha. The dress code reflects the OCA's commitment to find balance between the individual need for personal expression and the value of tzniut (personal modesty). Students' dress contributes in large measure to the atmosphere in any school. The dress code should reflect a general way of living, not just a series of rules for school. Please be aware that good taste and tzniut cannot always be defined in specific terms. The administration therefore reserves the right to determine whether a student's dress is appropriate or OCA's standards.

Students will not be allowed to attend classes if they are not in compliance of OCA dress code. Students attending school activities after school hours are expected to adhere to the dress code and can be asked to leave if they fail to comply. Parents and visitors are also expected to respect the spirit and letter of the dress code, both during and after school hours.

Clothing that is worn for recreational activities either in school or on trips should also be in keeping with dress appropriate for b'nai and b'not Torah. On special occasions, such as school trips, Rosh Chodesh, and special assemblies, students may be asked to dress in a modified or a specific dress code.

Shirts (Girls Grades K-4, Boys Grades K-8):

Polo, oxford or button down blouses/dress shirts may be purchased from any store. Short sleeve, $\frac{3}{4}$ sleeve or long sleeve shirts are acceptable (not capped sleeves). Short sleeve shirts must reach at least halfway between the shoulder and the elbow. Long sleeve, solid color shirts may be worn under polo shirts. Shirts may be any solid color, without words or insignia.

Girls Grades 5-8 should wear shirts covering their elbows.

School T-Shirts:

School t-shirts are a great way to show school spirit and are recommended on School Spirit Days (every Rosh Chodesh) and other special days. School t-shirts are required on all school field trips. School t-shirts can be purchased from OCA-PTA on the school website.

Sweatshirts, Sweaters and Vests:

Solid color sweatshirts, sweaters, and vests, in any color, without words or insignia on the front or back may be worn. They may be purchased in any store. Optional embroidered Ohr Chadash Academy sweatshirts are available from OCA-PTA. All sweatshirts and sweaters must be worn with the proper uniform shirt underneath.

Shoes:

Due to safety concerns, open back shoes and “croc” are not acceptable in school. Sneakers are required daily for gym and auditorium usage. If sneakers are not worn daily to school, it would be advisable to have a pair kept in OCA lockers at all times.

Girls:**Skirts/Jumpers:**

Uniform skirts or jumpers may be purchased from any store. A-line, box pleat or multipleat skirts are required. Skirts and jumpers must be at least 1” below the knee when standing and sitting. Denim is not appropriate school attire. Local stores such as Old Navy, Children’s Place and Dennis Uniform carry many styles that are appropriate. The Robe Man often carries appropriate skirts as well. Approved colors are:

- Navy
- Black
- Gray
- Khaki

Boys:

Boys must wear a kippah and tzitzit at all times.

Pants:

Solid color pants may be purchased from any store. Students in **grades K-3** may choose to wear shorts. Denim and cargo pants are not appropriate school attire. Approved colors are:

- Navy
- Black
- Gray
- Khaki

OCA has a uniform gemach located at the Gonsher home. Please call 410-484-0208 for hours/location.

Dress-up Days:

Special days may be designated by the Administration or by individual teachers for their classroom. On these occasions, girls should wear blouses or tops with sleeves no shorter than the uniform blouse, necklines no lower than one open button, and skirts no shorter than the uniform. Boys 4-8 are never allowed to wear shorts, and girls are never allowed to wear pants. Students who fail to comply may be sent home to change or will be provided with alternate clothing.

INCLEMENT WEATHER

Oheb Shalom, Learning Ladder, and OCA will all be in communication on the conditions of the streets and parking lot in bad weather. The Administration will make the final decision about school closings and late openings. Parents will be notified by email and/or text of any delays.

Emergency Text Alerts

In order for you to receive emergency text alerts (for school closings, etc.) from Ohr Chadash on your cell phone, please do the following to opt in: Text "OCA" to: 292929.

BIRTHDAY CELEBRATIONS

Birthdays are celebrated differently in each grade. If parents choose to celebrate in school, please follow these guidelines:

 Birthday celebrations must be scheduled with the teacher. Parents should make arrangements with the teacher at least 1 week in advance.

 No home baked goods are permitted. Snacks must have acceptable kosher certification (see Kashrut).

 If a party is held at the home, invitations cannot be distributed in school unless all students are invited. Please ensure that parents and students are aware of this policy to ensure sensitivity to all students.

 We promote healthy habits at OCA so please use discretion when bringing in birthday treats for the class.

SAFETY

Emergency Procedures

Ohr Chadash Academy is committed to providing a safe environment for students, staff and visitors.

OCA is housed in a public building, and therefore, security is VERY important. The following are our precautionary guidelines that we employ in order to ensure the safety of OCA students:

All OCA faculty and staff must wear an OCA badge at all times.

The doors to the school building must remain closed and visitors must buzz into the building and sign into the main office.

Teachers do not release any students to an unauthorized individual.

All visitors must sign in and out at the office and wear a visitor's badge.

Parents who come to pick up their children early must sign out the student at the front office.

Fire Safety/Emergency Drills

Ohr Chadash will follow the fire drills in conjunction with Learning Ladder in compliance with Baltimore City Fire Department regulations. Fire drills will be conducted each month. Each room has an exit plan displayed. Students are taught, by their teachers, appropriate procedures and proper decorum during a fire drill exercise.

Child Abuse Policy

Maryland State Law requires all school personnel to report any suspicion of child neglect or child abuse to the Department of Social Services.

FIELD TRIPS/SPECIAL EVENTS

During the course of the year, for educational as well as for extracurricular purposes, Ohr Chadash Academy students take field trips. While on these trips, students should keep in mind that they are b'nai Torah, representatives of Ohr Chadash Academy and of the Jewish community. They should act and dress appropriately.

Field Trips are a key component to the experiential learning that OCA strongly encourages. OCA encourages hands-on parent involvement with the students. A great way to achieve this is through special activities.

CELL PHONES

Students may not use cell phones during school hours. Students may use the office phone if necessary.

STUDENT COMPUTER AND NETWORK USE

Computers and electronics have become tremendous tools for improving research, writing and communication. Students will be issued an account number and password. Only the assigned account owner may use his/her own account. Students are responsible for preventing unauthorized use of their own accounts as well as refraining from using someone else's account.

Computers may only be used for instructional use for classes and research. Computers may not be used for cheating of any kind. Unauthorized sending or receiving of copyrighted materials or trademarked materials is prohibited. No programs of any kind may be downloaded onto school computers. No defamatory, harassing, obscene, or patently offensive materials may be sent, received or displayed in OCA.

Computers may not be used in any way that is detrimental to the normal operation of the network or its users. Although OCA does not regularly monitor student email, we reserve the right to review email for appropriate usage and behavior and to intercept, store, archive, or delete any emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved.

Any violation of the above rules will result in loss of computer privileges. Further disciplinary action may be taken.

Inappropriate Use of Social Networking Tools

Social networking tools provide students easy access to share news and events with each other. However, using these communication tools in an inappropriate manner can have negative consequences—especially if unkind words or threats are used with the intent to hurt others. Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in suspension.

As a reminder, most social networking tools do not permit children under 13 years of age to access their sites.

HOMEWORK

Homework will be given on an as needed basis for students in grades K-5. All students are required to read nightly and use their OCA reading/kriah logs. Logs will be checked daily by classroom teachers. Long-term assignments/projects will be given throughout the year and do not count as homework. Studying for assessments does not count as homework.

Middle school students will receive homework as deemed necessary by their teachers.

Parents and students are encouraged to use ParentLocker as their source to view long-term assignments and/or any homework or updates. An automated email will be sent nightly with each child's assignments.

HEALTH AND ILLNESS

Keeping your child healthy is important to us. Children who are not feeling well should not be sent to school. Germs are shared quickly among children. Your child must be symptom free for 24 hours before returning to school.

You can help us keep all our children healthier by observing the following rules. Please keep your child home if s/he has:

- Fever greater than 100 degrees F
- Nausea or vomiting
- Heavy nasal discharge or constant cough
- Diarrhea
- Communicable or contagious illness or any untreated parasitic conditions such as lice, pin work, or scabies
- Lethargy or inability to participate in class activities

The school will have lice checks throughout the year. If your child is found with lice, he/she will be asked to go home immediately, and will not be able to come back to school without clearance.

Medication

Maryland State regulations require that in order for medication to be administered at school, a Medication Consent Form must be completed and signed by the parent(s) and physician. This regulation includes nonprescription medications such as acetaminophen (Tylenol), throat lozenges, cough drops, etc. The medication must then be provided to the school in its original container. Parents will be notified in all cases of serious injury requiring first aid

Should the need to administer acetaminophen become necessary before 11:00 a.m., the parents will be contacted to ascertain that a dosage was not administered to the student prior to school. **No student will be permitted to self-medicate.**

Medical Forms

All medical forms must be completed before the beginning of the school year. All forms can be found on Parentlocker.

Vaccinations/Immunizations

All children attending Ohr Chadash Academy need to be developmentally up to date on their vaccinations. Documentation must be provided before the start of school that vaccinations are current. If there are reasons as to why vaccinations are not up to date, proper documentation needs to be provided to the school with a date as to when vaccinations will be given. Maryland State Law requires that all children attending school have their immunization certificates on file at school.

FOOD

Children may bring dairy, parve or fleishig to school. If eating fleishig, a tray will be provided.

Kashrut

OCA maintains a high standard of kashrut so that the entire OCA community can readily participate in all activities and celebrations. All food brought into the school must have proper rabbinical supervision. Questions about food products should be directed to the Va'ad HaKashrut of Baltimore.

When planning a classroom specific event (ie birthday party), please check to see if any children have allergies or follow Cholov Yisrael and provide the snacks accordingly. No homemade baked goods are allowed.

OCA is a **nut-free** school. This includes any snack items that may contain peanuts or tree nuts. You may send in snacks that say, "are processed in a facility made with nuts." If there is a question about a product, please call the main office.

Snacks

School does not provide snacks. Snacks for the morning and the afternoon are provided by parents. Please send in two **nutritional** snacks each day. No glass bottles may be accepted into school.

LOST AND FOUND

There is a Lost and Found box located in the office. Please label all items brought to school. Items left for several weeks will be donated to a local charity.

PARENT INVOLVEMENT

Class Parents

A class parent will assist the teacher with class functions and trips. Please feel free to contact the class parents for assistance throughout the year.

OCA-PTA

Ohr Chadash is very lucky to have an active OCA-PTA. Please be aware of the various PTA activities throughout the year and show support for the OCA-PTA. The OCA-PTA raises money, plans family and community events, and promotes camaraderie amongst our children.

PARENT/STUDENT/TEACHER COMMUNICATIONS

Effective communication between parents and teachers is essential to the success of every child. You can expect on-going communication with teachers regarding student progress, class projects, and how parents can be supportive from home. You will also receive weekly communication from the teacher.

Parent questions, concerns, and comments can be communicated directly to the teacher. Teacher-parent conversations are the first line of communication, and the Administration is available when further interaction is needed.

Ohr Chadashot/Parentlocker

The school newsletter is one vehicle of communication with parents. Please make sure to read its contents in its entirety as there is relevant and timely information for you every week. Please make sure to check Parentlocker daily and read the nightly updates.

Parent/Teacher Conferences

There will be two scheduled conferences throughout the year. These conferences provide an opportunity to discuss the progress of each student. Parents may also arrange appointments with the teachers at other times to discuss specific problems.

EDUCATIONAL ASSISTANCE

Ohr Chadash supports and encourages all children to reach their full potential. Our administration, teachers, and support staff are all dedicated to the success of each student. In addition, close collaboration with parents is essential to each child's academic and social development. Through the use of differentiated instruction, our students are challenged to learn at their individual levels within the context of the high academic standards of the classroom. Consultation between support staff and classroom teachers ensures that academic and environmental modifications, accommodations, and differentiation are maximized for students in the classroom as needed.

When a student's needs cannot be met by the high-level of differentiation and collaboration within the classroom, educational services will be provided by learning center specialists or a member of the SHEMESH staff, Ohr Chadash's community partner. As necessary, outside support services can be provided by Baltimore City Public Schools, private therapy organizations, and/or tutoring. The Ohr Chadash student support team will coordinate needed services with parents, teachers, and service providers.

REPORT CARDS

Parents should not be surprised by the content of their child's report card. Three written evaluations will be given throughout the year. Report cards will be viewable on ParentLocker. The report should serve as confirmation of what the parent already knows. Report card grades should reflect students' test grades, classroom work, long-term projects, and homework with points allowed for participation and being prepared.

DISCIPLINE

The staff of Ohr Chadash Academy is committed to making the educational experience offered by the school enjoyable and comfortable for all students. To achieve that goal, consequences have been established for behaviors that are considered detrimental to the good of the school community and/or the educational and social development of a particular student. In this section we have attempted to cover many important areas of school life in relation to Halacha; however, new areas and issues are always arising. In cases not covered by this handbook, the Administration will render the final decision.

As Jews, we recognize that everyone is created *Be-tzelem Elokim*. We are committed to treating each other with respect, dignity and courtesy.

Student's Rights and Responsibilities in Our School Community

Students' Rights:

To feel safe at all times in the school environment.

To learn unimpeded by the actions of others.

To express themselves in a way that shows respect for others.

To know their belongings are safe.

To work and play in a pleasant learning environment.

Students' Responsibilities:

To attend school regularly, on time, ready to learn and take part in school activities.

To aim at the highest personal standards in all aspects of school life.

To co-operate with the staff and accept the authority and rules of conduct of the school.

To consider and respect the feelings and property of other people both in the school and in the wider community.

To care for the grounds, buildings, furniture, equipment and resources provided by the school.

To display the good judgment, behavior, attitude and religious observance reflecting positively (a *Kiddush Hashem*) on the entire school community.

Each child at Ohr Chadash is a S.T.A.R.

S - Stays Safe

T - Treasures Torah

A - Aims High

R - Respects oneself and others

Responsibility

As Jews, we believe in taking personal responsibility for our own actions, as well as taking upon ourselves responsibility for caring for and improving our surroundings, whether our school, our community, our country or our world. Students will strive to excel in their studies and conduct themselves in accordance with Torah and mitzvot. Students will act with courtesy towards staff members, fellow students and visitors.

The Property of Others

Students are expected to take proper care and responsibility for their surroundings, school property, and the personal property of others.

This includes:

Not writing on desks, in lockers, on bulletin boards or on any school property.

Not tossing paper or other refuse on the floor.

Keeping public places (hallways, cafeteria, classrooms, locker areas, etc.) clean and neat.

Academic Excellence and Integrity

The Talmud teaches us that G-d's "seal" is *emet* - truth and we are enjoined to stay far away from any falsehood. Honesty in all of our affairs is an extremely important human quality that serves as the basis for all of our relationships. At Ohr Chadash Academy, we cherish the concept of honesty and insist that it pervade school life, both in academic work and in inter-personal relationships.

In an academic setting, honesty goes to the core of what we present as evidence of our learning and thinking. Any violation of this trust calls into question much of what takes place in our school. For this reason, we expect honesty and integrity to pervade school life in all of its aspects, both in our academic work and in our inter-personal relationships.

Disciplinary Policy

Clear communication and clearly defined limits promote acceptable behavior. To this end, the administration, staff, and student representatives of Ohr Chadash Academy will agree to accept guidelines for student conduct on school property with the attendant regulations and procedures which constitute the school's disciplinary policy. In all cases, these guidelines will be appropriate to the age level and maturity of the child, will be commensurate with the nature of the violation, will respect all children's rights, and will hold them accountable for their behavior.

The disciplinary policy of Ohr Chadash Academy is designed to be a tool for support and inclusion of all students, not one of removal and isolation. It will be the responsibility of each classroom teacher to make sure that students know, from the beginning of school, what the particular rules and regulations of that classroom are and to interact with pupils in a manner that encourages self-discipline.

Ohr Chadash Academy strives to provide an orderly environment conducive to learning and based on principles of student involvement and participation, personal responsibility, respect for others, and good citizenship. Ongoing disruptive behavior on the part of one student is an infringement on the rights of other students.

The Ohr Chadash Academy principal has the right to suspend or expel a student pursuant to the following criteria, as approved by the Board of Directors and upon consultation with the student's teachers:

Continued and willful disobedience or open defiance of any authority figure employed by the school;

Theft of another student's or a staff member's personal property, whether by theft, through force, or by intimidation;

Refusal to adhere to the dress code;
Habitual use of profanity or obscenities;
Willfully causing damage to school property;
Bullying, hazing, demeaning or assaulting someone;
Physical assault upon another student, member of the staff, or board member;
Conduct constituting a danger to the physical or moral well-being of other students and/or staff;
Sexual or other harassment;
Carrying a weapon;
Possession or consumption of alcohol, a controlled dangerous substance, or drug paraphernalia on school premises, or being under the influence of such substances on school premises.

Searches

School personnel can search the students and their personal property based on reasonable suspicion. School personnel can also conduct random searches that might include all lockers and other school property.

Readmission

If a student is removed from school, readmission depends upon satisfactory evidence that the student will not be a danger to him/herself, others or school property. In some cases, readmission will be based on parent/guardian meeting with school administration and development of a plan to correct behavior.

Plagiarism/Cheating

Plagiarism or cheating on class work, homework, tests, projects, and papers means passing off someone else's knowledge and effort as your own. It has no place in any academic setting, particularly a religious one. Cheating undermines relationships between students and teachers and affects the overall learning atmosphere.

Each teacher has the responsibility and the right to declare a student cheating. Students found cheating may be placed on disciplinary probation at the discretion of the Administration.

The following is the official policy for incidents of cheating associated with tests, quizzes, papers and long-range projects and assignments.

Following a first offense:

The incident will be reported to the Administration.

The student's parents will be notified.

The student will receive a zero for the work.

A temporary note will be attached to the student's report card to be removed upon graduation from OCA on the condition that no further cheating incidents occur.

After a second incident, not necessarily during the same year, in addition to all of the above consequences, the incident will become part of the student's permanent record, the student will be suspended from school, receive one grade lower for the quarter and may be subject to further disciplinary measures. Further cheating infractions will result in the student's expulsion.

Because we are an educational institution, we hope to guide our students to proper behavior and methodology for writing papers, taking tests and handing in assignments. If any student has any question about whether a particular action does or does not qualify as cheating/plagiarism, he or she must make sure to ask a teacher in advance to avoid any impropriety.

Harassment & Bullying

All students have the right to learn and go to school in a safe environment.

Safe schools are:

free from violence.

nurturing, caring and respectful of everyone.

physically and psychologically healthy.

We believe that all students have the right to be safe from the fear of physical or verbal abuse from their classmates. This would include such actions as a physical attack, a verbal attack or behavior that is intended to exclude, humiliate or embarrass a student. Bullying has no place in a safe school. Harassment of any kind, even in jest, will also not be tolerated.

Specific behaviors that may constitute harassment and/or bullying include:

Any person deliberately and repeatedly hurting or frightening another person.

Impeding a student's progress in class by hiding materials or excluding the student from instructional activities.

Any movement that blocks another from moving in an appropriate manner.
Any communication, whether verbal or written, that demeans or humiliates another person. **This specifically includes electronic communications such as e-mail and texts.**

The following behaviors may constitute sexual harassment:

- Unwelcome touching or other physical contact.
- Pressure for dates or for sexual activity.
- Attempts to "brush up" against someone of the opposite sex.
- Verbal or written comments of a sexual or a harassing nature, including graffiti.
- Sexual name-calling, including homophobic references.
- Obscene or inappropriate gestures, jokes, comments, pictures and leering.
- Blocking movements or stalking.
- Overly personal conversations.
- Teasing about body parts or bodily functions.
- Making fun of the student because of gender.

When an accusation of harassment or bullying is made, a hearing will be held with both parties and an administrator, in order to determine whether the allegation constitutes an offense. Upon the discretion of the administrators, parents will be notified and invited to the hearing. A first-time offense will result in consequences up to and possibly including suspension or expulsion, depending on the severity of the offense.

Discipline Step Procedure

The following is the procedure for offenses that disrupt normal school functioning but are not regarded as major offenses. **Major offenses may result in a suspension and/or recommendation for expulsion at any time, depending on the severity.** A discipline log will be maintained. If the policies are violated, administrators will determine consequences based on the severity of the incident.

Step 1: Teacher conferences with student and documents student behavior.

Step 2: Teacher documents student behaviors and determines appropriate intervention strategies. Teacher contacts parents and possibly the administration.
(Behavioral interventions may begin on Step 1 or Step 2)

Step 3: Teacher refers student to the administration on a referral form and parents are contacted. This indicates that the student has not responded to Step 1 or Step 2 interventions in the classroom.

Referrals will result in a conference with the student/parent and assignment of a consequence determined by the administration. A review of Step 1 or Step 2 interventions and alternate strategies may be considered by the administration and the teacher.

For severe behavior issues or repeated violations, the student may be temporarily suspended from school. Continued referrals may result in progression to Step 3. When the student does not respond to interventions, recommendation for expulsion will be considered.

Please sign below to show that you have read and reviewed these rules with your child. Your signature indicates that you have read the handbook in its entirety.

Student signature

Student signature

Student signature

Student signature

Parents' signatures

Date

Printed name of parents

PLEASE SIGN AND RETURN BEFORE OR ON THE FIRST DAY OF SCHOOL.