

Mt. Olive Christian School

Handbook

Parent/Student Copy

MT. OLIVE CHRISTIAN SCHOOL
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DISTINCTIVELY CHRISTIAN

Christian education is a Bible-based, Christ-centered process of leading a learner to Christ, while teaching OBEDIENCE, KNOWLEDGE, ATTITUDES, and SKILLS for effective service for the Lord Jesus Christ.

TABLE OF CONTENTS

Mission Statement	4
Expectation of Students	4
Discipline	5
Academic Placement and Progression	5
Expectation of Parents	5
Philosophy of Mt. Olive Christian School	5
Admissions	8
Admissions Policy	8
Admission Requirements for New and Returning Students	8
Admission Procedures	8
Acceptance	9
Refunds	10
Delinquent Accounts	10
Admission Packet	10
General School Information	11
Orientation Day	11
First Day of Classes	11
School Class Hours	11
School Office	11
Cancellation of School Because of Bad Weather	11
Parent-Teacher Meetings	12
Withdrawals	12
Student Automobile Policies	12
Restrooms	12
Telephones	13
Attendance	13
MOCS Requirements	13
State Requirements	14
Truancy	14

Academic Information	15
Homework	15
Textbooks	15
Report Cards	15
Grading Scale	15
Specific Academic Information for 9 th -12 th Grades	16
Classifications	16
Transfer Students	16
Graduation Requirements	16
Qualification for TOPS	17
Computer/Internet Policy	18
Dress Code	20
Rules of Conduct	22
General	22
Classroom Conduct	22
Corridor Courtesy	23
Drug Policy	23
Discipline	24
General	24
Corporal Punishment	24
Suspension	25
Expulsion	25
Other Disciplinary Actions	25
Athletics/Clubs	26
General	26
Cheerleaders	27
Clubs and Organizations	28
Community Service	28
Asbestos Management Plan	28
Right to Amend	28

STATEMENT OF FAITH

The following is a condensed Statement of Faith. Our school's detailed Statement of Faith is available at the school office.

1. We believe in the verbal inspiration and authority of the scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. We believe in the Trinity: God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity and virgin birth of Jesus Christ.
4. We believe that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith in Christ alone.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ.
6. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
7. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

MISSION STATEMENT

Mt. Olive Christian School is a co-educational, non-discriminatory, independent, Christian, college preparatory school dedicated to nurturing and challenging the whole person (mental, physical and spiritual) in a supportive atmosphere. In order to implement this mission, Mt. Olive Christian School operates under the following policies:

EXPECTATION OF STUDENTS

At Mt. Olive Christian School, the commitment to excellence encompasses all aspects of life --- academics, athletics, clubs, and personal behavior (as evidenced by a lifestyle of commitment to Jesus Christ as personal Savior and Lord).

The student who enters this school becomes a representative for Christ to a lost world. It is expected that every student enrolled at Mt. Olive Christian School will exhibit certain positive behaviors.

*The student will treat all teachers and school authorities with courtesy and respect.

*The student will follow school rules at all times.

*The student will exhibit honesty, integrity, and ethical behavior in both academic and extra-curricular endeavors.

*The student will seek to bring dignity and respect to Jesus Christ, their parents, Mt. Olive Christian School, and the ideals for which the school stands.

DISCIPLINE

When a student fails to live up to these expectations, the school will follow an established disciplinary procedure, which is stated further in this handbook. Parents are expected to support and cooperate with the school in its administration of discipline.

ACADEMIC PLACEMENT AND PROGRESSION

Mt. Olive Christian School is a non-discriminatory institution adhering to the principle of equal educational opportunity for all. The school reserves the right to place students in appropriate academic levels. Students are placed or promoted based on academic achievement, social and developmental maturity, and the ability to function effectively at a given level.

EXPECTATION OF PARENTS

Parents are expected to participate actively in their child's education. This includes:

1. Attending conferences and parent meetings.
2. Providing positive learning conditions at home and to assure that their child's home assignments are completed in a timely, appropriate manner.
3. Communicating with the school in the following manner if the parent has a question or problem:
 - a. Parents should first contact the faculty member in whose area the question/questions has/have occurred. They should make every effort to resolve their questions at that level.
 - b. If the problem is not resolved with the faculty member, then parents should contact the Principal.
 - c. Parents should not contact board members before they have followed steps 1 and 2 listed above.

PHILOSOPHY OF MT. OLIVE CHRISTIAN SCHOOL

At Mt. Olive Christian School, it is our firm conviction that proper training first begins in the home. The home was the first institution God set on earth, and it is there where the child first learns set patterns of behavior. Each child learns to respond to discipline and authority as he reacts to the controls or guidelines of the father and mother. There he also learns how to respond to other individuals either by playing with the other children in his family or those who live nearby. So, it is in the home where the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he is then ready to be educated and to develop the skills necessary for him to glorify Christ through his life.

Second, it is our conviction that God has also instituted His church as the institution directly responsible for the winning of the unsaved to Christ and the exhorting and the training of the saved. This includes the teaching of Biblical principles of living. We believe that the Bible describes the local church as a body of born-again believers led by a pastor under the guidance of the Holy Spirit. We, therefore, affirm that Christian children must be taught respect for God, His Word, and the Biblical principles of His Word and that children should live by these principles. In brief, a few examples of Biblical principles which are taught as part of every subject are as follows:

God has always existed, will always exist, and has all knowledge of Truth.

God created the heavens and the earth and all plants and animals that live upon the earth, each reproducing after its own kind in 6 literal days.

God created man in His own image; and man, through disobedience, sinned against God.

All men (children included) by nature are sinners --- they naturally are selfish and therefore become liars, wrong others, learn to hate others, and disobey God's will.

In order to defeat sin and live by Biblical principles, each individual needs to accept God's plan of salvation. First, realize that he is a sinner (Romans 3:10,23). Second, there is a penalty for sin (Romans 5:12; Romans 6:23). Third, Jesus Christ died on the cross to pay the penalty for your sin (Romans 5:8), and finally, believing that Jesus Christ is the Son of God, and believing He died to save your soul from sin, and that by faith simply trusting Him as your Savior, He would give you the gift of eternal life (Romans 10:9&10; Romans 10:13&14a).

A child should honor his father and his mother.

A Christian should live at peace with his fellow man and love his neighbor as himself.

Third, it is our conviction that what makes a Christian school Christian is its philosophy. The philosophy of the government schools is humanism. Humanism completely permeates the curriculum and courses in "public" schools. Our philosophy of education is rooted in the Bible. The Bible permeates our curriculum and courses. There is no such thing as being neutral. We take the Biblical view on all matters (such as man's origin, purpose, and destiny). All of our teachers are dedicated Christians with the highest standards. Our Christian School is a reflection of our faith. It would be a sin to teach children lies, such as man evolved from lower animal life, morals are relative (situation ethics), etc. We believe that as a Christian school, it is our responsibility to build Christian character within our students. We are a Christian school, and as such, we are diametrically opposed to the progressive open concept of education. We do not consider our students to be miniature adults, but children who need to be directed in right ways. We believe that a child should be trained to do right because it is right to do right and not to do so just for rewards. We believe that it is a natural need of children to be disciplined and corrected and that they need well-defined boundaries governing their behavior. The teacher in our classroom is the authority and must be upheld and respected by the students and their parents. We expect our students to be honest and to exercise personal initiative in class work and homework. We reserve the authority to use the paddle in our school with the faith in Proverbs 22:15, which states that "Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Every student must show respect and must obey in attitude and action all rules which are set forth in this handbook.

Therefore, in summary, our philosophy may be stated as follows:

There is final, absolute truth, which as a unity centers in a creator God.

This truth is revealed in the Bible and is personified in Jesus Christ, the eternal Son of God.

Education is a Christ-centered, Biblically-integrated process of developing spiritually, mentally, and physically.

The ultimate aim of life is not adjustment to the age, but conformity to Christ.

This objective is achieved by a disciplined life of sacrificial service, patterned after Him who pleased not Himself.

In the following sections of this handbook, you will find an explanation of our school's policies and rules, discipline procedures, facilities, and programs. Please read and familiarize yourself with these as a parent and make sure your student does the same. **IF YOU CANNOT SUPPORT AND PRACTICE THESE POLICIES, WE ADVISE YOU TO LOOK FOR A SCHOOL WHOSE POLICIES AND PROGRAMS YOU CAN SUPPORT.**

ADMISSIONS

ADMISSION POLICY

ADMISSIONS REQUIREMENTS FOR NEW AND RETURNING STUDENTS

Mt. Olive Christian School is committed to diversity and actively seeks boys and girls who can contribute to the activities of our school and who will profit from a Christian education. Enrollment is open to all students of any race, color, creed or ethnic origin who meet the entrance requirements and strive both in conduct and achievement to maintain satisfactory progress.

Applicants are accepted on the basis of past school performance if applicable, favorable references, and an interview involving parents or guardian, the applicant, principal and/or the board of directors. The nature of the application and selection process is subjective and Mt. Olive Christian School reserves the right to admit students based on the overall configuration of the screening process.

A limited number of spaces per class make it advisable to apply early. Students transferring to the school in grades 9-12 are required to have units of credit corresponding to those offered at Mt. Olive. All new students are admitted to Mt. Olive on provision of maintaining and exhibiting appropriate behavior.

Students in Grades 7-12 enrolled in Mt. Olive Christian School will take part in periodic drug screenings. This policy was adopted by the Board of Directors to serve as a deterrent to illegal drug use. By enrolling your child in Mt. Olive Christian School, you are agreeing to participate in this program.

ADMISSION PROCEDURES

1. New Students

- a. First-Time Applicants must submit the following items:
 - (1) Completed application with signed admissions agreement
 - (2) Standardized test scores for the past three years
 - (3) A copy of the student's transcripts for the past three years
 - (4) Any education, medical, social and psychological information/evaluations
 - (5) A copy of the student's health records, birth certificate and social security number
 - (6) Jr. High and Sr. High students must submit to a drug test
 - (7) Enrollment and Tuition Worksheet and SMART form (if applicable)
 - (8) A campus visit should be scheduled. Any false or misleading information could result in the student not being accepted.
 - (9) Enrollment Fees must be paid when application is submitted.
- b. Kindergarten Applicants
 - (1) Applicants for K-4 must be four years old by October 1
 - (2) Applicants for K-5 must be five years old by October 1

All new students must sign a statement of compliance in receipt of the handbook before attending school. The signed statement will be kept on file for the current year.

2. Returning Students

- a. Must be current in payments for the previous school year. Any money submitted for the new school year will be applied to old debts and will not be used as enrollment fees for the new school year.
- b. Must make payment arrangements as described below.
- c. Must make any necessary changes to information on file at the school.
- d. Must submit the Enrollment and Tuition worksheet and SMART form (if applicable)
- e. Enrollment fees should be paid at the time application is submitted.
- f. Each student's record is reviewed by the administration. The administration considers the following as a basic criteria for re-enrollment:
 - (1) Desire of both parents and the student to continue in the Christian education program at Mt. Olive Christian School.
 - (2) Student's and parent's attitudes toward authority.
- g. Must sign a **Statement of Compliance** in receipt of the handbook before attending school. The signed statement will be kept on file for the current year.

ACCEPTANCE

1. Upon acceptance, the parent or guardian must complete each of the following steps and return the following materials to the school:
 - a. All necessary enrollment materials listed above in the admissions requirements
 - b. Payment for all required fees
 - c. Arrangements for payment of tuition
 - 1) Pay in full
 - 2) Payment using SMART

In the event that you become sixty days delinquent in paying, you WILL be turned over to a collection agency, and your student (s) will not be allowed to return to school.

- d. Upon admission, each student will receive an MOCS handbook, and must sign a **Statement of Compliance** in receipt of the handbook before attending school. The signed statement will be kept on file for the current year.

2. Reservation

- a. Upon receipt of all necessary enrollment papers and fees, your child's place at Mt. Olive will be reserved for the following school year.
- b. Upon receipt of these forms, a class schedule (7th –12th) will be made for the upcoming year.

3. Probationary Period

All new and returning students are admitted on a probationary basis. If the student fails to make acceptable progress, spiritually and academically, the parents will be expected to meet with the teacher to help resolve the problem. Mt. Olive Christian School reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. Admission is not

determined on the basis of race, color, or nationality. Admission to Mt. Olive Christian School for any student who has been expelled or suspended from any public or non-public school will be decided at the discretion of the board of directors. Any student who has been expelled from any public or non-public school that is allowed admission into Mt. Olive Christian School will be placed on disciplinary probation for one full semester. Students on disciplinary probation will not be allowed to participate in any extra-curricular activities nor be eligible for Mr. MOCS, Miss MOCS or Homecoming Queen or Court.

The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements, and to suspend or expel any student who violates the standards set down in the School Handbook or other rules of conduct as defined by the administration.

REFUNDS

1. Enrollment fees are non-refundable
2. Tuition is non-refundable unless the family is relocated 50 miles or more from MOCS. In that case, tuition will be pro-rated.

DELINQUENT ACCOUNTS

1. Notices
 - a. 30 day
If an account becomes 30 days delinquent, a notice will be sent from the school as well as from SMART.
 - b. 60 Days
If an account becomes 60 days delinquent, a notice will be sent from the school giving the parent 10 days to bring the account up-to-date. If the account is not brought up-to-date in 10 days, the student (s) will be asked not to return to school, and the account will be turned over to our collection's agency.
2. Final Exams
Any **non-current accounts** will have to be made current two weeks before the first final exam (no matter when final exams begin) in other words seniors will obviously begin final exams before all other students-so those accounts will have to be made current two weeks before the senior's first exam. If accounts are not made current, your student will not take final exams and will receive an incomplete in those classes. This is for NON-CURRENT ACCOUNTS. This does not apply to accounts that are current as of your payment due date in April.
3. Report Cards/Cumulative Records
THE REPORT CARD OF ANY STUDENT WHO OWES AN ATHLETIC OR OTHER TYPE OF FEE IS HELD AT THE END OF EACH GRADING PERIOD UNTIL PAYMENT IS MADE IN FULL. CUMULATIVE RECORDS WILL BE HELD BECAUSE OF ANY UNPAID TUITION.

ADMISSION PACKET

Even if not specifically stated in this handbook, all information given in the admission packet is policy of Mt. Olive Christian School and should be considered as such by students and parents.

GENERAL SCHOOL INFORMATION

ORIENTATION DAY/OPEN HOUSE

(Date to be announced before the beginning of the school year)

Orientation day is before the first official day of school. Important information will be given at this time. It is a time for parents and students to come and be informed of the philosophy and goals of MT. OLIVE CHRISTIAN SCHOOL. Your cooperation and faithful attendance to this and other future meetings is vital to the success of the total school program; therefore, your attendance is required.

FIRST DAY OF CLASSES

(Date to be Announced)

NOTE: This information is for parents of younger elementary students.

Many times younger children are somewhat upset by having to leave the parent for the first day of classes. We recommend that parents prepare the child for this by making positive statements regarding the child's attitude toward school. Parents are also asked not to bring the children to their room in the morning or wait in the hallway for their children before school is dismissed. We also ask that parents not linger after leaving the student in the classroom, since this most often makes the period of adjustment more difficult for both child and teacher.

SCHOOL CLASS HOURS

Kindergarten, 1 st , 2 nd and 3 rd	8:00 A.M. - 3:25 P.M.
Grades 4th - 12th	8:00 A.M. - 3:25 P.M.

SCHOOL OFFICE

School office hours are from 8:00 A.M. to 3:35 P.M., Monday through Friday. When coming to the school for any reason, **YOU MUST CHECK IN AT the office first.** Do not go directly to the classroom. This policy applies to all those who are not teachers, students or board members. This includes parents, all organization leaders including 4-H leaders, DARE leaders, cheerleading sponsors, etc. Do not go directly to the classroom.

Lunches, books, etc., may be left in the office to be delivered to the student. Parents are asked to be dressed appropriately when on the grounds. There is no smoking permitted on the school premises.

CANCELLATION OF SCHOOL BECAUSE OF BAD WEATHER

On days when adverse weather may affect school attendance, Mt. Olive Christian School will make announcements of cancellation on radio stations KXKZ, KRMD, Shreveport TV stations, by text message (JCampus), and the school Facebook page.

PARENT-TEACHER MEETINGS

Parent-Teacher meetings are held periodically throughout the school year. These meetings are designed to re-enforce the communication between the home and the school. We urge all parents to participate in these meetings. It is important that parental attitude toward the school and its program be wholesome and constructive. Positive and constructive criticism is accepted by the school and is received as such. Parents are urged to join the PTO (Parent-Teacher Organization) and the Booster Club. PTO dues are paid with enrollment fees therefore making every parent a member.

WITHDRAWALS

Withdrawals must be conducted through the school office. Notification should be at least 7 days in advance. All textbooks, including library books, must be turned in at the time of withdrawal. A parent will be charged for any books which are not turned in at that time. Report cards and/or student records cannot be released until all accounts are paid. Records will not be given to parents. They will be sent to the next school upon request.

STUDENT AUTOMOBILE POLICIES

It is a privilege to be able to bring a car to school. Failure to observe the following policies will necessitate cancellation of the privilege.

1. All student-driven cars are to be registered in the school office.
2. Students may not sit in cars before, during, or after school.
3. Students driving to school are not allowed to use the vehicles for any reason during the day without parental permission and notification to teacher and office.
4. No student may ride home with another student without written permission and notification to teacher and office.
5. Students may not leave the school parking lot after arriving in the morning without written permission, and properly signing out in the office.
6. ANYONE SEEN DRIVING IN AN UNSAFE MANNER ON OR AROUND SCHOOL GROUNDS SHALL HAVE HIS OR HER DRIVING PRIVILEGE REVOKED FOR A NUMBER OF DAYS TO BE DETERMINED BY THE PRINCIPAL.
7. Students may not have sound systems in vehicles turned so loud as to disturb. Any teacher may determine whether the sound system is disturbing without questions from students.

RESTROOMS

You may use the restrooms before and after school, between class periods or during scheduled breaks, and at the beginning of the lunch period. You are expected to keep them clean. Do not loiter, write on the walls, or damage the facilities in any way. If you are feeling ill, report to the office; do not remain in the restroom.

TELEPHONES

The school telephone is a business phone; therefore, any student needing to use the phone for emergency purposes must clear that use through the office first. For times students want to call home for a non-emergency situation, students will have to call collect after being granted permission. Parents should not call the school except in cases of real emergency.

RULES FOR PHONE USE

1. You must have a teacher's permission to use a phone between 8:00 & 3:15.
2. Once you have permission, you must carry a phone pass to the office and show it to the office personnel.
3. If you are sick, the office personnel are to call home for you.

GUIDELINES FOR OFFICE CALLING HOME BECAUSE YOU ARE SICK:

1. You must have a fever or
2. Be throwing up or
3. Have some type of medical problem on record in the office and on file in teachers' files.

YOU WILL NOT BE ALLOWED TO GO HOME JUST BECAUSE YOU HAVE A HEADACHE, ARE TIRED, ETC. TEACHERS ARE TO DETERMINE IF THE OFFICE NEEDS TO CALL AND HAVE SOMEONE COME GET YOU. NO TYPE OF MEDICATION WILL BE GIVEN OUT BY THE SCHOOL OFFICE UNLESS THE STUDENT HAS A PRESCRIPTION FROM A DOCTOR AND A SIGNED NOTE FROM THEIR PARENT.

ATTENDANCE

MOCS REQUIREMENTS

In order for your child to gain the most in school, he must be regular in attendance. A note from the parent will be required to explain in detail why a student was absent immediately upon the student's return to school. The student is to take the note to the office on the morning that he returns to school. If he has an excused absence, the student is to make up all school work at the teacher's convenience. The student is allowed an equal number of days to make up work as the number of days he was absent. An unexcused absence may result in a loss of grade points and detention. For an extended absence of 5 days or more, a signed note from the child's physician may also be required.

1. Excused Absences
 - a. Personal illness
 - b. Death in immediate family
 - c. Any other reason excused by the principal **before** the absence occurs*
(Approved Unexcused)

*Approved unexcused absence: A request for an unexcused absence must be made by the parent explaining the absence. If the principal approves the absence, she will give the student a Make-Up form. On this form, each teacher writes the assignments to be completed in advance. When the student completes this work,

he must have his teachers sign the form. He must then return this signed form to the principal before the absence. If the assignment is not turned in on time, the teacher should give a zero daily grade and, at his discretion, may assign extra work to be done in detention.

2. Written Excuses

When it is necessary for the parent to take a child out of class for doctor or dental appointment or other reasons during the day, a note, phone call, or visit to the principal or school secretary must precede release. **As much as possible, please set doctor and dental appointments after school.** No student will be released except through the office. When a parent comes to pick up his/her child for such reasons as are mentioned above, the parent is to come to the office to get the student.

3. Jr. – Sr. High

Students in Jr.-Sr. High will be considered absent for an entire day if 3 or more classes are missed in any given day.

4. Tardies

Students will be considered tardy in the morning if they are not in their seats at 8:00 A.M. Excessive tardies will result in a loss of grade points. Any student arriving late or leaving early must sign in or out at the office. Jr.-Sr. High students will be responsible for being on time to each class; excessive tardies will result in loss of grade points in each class.

STATE ATTENDANCE REQUIREMENTS

High school student shall be in attendance a minimum of 80 days per semester. Elementary students shall be in attendance a minimum of 160 days per school year.

ACADEMIC INFORMATION

HOMEWORK

Teachers give homework to aid each student to advance in his studies. Therefore, each student is expected to complete his/her homework assignments. Homework is given for several reasons:

1. For drill: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drilling on new work, homework is given so that the material can be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We request parents' full cooperation in seeing that the assignments are completed. Each individual teacher will determine a policy for failure to do homework for his/her individual class. Repeated failure to do homework or delinquent homework could result in a student's failure.

TEXTBOOKS

In case of loss of textbook, workbook, or library book, the student and/or parent will be responsible for the total price of replacement of the lost book. Damaged books will be assessed accordingly.

REPORT CARDS

Report cards are sent out every six-weeks' grading period in grades kindergarten through twelve. Supplementary reports will be sent home as deemed necessary by individual teachers.

GRADING SCALE

100	A+
99, 98, 97	A
96, 95	A
94, 93	A-
92, 91, 90	B+
89, 88	B
87, 86, 85, 84	B-
83, 82, 81	C+
80, 79, 78	C
77, 76, 75	C-
74, 73, 72, 71, 70	D
69, 68, 67	D-
66 - 0	F
I	INCOMPLETE

English	4
Math	3
History/Government	3
Science	3
Health & P.E.	2
Electives	4
*Bible	4

*Unless a transfer student

This plan is for student unable to take a Foreign Language or for transfer students who have not had Foreign Language.

MUST PASS COMPONENTS OF THE GRADUATE EXIT EXAMS NECESSARY TO RECEIVE STATE DIPLOMA.

QUALIFICATIONS FOR TOPS

IN ORDER TO QUALIFY FOR LOUISIANA'S TUITION OPPORTUNITY PROGRAM FOR STUDENTS, "TOPS", YOU MUST HAVE THE FOLLOWING:

GPA	2.50 or higher
Core Units*	17.5
ACT Score	20 or higher

*Core Units:

- 1 English I
- 1 English II
- 1 English III
- 1 English IV
- 1 Algebra I
- 1 Algebra II
- 1 Geometry, Trigonometry, Calculus, or Comparable Advanced Math
- 1 Biology I
- 1 Chemistry I
- 1 Earth Science, Environmental Science, Physical Science, Biology II, Chemistry II or Physics
- 1 American History
- 1 World History, World Cultures, Western Civilization or World Geography
- 1 Civics and/or Economics/Free Enterprise
- 1 Additional Math or Science from the list above

- 1 Fine Arts Survey (or substitute two units of Performance courses in Music, Dance, and/or Theater; or substitute two units of Studio Art; or substitute one unit of an elective from among the other subjects listed in this core curriculum)
- 2 Foreign Language (2 units in the same language)
- 1/2 Computer Science, Computer Literacy, or Data Processing; (or substitute at least one-half unit of an elective from among the other subjects listed in this core curriculum)

ACCEPTABLE USE POLICY FOR SCHOOL COMPUTERS SYSTEMS AND INTERNET

In an effort to provide students the vast resources accessible through a computerized information resource system such as the Internet, MOUNT OLIVE CHRISTIAN SCHOOL believes it is necessary for students to become aware of an acceptable use policy.

STUDENT USE

Student use of school computers will be reserved for academic purposes only and must be under the supervision of a teacher, monitor, or school administrator while using any school computer. Use of school computers is considered a privilege and any inappropriate use may result in appropriate disciplinary action and loss of privileges. All students using a school computer will be held accountable for its use. This includes but is not limited to:

- a) unauthorized use resulting in expenses to the school;
- b) equipment damage;
- c) use of unauthorized software;
- d) privacy and copyrights;
- e) tampering with computer hardware or software;
- f) knowledgeable vandalism or destruction of equipment;
- g) unauthorized entry into computers and files;
- h) deletion of computer files. (Such activity is considered a crime under state and federal law); and
- i) any other action that is deemed inappropriate by the supervisory personnel.

PRIVACY AND COPYRIGHTS

All students must adhere to the Copyright Law of the United State (P.L.94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. The unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges. Reposting personal communications without the original author's prior consent is prohibited. To do this is a violation of the author's privacy. All persons who willfully violate copyright laws do so without the sanction of the Board and at their own risk and assume all liability and responsibility. However, all messages posted in a public forum such as news groups or list serves (a means of broadcasting an E-mail message for the purpose of maintaining a discussion list) may be copied in a subsequent communications, so long as proper attribution is given. MOCS directs that:

1. Unlawful copies of copyrighted material may not be produced on MOCS owned equipment or within MOCS facilities.
2. Unlawful copies of copyrighted materials may not be used on MOCS owned equipment, within MOCS facilities, or at MOCS sponsored functions.
3. Information about copyright law and guidelines shall be made available to all employees.

INSTALLING PRANK SOFTWARE

Avoid the knowing or inadvertent spread of computer viruses. Computer viruses are programs that have been developed as pranks, and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, do not import files or programs from home or from unknown or disreputable sources. If you do obtain software or files from remote sources, follow proper procedures to check for viruses before use. Deliberate attempts to degrade or disrupt the system

or the performance of the network or any spreading of computer viruses is considered criminal activity and under state and federal law. No software will be loaded without the permission of the administration.

OBJECTIONAL MATERIALS

Profanity or obscenity will not be tolerated on the network. Avoid offensive or inflammatory speech. The rights of others must be respected both in the local network and the Internet at large. Personal attacks are an unacceptable use of the network. If you are the victim of a “flame”, a harsh, critical, or abusive statement, bring the incident to the attention of a teacher or school administrator. It is usually better not to respond. Furthermore, retrieving and/or viewing pornographic or obscene material is strictly prohibited.

USE OF THE INTERNET

The Internet is a vast global computer network that provides access to major universities, governmental agencies, other school systems, municipalities, commercial providers of data banks, and marketing services. Acceptable use of these resources shall be consistent with philosophy, goals, and objectives of the MOUNT OLIVE CHRISTIAN SCHOOL. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. MOCS retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Individual students shall not be permitted to access non-school E-mail accounts, messenger accounts, or personal websites on school computers. The school provides e-mail accounts for students using LVS.
2. No photographs, personal addresses, personal phone numbers, or last names will be permitted on the Internet.
3. Illegal activities, including copyright or contract violations shall not be permitted on the Internet.
4. Threatening, profane, harassing, or abusive language shall be forbidden.
5. Students may not attempt to access any Internet resource without the prior consent of the teacher.
6. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden.

Use of the Internet is a privilege, and any inappropriate use will result in appropriate disciplinary action and loss of privileges to use the Internet.

PLEASE REVIEW THE SCHOOL POLICY REGARDING CELL PHONES, TABLETS, GAMING DEVICES, ETC... THAT IS FOUND ON THE LAST PAGE OF THIS HANDBOOK

No student shall be permitted to use the School Computer System or Internet unless a completed Statement of Compliance form is signed by parent(s) and student and on file for the current year.

DRESS CODE

As students of Mt. Olive Christian School, you are representing Christ to the world. Scripture tells us to do everything decently, in order and to the best of our ability. This includes our dress. As children of the King of Kings, we need to look better than the world. Dress code requirements begin upon students' arrival at school and remain in effect until departure. Students coming to school without the proper uniform or clothing deemed inappropriate, the student **may** be sent to the office where parents will be notified to bring proper clothing to school, or the student will be sent home to change. If parent (s) cannot be reached, the student **may** remain in in-school detention for the remainder of the day. The dress code will be enforced by all teachers, other staff members and board members.

With these things in mind, here are the guidelines we will follow:

GENERAL

1. Pants
 - a. Khaki or Navy (2-4 pocket pleated or flat front)
 - b. Blue Jeans-classic style
 - c. No sagging jeans or pants, pipes, draw string pants, leggings or tight pants.
2. Walking Shorts
Khaki, Navy or Blue Jean (*must touch the top of the knee; including p.e. shorts*)
3. Skirts or Jumpers (for girls)
 - a. Khaki, Navy or Blue Jean skirts or jumpers (*must cover the entire knee while standing, with slits reaching no higher than the top of the knee*).
 - b. *Must* not be skin tight
4. Shirts
 - a. White, Red or Navy
 - b. Must have collars
 - c. May be short sleeve or long sleeve
 - d. May be pullover (polo style) or button up (oxford style)
5. Footwear
 - a. Must be appropriate
 - b. Absolutely no flip-flops or flip-flop style footwear
6. Miscellaneous
 - a. Shirts *must* be tucked in.
 - b. Belts *must* be worn at all times (*exception: grades K-3 through 2nd grade may wear elastic waist pants with no belt*).

WEDNESDAY (CHAPEL DAY)

1. Boys
Khaki pants and white shirts (*must be button up dress shirt*).
Ties are optional.
2. Girls
Khaki pants, skirts or jumpers and white shirts
3. SHORTS SHOULD NOT BE WORN ON CHAPEL DAY
4. Bibles are required to be brought to chapel.

FRIDAY (T-SHIRT DAY)

1. Christian T-shirts – *must* be clearly a Christian t-shirt. The administration as well as teachers have the right to have a student change if the t-shirt is not deemed appropriate.
2. MOCS T-shirts
3. Clubs or organization T-shirts associated with the school (for example: DARE, Math-a-thon, 4-H)
4. If you do not choose to wear one of the T-shirts listed above, you must wear proper dress code as listed above in the first section.
5. Suggestive writing or advertisement of products such as alcohol, drugs or tobacco is prohibited.

The administration reserves the right to determine the appropriateness of a student's dress.

OTHER

1. *Hair*

Extreme hairstyles or colors are not allowed for boys or girls. Any student with a hairstyle the administration deems disruptive to the school or not in good taste will not be able to attend classes until the hairstyle has been modified to the satisfaction of the administration.

Boys' hair must be clean and neatly groomed*. The hair must be off the collar of a school uniform shirt, above the eyebrows and must not extend any longer than the top of the hole of the ear. Boys MUST be clean shaven at all times.

***The definition of "neatly groomed" shall be left to the discretion of the school administration.**

Girls must style hair so that is out of the eyes at all times.

Students will be notified when hair is inappropriate and informed that a haircut is needed. IF the hair is not cut properly by the following Monday after the notification, the student will not be allowed to attend school until the requirement is met.

2. Head Coverings

Hats, caps, head coverings, hair rollers, sweatbands, bandannas are not allowed. Hats and caps may be worn before 8:00 A.M. and after 3:15 P.M. ONLY.

3. Jewelry

Items of jewelry which promote Satan, cults, gangs, that distract from the learning process or may be hazardous to student safety are prohibited. No body-piercing jewelry is allowed except earrings for girls.

4. Body Markings/Tattoos (including temporary tattoos) and similar markings are prohibited. Students shall not draw or write on themselves or their clothing. (Note: cheek cheers on games days are acceptable when related to school athletic events).

New students with existing tattoos will be admitted if all other requirements are met, but tattoos MUST be covered at all times.

5. Eyewear: Eyeglasses or sunglasses are prohibited unless prescribed by a doctor.

6. Appropriate shoes and/or socks are to be worn. Students participating in P.E. activities on the gym floor are required to have P.E. shoes that are worn only for P.E.
7. Inappropriately cut or torn clothing is not allowed.
8. Mesh T-shirts, tank tops, muscle shirts, see-through clothing, or midriff tops are not allowed.
9. No headphones, tape players, radios, beepers, etc. are allowed. These items will be confiscated.

RULES OF CONDUCT

GENERAL

"Be not deceived: evil communications corrupt good manners," (I Corinthians 15:33). In order to maintain a consistent Christian testimony, students are required to abide by the following standards of conduct:

Students are expected to conduct themselves as young ladies and gentlemen at all times. This includes respect toward all adults and fellow students.

1. Name calling, whether in jest or seriousness, is not allowed.
2. Students are to keep hands to themselves at all times.
3. Students shall not engage in any type of horseplay (tripping, shoving, practical jokes, etc.) in the building, in classrooms, on the stairs, or on school grounds at any time.
4. No student will be allowed to either start or engage in fighting while at the school. When a student is irritated by another's action, he should discuss this with his teacher.
5. Under no circumstances are students permitted to leave the school grounds before dismissal time without parental permission. This permission is to be in the form of a note or parent phone call. We also reserve the right to call the parent to confirm.

CLASSROOM CONDUCT

1. No student shall talk without permission. To get permission to speak, the student is to raise his hand and wait for the teacher to call upon him. In grades kindergarten through six, the students are to stand when making a comment in class, unless otherwise told by a teacher.
2. Students shall not move about the room without permission.
3. Students shall refrain from any act of disrespect such as:
 - a. Mimicking or mocking teachers or students.
 - b. Laughing at the mistakes of the other students.
 - c. "Sassing" teachers.
 - d. Facial or non-verbal expression of disrespect and mumbling, which indicates disrespect.
 - e. Writing or passing personal notes.
 - f. Whispering during a lesson presentation.
 - g. Studying any subject other than the one the teacher is directing, unless permission is given.
 - h. Doodling or drawing nonsense designs during classes.

CORRIDOR COURTESY

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through corridors quietly. Be considerate of others in the halls and classrooms.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.
4. Do not walk between a class line.
5. Do not walk in front of an adult.
6. Young men should hold doors open for ladies.

DRUG POLICY

PURPOSE

Realizing that all young people are at risk as far as drugs are concerned, MOCS will cooperate fully with all law enforcement agencies in order to ensure that the MOCS campus is “Drug Free.” For purpose of this policy, drugs will be defined as **ALCOHOL AND ANY ILLEGAL CONTROLLED DANGEROUS SUBSTANCE AS DEFINED IN TITLE 40 OF THE LOUISIANA REVISED STATUTES.**

DRUG POLICY

1. Possession of an Illegal Controlled Dangerous Substance
 - a. MOCS has the right to search all lockers, book bags, purses, automobiles, etc. and will do so at random unannounced intervals.
 - b. MOCS will request that a law enforcement agency bring their drug dog to search the school facilities and automobiles at random unannounced intervals throughout the year.
 - c. Random Drug Testing
 - 1) MOCS has instituted a drug-testing program for grades 7 – 12.
 - 2) This testing will be done by random selection.
 - 3) Upon “reasonable suspicion” a specific student’s name may be added to the random selection list. “Reasonable suspicion” will be determined by the board, staff or teachers and will include reliable information given by an adult, sudden change in behavior, drastic drop in grades, attitude and any other reasons deemed appropriate.

PENALTIES

1. Possession of an Illegal Substance
 - a. In the event a student is found to be in possession of an illegal substance, the student will be prosecuted to the fullest extent of the law as it applies to possession of drugs in a “Drug Free Zone.”
Also, the student will be expelled from MOCS.
2. Positive Drug Test
 - a. In the event a student tests positive for any type of illegal substance, the student will be suspended indefinitely.
 - b. The student will have the right to appeal to the board concerning the suspension. The hearing will be held at the next scheduled board meeting following the drug test.

- c. The board may choose to expel the student after the hearing.
- d. The student **WILL NOT** be allowed on campus or at any school functions (whether on campus or at another facility) until a decision has been made by the board.

STUDENT SMOKING/TOBACCO POLICY

Adopted and Added January 17, 2019

Students shall not be permitted to have tobacco products, electronic cigarettes, or any vaping devices in their possession or to smoke on the school grounds, or in school facilities during the school day or at school activities held in school facilities after school hours, or when riding school buses or in personal vehicles, to and from school or a school function away from school. Parental permission to use these products/or look-a-likes does not exempt a student from this policy.

Possession or use of tobacco products, electronic cigarettes or any vaping devices while on school premises, on school buses, or under school supervision as defined in the above paragraph:

1. First Offense- When a student is found to be in possession of or using tobacco products, electronic cigarettes or vaping devices, the student shall receive a three (3) day suspension (school days) and be placed on probation for the remainder of the school year. While the student is suspended, they will not be allowed to participate in any extra-curricular school functions. Student must sign a contract stating he/she will not use these products while at school or bring these products to school again. Students violating this policy must also state where and how the products were obtained in order to return to school. The administration also reserves the right to recommend more severe consequences to the board depending on the circumstances surrounding the first offense.
2. Second Offense- When a student is found to be in possession of or using these products a second time in violation of this policy, the student shall be immediately suspended, and the student shall be recommended for EXPULSION for the remainder of the school year pending a hearing before the school board.

No student expelled pursuant to violations of this policy shall be readmitted to Mt. Olive Christian School except upon the approval of the school board.

DISCIPLINE

GENERAL

At Mt. Olive Christian School, we believe the Bible teaches that discipline should be administered in proportion to the offense committed (Galatians 6:7,8). Therefore, in accordance with these Biblical principles, we have developed a system of discipline. Disciplinary action will be taken when there are infractions of the school policies and rules. Basically, students can receive disciplinary action for infractions including but not limited to the following:

1. Unnecessary noise.
2. Talking in class without permission.
3. Chewing gum without permission.

4. Not being prepared for class.
5. Disrespect or insolence to either teacher or to fellow students.
6. General disturbances, such as destruction of school property, including marking on walls, desks, and tearing up books or furniture, in which case the student and parent will be required to pay the cost of the repairing, refinishing, or replacing the same.
7. Having an attitude of rebellion and the propagating of such an attitude to other students by action or by verbal discussion. The child's attitude is a reflection of the parents' attitude.
8. Violation of the Standards of Conduct or other rules and regulations at Mt. Olive Christian School.

Examples of disciplinary actions that could be given for the above infractions are: (1) loss of classroom privileges; (2) in-school detention; (3) conference with parent, teacher, student, and principal; (4) possible suspension or expulsion.

CORPORAL PUNISHMENT

We reserve the right, with parental consent, to paddle any student in Mt. Olive Christian School from kindergarten through twelfth grade. We have full faith in God's Word which teaches that "Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him," Proverbs 22:15. If, after a student has been told the school rules and policies, he breaks them, he is subject to reasonable corporal punishment. All paddlings are witnessed by another adult. We believe that paddling should be done in love and only after having pointed out the exact error made and having prayer with the student. It is not our intent to physically abuse a student in such correction. We require every parent to give us written permission to either paddle their child or be called to come to the school in the event the child needs discipline.

SUSPENSION

A student can be suspended upon the recommendation of a teacher, other staff member or a member of the board. Some of the reasons a student may be suspended are as follows:

1. Blatant and direct disobedience or disrespect.
2. Failure to meet academic standards.
3. Continual disobedience or disregard of school rules and policies.
4. Using any kind of tobacco (chewing, smoking, etc.) on or off school property (suspended first offense, expelled second).
5. Using profanity, swearing, telling obscene jokes and stories.
6. Fighting.
7. Cheating, stealing, or destroying property.
8. Necking, petting, or holding hands with the opposite sex.
9. Reading obscene literature.
10. Disrespect for God, The Bible, American Flag and government, faculty & staff.
11. Truancy.

12. Immoral dress.
13. Bringing the following objects to school without permission from the administration:
 - a. Radios
 - b. Tape recorders, CD players
 - c. Knives or razors
 - d. Play guns (water pistols) or real guns
 - e. Matches, cigarette lighters, or fireworks

Bringing these without permission could result in suspension. If permission is granted to bring radios, tape recorders, etc., questionable music (at the discretion of the administration) is not to be played.

Suspension is often the final step just prior to expulsion. When a student is suspended, he is allowed to return at the end of the time of suspension. A suspended student is automatically on probation for the remainder of the year. If probation is broken, the student will be dismissed or asked to withdraw. All test missed during the time of suspension are recorded as a 60% "F".

EXPULSION

The decision to expel a student is made by the school board which discusses the various pros and cons of a student who is subject to expulsion and the problems the student has had in our school. The decision of the administration is the final decision. A student may be dismissed if the parents will not cooperate with the school, or if the student's conduct, attitude, or lack of effort make it inadvisable for him to remain. A student may also be dismissed for excessive absences.

OTHER DISCIPLINARY ACTIONS

A student will be required to come before the Board, when the school becomes aware of the following problems:

1. Student arrested for any reason,
2. Evidence of drug use outside of school,
3. Pregnancy (both sexes)

ATHLETICS/CLUBS

GENERAL

We feel that there are many valuable lessons to be learned through participation in athletics. As a student, you need not be an outstanding athlete to participate; you only need to be committed to giving your best at all times. We do not ask you to be "perfect", only "teachable".

No student shall be permitted to participate in extra-curricular activities unless a completed Statement of Compliance form is signed by parent(s) and student and on file for the current year.

MOCS offers the following athletic opportunity to students (contingent upon student attendance and desire):

- 4-5-6 Grade football (must have 2.0 GPA-includes P.E. grade)
- 4-5-6 Grade Girl's basketball (must have 2.0 GPA)

4-5-6 Grade Boy's basketball (must have 2.0 GPA)
Pep Squad (K4-12)
Cheerleaders - Elementary, JV, and Varsity
Girls Fast-Pitch Softball (7-12)
7-8-9 Football (must have 2.0 GPA)
7-8-9 Girls Basketball (must have 2.0 GPA)
7-8-9 Boys Basketball (must have 2.0 GPA)
Varsity Girls Basketball (must have 2.0 GPA)
Varsity Boys Basketball (must have 2.0 GPA)
Varsity Football (must have 2.0 GPA)
Girls Slow-pitch softball (must have 2.0 GPA)
Boys Baseball (must have 2.0 GPA)
Track - Junior-Varsity & Varsity (must have 2.0 GPA)
High School Rodeo Boys/Girls - (9-12) (must have 2.0 GPA)
Drill Team (must have 2.0 GPA)
Volleyball
Soccer

Being involved in any athletic program at MOCS is a privilege, not a right. As with all privileges, participation in sports has responsibilities.

First and foremost, any time you are on the field of play, you are representing not only yourself and Mt. Olive Christian School, but also Jesus Christ. Because it is so important that we represent Christ to the best of our abilities, we have set a few guidelines our student athletes must follow:

1. At all times, strive to possess a Christ-like attitude.
 - a. Christ would not use foul language.
 - b. Christ would not heckle officials or other players (teammates/opposition).
 - c. Christ would not mar or destroy school property (ours/others).
 - d. Christ would be gracious in victory, as well as defeat.
 - e. Christ would encourage his teammates to be all that they can be.
2. MOCS athletes are not to use alcohol, tobacco, or any other drugs. In addition to destroying your body, which Christ taught is wrong, use of these will eventually destroy your athletic ability and will most definitely destroy your Christian witness to others.
3. When traveling to and from games, student athletes are to ride the team bus unless other arrangements have been made and approved by the coaching staff and the principal. (No one will be allowed to leave a game with anyone other than a parent, guardian, or the person with whom they rode to the game.)
4. Student athletes are responsible for all of their game materials (uniform, socks, shoes, equipment, etc.).
 - a. Make sure you have all essentials before you go to a game.
 - b. Make sure you have all your personal items when you leave the game.
 - c. Be responsible. Do not depend on coaches or parents to gather your belongings.
5. Dress code for games will be determined by coaches. Please check with them and dress appropriately.

CHEERLEADERS

Since being a cheerleader at MOCS is a privilege and not a right, there are certain responsibilities a cheerleader has-the most important of which is to maintain a Christ-like image in every aspect of your life. Because you are a visible representative of MOCS, your attitudes, speech and actions will be noted by the public --- on or off the cheerleading field or court.

The most important thing to remember is that you are representing Christ in everything you do. You are not only cheering for MOCS, but in a greater sense you are cheering for Christ. Through your actions, some lost young person may come to know Christ because they will have recognized a difference in the MOCS cheerleading squads as opposed to other more worldly squads.

Guidelines are given to cheerleaders by their sponsor during try-outs.

ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

Students at Mt. Olive Christian School are encouraged to attend ballgames and other school sponsored activities. All students are encouraged to be strong supporters of the school's teams and be present whenever possible to support their fellow students who participate. As a result, the school is responsible for each and every student present, and each student has the responsibility as well to exhibit behavior which reflects on our school in a Christian way. In general, students at MOCS are expected to conduct themselves in a manner that reflects Christ as we are His representatives at our school or any other ACEL school. Dress to extra-curricular activities is recommended to follow Friday dress code, and the administration reserves the right to determine the appropriateness of dress.

CLUBS & ORGANIZATIONS

The following clubs are offered at MOCS:

1. Fellowship of Christian Athletes
2. Student Council
3. Christian Service Club
4. Rodeo Club
5. French Club
6. Beta Club (Honor & Service Club)
7. Junior Beta Club
8. 4-H
9. FHA

In Junior-Senior High, we are suggesting that students limit the number of clubs they join to four, in addition to 4-H. Club meetings will be held the second week of every month, the last 20

minutes of 1st hour or 2nd hour (except 4-H). Officers should be ready to quickly attend to any club business. Club meetings may be scheduled after school as needed.

COMMUNITY SERVICE

At some point during the school year, your student may be required to do community service in local areas. This will normally be done in conjunction with the annual revival, but could be at other times during the year also.

ASBESTOS MANAGEMENT PLAN

Mt. Olive Christian School has an asbestos management plan in place and it is available in the office for review at any time.

RIGHT TO AMEND

Mt. Olive Christian School reserves the right to make, amend, or prescribe rules and policies for dress, appearance, or any other unforeseen problems that may arise at any time during the school year. The school expects full cooperation from both students and parents in the education of the students and in adherence to all school plans and policies and regulations. A parent should never undermine any aspect of the school program and should, therefore, be careful not to make comments which would be against the school or any of its personnel to their child, other students, or to parents. There are proper channels through which problems or disagreements may be discussed, and it is only through these channels that anything can be done about the problems. Please do not discuss problems with teachers or administration prior to or during a church service. If at any time the school feels that cooperation is lacking, the parent will be requested to take their child to another school.