

Olney Christian Elementary School



**Parent & Student Handbook
2024-2025**

Introduction

Olney Christian School has created this parent/student handbook in an effort to better serve our families. Our hope is that you will find it a useful tool for learning basic information about life at the school and the policies that we follow.

After you have read this handbook, please sign the last page and return that page to the school.

Vision

The **vision** of Olney Christian School is to equip students in our Philadelphia communities for life by educating their minds, nurturing their hearts, and training their hands with practical life skills.

Mission

Our **mission** is to make a quality, Christ-centered education affordable for Philadelphia residents.

Core Values

We desire to instill in our students a **life-long love of learning** about God's universe.

We believe that all children are created with unique abilities to learn and grow, and we take very seriously our responsibility to **challenge and nurture our students to achieve their God-given potential**, to the best of our ability.

We take a **Christ-centered worldview** in all learning that takes place, regardless of the secular or religious nature of the curriculum.

We take a **holistic approach** to equipping our students for life by educating their **minds**, nurturing their **hearts** and training their **hands** with practical skills, enabling them to make meaningful contributions to society as adults.

We seek to build **communities of love, grace and service** in each classroom, across the school, and with our students' families, knowing that **children learn best** when they **feel accepted and safe** in their environment.

We work hard to make sure that **families of any income** can **afford** to send their children to Olney Christian.

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General Items of Interest

1. School Hours

7:45: Before care opens. After putting their belongings in their cubbies, students can go to their designated area for supervised care. Puzzles, games, and drawing materials will be available.

8:20: Students will be picked up from before care by their classroom teacher.

8:30 Classes begin. Students arriving after 8:31 will be counted as late. The only exception is if the lateness was caused by the school bus.

3:00: Classes end. Except in the case of a family emergency, students will not be allowed to leave earlier than 3:00 unless the school was notified in writing (note or email) before the beginning of the school day. ***Please note:*** only people that you authorize will be allowed to pick up your child. The first few times that they pick up they will need to show a photo ID.

2. Early Dismissals

Parents should inform the school of an early dismissal by email to admin@olneychristian.org. All requests need to be received by 12:00.

Please note that we cannot allow students to be picked up between 2:30 and 3:00 unless it is an emergency. That is a very busy time of the day for our administrative staff and we find it is safest for the school community if staff and teachers can focus on end-of-day procedures for all of our students.

Students leaving early need to be signed out by one of their approved pick up people. A list of students who have already left the building helps us to maintain an accurate headcount in the event of an emergency.

3. Birthday Celebrations

We know how important birthdays are and we want to celebrate with your students! You are welcome to provide extra treats for everyone in the class. Please make arrangements with the teacher at least 24 hours before celebration day. They will let you know how it fits best into the class schedule.

4. Visitors

During the school day, custodial parents can visit for lunch, birthday parties or to serve as a class parent. Visits should be pre-arranged with the student's teacher and the administrative assistant at the building. Non-custodial family members will require pre-approval in writing by a custodial parent to visit during school hours. All visits will happen inside the building.

5. Dress Code

The school uniform consists of:

- Bottoms: Navy blue pants, a skirt or a jumper. Shorts or capris that are knee-length or longer are also acceptable on hot days but please keep in mind that the school is air-conditioned. All skirts and dresses should be knee-length or longer.
- Tops: A white, gold or light blue polo shirt (short-sleeved or long-sleeved) with the school logo. Shirts can be purchased over the summer through an online portal offered by the school. Aces Design will also print the school logo on the shirt of your choice for a small fee. (5310 N. 5th Street, 19120; (215) 456-1592)
- Close-toed shoes.
- Sweatshirts in blue, white or gold can be ordered through the school. A form will be sent home a few times over the course of the school year. Sweaters in the school colors are also acceptable as long as they have the school logo. **Please note that the top layer of a student's uniform must have the school logo.**
- Students may not wear hats or hoods in the school building.
If a student is out of uniform, the student will receive a warning. If there were to be a second occurrence, parents will be contacted to bring the uniform to school in order for the student to return to class. Students who wear their hood in the building will lose the privilege of wearing a hooded sweatshirt

Dollar Dress down days: Every Friday, students have the option to pay \$1 to dress down for the day. All money raised goes to support the 4th grade and 8th grade class trips. Dress down day outfits must follow these guidelines:

- a. shorts and pants should not have rips in them
- b. shirts should completely cover a student's torso (no bare midriffs, please) and should communicate the school's values in any messaging
- c. shoes still need to be closed-toe
- d. form fitting clothing like tights should be avoided unless the student's bottom is completely covered by a shirt, skirt or dress

- 6. Homework** is designed to reinforce what is being learned in school. You can expect a good amount of drill work, reading and projects. Homework is assigned Monday to Thursday for K to 5th grade. Teachers plan for 10 minutes of homework times the child's grade in school. So, for example, a third grader can expect to spend 30 minutes on homework each day. They are also expected to spend at least 15 minutes reading every day.

Note: Homework will be graded based on whether or not a good attempt was made to complete the assignment. Homework will not be graded based on right and wrong answers. **Please resist the urge to tell your student an answer to a question.** Instead, have them put a star next to a question that they tried to answer but were not able to figure out. The only exception to this will be projects.

Students who do not complete their homework at home will use their recess time to finish it. **Please send your child with a note if there is a valid reason why they do not have their homework completed.**

7. Teacher Ease is our student information system. It is an online portal system that we ask all families to have at least one custodial adult logged in. Once your student is enrolled, you will receive a Welcome email from TeacherEase. Please click the button in the email to accept the invitation and create a login. Then you may download the app, login and you will be able to access student grades, quarterly report cards, communicate with the teacher, respond to discipline reports, add approved pickup people and receive announcements from our administrative staff. You will be reminded quarterly to log in and update any contact information and approved pick up people.

8. Testing

Olney Christian School uses the IOWAs to test our students. Tests are administered to 3rd thru 8th grades in May each year.

9. Report cards

The school has defined Expected Student Outcomes (ESOs) that correlate to our vision. These ESOs form the foundation for the report cards.

Head:

- Students would be intrinsically motivated to learn
- Students would be at or above grade level in math and literacy.
- Students would be equipped to attend the high school of their choice.

Heart:

- They would have hearts that display the character qualities of love, kindness, gratitude, forgiveness, respect, boldness and humility.
- They would have a meaningful relationship with Christ and would be motivated and able to tell others about Him.

Hands:

- Their hands would be equipped with the life skills of conflict resolution, good manners, organization, time management, the ability to delay gratification (wait for rewards), problem solving, study skills and the ability to work well with others

Report cards come out quarterly: November, January, April and June. Report card conferences are available at the end of each quarter. But please note that you can meet to talk with your student's teacher at any point during the school year.

On your student's report card, you can see a list of skills that they are expected to master in each subject. They will receive a grade each quarter as to the progress they are making in mastering those skills. Starting in third grade, they will also receive a grade for the subject. The student's reading level will be assessed each quarter. Olney Christian uses the guided reading system which uses a letter of the alphabet to represent a child's reading level. The chart below explains how that letter correlates to their grade level.

Guided Reading level	Grade level equivalent
A, B	Kindergarten
C, D	Beginning First Grade
E, F, G	Middle First Grade
H	End First Grade
I, J	Beginning Second Grade
K, L	Middle Second Grade
M	End Second Grade
N	Beginning Third Grade
O	Middle Third Grade
P	End Third Grade
Q	Beginning Fourth Grade
R, S	Middle Fourth Grade
T	End Fourth Grade
U	Beginning Fifth Grade
V	Middle Fifth Grade
W	End Fifth Grade
X	Beginning Sixth Grade
Y	Middle Sixth Grade
Z	End Sixth Grade

10. School closure information

The school's **emergency number is 1449**. Although we will likely follow the school district, there are times when we will make a separate decision. **In particular, please be prepared for delayed openings!** Storms coming in overnight may cause us to have a 2 hour delayed start. Decisions will be made by 6AM.

If the school needs to close due to weather or other emergencies, we will send this information to KYW (1060 AM). Announcements are also made on the major networks: ABC, CBS & NBC.

11. Breakfast and lunch

Olney Christian School serves breakfast for free every day. Lunch is also served for all students. Menus are posted at: <http://www.healthymealsforchildren.org> (click on school meals and scroll down). You are welcome to send your child with a packed snack or lunch instead of the school meals at any point. Students are asked each day by their teacher if they need a lunch that day. No pre-scheduling is needed.

12. Religious Expression

Full participation in Bible class and chapel are expected, given that they are the main delivery systems for our character development program. No arrangements will be made for the practice or teaching of other belief systems not reflected in our Statement of Faith during school hours.

The school uniform policy must be followed. Application for a religious exemption for head coverings can be made in writing to the principal.

Discipline Policy

Definition of Discipline

Olney Christian defines discipline as the process of training students to love God and love others. We are not surprised when our students make poor choices since that reflects the sin that is in all of us. We will use biblical principles when we respond to those poor choices that include: forgiveness, making amends, restoration of fellowship, and reaping what you sow (logical consequences).

Our teachers are the primary disciplinarians in the classroom. We have hired teachers who we are confident will be good role models for students. Our teachers are expected to love and respect our students as Christ loves his church; lovingly disciplining and guiding their students towards spiritual, social and academic growth. The beginning of every school year will focus on building relationships with students and establishing strong classroom communities. These will serve as the foundation for any needed discipline interventions.

Goals of discipline

1. The primary goal of all discipline measures will be the character growth of the child.
2. To build strong classroom communities.
3. To teach students how to solve their own problems.
4. To create a classroom environment that maximizes learning for each student.

Role of parents

Olney Christian School believes that discipline is most effective when the school and parents work as a team. Parents have the ultimate authority and responsibility for the training of their children. The school seeks to partner with and support parents in raising children who love God and love others. Part of the partnership would be the full support of parents in enforcing school rules: including having someone designated to pick up a student who is being sent home for disciplinary reasons and managing at-home suspensions in a way that the student does not experience suspensions as “fun”.

If parents have questions or concerns about the discipline methods being used in the classroom, they are invited to arrange for a meeting with their student’s teacher. If that does not resolve their concern, then they can contact the principal. If the teacher and principal are not able to resolve concerns in a satisfactory manner, then parents will be directed as to how to contact the board. Please note that decisions made by the school board are final.

Categories of misconduct

Misconduct is classified and divided into three categories depending on the seriousness of the violation.

Category 1

Category 1 misconduct includes minor issues that interfere with school or classroom order and instruction. Examples of Category I misconduct includes: excessive talking; meanness in words and actions; calling out; writing or passing notes; profanity; repeated inattention/sleeping; uniform violations and cell-phone policy violations. Also included in Category One is showing a lack of respect for authority. For example: disrespect for adults as evidenced by talking back, not following directions promptly and asking questions in an inappropriate manner.

Category 1 Interventions

Most category 1 offenses will be handled at the classroom level. Discipline will be handled by the classroom teacher as much as possible. Teachers will use a set of interventions that include: non-verbal redirects, quiet verbal coaching and the class cool-down corner.

If these methods do not produce the desired change then teachers will follow the following procedure:

1. The student will be sent to another classroom for **Recovery**. The goals of recovery are two-fold: 1) To give the student space and strategies to emotionally regulate. 2) solve the problem the student helped to create. Students will complete a problem-solving worksheet while in Recovery.
2. Teachers will follow-up on every visit to recovery with a **heart-to-heart conversation**. These conversations are intended to be discipleship oriented. They will focus on: showing empathy, giving practical help in problem-solving and offering hope and encouragement through Scripture and prayer.
3. A student may also receive a **consequence** designed to help motivate them to make the desired changes. Consequences are not intended to be punishment but rather motivators.
4. For students who are sent to Recovery multiple times for the same offense:
 - a. First and second time: will be visible to parents on Teacher Ease.
 - b. Third time: the problem solving worksheet that was filled out in Recovery will be sent home for parents to review and sign. Students will not be permitted back in class without a signed form. Parents will be alerted that the form is coming home via email.
 - c. Fifth time: a conference call will be scheduled with parents, student, the student's advisor and other teachers as needed.
 - d. Eighth time: An in-person meeting with principal, parents, student and teachers will be scheduled
 - e. Eleventh time: Student will be suspended and return to school on probation. Please see below for a more complete description of probation.

Note: Repeated category 1 offenses could result in category 2 consequences.

Category 2

Category 2 misconduct includes behaviors that represent a larger threat to the classroom and school community.

Examples of typical Category 2 offenses include:

1. Using their hands or feet to solve their problems. For example: pushing another student to get to their place in line. Students will be held to this standard even if they are provoked by another student. **Our goal is to train students to choose to walk away or use their words or other resources to solve conflicts.**
2. Fighting. Using physical force to hurt someone else, whether the other person "started it" or not. **"Play-fighting" is also not permitted. It is our experience that incidents of physical playfulness escalate far too easily into situations where one person thinks that they are still playing but it no longer feels like a game to one or both of the students.**
3. Threats. Making a verbal, written or electronic statement of intent to harm another student, teachers or administration or the school building. ***This includes threats that were intended to be a joke.***
4. Cheating and/or plagiarism (see appendix on Academic Integrity for a more complete explanation)
5. Bullying including cyberbullying (see the appendix for more information)
6. Sexual Misconduct (see the appendix for more information)
7. Frequent and repeated Category 1 violations.

Category 2 interventions:

Category 2 violations will likely result in an in-school or at-home suspension. In order to be reinstated to the school community guardians and students will be required to attend a conference with the teacher and administration.

Probation

At Olney Christian School, a student may be placed on probation when the principal, with the agreement of the school board and input of the student's classroom teacher, judges that a change of behavior and attitude is necessary for the student to continue at the school.

The most likely (but not the only) reason for a student to be placed on probation are:

- A student has been suspended
- A student's behavior has repeatedly violated school rules
- A student has repeatedly acted in a way that is disruptive to the learning environment of the classroom and/or school community.
- A student has jeopardized the safety and well-being of the school community

The goal of probation will be to work at school and at home to try to change a specific behavior pattern. A lack of changed behavior could lead to expulsion.

Category 3

Category 3 misconduct includes activities that violate federal, state, or city laws, or that violate Biblical moral codes of conduct. It also includes activities that might result in jail time if the student were an adult. Examples of category three misconduct include:

1. Destroying and/or vandalism of school property
2. Stealing
3. Being under the influence of alcoholic beverages and/or illegal drugs or tobacco while on the school campus
4. Possession of weapons (Items such as knives, mace, pepper spray, lighters, switch blades, hunting-type knives) explosive devices (including fireworks, etc.) or other objects that could be used as weapons must not be brought to school or to any school-sponsored function
5. Pornography or engaging in sexual immorality
6. Starting fires, pulling fire alarms
7. Frequent and repeated Category 2 violations.

Category 3 Violation Consequences

Category 3 violations will result in an automatic suspension and possible expulsion from the school. The appropriate law enforcement agency will be contacted if necessary. Because the goal of our disciplinary program is restoration, each situation will be dealt with on an individual basis with parent involvement. Special consideration may be given to any student who comes voluntarily to the administration and displays an attitude of openness and honesty.

During or immediately after the suspension, parents/guardians will be given the opportunity to have a hearing with the school board. At the hearing, parents, and possibly students, will have the chance to offer explanations and possible solutions. The school board will then make decisions about the student's future involvement at Olney Christian. Their decision will be final.

Parent violations and consequences

If any person connected to a child enrolled at Olney Christian behaves in an aggressive or violent way while on the school campus, at a bus stop or on a field trip, that person will no longer be allowed in the school building. If the offense happens at a bus stop, that student will no longer be permitted to ride the bus. Please remember that you can be arrested for stepping onto a school bus. Aggressive or violent behavior by a guardian/adult sibling will likely be cause for immediate expulsion of the enrolled student.

Parents are encouraged to avoid gossip and slander and instead arrange to meet with teachers and/or the principal if they are dissatisfied with some aspect of their student's school experience. Parents who use indirect or

passive/aggressive methods to address their concerns jeopardize the health of the entire school community. Repeated offenses could lead to a child not being accepted for re-enrollment the following school year.

Electronic surveillance

Cameras are in use that have the ability to videotape and record audio.

Health

Olney Christian School does not currently have a school nurse. We do have at least one staff member in the building at all times who is trained in CPR and basic first aid. However, this person does not have any robust medical training and will only assist with nose bleeds, giving out bandaids for cuts and scrapes, taking temperatures, etc.

Health and Dental screenings

Immunizations: All students are required to have up to date immunizations. As a private school, Olney Christian chooses to not allow religious and medical exemptions. We require that immunization records are at school before the student's first day.

Health screening: Every student needs to have a physical exam by a doctor in the previous year before they begin at Olney Christian.

Dental screening: A dental screening is also required in kindergarten, third and seventh grades.

Medication at school

Olney Christian School asks that all medication be given at home before and/or after school. Where that is not possible, PA Health code requires that a school have a medication order signed by the student's doctor and caregiver in order to be able to dispense medication at school. This regulation includes over the counter (OTC) medication as well as prescription medications, epi pens and asthma pumps/inhalers.

For medications to be administered at school, caregivers will need to:

- a. Provide the school with a signed Medication Consent Form (Appendix 4)
- b. Provide the school with the medication (prescription and OTC) in its original container with the child's name, the medication's name, the dosage to be given, the time to be given and the doctor's name.
- c. For students who need to keep an epi pen or asthma pump/inhaler on their person, the medical consent form will need to include the caveat that your student can self-administer medication. The doctor can include that information in the directions section of the form.
- d. Renew permissions at the start of each new school year.

All medications will be administered in the main office. A log will be kept of the date and time that medication was administered.

Please see ***Appendix 4 for the Medication Consent Form.***

Allergies

All allergies that could impact the school day should have been listed on the student’s application. That information will be transferred into our student information system. Please contact the school as soon as possible if that information needs to be updated.

If your child has severe allergies that could potentially spark a severe asthma attack or necessitate the use of an epi pen, please reach out to the school’s administrative assistant to create an **emergency care plan**.

Illness prevention

Here are some of the best things that you can do to make sure that illnesses do not spread at school

1. Train your child to cough and sneeze into their elbow
2. Hand washing after bathroom use.

Please do not send your child to school if he/she:

- Had a temperature greater than 100 degrees in the past 24 hours
- Had diarrhea, nausea or vomiting the night before or the morning prior to school
- Has been diagnosed with covid, strep throat, pink eye or other contagious conditions (please note: some conditions are not contagious once a child has been on an antibiotic for 24 hours)
- Has been prescribed an antibiotic but has taken the medicine for less than 24 hours
- Did not sleep well the night prior to school due to a bad cough, extremely runny nose or nasal stuffiness

Students will be sent home if any of the following single symptoms develop during the school day:

- fever
- sore throat
- vomiting
- a persistent cough
- loss of taste or smell
- diarrhea
- shortness of breath or difficulty breathing (911 will be called if severe)

Students will also be sent home if two or more of the following symptoms develop during the school day:

- Congestion or runny nose
- Sore throat
- Fatigue
- Muscle/body aches
- Headache

Students who are sent home because they are sick will need to be picked up within an hour of the parent being called.

Please work ahead to identify someone who can be available on short notice.

Lice, fleas, bedbugs:

If your child or home has any of these critters, please report this to the school. These particular insects can be easily transferred to other students. We will advise you of measures that we would like to see you take to help keep them from spreading.

Emergencies

Emergency contact information can be entered on Teacher Ease. If your child is in need of emergency care, the quickest and safest means of obtaining medical care will be used. This may mean that we will call an ambulance. Parent/guardian will be notified of the child's condition and where s/he will be taken. If a parent cannot be reached, then the emergency contact will be notified.

Technology

Cell phones, Smart watches and Airpods

Students are allowed to bring cell phones and/or Smart watches to school if they need to be in contact with their guardians before or after school. However, cell phones, watches and airpods may not be kept on the student's person. They must be in a backpack or jacket with the volume turned off. ***Please note: the school is not liable/responsible for damaged, lost or stolen cell phones!***

Olney Christian School has a zero tolerance policy for any type of inappropriate use of technology which will negatively impact the culture of the school. For example, texting of hurtful, unkind messages, cyberbullying by text or social media (example: Facebook, Instagram, Twitter, Snapchat). Parents are responsible for monitoring their child's use of technology, including smartphones, tablets, computers, etc. outside of school including while the student is riding the bus. **This is considered a category 3 discipline offense.**

Finance Policies

The mission of Olney Christian School is to make a private school education affordable for all families. Our policies reflect our mission.

Tuition Collection

Blackbaud Tuition Management

Olney Christian School uses a tuition collection company called Blackbaud Tuition Management. Your online account will be set up for you and your student(s) by our Finance Manager. You will then be sent a Welcome Email from BlackBaud which will direct you to create your personal login. We do not like to accept tuition payments at the school for the following reasons:

1. The safety of our school
2. Limited accounting and administrative resources

Through Blackbaud tuition, you can arrange to have tuition paid automatically each month on their website via check, debit or credit. We welcome your tuition payment in full, but most families choose the installment option which spreads your tuition payments out over 11 months.

Students will not be permitted to start school until the first payment has been made (including students starting after the school year has already begun).

All installment plans begin in July. Payments are due on the 5th or the 20th of each month.

The BlackBaud Parent Help line number is 888-868-8828. Blackbaud is happy to answer your tuition questions in English or Spanish.

Late fees

If you are late with your tuition payment, there will be a \$20 Late Fee added to your Blackbaud Tuition account. You will be required to bring your account current by the next tuition payment date (including paying the late fee). If this does not happen and you are carrying an unpaid tuition balance, you will again be charged a \$20 Late Fee for that next month because you once again are late with paying your full tuition.

If you have an unusual circumstance, please contact Wendy Egelkamp, at finance@olneychristian.org before your tuition payment is due and she will consider waiving the fee.

Missed tuition payments

All tuition must be current and paid by the first day of school or students will have to remain home until tuition is current. Your commitment to pay tuition is critical for the operations of the school.

Families who miss one tuition payment will receive notification from the school. If payment is not made within 10 days, the family will be required to meet with the Director and/or the Financial Officer to discuss payment difficulties and options moving forward. If needed, the school and the family will design a new payment plan that will become part of a signed contract between both parties.

If a family is more than one month late making a tuition payment, access to the TeacherEase (Student Information System) will be turned off until tuition is paid.

Families who fail to keep to the schedule of their renegotiated payment plan or who miss a second tuition payment will have their student removed from classes until their account is back in line with the payment plan. If a student comes to school on a day that they are not permitted into class for financial reasons, they will be put into in-school suspension.

Students will be withdrawn from school if after 10 days of not attending school, the outstanding amount has not been paid by at least 50%

Students will not receive a report card in any quarter that tuition is not paid in full or the terms of a payment plan have not been met.

Tuition Statements

Tuition statements are available at any time through BlackBaud Tuition Management. Kindergarten and 8th grade diplomas and report cards will not be issued in June until tuition is paid in full.

Scholarships

There are a number of different scholarship organizations who will help with tuition payments. Most scholarships accept applications between November and May. The school will send out notifications when scholarships open up. Here is a list of scholarship organizations:

- Children’s Scholarship Fund (CSF): www.csphiladelphia.org
- Family Choice Scholarship: www.myfamilychoice.org
- Bridge Foundation: www.bridgeedu.org
- The Bravo Foundation: <http://www.thebravofoundation.org>
- CEO - America Children’s Educational Opportunity Fund: www.ceoamerica.net

Tuition Assistance

Olney Christian School offers tuition assistance to students who have not been able to get the amount of scholarship help that they need to attend Olney Christian School. The tuition assistance application is an online application. In order to be considered for tuition assistance from the school, families must apply for at least two outside scholarships. Access to the application is made upon request to the school after June 1st.

Eligibility criteria:

1. **Income.** Families of all income levels are welcome to apply.
2. **Scholarships.** Returning families who wish to apply for the school’s in-house Tuition Assistance need to have applied for at least two outside scholarships. **Please note: families who lose a scholarship due to their own negligence will not be eligible for Tuition Assistance.**

Families who receive tuition assistance from the school are expected to participate in at least one school fundraiser per school year.

Non-refundable School Fees

1. **New Student Application fee:** The cost to apply to Olney Christian School is \$50 per family.
2. **New Student Enrollment fee:** The enrollment fee of \$100 is due after your child has been accepted into Olney Christian. A student is not considered enrolled until this fee has been received. The enrollment fee covers the cost of textbooks for each student as well as the cost of setting up an account in our tuition collection system. Additional students from the same family pay a \$50 enrollment fee.
3. **Re-enrollment fee:** Forms are sent home with current students in mid-February. Families who wish to re-enroll at Olney Christian School will need to fill out the form and return it **along with the noted re-enrollment fee.** A \$20 discount is noted on the re-enrollment form for fees received prior to a specified date. In general, May 1st is the final day to re-enroll before the open spots in the various classrooms are made available to new families.
4. **Field trips:** Most field trips will cost less than \$10. Details are sent home as these trips are scheduled.

Attendance Policy

We believe that regular attendance in classes is essential to the success of a student's school experience. To be adequately prepared to be successful in the next grade, generally students need to attend at least 90% (162 days) of the school year.

All absences require a note. When a child is absent, the care-giver needs to contact the school by email (admin2@olneychristian.org) or send a written note explaining the absence. Written notice of an absence needs to be given within 3 school days of the absence, otherwise it will be marked as unexcused. If a child is absent for three or more days due to illness, then care-givers also need to include a note from the doctor.

Unexcused absences. If a student has three or more unexcused absences, care-givers will be notified by letter. If the student continues to have unexcused absences, care-givers will be required to attend a conference with school administration to work together to develop strategies to improve attendance. A student with ten or more unexcused absences is considered chronically truant. The School is required to inform the Office of Attendance and Truancy at the school district and truancy proceedings will begin.

Examples of **excused absences** include:

1. Sickness
2. Death in the Family
3. Doctor/Dentist visits which cannot be scheduled after school hours.
4. Director-approved family educational trip. (Requests should be made to the director at least one week before the trip)
5. Court dates
6. Quarantine
7. Out of School suspension

Unexcused absences are any that are not included in the above list. Examples include:

1. The child was up late
2. The parent is sick
3. Missing the bus
4. Appointments that are not medical in nature. For example, hair appointments.
5. Family vacations that are not educational in nature

Missing 18 or more days in a school year makes it likely that the student will not be promoted to the next grade.

Late arrivals. Students arriving at 8:31 or later will be counted as late. The only exception to this policy is if the late arrival was caused by the school bus. Families of students who are chronically late will be required to meet with the school administration.

Transportation

There are a variety of ways that your child can arrive to and leave from school: by school bus, car or walking. If you have not already done so, please notify the school of what mode of transportation your child will use at the end of the school day. If you need to make a change on any given day to the mode of transportation (i.e. you plan to pick them up and don't want them to get on the bus), please send a note in with your child to give to their teacher. **If you need to make an emergency change, please call the school before 12:00.**

Bussing

The school district is required to bus your child to the school of your choice within 10 miles of your home. Please contact the school if you would like for us to add your child to the existing bus routes.

Bus rules

Please note that the school does not supervise students on the bus. How effective the bus driver is at enforcing discipline varies from driver to driver. To ensure the greatest amount of safety for all students, please communicate these rules to your child:

- Sit in their seat at all times. They may get out of their seat only when they exit the bus.
- Talk quietly only to the person who shares their seat. Yelling, bad language etc. will not be tolerated
- Keep heads, hands and feet inside the bus at all times
- Not using hands or feet to solve their problems

Consider sending your child with something quiet to do on the bus: a book to read, a coloring book, etc so that they are well-occupied.

Contact information for the bus company: Our bus company has been Yellow Bird.

Dispatch can be reached at: 215-289-1022. Parents are encouraged to call dispatch when a bus does not arrive within 10 minutes of the scheduled time.

Consequences for misbehavior on the bus include:

1. Practicing the desired behavior during their recess time. Students will be given the opportunity to sit, talk quietly, etc in a fake bus that we will set up in the conference room.
2. If behavior does not improve, students will be suspended from the bus for one week.
3. Another offense after #2, students will be suspended for one quarter.
4. If there is a third offense, the student will not be permitted to ride the bus for the remainder of the school year.

Walking

It is up to the parent to decide if your student is of sufficient maturity to walk to school. If it is your decision to allow them to walk, we must have a signed release at the school. Please enforce that they should go directly home after school and check in with a responsible adult before engaging in any other activities.

Driving

If you choose to drive your child to school, please park on one of the side streets. Do NOT park on the sidewalks or in the alley.

APPENDIX 1: School Emergency Response Plan

Revised: 5/2023

Communication to parents will be through KYW radio 1060, our school website, a message on the office answering machine (215-324-2323), or a phone call from office personnel.

EVACUATION—when conditions outside are safer than conditions inside
When the alarm is sounded.

- Classroom teachers should take their emergency binder and personal cell phone
- Close classroom doors and any other doors that you pass on the way out. Do NOT lock doors.
- Turn off the lights
- Exits: K-1: Westford Door. 2-4: Door on stairwell/landing in front lobby. 5-8: Door by the conference room. Do NOT use the elevator. If the fire prevents you from using your primary exit, use the exit for the other grades or ICHS.
- Staging Areas: K-1: Sidewalk on Westford past the alley. 2-4: Alley behind the building. 5-8: Grass by Hebrews Cafe.
- Check for injuries
- Take attendance. Hold up your Binder showing the green side if all students are accounted for. If someone is missing, please write their name on the red side and hold that side up instead.
- Wait until the director tells you it is safe to return to the building
- **In the case that it is not safe to return to the building: Elementary students will be directed to Olney Public Elementary School Annex at 413 E. Tabor Road (215-455-9334). Middle School students will be directed to the Thomas Creighton School at 5401 Tabor Avenue (215-537-8563).**
- If the press arrives, direct all inquiries to the principal

REVERSE EVACUATION—when conditions inside are safer than conditions outside

- Move students and staff inside as quickly as possible
- Return to your classroom and lock the doors
- Check for injuries
- Take attendance
- Wait for further instructions

LOCK-DOWN—for use to protect building occupants from potential dangers inside the building or to mitigate danger entering the building

When an announcement is made via walkie talkie :

- Remain in classroom and lock classroom doors
- All other students and staff report to the nearest classroom that can be locked. If students are in the gym, move to the maintenance closet (key is behind the fire extinguisher).
- Turn off lights
- Move students to interior walls away from windows, stay down and try to stay as quiet as possible
- Wait for further instructions

SHELTER IN PLACE—for use in external gas, chemical release or power outage

When announcement is made:

- Everyone move to the cafeteria.
- Turn off heat and close all windows and doors and seal gaps (external gas/chemical release)
- Take attendance
- No one in - No one out!
- Wait for further instruction

APPENDIX 2: Anti-Bullying Policy

Olney Christian School recognizes that bullying behavior is a serious form of aggression that violates God’s standards for how we are to treat one another. Olney Christian is committed to protecting its students and employees from bullying and expects its students and employees to refrain from bullying.

A. “Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. The characteristics of bullying behavior distinguish it from normal peer conflict:

- It involves a power imbalance where the child doing the bullying has more “power” due to such factors as age, size, support of the peer group, or higher status.
- Bullying is repeated activity where a child is singled out more than once and often in a chronic manner.
- Bullying is carried out with intent to be hurtful to the victim.
- Bullying usually involves bragging and/or put downs initiated by the bully.

Bullying may involve, but is not limited to:

- Unwanted teasing/name calling
- Threatening
- Intimidating
- Coercion
- Excluding a child in a malicious way or encouraging others to exclude a child
- Spreading rumors or lies
- Writing hurtful notes about a child
- Physically harming or threatening a child
- Public humiliation
- Destruction of property
- Cyber bullying (purposeful and repeated harassment and intimidation of someone through digital technologies, such as email, social websites, chat rooms, instant messaging, texting, etc.)

B. Mitigation and Training

1. Olney Christian implements the Responsive Classroom approach to school and classroom management as a means to help eliminate incidents of bullying. Responsive Classroom is a social-emotional curriculum that focuses on community building, positive teacher language, logical consequences and the development of social skills.

2. The principal will train or set up training for the staff before the start of the school year. The teachers will lead students through bullying training

C. Reporting, resolving, and consequences

1. Any student who believes he/she is a victim of bullying, or any parent or Olney Christian staff member who are aware of bullying, should report the incident to the classroom teacher as soon as possible.

2. The teacher or staff member will complete an incident report and the claim will be investigated to determine if the reported problem is factual and fits the description of bullying.
3. If bullying has indeed occurred, a member of the administration will meet with all parties involved and discuss the situation. Parents of all students will be notified by phone.
4. Depending on the incident's *severity* and *frequency* and *the age of the students involved*, there could be the following resolutions/consequences:
 - **Redirection/training** – The administrator/teacher leads the accused student to an understanding of wrong and redirects and trains the student in the way he/she should go. There would be at least one follow-up meeting with the accused and the complainant to determine if changes have been made.
 - **Removal of Privilege** – Everything in “Redirection/training,” plus, as a logical consequence, removal of privilege for a fixed amount of time (no recess for one day, writing positive, edifying words during free time, etc.)
 - **Meeting** – Meet with parents of all involved students, re-emphasizing the danger that bullying presents to our students and community.
 - **Suspension** – for repeated offenses
 - **Expulsion**

APPENDIX 3: Acceptable Use Policy for Student Technology

Email Accounts

Olney Christian School provides Google Workspace accounts for 4th through 8th grade students for educational purposes. These accounts provide students access to email, Google Classroom, Google Drive, and other resources (Docs, Sites, and others).

- Accounts are used by students, but remain the property of Olney Christian School and will be deleted when an individual leaves OCS. Email may be monitored for acceptable student use.
- Account passwords are set by school administration and should not be changed.
- Account passwords should never be shared.
- Email should only be used for school-related communication. Subscriptions to other sites should not use OCS accounts as the username or contact email account.
- Treat others with respect and use appropriate language in all electronic interactions with others.
- Students should immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes me feel uncomfortable.

Technology and Internet Use Policy

Olney Christian School provides devices for student use in the classroom, to facilitate learning activities. This is to provide students with access to research materials and digital classroom tools.

- All policies regarding expectations of behavior apply equally to electronic activities. Online learning platforms and tools for digital learning should be treated as a classroom; language and behavior that is not appropriate in the physical classroom environment is not appropriate in online spaces, no matter what time of day they are accessed.
- Students will be assigned a Chromebook to use in school for school-related activities.
- This device is the property of Olney Christian School and should not leave school grounds without express written consent of school staff.
- It is the responsibility of the student to use proper care when handling these devices. While we understand that accidents may happen, if a device is damaged due to improper care or use, families will be responsible to replace or repair the device
- When using the school issued device students should:
 - Only sign in to the device using their Olney Christian School account.
 - Only navigate to teacher directed resources.
 - Immediately tell a teacher or other adult staff member if they accidentally access inappropriate materials, pictures, video, or websites.
 - Never share or post any personally identifiable information about others or myself that could help someone locate or contact others or me. This includes such things as e-mail address, full name, home or school address, phone number, parent's or guardian's names, and school name.
- Olney Christian will maintain filtering and monitoring software to assure proper use of technology. Attempting to circumvent filtering or monitoring through use of alternate accounts, external networks, proxies, or other mechanisms, may result in disciplinary action.
- Use of Olney Christian School technology resources is at the student's own risk; devices are assigned on an "as is, as available" basis; and the school is not responsible for any loss, damage, or unavailability of data stored on the system regardless of the cause.

APPENDIX 4: Medication Administration Consent & Licensed Prescriber Order

Student Name: _____ Date: _____

School Name: **Olney Christian School**

In accordance with school policy, medication(s) should be given at home before and/or after school. However, when this is not possible, prior to receiving the medication at school, **each student** must provide the school with a *Medication Administration Consent* form signed by the student’s parent/guardian and a *Medication Order* from a licensed prescriber. All medications must be in an original prescription bottle/container from a pharmacy.

Parent/Guardian Consent:

I give permission for my child, _____, to receive the following medication ordered by a licensed prescriber during the school day. I understand that the medication will be given by school personnel according to my child’s licensed prescriber’s directions.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian printed name: _____ Phone: _____



Licensed Prescriber Medication Order:

Patient’s name: _____ Date: _____

Name of medication: _____

Route and dosage: _____

Time of administration: _____

Directions (please included if medication can be self-administered):

Discontinuation date: _____

Allergies: _____

Licensed Prescriber signature: _____

Licensed Prescriber printed: _____ Phone: _____



**Parent & Student Handbook
Statement of Cooperation**

I have read the entire student handbook which can be found on the school website:
www.olneychristianschool.org/student-handbooks

- We agree to uphold all the policies of the school and encourage our student to do the same.
- We cannot agree to uphold the policies in this handbook and we respectfully withdraw our student from Olney Christian School.

Please sign and return to the school before the first day of class. Students who do not have a signed Statement of Cooperation on file will not be permitted to start school.

Student name: _____ Grade: _____

Guardian1: _____
(please print your name)

_____ Date: _____

Signature

Guardian2: _____
(please print your name)

_____ Date: _____

Signature