



Parent/Student Handbook 2018/19

WELCOME

Welcome to Ottawa Victory Christian Academy. This handbook is to be used as a guideline, to help ensure our school is a special place where we work together to please God. It contains important information about our school. Ottawa Victory Christian Academy reserves the right to change items contained in this handbook at any time. An update will be provided on our website.

Life at Ottawa Victory Christian Academy includes privileges, responsibilities, and rewards. Students, parents, volunteers, and staff have the privilege of sharing their school week days with people who love God and want to honour Him. We will pray together and try to grow more like Jesus. We strive to follow the Bible and to learn scripture verses to hide in our hearts. We will grow together in wisdom and knowledge and strive to do pleasing work and give our Father in Heaven the glory for our success.

At Ottawa Victory Christian Academy, we strive to do our best in all that we do because we know this is pleasing onto the Lord. We not only strive for excellence in academics but in all aspects of our lives. When we strive for excellence it helps us make wise choices in our class work, during breaks, on field trips, and in public. We take responsibility for our actions and our choices. We believe that God made each of us special and unique, which means we all have strengths and weaknesses. We strive for caring, concern, and compassion for each other and to emphasize our individual strengths and cheer each other on in overcoming our weaknesses. At Ottawa Victory Christian Academy, we encourage each student to become everything God created him or her to be. Each student works at their own level in each individual subject. Thus, every child has their own program developed and tailored to their own individual needs. Children are not compared to others but are encouraged to strive for their own individual best. All subjects are not just passed but are mastered before continuing on to the next pace book or unit. Thus, we have high standards for a pass mark. At the end of each pace is a pace test. On these tests the students in books 1036 and below must receive a mark of 90% or above. Pace books 1037 and above must receive a pace mark of 80% or above. If this is not achieved, the student is issued another pace book of the same number, which must be completed again before rewriting the Pace test and once again must achieve the minimum passing mark. Pace tests not passed are usually due to students not completing work correctly, not scoring correctly, and/or not being willing to study while learning the Pace. Repeat paces will be subject to a charge of a minimum of \$10 and more if needed for shipping.



SCHOOL ORGANIZATION

Currently, Ottawa Victory Christian Academy begins at Junior Kindergarten and continues to the end of high school. For high school we offer applied and academic routes. We also offer a certificate of completion to those who are in our Life Skills classes. Future plans include offering a pre-school program for 18 months and up and a day care program from 6 months up. Our program is well suited for children with all learning styles and for the academic gifted to the challenged.

CONTACTS

Academy Office Telephone: (613) 800-1541

Website: www.ovcacademy.ca

Principal: Mrs. Danielle Broughton Oke

Philosophy of Ottawa Victory Christian Academy

We believe that education is the parent's responsibility and that our academy is an extension of the home. Our teaching and learning experiences are planned and provided through God's Word, The Bible. We believe in working as a team and/or community to equip children for the future and raising children to be moral examples to those around them. It is our goal to reach every child to help lead their way to salvation. We do this partially through the extension of our faith.



Faith Statement

1. There is one and only one true God and we believe in the trinity (God exists in three persons: Father, Son, and Holy Spirit).
2. We believe that Jesus Christ as our Saviour and Lord was born of the Virgin Mary.
3. We believe that Jesus did exist here on Earth and lived and taught the word of God as stated in the Bible. He lived and died on the cross for our sins. Jesus was resurrected in body and spirit, and that he did ascend into Heaven.
4. We believe that the scriptures in the Bible serve as a guide for daily living and are the final authority in all matters. Thus, we believe the Bible is the inspired word of God.
5. We believe that the body of Christ is represented by the church as a whole. That the church is a group of believers who gather for worship, encouragement, fellowship, accountability, and mission. The membership and participation of believers in the work of each of the families local church is an essential part of their Christian life and will be encouraged to continue.
6. We believe that as believers in Christ we are called to be followers of Christ's teachings and we must treat each other with love, honour, respect, and forgiveness.
7. We believe we must strive to be God's witnesses in our homes, in our schools, in our community, and in the world.
8. We must always strive to do our best, support each other, honour each other, reward each other, encourage each other, and to always give God the glory for all that He does in our lives.

Parent Expectations

1. Encourage children to obey rules and procedures of ACE Ministry and of Ottawa Victory Christian Academy.
2. Read the whole handbook and help your child/ren follow the handbook.
3. Send your child everyday in clean uniform and provide proper outdoor wear according to the weather.
4. Participate in parent meetings, fundraising, and generally get involved in the school.
5. Help keep the school clean and organized. Participate in clean up days.
6. Participate as volunteers in opening/closing exercises, praying, donations of supplies and equipment, cleaning, monitoring classrooms, lunch supervision, recess supervision, preparing materials, teaching a craft, hot lunches, physical activities, and much more.
7. Establish consequences at home for misbehaviour at school. It shows the child that the Academy and the home are working together.
8. Show respect to the staff of the Academy at all times. Students will follow their parent's examples.
9. Pay your fees on time! The budget is tight and we do not want to fall behind on any payments. We need to follow the laws of the land and thus, we need not to be in dept to anyone unnecessarily. Rent, suppliers, government, and staff must be paid on time!
10. Read, sign, and return report cards. We will issue you a copy of the report card when you return the original. We need the signed original for the OSR (Ontario Student Records) files. This is a Ministry of Education requirement.
11. Pray over the school, staff, volunteers, students, and the building we are in.



Academy Uniforms and Dress Code

Ottawa Victory Christian Academy's school colours are **navy blue**, **white** and **burgundy**. White is the colour of purity and also means kindness. White represents the victory and triumph of the believer over sin and death. Blue is the coolest colour and is the colour of the sky and ocean. It is a very calming colour. A pure blue is the colour of inspiration, sincerity, and spirituality. Blue represents the hope believers have of the return of our Lord and Saviour Jesus Christ. Burgundy is close to the colour red and represents prosperity and joy. Burgundy being close to the colour of red has a strong relationship with blood, which symbolises life and vitality. To us, it represents the blood Jesus shed on the cross for our sins.

At OVCA we believe in wearing of a uniform helps set the tone for learning. Uniforms can be purchased from Growing Kids at Place d'Orleans Mall. Dress pants for boys and girls can be bought at other stores as long as they meet the uniform standards. We will not accept tight/skinny pants or leggings as pants. Our school crest must be on each uniform top and on gym clothes. We are expecting everyone to be compliant with the dress code policy. We feel that a well groomed student is also one that shows respect not only for themselves but for others. We also believe this leads to improved concentration, conduct, and behaviour. Students do not have to worry about who is wearing the latest fashions as the students are all wearing basically the same outfits. No hoodies or hats are to be worn inside the school at anytime! The exception will be hat days or hoodie days.

Parents are expected to ensure the students adhere to the dress code and that the students come in **clean** uniforms each day. Students are expected to adhere to the dress code standards that have been established by the academy.



Girls Dress Code

Skirts: Navy blue, no more than 1 inch above the knee. Should wear shorts or tights under the skirts. In colder months, may wear leggings under.

Dress: Jumper style, navy blue, no more than 1 inch above the knee. Should wear shorts or tights under the skirts. In colder months, may wear leggings under.

Pants: Navy blue (no pants on Chapel days)

Shorts: Solid Navy colour around the knee allowed on warmer days.

Tights: Navy blue or White

Socks: Knee highs (navy blue or white) with dress wear and navy blue pant socks if wearing pants.

Shirt: Dress blouse & Polo shirts with collars (with our Logo), white, and long or short sleeve. On special occasions and on Wednesday Chapel days the girls are expected to wear a white dress shirt.

Cardigan Sweater: Navy or white in colour with buttons down the front or zipper, **no hoodies**, pull over the head style, etc.

Shoes: Lace up or slip on dress shoes. **Must not have any other colours on them other than black.** Can be pure black dress runners (only if medically necessary) but must have all trim and soles in non marking black soles. No heels higher than an inch.

Gym: Gray Tee with our Logo, navy shorts (at or below the knee), navy track pants, runners. Socks may be white, black, or navy.

Boys Dress Code

Pants: Navy blue

Shorts: Solid Navy colour around the knee allowed on warmer days.

Shirt: Dress shirt & Polo shirts with collars and our Logo, white or burgundy, and long or short sleeve. On special occasions and on Wednesday Chapel days the boys are expected to wear a white dress shirt with our Logo on it, and with matching tie with blue and burgundy.

Socks: Dress socks, navy or black

Cardigan Sweater: Navy in colour with buttons down the front or zipper, **no hoodies**, pull over the head style, etc.

Shoes: Lace up or slip on dress shoes. **Must not have any other colours on them other than black.** Can be pure black dress runners (only if medically necessary) but must have all trim and soles in non marking black soles.

Gym: Gray tee-shirt with our Logo on it, navy shorts to the knees, navy track pants, runners. Socks may be white, black, or navy.

In the event a student is not in compliance with the Uniform and Gym policy:

1. The student will receive a dress code violation for each item of clothing not in compliance with dress or gym uniform. A dress code violation will also be given if not in a clean uniform. If the child does not have their gym clothes, they will not be allowed to participate in gym.
2. If a student receives three dress code violations within a month, the student will be issued an in school detention and a notice sent home to the parent.
3. If a student receives more than three dress code violations within a month, the student will be issued a one day in school suspension and a letter will be sent home to meet with the teacher and principal.
4. If a student continues to purposely be defiant and disobedient in violating the uniform and gym dress code policy even after discussion with his/her parents and the supervisor, the student will forfeit his/her admission in Ottawa Victory Christian Academy and will be/may be removed from the academy.

Special No Uniform Day (Dress Down Days)

Standard uniforms are required during school days unless otherwise authorized by the teacher or principal for special days.

Slogans that are offensive in word or picture and do not project a Christian standard are prohibited.

Shorts, skorts, and skirts just above the knee are allowed; no short shorts or short skirts (**no shorter than 1 inches above knee**).

All shirts and blouses must come below the top of shorts, pants or skirts and ***cover the back and stomach while sitting, standing or hands raised***. No bare midriffs will be allowed. No undershirts can hang below the over shirt. Body suits, halter tops, backless tops or dresses and miniskirts are prohibited. No shirts, blouses, or dresses with spaghetti straps or tank-style tops will be allowed. No clothing bearing superheroes, commercial characters or inappropriate or offensive languages or images. Cut-offs and ripped clothing are not allowed. No bathing suits, bathing shorts, flip flops or loose-fitting sandals allowed.

Facial or body piercing are prohibited, i.e. lips, eyebrows, nose rings, studs, tongue, belly button, etc.



Proper Grooming – Boys

Boys should be clean cut and conservative with hair tapered in above the ears and the back of the neck. Hair must not pass any type of shirt collar. ***Hair is to be neat, clean, washed, and well groomed, brushed, and styled so it is not in/over the student's eyes.*** Faces must be clean shaven. No extreme haircuts/styles of any kind are allowed (i.e., no partial shaving or shaving numbers or letters into hair, etc.). No hair color may be different from natural shades. Any afro or extremely curly style haircuts must be kept well groomed, brushed and tight. No sideburns will be allowed below the ear lobe. When in violation of hair code length, the supervisor will send a note home to the parent to comply with student code. Non compliance will result in a meeting with the teacher and principal. **Boys may not wear earrings. No hats or caps may be worn in the building.** Boys are allowed to bring stick deodorant to the school. No sprays are allowed, due to students, staff, and parents who are sensitive to fragrances. As well, no strong fragrances such as Old Spice or Axe products are allowed. As little scent as possible is best.

Proper Grooming – Girls

No extreme haircuts of any kind are allowed. No hair color may be different from natural shades. Hairstyles must be conservative, **Hair is to be neat, clean, washed, and well groomed, brushed, and styled so it is not in the student's eyes.** No hats or caps may be worn in the building. Makeup considered excessive, distracting or non-conservative in nature, will be asked to be removed (no heavy mascara, eye liner, or eye makeup around the eyes). One pair of matched earrings, not excessively large, (studs only) and worn in the ear lobe only is allowed. **Makeup and nail polish may not be brought to the classroom.** Only clear to light pink nail polish may be worn. Navy, black, white, gold, burgundy, or silver hair elastics and barrettes may be worn. No bracelets or necklace **unless school colors** and simple non excessive in nature may be worn. Bracelets and necklaces cannot exceed 0.5 cm in width. (white, gold, silver, or navy blue). Girls are allowed to bring stick deodorant to the school. As well, no strong fragrances such as Old Spice or Axe products are allowed. As little scent as possible is best. No sprays or perfumes are allowed, due to those sensitive to fragrances.

Student Expectations

School can be fun and exciting! To enjoy your time at Ottawa Victory Christian Academy, you must first set your mind to make it an enjoyable experience and put your best attitude and effort forth. Not only is it important to enjoy being with your classmates and to participate in the activities hosted by the school but it is extremely important that this also be a time to be serious about your academic life, develop personal goals, grow your skills, and grow in personal faith.

As in life, we are always preparing ourselves for something. In Kindergarten we are preparing for elementary school, in elementary school we are preparing for the junior high years, in junior high years we start preparing for the paths we will follow in high school, and in high school we are preparing for work and/or university and college years. You are expected to come prepared to class with a willingness to learn, achieve, and striving to do your best. Staff at Ottawa Victory Christian Academy care about their students and have a strong desire to serve the Lord by serving you and your family to the best of their abilities. They are prepared to work with your family and you to help you succeed. The staff highly value knowledge and wisdom and they want you to value these as well.

It is expected that students will comply with the rules of the academy and with the expectations of the staff in and out of the classroom. Students are expected to show respect to the staff at all times in attitude and in behaviour. Disrespect is considered a serious offence and will be dealt with in a fair but firm manner.

Students are expected to look after our facilities. They should care about the appearance and upkeep. At all times they should leave an area in better repair and appearance than before they used it. Damaging equipment, desks, walls, windows, books, etc. is a serious offence and will result in immediate disciplinary action. The cost of all damages will be paid by you and your parents.

Students are expected to complete all work sent home as homework. If there is something you do not understand, then skip that part and carry on in your work. Check-ups are to be completed at school. You may be allowed to complete these at home under the permission and with the prior initials of a Supervisor from the academy. However, we discourage this from taking place at home. **Self Tests and Pace Tests are not to be done at home under any circumstances!!!** They must be supervised by a staff member of the academy. In the event that a student is unable to complete their homework a note must be sent in by the parents or guardian with the reason why the homework is not complete.

Students are expected to arrive at the academy on time and be ready to begin the day when the second bell rings. When the five minute warning bell goes, all visiting ends at 8:55 am. Students Before these bells goes, students should have brought their agenda and homework into the class, filled your water bottle, and gone to the washroom.

Students are expected to participate in morning activities and do so with a positive attitude. We do pledges to the Bible, to the Christian Flag, and to the Canadian Flag. We have discussions, important announcements, devotions, some physical exercises, worship, prayers, etc. There is 30 minutes set aside for our mornings. This is a good way to start off the day. Sometimes we may be finished earlier and sometimes it may take a bit longer but in general we will try to stay within

the time frame allotted. Parents and other family members are encouraged to join us in the mornings and during chapel times on Wednesdays. Please note anytime family members would like to lead us in worship please feel free to contact the Principal at least one week before. We would be happy to have you.

General School Day Guidelines

Please refer to the Academy Calendar. This will be posted on our website with all important school dates. If changes are needed we will make note of these changes on our website, www.ovcacademy.ca.

School times

The school day begins with at 9:00 am sharp. Students are to remain outside the school before school begins and may enter the building at 8:30 am. **Students should be in the building preparing for class no later than 8:45 am.** The exception to this is students that have prearranged before school care. Students will be directed by the before school supervisor to come into the building early on rainy days or in extremely cold weather; on these days students will gather in the before school area and will be dismissed to go to their classrooms at 8:45 am by the before school Supervisor. Warning bell will go at 8:55 am and students will be in their classrooms ready to begin the day by 9:00 am. **Before School Care and After School Care is a prearranged service offered by the school. Please do not drop off your child early or pick up your child late expecting the service to be available to you.** This must have prior arrangements. The school day ends at 3:00 p.m. Detentions will start at 3:05 pm. Any child not picked up by 3:15 pm will go to our After School Program and will be charged a fee of \$15 per hour or any part of an hour. There is a morning nutritional break of 15 minutes and an afternoon nutritional break of 20 minutes, followed by a 40 minute recreational break. As well, Elementary students in the morning we have 15 minutes of indoor activity. Supervision will be provided. Please note: volunteers will be needed to supervise the nutritional breaks and the recreational break. As well, students must come dressed appropriately for the weather. **NO OUTDOOR FOOTWEAR WILL BE WORN IN THE SCHOOL! OUTDOOR FOOTWEAR WILL BE LEFT IN THE APPROPRIATE SPOTS IN THE HALLWAY. INDOOR FOOTWEAR TO DRESS CODE WILL BE REQUIRED.**

Parents, guests, and volunteers are asked to remove their outdoor footwear. Help us keep our school clean.

Daily Attendance

Daily attendance is compulsory. Excused absences include sickness or medical related. All other absences will be recorded as not excused. There may be circumstances that come up where we can excuse the absences but this is best discussed with the classroom Supervisor and the Principal prior to events taking place. Too many absences can lead to suspension or withdrawing a student from a subject and having them start again. Prior knowledge of absences would be appreciated.

Just as in the adult world you are expected to be punctual and ready to work when you arrive. We expect the same of the students. Prompt arrival by all students at school is necessary to ensure a good start to the school day and to not interrupt others. Students are encouraged to be at school by 8:45 am. Students who are not in their classroom by 9:00 am and are not standing by their desks ready to begin will need to obtain a late slip from the school office. Too many late slips may lead to a phone call to the parents, a detention, or a suspension. Students take note that merits will be issued for prompt arrivals and being ready on time. Demerits will be issued for being late.

Chapel

Chapel will be held on Wednesdays. Students must participate in chapel. They are expected to come prepared to be ready for discussions and note taking. A format will be provided of what we expect. Students will be graded on their chapel note taking and behaviour. Not only does this keep the students focused on the Lords word but gives them references back in the future. As well, it develops note taking skills which are essential in life. These scores will be reflected in a non-pace course. Students will be rewarded each week with merits for future exchange in our Merit Shop. Chapel will be hosted by the Principal and will be lead by various Pastors who are part of our Pastoral Advisory Board. As well, from time to time we will have guest speakers who have been approved by our Pastoral Advisory Board.

Student Absence

PARENTS – PLEASE PHONE IN STUDENT ABSENCE before 8:30am!

All parents (not the students) are to call the school office at (613) 800-1541 before 8:45 am if their child is absent for the day. This same number applies if students are going to be late. A text message can also be sent to Mrs Oke’s cell at (613) 316-6377. Parents we need you to remember this otherwise we will be calling you wondering where your child is. Save us valuable time and cooperate!

We may not answer our phones between 9:00-9:30 am as we are giving our first in the mornings to the Lord. Leave a message and we will get back to you as soon as we can.

The academy understands that sometimes families need or can only take family trips and vacations at times other than the designated holidays within the school year. The school supports any kind of family time. If you must be away, please inform the principal and classroom supervisor well in advance of the trip. If we can set up work for the child to do during the trip we will do so. This way they do not fall behind in their studies. The trip may be deemed excusable if we can see the educational value in the trip and if the student does school work while on the trip.

Leaving School Property during the School Day

Students may not leave school property at any time during the day unless they have a signed note from the parents and the office has given approval. If a parent wishes to take his or her child from school during the school day, please send a note in the morning with the child and the time of pick up. As well, please include if the child will be returning to school later in the day. Any leaving from school during the day must be recorded on the sign in and out sheet at the front desk. High school students that are age 14 and up will sign an agreement between the academy and their parents agreeing to follow all boundaries for leaving school during the lunch break. Leaving campus during lunch is a privilege and not a right. If a student is not working up to standard or has detentions, they will not be allowed to go off campus for lunch. At this time the academy is only allowing those students that are 14 years of age and up if they have earned “A,” “C,” or “E” privilege.

Before and After School Care

Supervision is provided before and after school for those students whose parents have made prearrangements. Yes, there is a fee of \$15 per morning or afternoon or \$20 for both morning and afternoon. Any child not picked up by 3:15 pm will go to our After School Program and will be charged a fee of \$15 per hour or prorated for any part of an hour. Thus, make prior arrangements. **If Before and After Care is needed on a daily school basis then we will work out a reasonable price.** Students are allowed to bring their hand held devices but the academy takes no responsibility for their safety. Games must be approved by the Principal. Said devices shall not be played during the regular school hours. All students in the Before and After Care program must remain in the room unless they have been given permission by the supervisor to leave. The students must wear/carry a hall pass. Academy rules apply during the supervision times.

Use of Medication at the Academy

No medication will be administered to any student without proper documentation which can be attained from the Principal. Only Supervisors or the Principal can administer the medication except in case of an emergency. Advil and Tylenol will be administered to students with prior written permission of parents.

Outdoor Recreational Time

We believe that fresh air and exercise are very important to help a child be ready to learn. Recreational time and socialization are an important aspect to a child's development. All students are expected to go outside during recreational time. Please ensure that your child is dressed appropriately for the weather conditions. If a student is too ill to go outside, they should remain at home to fully recover. We will consider individual requests but parents must make an appointment to discuss these requests with the Principal.

Lockers

Ottawa Victory Christian Academy does not at this time have lockers. However, all coat, shelf areas, shoes, and boot areas must be kept clean. All bags, backpacks, etc. are required to remain closed.

Clubs/Sports Teams

Clubs and sport teams will be offered throughout the year. All students are encouraged to become involved in clubs and/or sports teams to help facilitate friendships and to build social skills. However, in order to host clubs we will need student requests for what they would like to see and we will need volunteers to help implement these clubs. No clubs can take place during the school day or on school property without the consent of the principal.

Student Council

Ottawa Victory Christian Academy Student Council is comprised of a minimum of two and a maximum of five students. These members are chosen by their peers via election in May of each school year. However, if the student does not uphold academic and character standards they may be removed by the Principal. The Student Council meets at least once per month with the staff advisor/parent group advisor and plans various school activities and fundraisers.

Academy Activities and Field Trips

Students who attend any school activity such as athletic events, concerts, trips, or any other competition or special event associated with the academy or where the student is representing the academy- even away from the school building - they are expected to act responsibly. All school regulations apply to these functions and some have special regulations attached. Students have a responsibility to follow the special instructions and procedures outlined by the staff of the academy. The academy dress code must be followed for all such functions unless otherwise announced. This would be the dress code that is expected for Wednesdays Chapels.

ACE Junior, Senior, and International Conventions

Students who attend conventions tend to do better academically, meet and make lasting friendships; get to share with other students doing similar programs, etc. It is a wonderful experience but takes hard work and money to attend. We do fundraising towards this but there may be a cost to the parents. We try hard for this not to happen but we recommend during the school year each student puts aside \$15 per month towards these events.

Gifting

We believe in helping out our community and others around the world. In the past we have been part of the BLESS program and have sent 20 students to school to learn English, Christmas shoe box program with the Samaritans, cleaned church yards, taken food treats to our local police, we have helped a young girl who needed clothes and toys, and a family with a three month old who lost everything in a house fire. We participate in the CHRI pajama drive to give local children in need a pair of nice warm pajama's in the winter. Where there is a need we try and help out.

Student Use of Computer/Electronic Devices

Students are to use school computers, laptops, tablets, and or memory sticks at the direction of a classroom Supervisor or Monitor. In addition students are required to adhere to all computer related policies (See the Ottawa Victory Christian Academy Technology agreement). **All personal electronic devices** of any kind are to be used in the classroom with prior approval by the Classroom Supervisor, Monitor, or Principal. These will not be allowed on a daily basis and are not covered under the school insurance. If you bring electronic games, laptops, tablets, iPads, iPods, MP3, cell phones, and other personal devices, the academy will not be responsible for damage, theft or loss. It is best to leave such items at home. If a student is caught using such devices without prior permission anywhere on the Academy grounds the student will face the consequences from a warning to confiscating item. If this is a repeat action, the student could face suspension. **On personal devices brought into the Academy the students will not be allowed access to the academy internet.** We cannot add filters on personal devices. Cell phones must be signed in/out at appropriate times during the school day with the classroom supervisor or monitor if receptionist is not available.

Use of School Phones

In case of an emergency, students may get permission from their classroom Supervisor to use the classroom phone or to use the reception desk phone. If using the reception desk phone a phone slip must be signed by the classroom Supervisor. If a student owns their own cell phone and wish to use it during the school day, they may do so during lunch break and with permission by their classroom Supervisor or Principal. Otherwise, electronics are put away until after school.

Weapons/Fireworks/Water Guns

No weapons (including pocket knives), guns, swords, fireworks or fire producing materials (i.e. matches, lighters), or anything that is intended for use as a weapon of any kind are not permitted on academy premises. In the interest of maintaining a safe school environment, the academy reserves the right to inspect a student's bag, desk, personal property, or locker without notice. Water guns may be allowed on special activity days under supervision. Notices will be sent home when water guns are allowed.

Discipline Policy

At Ottawa Victory Christian Academy, we believe in rewarding and praising for positive actions. We will try to work with a student and/or the family members to overcome issues or problems. Discipline is not to be viewed as a punishment but a corrective action and a learning experience. We follow this example from the Bible, James 3:17-18 (New Living Translation):

“¹⁷ But the wisdom from above is first of all pure. It is also peace loving, gentle at all times, and willing to yield to others. It is full of mercy and good deeds. It shows no favoritism and is always sincere. ¹⁸ And those who are peacemakers will plant seeds of peace and reap a harvest of righteousness.” Holy Bible. New Living Translation copyright© 1996, 2004, 2007 by Tyndale House Foundation. Used by permission of [Tyndale House Publishers Inc.](http://www.tyndale.com), Carol Stream, Illinois 60188. All rights reserved.

Step one: Counseling with prayer. This will also include detentions, added work assignments, chores, etc. Parents should not question the discipline in front of the child nor put down the school for the actions taken. Any concerns can be directed to the principal in private. We must maintain an appearance of unity in our discipline at all times. Therefore, school and home becoming one. Parents may also want to set up consequences for at home if disciplinary action needs to be taken at school.

Step two: If step one fails to correct the behaviours then a student may be suspended. After a suspension, a student may be placed on a behaviour contract. The parents will be called in and they will witness the contract as well. Everyone will be accountable to help the student overcome this behaviour. This process must be done through prayer and under pastoral advisory.

Step three: If all other methods of discipline have been unsuccessful then expulsion may become necessary. Expulsion may also become necessary in the cases of serious misbehaviour such as for threatening the mental or physical well-being of others, physical assault, physical or sexual harassment or intimidation, endangering the welfare of other students/staff, foul, abusive, inappropriate language or gestures, stealing, smoking, use of drugs or alcohol, damage of the academy and others property, challenging or not complying with staff members, etc. For students with their primary address out of Canada will mean that if they are expelled from school they will be sent home at the parent's expense. All fees owed to the academy and the host family will still be required to be paid in full.

Students and Parents please note disciplinary action takes place over all extracurricular activities inside our outside of school functions. No student will be permitted to be involved in any extracurricular activity while serving a suspension. No student can be excused or have a detention postponed due to extracurricular activities. The only exception to changing the date and/or time of the detention is for a prior medical appointment or an emergency. Detentions will be served on the day the student receives it after school or the next day. A note will be sent home letting the parents know why a detention was served, for how long, etc. Parents must sign and return the next day with the fee attached. We suggest the student pay for it or they work around the home to pay off their debt. This will result in fewer detentions!!! This was not enforced last school year but will be enforced this coming school year.

The fee for a detention for 30 minutes and under is \$5.00, for 31 minutes and above is \$10.00. This money will go into the fund to help support positive behaviours through our reward and merit shop program.

Safety

At Ottawa Victory Christian Academy safety is a priority. We do fire drills and lock down drills on a regular basis. Please note we do these not to scare children but to keep them from panicking in case of an emergency. Students cannot be excused from these drills. However, we will ensure that any child with a special need will be helped to remain calm during the process.

Fire Drills

At Ottawa Victory Christian Academy we will do a minimum of 4 fire drills per school year. We have our fire emergency exits posted in each classroom. We will discuss alternative exits if the normal ones are blocked. We may even practise alternative routes. We will teach children where the emergency fire pulls are and the importance of not pulling them in a non emergency. If a child pulls one in a non emergency situation, the parents will be held responsible for payment. We will teach them where the fire extinguishers are and show the more responsible students how to use these.

Parents you can help keep your child safe by periodically asking your child important questions such as:

1. When you are at school where do you exit if there is a fire?
2. If an alarm goes off how do you leave your classroom?
3. What do you do if you are in the bathroom and an alarm goes off?
4. Where is your class meeting spot?
5. What do you do if you see or smell smoke/fire?
6. Can you tell me the fire drill procedures?

Lockdown Drills

At Ottawa Victory Christian Academy we do lockdown drills of a minimum of two per school year. Yes, this can be scary for some children but necessary for the times we live in. We pray that we never have to experience a real lockdown but must be prepared in case.

When a lockdown drill occurs, students must immediately go into their hiding spots. Each classroom supervisor will establish these hiding spots in the classroom. Usually, it is under the desk. If safe to do so the window in door will be blocked, lights turned out, and blinds closed on windows. Students will be taught to be silent during these drills. **NO ONE IS EVER ALLOWED TO CALL LOCKDOWN WITHOUT THERE BEING A REAL LOCKDOWN!!** In case of a drill, the local police liaison officer will be notified and only the principal or acting principal will call out “lockdown”.

Emergency School Closing

From time to time the school may need to close for a day due to inclement weather or other emergencies. When this happens information will be made available on the academy's website www.ovcacademy.ca, through CTV school closure announcements, via fan out email and phone, in some cases text message, and on Facebook. We will try to contact parents as quickly as we can. Students and parents are to assume that classes will be held unless an announcement is made. Generally if buses are not running for the Ottawa Carleton District School Board then the school will be closed as well. As we said previously we value the safety of our children and staff. Thus, if the weather dictates it is not safe for children to travel then it is not safe for staff to travel. If we hear the day before that there is a possible day the school will be closed we will send work home for students to do. If they do this work, they will be rewarded.

What if there is an emergency during the school day and the school must close? We will make every effort to contact you or your emergency contacts. If we are unable to reach anyone we will leave messages as to what action has been taken and where your child can be picked up from. Parents please keep all contact information up to date!

Student Illness during the day

What happens if a student becomes ill during the day?

If a student becomes ill during the day, he or she should inform a supervisor. If it is determined that the student should go home, the parents will be contacted by phone. No student will be sent home early unless contact has been made with a parent or emergency contact. It will be expected that a parent or emergency contact will pick up the student. If no one can be reached, every effort will be made to make the student comfortable.

What happens if a student becomes injured during the day?

Standard first aid procedures will be followed and if we are unable to reach a parent or emergency contact, we will use our best judgement as to if the child needs further medical treatment or not. This may include taking said child to a nearby clinic or phoning an ambulance. We would rather error on the cautious side, than not take any action. Any medical costs, transportation costs, etc. are responsibility of the parent.