



CHRISTIAN EDUCATION THAT MATTERS

Revised August 2017



OAS Handbook

The Ottawa Adventist School family exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.



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HOME AND SCHOOL

The Home and School Committee serves as a liaison and facilitator among parents, teachers, school and School Board. This function is complementary to the function of the School Board, which is in turn responsible and accountable to the Church Board. The Home and School Committee is responsible for fundraising and planning monthly meetings that provide a forum for members of the church, parents of the church school children and the teachers to exchange ideas. To promote quality parenting through presentations and discussion. When necessary the leader acts as liaison between the Home and School. Parents are encouraged to attend the monthly Home and School meetings.



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WELCOME

The Ottawa Adventist School (OAS) was established in Ottawa, in 1971, on Spencer Street. In 1973, it was relocated to the Ottawa Seventh-day Adventist Church basement on Benjamin Street. In 1974, OAS moved to the facility beside the Ottawa Seventh-day Adventist Church. And has been currently, successfully operating in this facility.

The Ottawa Adventist School is owned and operated by the Seventh-day Adventist Church of Ontario and is part of a world-wide Seventh-day Adventist Educational System which includes 92 Colleges and Universities, plus more than 5, 000 elementary and secondary schools. Presently here in Ontario there are nine elementary conference schools and two high schools.



MISSION STATEMENT

To provide a well-balanced education program in a safe, caring environment, where students are encouraged to reach the highest potential; to teach Christian values and reflect them by serving the community; to encourage students to be independent thinkers and effective problem solvers.

SAFETY

The Ottawa Adventist School complies with local Building and Fire Codes. Fire drills are held throughout the year. The Ottawa Health Unit provides immunization checks and regulates OAS in matters of public health concerns. We require that all staff members and volunteers of OAS have a current police record check on file.

STORMS PROCEDURES

In extreme weather conditions, the school will follow the same procedure as the other schools in the Ottawa Carleton area. School cancellation will be announced through an automated message system. We will do our very best to notify families of cancellations, however information will be available by calling the school and listening to a recorded message pertaining to the situation. The date and time of the recording will be indicated in the message.

ACCIDENTS AND ILLNESS

Children should not be sent to school if there are definite signs of ill health in the morning. The following symptoms suggest the child should remain at home: pale or flushed face; rash or infection of the skin; headache; red or pink eyes; temperatures over 38 degrees Celsius; loss of energy or decrease in activity; nausea, vomiting, stomach ache and /or diarrhea; ear ache, sore throat; coughing, sneezing and/or runny nose because of cold. Children who have pink eye, chicken pox, head lice, ringworm or any communicable disease must be kept at home until a doctor's note is obtained. This note must accompany the child on the first day back to school. Children who are able to attend school will be expected to play outside during recess.



LANGUAGE ARTS

Students are taught the importance of effective reading, writing, listening and speaking skills. These skills are developed for practical uses in society. Students are taught grammar, handwriting, phonics and spelling according to their level.

MATHEMATICS

Students are taught using a variety of manipulatives, real-life examples, problem solving, computations and math concepts. Students are provided with additional supplementary material to provide reinforcement and re-teaching.

PHYSICAL EDUCATION/HEALTH

Students are encouraged to develop healthy lifestyles by making responsible choices. Students exercise daily and realize the importance of this healthy practice. Students develop eye-hand coordination, good sportsmanship, movement, balance speed and strength building skills.

SCIENCE/TECHNOLOGY

Students are taught to use various scientific equipment and terminology. Students are provided opportunities to explore science with both hands on experiments/activities and technological devices. Students learn how they can participate in protecting the environment in which they live in terms of waste, etc. They also learn how they can play a role in preserving their present and future environment. Students utilize the scientific method and demonstrate their understanding in the Annual School Science Fair.

SOCIAL STUDIES/HISTORY

Students are taught the cultural heritage of Canada; its diversity and multiculturalism. Students learn about the structure of the Canadian government and how it has evolved over time. Students learn about other communities worldwide and make comparisons and Contrasts: Students also develop mapping skills.



PHILOSOPHY

The Ottawa Adventist School is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children.

A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools.

We respect His divine authority and recognize His intervention in human affairs.

We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come.

To achieve this goal, we encourage each student to:

- ◆ Develop a personal relationship with God and his fellow men as stated in Matthew 2:37-39.
- ◆ Master the basic academic skills.
- ◆ Value labor, physical and mental.
- ◆ Cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

The Ottawa Adventist School operated in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church.

We believe in:

- ◆ God as Creator and Sustainer.
- ◆ Upholding the principles of the Bible and the standards of the Seventh-day Adventist Church.
- ◆ The goal of education and evangelism being the same--- redemption.
- ◆ Providing a Christ-centered curriculum.
- ◆ Working in partnership with the home, church, and community.
- ◆ Promoting a healthy, well-balanced lifestyle.
- ◆ Providing a safe, drug-free environment.
- ◆ Providing our students with skills that will help them cultivate a healthy interpersonal relationships.

FINANCIAL OVERVIEW

The Ottawa Adventist School has four major sources of income: The Ontario Conference Subsidy. Constituent churches' operating subsidies, tuition, and fundraising.

There are two different categories of tuition fees: constituent, and non-constituent. "Constituent" refers to those who are members of the Nepean Seventh-day Adventist Church, Ottawa Seventh-day Adventist Church, Ottawa East Seventh-day Adventist Church, Ottawa French Seventh-day Adventist Church, Ottawa Spanish Seventh-day Adventist Church and the Orleans French Company and the Orleans Seventh-day Adventist Company.

FINANCIAL INFORMATION

The Ottawa Adventist School is subsidized by the Ontario Conference of Seventh-day Adventists and the local constituent churches of the Ottawa area.

Parents have the following payment options:

September to June - 10 equal payments which must be paid by the 15th of each month.

Semi-annually - September 25th and February 15th

Full payments – made by September 1st (will receive a 5% discount) which will be reimbursed at the end of the school year.

All parents/guardians are required to sign a financial agreement and pay registration fees at the time of registration, refer to the registration form for the current registration fee. **Please note that fees are subject to change.** Post-dated cheques **must** be presented with your first payment. All cheques are to be made payable to: **THE OTTAWA ADVENTIST SCHOOL**. Fees can also be paid online through "ADVENTISTSCHOOLPAY" located on our website: <http://www.ottawaadventistschool.org/>

FINANCIAL STATEMENTS

Financial statements are made by the school treasurer and are distributed to parents. Questions pertaining to the school budget may be directed to the Ottawa Adventist School Board.

ONTARIO STUDENT RECORD (OSR)

The Ontario Student Record (OSR) is a confidential file required by the Ontario Ministry of Education. It consists of photographs, achievement forms, documents and other relevant information about a student. When a student transfers to another school, the OSR will be forwarded upon written request of that school. The folder cannot be transferred to any school outside of Ontario. Only authorized personnel may have access to this record.

CURRICULUM

Following is a brief description of the curriculum:

BIBLE

Bible is taught from our denominational books approved by the denominational North American Division. Our Bible program consists of a variety of activities, projects, and textbook/workbook activities based on Biblical events/stories. These are used to illustrate the character of God and our role as Christians. Most of all, we encourage students to develop a personal relationship with Jesus using the Bible as our point of reference.

FINE ARTS

Students are taught drama/choreography, art, and music. They are encouraged to express themselves creatively and skillfully in these subject areas.

FRENCH

Students are taught grammar, reading, listening, writing, and speaking in the French language. Cultural dimensions focus on a variety of French-speaking countries. Students are exposed to French speaking individuals from diverse French speaking environments. They are also given opportunities to speak the language in the community.

COMUNICATIONS

The school uses a variety of methods to ensure effective communication between the school and home. Student agendas, school newsletters, memos, parent/ teacher interviews, parent meetings, bulletin boards. Announcement board and web site are some of our communication tools.

AGENDA

All students from JK to Gr. 8 will be issued a student agenda, which is used to facilitate communication between school and home. This also develops organizational skills and teaches children to record their assignments, test dates and special events. Ensure that you sign or initial the Student Agenda every day! Replacement of student agendas will be charged to your account.

HONOUR ROLL/PRINCIPAL'S LIST

Students who achieve a minimum overall average of 80% -100% qualify for the Honour Roll or Principal's List respectively. Grades 1 -3 students in this category will receive a Certificate of Distinction.

GRADUATION

Graduation programs are planned for Senior Kindergarten and Grade 8 students at the end of the school year, Students' school fees must be current in order to participate in the graduation service.

INCOMPLETE WORK

An "I" indicates that a student has not completed all the requirements to receive a final grade for a class. Completion is required within two weeks following the receipt of the report card.

STUDENT EVALUATION

OAS participates in the National Canadian Achievement Tests (CAT) which measures achievement in the basic skills generally taught in schools across Canada. CAT is a set of tests of reading, mathematics, language, writing and spelling. Students tested with CAT can have their results compared with those obtained from large, representative samples of students from across Canada. Their results can also be compared to curricular expectations. CAT is the only major Canadian owned and Canadian designed national test. In addition to its use by schools, part of CAT has been chosen by Statistics Canada as the basis for tracking achievement over time.

FINANCIAL AID

An application for financial assistance is available upon special request to the school board treasurer. A request for financial assistance needs to be completed and signed before the request can be processed.

Parent(s)/Guardian(s) will be notified in writing of the school board's decision. Any requested information will be kept in strict confidence. Only the treasurer will know the name of the family making the request, unless circumstances deem otherwise. **This request needs to be submitted no later than 30 days prior to the first day of school.**

REFUNDS

There will be **no refunds** for students who begin school after the school year has begun, they are still required to pay full tuition fees. Students who transfer from another school during the school year, will be billed from the day they started at the Ottawa Adventist School, while those who withdraw will be charged up to the last month's attendance. **No rebates will be granted for vacations/short-term absences.** Students who have registered late or are absent for a certain period but makes up the work and receive grades. Will be charged full tuition fees.

ADDITIONAL CHARGES

Items not covered by the tuition fees includes but are not limited to the following:

Registration Fee, Student Agenda and Year Books . Please see the school principal for prices.

DELINQUENT ACCOUNTS

Should an account becomes more than **60 days overdue**, the student(s) may be asked to withdraw from school. **The school board reserves the right to place an interest charge on accounts delinquent for over 30 days. No report cards will be given and student will not be re-admitted until his/her previous account is paid in full, or prior financial arrangements have been made with the school treasurer.** Tuition rates are set each year by the School Board. Current rates are available by contacting the school and by checking the website:

<http://www.ottawaadventistschool.org/>

NEW ADMISSION

The School Board has the right to deny re-admittance or admittance to any student who's academic or behaviour needs cannot be met by the Ottawa Adventist School.

New students will be admitted upon:

- ◆ Review by the School Board.
- ◆ Familiarization with Seventh-day Adventist beliefs.
- ◆ Completion of registration forms.
- ◆ Receipt of scholastic records from previous school.
- ◆ Placement evaluation by prospective teacher and principal.
- ◆ Financial arrangements approved by school treasurer.
- ◆ Verification of status in Canada.
- ◆ Classroom space availability.

Minimum age requirements for admittance are as follows:

Junior Kindergarten: Child must be four (4) years of age by December 31 of the current school year.

Senior Kindergarten: Child must be five (5) years of age by December 31 of the current school year.

RE-ADMISSION

Enrolled students must complete the re-registration package and pay registration fees in a timely manner. Re-registration is to be completed by the end of April of the current school year. Students entering school for the first time must have proof of age and status in Canada. Such as Birth Certificate, Permanent Residence card, citizenship certificate, passport etc.

Level three offenses involve the most serious infractions and require the student to be sent to the principal. The principal will attempt to resolve the problem in one of these ways, but will not be limited by these:

- ◆ In-school suspension and parent conference.
- ◆ Suspension from the school and parent conference.
- ◆ Parent conference and student referred to school board with the recommendation that the student be withdrawn from the school.
- ◆ The teachers and principal have the authority to make adjustments in procedures at their discretion.
- ◆ **Guideline Descriptions of Inappropriate Behaviour**
- ◆ **(This list is not all-inclusive and any behaviour that is seen as derogatory to a positive school environment can be included).**

GRIEVANCE PROCEDURES

If there is a concern regarding the way in which a teacher handles a situation, please follow these procedures (see Matthew 18:15-17):

1. Make an appointment with your child's teacher to resolve the issue.
2. If the problem cannot be resolved between the teacher and the parent, an appointment should be made with the Principal and teacher for further discussion of the problem.

GUIDELINES FOR PARENT(S)/GUARDIAN (S)

- ◆ Support the ideals taught in the school
- ◆ Encourage good health habits
- ◆ Participate in and support school activities
- ◆ Ensure child is in proper uniform
- ◆ Encourage punctuality
- ◆ Cultivate positive relationships with teachers and administration
- ◆ Fulfill financial obligations promptly
- ◆ Actively participate in child's education
- ◆ Assume responsibility for damages to property or equipment caused by child
- ◆ Ensure that the contractual agreement with the school is maintained.

Level two offenses are dealt with immediately and require a written record of the offense. The offending student may then be sent to the principal for a conference. During that conference, the principal may attempt to resolve the rule violation in one of the following ways, but will not be limited by these:

- ◆ **Written contract with the student.**
- ◆ **Detention.**
- ◆ **Parents will be contacted by telephone or by letter.**
- ◆ **Written report related to the offense.**

Level Three Offenses

Vandalism: Destruction that has permanently damaging effects upon the school or private property. Vandalism also includes the making of a mess, such as graffiti, sprayed paint etc.

Outlawed materials: The use of materials that are dangerous to health and safety of students, teachers and guests of the school. (This includes matches, fireworks, chemicals, firearms, knives, etc.) **Insubordination or abusive language/gestures:** A belligerent, abusive act or gesture that is directed at any employee of the school, which involves more than a simple refusal to do something.

Bullying or provoking others: An attempt to violate other students' rights. (This can be physical or verbal embarrassment, intentionally mishandling another students' property etc.)

Aiding and abetting: Urging another student to do something that is against the law or school regulations. Covering up for a student who has done something in violation of the regulations.

Theft: Removing or using property belonging to the school, a teacher, or a student without the permission of its owner.

Controlled substances: Actual possession, use or transfer or sale of drugs, alcohol, cigarettes, or drug related substances.

Cheating: Using sources of information for doing schoolwork that are not approved by the teacher.

Forging signatures: Signing another person's name without the necessary permission.

STUDENT STATUS

Parent(s)/guardian(s) or sponsor(s) of students who are Canadian Citizens or Landed Immigrants are allowed to pay tuition on a monthly basis. Tuition payments are due on the 15th of each month. **Parents and other sponsors are expected to honour their financial arrangement consistently and regularly.**

VISA STUDENTS

In addition to documents and the application fee, Visa Students are required to submit a testing fee and the term's tuition before a letter is issued to assist in the securing of student authorization.

VISITING STUDENTS

At the beginning of each semester, visiting students are required to pay in full a semester's tuition.



IMMUNIZATION FOR SCHOOL ATTENDANCE

As a parent, keeping your kids safe and healthy is your number one priority. All children attending school between ages 4 to 17 need to be immunized according to Ontario's Immunization Schedule. Immunization protects children from many serious diseases that are easily spread in schools.

What's new?

Starting in the 2014/15 school year, children need to have proof of immunization against meningococcal disease, whooping cough and chickenpox to attend school. This is in addition to existing requirements for proof of immunization against many other diseases (see checklist below). The number of shots (doses) required for tetanus, diphtheria, polio and mumps has also been updated. Children who are not fully immunized may not be allowed to attend school.

What you need to do?

Check with your health care provider or local public health unit to make sure your child has all the vaccines needed to attend school. If your child has followed the immunization schedule, no further vaccines will be needed.

Did you know that it's your responsibility to report your child's updated immunization records to your local public health unit? Your health care provider does not report these records for you.

What diseases do children and adolescents need to be immunized against to attend school in Ontario?

Children and adolescents attending primary or secondary school in Ontario must have proof of immunization against the following diseases:

- ◆ Diphtheria
- ◆ Tetanus
- ◆ Polio
- ◆ Measles
- ◆ Mumps
- ◆ Rubella
- ◆ Meningococcal Disease - NEW requirement for 2014/15 school year.
- ◆ Pertussis (whooping cough) - NEW requirement for 2014/15 school year.
- ◆ Varicella (chickenpox) - NEW requirement for 2014/15 school year, for children born in 2010 or later.

Please see the website below for more information or contact our school office for any concerns regarding immunization.

<http://www.health.gov.on.ca/en/public/programs/immunization/ispa.aspx>

The behaviour guidelines are divided into three levels of offenses and the consequences

Level One Offenses

If a rule is broken, the teacher will speak to the student about the infraction and the inappropriate behaviour involved. For repeat offense, the teacher and/or principal may consider the following options to resolve the infraction, but will not be limited by them.

The teacher will:

- ◆ have the student prepare a
- ◆ contract listing the offense and a solution to the problem.
- ◆ Contact the principal for a conference involving teacher and parent.

Level Two Offenses

Tussling: Hitting, shoving, punching, kicking, slapping, Fighting or assault: Violent body contact or words written or stated that harms or has the potential to harm someone emotionally or physically, or grabbing in a serious and dangerous manner.

Minor vandalism: Acts that deface but do not destroy. Acts that create temporary inconvenience. Disrespect: Speaking to adults or other students in ways that show a lack of respect.
Lying: Being untruthful in word or action.

Skipping classes: Non-attendance without permission or a note from home.

Irresponsible use of school or private property: Taking library books or classroom books without checking them out according to the rules. Taking another person's books for his/her locker, Desk, or book bag without permission of the student.

Defiance: Ignoring written or verbal warning for level one of offenses.

Inappropriate language: Swearing or using inappropriate language against or about others.

BULLYING

In bullying there is a real or perceived power imbalance between the perpetrator and the victim. Bullying is designed to cause the victim to worry and to be annoyed to the point of distraction, and often leading the victim to fear coming to school or inability to complete normal daily activities.

Attempts to damage someone's reputation, intentional repeated hurtful acts and words, badgering, provoking anger or resentment, creating feelings of persecution, threatening or terroristic language, manipulating, or influence (as by teasing) are included in the areas considered bullying.

Bullies feed off any responses at all from their intended victims. A child who is the target of bullies should never, ever have to take responsibility for ending the bullying. When a child reports a bullying incident to a member of the OAS staff, immediate responses will be taken to determine the consequences of the inappropriate action.

Threats to personal property, individuals, staff, and family members will **not be tolerated**. When the facts are established, the perpetrator may face immediate suspension until it is determined if and when he/she will return.

Aspects to bullying

Physical: Punching, poking, hair-pulling, beating, or biting. Striking or physically contacting another student in an inappropriate manner will not be tolerated.

Verbal: Name-calling, teasing, or gossiping.

Inappropriate comments regarding race, color, gender, religion, or ethnic background.

Harassment: inappropriate touching, innuendos, and actual abuse.

Emotional or threatening: Rejecting, humiliating, ostracizing, berating personal characteristics, ethnic or cultural background, will not be tolerated.

Hazing Traditions: Aggressive behavior that may be tolerated as traditional or socially acceptable is not tolerated at OAS.

SCHOOL HOURS

Monday - Thursday 8:30 am to 3:30 pm

Friday 8:30 am to 12:00 pm

Note: Students are not to bring a lunch on Fridays as dismissal is promptly at 12:00 pm.

Except for the Junior and Senior Kindergarten classes as they will have lunch at 11 am and then dismissal at 12:00.

Before and After School Care

Before School

Our school doors will open at 7:30 A.M. each morning, Monday - Friday.

After School

The after school care program starts at 3:30 P.M. After school care will remain open until **5:00 P.M. Monday to Thursday**. If an emergency should arise and you will be later than this, please call the school to inform us that you will be late. There will be a **\$5 charge for every 10 minutes past 5pm**. This amount is due the same day, upon arrival to pick up your child.

Please remember Parent (s) / guardian must sign their child / Children out of after school care, before they leave.

NUTRITIONAL INFORMATION

The value of a wholesome, well-balanced breakfast and lunch can be of substantial aid in the education process. We encourage parents to render their assistance in this matter. We also encourage parents to uphold the standards of the Seventh Adventist church in relation to diet and health. The Ottawa Adventist School advocates the healthful benefits of a vegetarian diet and we ask that lunches do not include caffeinated drinks, and meat or meat products that are classified as "unclean" according to the Bible (see Leviticus 11). Some examples include: pork, ham, bacon, shell fish, pepperoni and sausage. If you have any questions regarding appropriate lunch choices please contact your child's teacher. Also, students should not be exchanging lunch items with other students. We encourage our student not to have gum or candies on the premises.

ATTENDANCE

Students are encouraged to arrive at least 10 minutes before class begins, so they can prepare their school supplies in time for class.

Students arriving after 8:30am and before 9:15am are considered tardy. Students arriving after 9:15am are considered absent for the morning.

Students who are late to school for any reason other than inclement weather, an unavoidable medical, dental appointment or a school sponsored event will be marked unexcused.

If the student is frequently late (7 times per semester) or absent from class, the school will work with the parent/(s) to correct the problem. In extreme cases a student may be asked to withdraw from the school. Unless a student is involved in an authorized school activity, he or she should leave immediately after dismissal.

Each student is expected to attend school punctually and regularly. For each absence, the student must bring, upon returning to school, a written note giving the date and reason of the absence signed by the parent or guardian.

If a parent wishes to have their child/children dismissed before the end of the school, they should personally, and by written request, arrange this with the teacher in advance. Such occasions should be rare.

Students may not leave the school grounds during the day without written permission from their parent/guardian, and approval of the teacher.

Parents are required to call the school no later than 8:30 a.m. to inform the teachers that their child/children will be absent or late.

The doors of the school remain locked during school hours for the safety of our children and staff. Visitors may use the doorbell when needing to enter the building during school hours. The door is only to be opened by a staff member.

All volunteers and visitors must abide by the OAS policies set forth in this handbook while on school property. Students are instructed throughout the year on matters of safety.

BEHAVIOURAL GUIDELINES

The objective of the Behaviour Guidelines is to have a fair and consistent manner to enforce regulations and policies as appropriate for the Ottawa Adventist School. It is the desire of the Academic staff to teach students to be self-disciplined citizens of their school and community.

Main Principles:

- Respect for yourself and others.
- Respect for others' property.
- Enjoy the benefits of a positive Christian lifestyle.

Consequences and Discipline

The OAS discipline policy aims to provide a redemptive Christian environment that prevents and defuses issues before they evolve into serious conflict. Reports of inappropriate behavior from J-K to eighth grade students will be investigated. These behaviors may be real or perceived and may include, but are not limited to, physical, verbal, emotional, spiritual abuse, or threats directed toward others, self, or school property. In the event incidents of disrespect, intimidation, bullying, or unsafe behaviors are identified, appropriate actions will be taken to correct the situation and prevent its recurrence.

Consequences of Inappropriate Behavior

Students engaging in inappropriate behaviors will face discipline as determined by school policy.

Consequences may include, but are not limited to the following:

- ◆ A verbal warning.
- ◆ Time out, refocus, or loss of privilege.
- ◆ A note goes home for the parent/guardian to sign and return.
- ◆ The teacher and student may develop a behavior modification plan at this time.
- ◆ Repeated violations may result in suspension or dismissal.
- ◆ In serious cases, the school may directly suspend a student.

5. **Cooperation with others in playing or in working:** Students must be willing to volunteer information in matters relating to the health, safety, and the welfare of the school community and the protection of school property.

6. **Harassing, bullying, or intimidating others will NOT be tolerated!** This applies to traveling to and from school as well as time in the classroom, at recess, walking in the hallway, using the Bathroom, or waiting for a ride home.

7. **Inappropriate physical contact and conduct:** Students will respect other individuals and their personal space.

8. **Responsibility: in completing assigned or expected tasks.**

9. **Assignments:** When a student is absent, it is the student's responsibility to request and complete assignments that were missed.

10. **Cleanliness in person and property:** Wash hands regularly. Do your part in picking up trash. Always use trash cans or wastebaskets when disposing of paper and food.

11. **Respect for property: of the school and other people's property. Students should show an attitude of respect and responsibility for the school and/or other student's property. Damaged or lost property will require reimbursement by the student.**



STANDARDS OF APPEARANCE

COSMETICS

Students who decide to wear make-up and nail polish while they are on school premises or at school-related activities, the make-up must be skin tone and the nail polish must be clear or neutral.

JEWELRY

The wearing of any form of jewelry is forbidden while on school premises and at all school related activities.

UNIFORMS

The uniform policy reflects the Ottawa Adventist School's goals of modesty and neatness. Students must be in full uniform while on school premises. Uniforms must be worn neatly at all times. Running shoes are for gym use only.

Students will not be admitted to class if the uniform code is broken, and for a repeated violation, students will be sent home.

****PLEASE REMEMBER TO LABEL ALL YOUR CHILD'S / CHILDREN'S CLOTHING AND ITEMS****



UNIFORM DESCRIPTION

The OAS uniform as set by the School Board is:

Summer

Boys and Girls

OAS white or green polo shirt, navy Bermuda style shorts. The shirts must display the school emblem. Black shoes and navy socks.

Winter Dress

Girls

OAS forest green cardigan displaying the OAS emblem. Navy tunic, or white blouse and navy skirt or navy pants. Black shoes and navy socks.

Boys

OAS forest green cardigan or forest green hoodie displaying the OAS emblem, a white shirt and navy pants. Black shoes and navy socks.

Ceremonial Dress for Special Occasions

Girls

OAS forest green cardigan displaying the OAS emblem, a white blouse with navy bow at the collar, and a navy tunic or navy skirt.

Boys

OAS forest green cardigan displaying the OAS emblem, a white shirt, forest green tie and navy pants. Black shoes and navy socks.



STUDENT CONDUCT

Classroom & School Rules

It is the goal of the OAS School Board, teachers, and staff to provide a safe environment for all members of the school community. All students and staff share in the responsibility of developing and maintaining a climate which is conducive to a wholesome Christian environment for learning and living. In addition, all students are expected to behave in a manner which will naturally bring praise and respect to God, their families, their school, and to themselves.

Attendance at OAS is a privilege. Any student whose conduct or attitude at OAS shows him/her to be in opposition to the basic principles and purpose of the school, or who maliciously destroys school property, may be dismissed or asked to withdraw from the school.

Appropriate personal habits include but are not limited to:

- 1. Truthfulness and honesty in work and actions.**
- 2. Courtesy and respect for others:** Students should be quiet in class, raise their hands to speak, not interrupt others, walk-but-not-run in the classroom and hallway, eat with proper manners, and always address adults properly (Mr., Mrs., or Miss is always proper).
- 3. Cheerful obedience to authority:** (parents, teachers, administrators, etc., and school regulations) such obedience should be willing and prompt.
- 4. Good conduct in respect to social relationships, language and recreation behavior, are expected on school grounds, at school functions, and during travel to and from school or school functions.**

