

**OCONEE CHRISTIAN ACADEMY**  
**2020-2021**  
**STUDENT HANDBOOK**



**150 His Way Circle**  
**Seneca, South Carolina 29672**  
**(864) 882-6925**  
**[oconeechristian.org](http://oconeechristian.org)**

Welcome to the Oconee Christian Academy family. We are delighted that you are a member of the student body for the 2020-2021 school year. We are excited about working with you to make this a special year of spiritual and academic growth and maturity. Our theme this year is **“Only God”**. Mark 12:30-31 says <sup>30</sup> *And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.* <sup>31</sup> *“The second is this, ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”*

The goal of Oconee Christian Academy is to offer each student quality educational opportunities in an environment of Christian purpose and principle, and to develop in every student a Christian philosophy of life.

Our educational program is based on sound academic training, Biblical discipline and the teaching of the Word of God, which is integrated into every area of life and study. Using the Bible and teachings of Christ as the center of the curriculum, our commitment is to train up our students “in the nurture and admonition of the Lord.” We count it a privilege to serve the Lord in this loving family environment.

Oconee Christian Academy provides this handbook as a means of acquainting parents and students with general information about the Academy, as well as defining some specific policies and rules. Parents (hereinafter defined to mean parents or legal guardians) and students are expected to be familiar with the handbook and sign a contract of agreement with, and support of, the school rules, policies, and procedures presented in this handbook. We feel it is vitally important to have parental involvement and support as we seek to enforce the rules and regulations set forth.

Oconee Christian Academy reserves the right to change any policy when it is deemed appropriate to do so. Notice of such changes will be given by newsletter to parents and orally to the students. It should also be understood this handbook is not to be considered all-inclusive. The Board of Trustees will make decisions and establish guidelines concerning any issues not specifically covered, as the need arises.

We request that you **keep this handbook** and that you **read it carefully**. You should be able to find answers to your basic questions. If you need further information or clarification, please call the school office at (864) 882-6925.

## OCA’S HISTORY

Several visionary parents and educators met in January 1993 to explore the possibility of providing Christian education in Oconee County. These individuals recognized that the educational process should not only prepare students academically but should also nurture their personal growth, especially in the realm of spiritual development. Out of this meeting emerged the Oconee Christian School Forum, which established the feasibility of such a school and appointed an advisory board. In April, 1993, this board prayerfully concluded that an independent, interdenominational school was within God’s will. On July 1, 1993, the nonprofit corporation known as Oconee Christian Academy (OCA) was chartered.

OCA opened its doors to children in classes K3 through the seventh grade on September 5, 1993. An additional grade was added to the school each successive year and in June of 1999 OCA graduated its first high school class. For the first eight years of its existence, OCA was blessed by the generosity of Bounty Land Baptist Church, which housed the school within its facilities.

It soon became clear, however, that if the school were to survive, it needed more space to grow. In a timely answer to prayer, God provided a miracle. Less than a mile from where classes were being held, 54 acres of land became available. Stepping out in faith, the OCA Board of Directors decided to secure a loan for the property in March of 1997. God affirmed this decision with another miracle, as the loan was paid off within two years. Soon after, the Jeremiah Project capital campaign was born, with the goal of raising enough funds to begin construction of a new school building. In 1999, the Board membership was frozen, and a Building Committee was appointed to work with Trehel Corporation and Signature Architects to design and build the new school. Although the official groundbreaking ceremony for the public was held on November 11, 2000, actual construction did not begin until February of 2001. In another notable miracle, construction was completed in only seven months. On September 4, 2001, OCA opened its new facilities on Highway 188 in Seneca. OCA earned full accreditation from ACSI (Association of Christian Schools International) and AdvancEd on July 1, 2015.

## **STATEMENT OF FAITH**

OCA is founded upon conservative, evangelical Protestant Christian principles as manifested in the inerrant Word of God, the Old and New Testament Scriptures. Therefore, OCA believes the Bible to be the foundation for all matters of life and learning. We hold firmly that God as revealed through Jesus Christ is sovereign and the center of the universe; as such, He must also be the center of our lives and the focus of our every endeavor. OCA believes that God speaks to us through His holy scriptures; therefore, we must submit unconditionally to the authority of the Bible, and recognize His scriptures as the exclusive standard for Christian education. In addition:

- 1) We believe the Bible to be the only inspired, infallible Word of God; as such, it is the final authority in all matters of life and faith.
- 2) We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- 3) We believe that God created man in His own image and granted man free will; that man chose to sin against God, leading to physical and spiritual death; that this spiritual death separates man from God; and that all people are born with a sinful nature.
- 4) We believe in both the deity and humanity of Jesus Christ, His virgin birth, His sinless life, and His numerous miracles.
- 5) We believe that Jesus Christ died a vicarious death as an atonement for our sins, and that all who believe in Him are justified by the blood He shed.
- 6) We believe in the bodily resurrection of Jesus Christ, His ascension into heaven, His seating at the right hand of the Father, and His eventual return to earth where He will rule His Kingdom in power and glory.
- 7) We believe that salvation cannot be earned through any work of our own, but is only available from God through His grace; therefore, salvation can only be achieved by confessing sin, faithfully accepting Jesus Christ as personal Savior, and being reborn and regenerated through the work of the Holy Spirit.
- 8) We believe in the resurrection of both the saved and the lost: those that are saved unto a resurrection of eternal life, and those that are lost unto a resurrection of eternal damnation.
- 9) We believe that all Christians are unified in spirit through our Lord Jesus Christ.
- 10) We believe that the indwelling of the Holy Spirit enables the Christian to live a Godly life.

## **MISSION STATEMENT**

To honor, glorify, and serve our Savior, Jesus Christ, by providing our students a quality education through a curriculum founded on Biblical truths, and by nurturing our students' personal development through various social and extracurricular opportunities.

## **VISION STATEMENT**

To help our students identify and develop their own unique, God-given gifts; to challenge our students to use these gifts in becoming honorable and productive citizens; to encourage our students to grow in Christian character and conduct; and to send our students into the world committed to the service of Jesus Christ.

## **PURPOSE**

To provide our students a quality education, to partner with a child's family and church in the character development of each student, and to lead both our students and families to a closer walk with Jesus Christ.

## **SCHOOL BOARD ENDS STATEMENTS**

Oconee Christian Academy (OCA) equips students of Christian parents to thrive spiritually, academically, socially, and physically in the next facet of life.

1. Students receive an excellent Christian education at a reasonable tuition cost.
2. Low finances do not prevent enrollment for children from qualified Christian families to the extent of available financial aid.
3. Students receive an integrated, biblical world view.
4. Graduates are equipped to thrive in future academic studies.
  - a. Average ACT/SAT scores will meet or exceed national average.
  - b. The average score for every grade tested will meet or exceed the 70th percentile on nationally standardized tests.
5. Students increasingly live passionate, Christ-centered lives as evidenced by:
  - a. Rooted and deepening faith.
  - b. Each one understanding his/her giftedness for serving God.
  - c. Possession of an integrated biblical worldview.
  - d. Wholeheartedness in all things to the glory of God.
  - e. Bearing the fruit of the Spirit.

## **OCA FACULTY & STAFF ASSIGNMENTS FOR 2020-2021**

Jodi Lingle.....	Kindergarten
Christine Hampton.....	1 <sup>st</sup> Grade
Andrea Kelly.....	2 <sup>nd</sup> Grade
Jim Watson.....	3 <sup>rd</sup> Grade
Amanda Brown.....	4 <sup>th</sup> Grade
Charlene Price.....	5 <sup>th</sup> Grade
Julie Bellotte.....	K-12 <sup>th</sup> Grade Music
Courtney DeLoatche.....	K-12 <sup>th</sup> Grade Art
Jennifer Woodring.....	Athletic Director/Upper School
Greyson Williams.....	Upper School/Elementary
Beth Cooper.....	Upper School
Lisa King.....	Upper School
Carol Smith.....	Upper School
Anna Kate Becker.....	Upper School
Ralph Looney.....	Upper School
Jenny Keaton.....	Upper School
Lisa Strawderman.....	Upper School
Scott Glenn.....	Upper School, Campus Pastor
Keena Chambers.....	Resource
Lara Strickland.....	Curriculum/STEAM Coordinator
Gayle Long.....	Business Manager
Tonya Price.....	Admissions/Volunteer Coordinator
April Burgess.....	School Nurse
Kathi Rosenberger.....	Food Service Manager
Renee Wooten.....	Custodian
Pamela Edgar-Crain.....	Head of School
Dean Bare.....	Chief Operations Officer

### **ACADEMIC HONESTY**

The Family Covenant gives clear guidelines regarding the academic honesty standards expected of all students. Plagiarism means, “to steal or extract and pass off as one’s own ideas, words, writings, etc., of another” (Webster’s New Collegiate Dictionary). Any student who commits plagiarism will receive a “0” on the assignment and the teacher will exercise a reasonable effort to communicate with the parents. If a second instance occurs, school administration will be notified and the student will receive a “0” on that assignment, and may receive an “F” for that grading period. School administration may also exercise various school discipline for this offense, including in-school suspension or out-of-school suspension. On a third occurrence, the student will be required to appear before the Head of School and accept their decision on continuing his/her career at OCA.

Even though some publishers will sell teacher manuals and test books/banks, OCA prohibits the purchase or use of these materials by any person associated with the school. Copying of tests is strictly forbidden, as is sharing answers (homework, tests, projects, or book reports, etc.). Work

may not be saved for future use with students/siblings. (This does not mean that parents cannot help students with the aforementioned items.)

Because of the serious nature of the issues in this section violation of these policies may result in automatic student dismissal.

## **ADMISSION FOR NEW STUDENTS**

Oconee Christian Academy desires for each parent and student to come to a saving knowledge of Jesus Christ and become active in a local body of believers. OCA also believes that the primary responsibility for a child's education lies with the parents (Ephesians 6:4) and that this education should be grounded in sound Christian principles (Deuteronomy 6:1-9, Psalm 78:5-6, and Proverbs 22:6).

Oconee Christian Academy admits and welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and payment programs, and athletic and other school administered programs.

Oconee Christian Academy is interested in attracting students who are motivated to learn, strong in character, and who are amenable to high quality Christian instruction. Our programs are designed to meet the needs of students who are average or above average in ability and achievement. At the present time, the Academy may not be able to provide programs that can meet the needs of some students who may require unique or specialized learning programs.

It is understood that Oconee Christian Academy reserves the right to refuse admission to anyone based solely on the discretion of the administration. Please note that the school does not usually accept transfer students who have failed to do acceptable work at other schools or have been subject to disciplinary action at those schools. Oconee Christian Academy does not enroll or retain married students.

The following procedures will be helpful to parents of prospective students applying for admission to Oconee Christian Academy:

- All students should have a desire to attend the Academy.
- A registration fee must be submitted to the Academy office. The registration fee is not refundable unless the Academy is unable to accept the applicant for enrollment.
- The student's academic and deportment records from the last school attended should be submitted to the OCA office before admission. The most recent standardized test results should be submitted for any student entering grades 2-12, or they may be required to take an admissions test.
- Students must be living under the authority and in the residence of a parent or legal guardian even if they are over 18 years of age.
- Proof of legal guardianship, regardless of age, shall be available upon request for all students.
- An interview between the prospective student and the administration will be held before the student is accepted for admittance.
- An interview with at least one parent will be held with the administration before students are enrolled. Students in sixth grade and above must be present during the parent interview.
- Parents must read and be familiar with the handbook, support the school's Statement of Faith, and sign the OCA Family Covenant as written, expressing their support of the

school's program. Parents of students in 1st through 5th grade must discuss the handbook with their child(ren) and sign the Family Covenant for the child(ren). Students in grades 6 through 12 should be familiar with the handbook before signing the OCA Family Covenant. Students should cooperate and agree with the purpose and program of the school.

### **Age Requirements**

A certified copy of the birth certificate (not a hospital or ceremonial copy) is required for each student who enters Oconee Christian Academy. All students entering our kindergarten program must have reached their fifth birthday by September 1. Students who are enrolled in first grade should have reached their sixth birthday by September 1.

### **Health Requirements**

Due to South Carolina law, we require an up-to-date South Carolina DHEC Certificate of Immunization for each student, no later than the first week of school. Students enrolling at OCA for the first time must present a completed South Carolina DHEC Certificate of Immunization, either initially, or as a part of the records transferred from their previous school. All students enrolling at Oconee Christian Academy must have all medical information entered into Gradelink. Students requiring special medical attention will be accepted on the approval of the Administration. For the 2020-2021 school year all 7<sup>th</sup> graders are required to have been given a Tdap immunization.

### **Financial Requirements**

Parents will not be allowed to enroll a student in Oconee Christian Academy if they still owe money to a previous Christian school, or to re-enroll if they still owe Oconee Christian Academy a balance from the previous school year. (Please refer to fee schedule).

## **ATTENDANCE**

Daily attendance is essential to good academic progress. Not only does regular attendance help academic success, it also builds proper attitudes toward responsibility.

Sick students (generally indicated by an above-normal temperature or vomiting) should be kept at home until well. Students should have normal temperatures for **at least 24 hours** and have had no vomiting for **at least 12 hours** before returning to school. The American Academy of Pediatrics standard for a fever (revised 12-1-2006) is 100.4°F or above. Any temperature between 97°F and 100.4°F is considered normal. (2020-2021 COVID Protocol will be students with temps 99.5 or higher will be sent home.)

### **Absences**

Oconee Christian Academy adopted the new South Carolina state policies concerning attendance for the 2020-2021 school year. Under this policy, students are “absent” if they miss 50% of their instructional day for any reason, regardless of whether the absence is excused or unexcused. OCA does not differentiate between excused and unexcused absences.

In K-5<sup>th</sup> grade, a student who misses more than 50% of the school day for any reason will be counted absent. The student will not earn credit for perfect attendance if he or she misses more than 50 % of the school day. In K-5<sup>th</sup> grade, to be counted present for the day, students must arrive by 11:30am and remain at school the rest of the day. Students must attend the entire time to be counted present on half days.

In 6<sup>th</sup>-12<sup>th</sup> grade, attendance is based on class periods. For example, if a student attends three of six periods, he/she is marked present in three and absent in three. This student would be marked present for the day based on the policy's 50% definition. Please note: On OCA Upper School Chapel days, a student would need to attend four of seven scheduled classes for the day to be counted present for the day. If the middle and high school students' daily attendance reflect an absence, the student will not earn credit for the day for perfect attendance.

All OCA students are allowed 9 absences per semester. All absences will count against the total number of absences allowed per semester, with the exception of school athletic absences and field trips. Notes are required from parents, doctors, counselors, etc. in case an appeal is requested for cases of excessive absences. If a student's absence is not verified with a note, they may be considered truant and disciplined accordingly. Work missed during an absence must be made up by the student unless otherwise decided by administration.

If a student misses more than 9 days during a semester, they are in jeopardy of losing credit for those classes with excessive absences. Credit recovery time may be allowed during the semester in after school sessions coordinated by administration. Summer credit recovery may be required coordinated by administration.

**Students may be excused for other exceptional reasons (i.e. family trips, difficult-to-schedule doctor's appointments, or church youth trips) when the parents have requested permission from the administration at least one (1) week in advance.** Once permission is received, teachers will complete a written list of assignments to be completed by student. Trips that have not received permission as specified will be unexcused.

Students must report to the main school office to get a re-admit slip after any absence. They will not be permitted into class until that is obtained.

***Please note that students taking Dual Enrollment classes at OCA are subject to the attendance policies of the college or university providing the college credit. OCA faculty will make these policies known to their students.***

### **Make-Up Work**

Students are responsible for getting their assignments from their teachers and completing them in the allotted time. If a student is absent due to a planned absence, the student should obtain all of his/her assignments prior to departure. Students will have one day for each day they are absent to make up any work or tests missed in class. Make-up tests will normally be scheduled before or after school. Students are permitted pre-approved absences during the school year. Pre-approved absences include but are not limited to family vacation with the student's own family, a church retreat, or a mission trip. Administration has discretion in this area.

### **Perfect Attendance**

To receive this award a student must be present all day every day.



## **Leaving School**

A written parental request stating the time and the reason will be required for any student leaving school early. This note is to be brought to the office that morning, when the student arrives at school. Any student who leaves campus at any time without permission will be subject to disciplinary action. Students dismissed early must be picked up from the school office. Parents must come to the office--not to the classroom. The student will be called to the office and must be signed out on the official sign-out log. It is the student's responsibility to obtain homework assignments before leaving. Students leaving early must turn in any work that is due on that day. If the student fails to turn in work until the following day, the work will follow the policy for late work.

Senior class off-campus lunches may occur once a month if scheduled and supervised by a teacher. Parent Permission form for the year must be on file in the main office.

## **Tardy Policy**

### **Tardiness to School**

Students are to report to homeroom upon morning arrival. A bell will ring at 8:05 a.m. to begin homeroom. Homeroom ends at 8:10 a.m. Homeroom is student's first block class. Students arriving after 8:10 must report to the main office before going to class. Acquiring excessive unexcused tardies may cause your child to be retained or required to complete the summer review packet. Tardy counts start over at the beginning of second semester.

### **Excessive Tardiness to School Consequence**

3 tardies per semester without penalty (excused or unexcused)

Excessive tardies will result in a parent conference and further disciplinary action by administration.

### **Tardiness to Individual Classes**

Students are expected to be in their seats when the bell rings. Students who are tardy (unexcused) will receive the following per semester:

- 1st tardy – Warning to student from teacher
- 2nd tardy – Warning to student from teacher and parents notified by teacher via email
- 3rd tardy – Parents notified; 1 detention served within 24 hours of parent notification
- 4th tardy – Parents notified; 1 hour of service within 5 days of offense

If hour of service is not documented and submitted to assigning teacher within 5 days of occurrence, parents are notified and student meets with Head of School and Chief Operations Officer.

## **BEHAVIOR AT SPECIAL EVENTS**

Field trips and special events can be a valuable part of the learning experience, and will be scheduled from time to time to various places of interest. A note of explanation and a parent permission form, which must be signed and returned, will precede all field trips or other off-campus special events. Dress code and discipline policies established for the school will also apply to such events.

Any and all programs, projects, parties, and trips in which OCA students will be involved must be pre-approved in writing by the administration. The appointed sponsor must strictly supervise all plans for such activities, and all students involved must cooperate fully with that sponsor.

While in attendance at plays, concerts, or any other type of auditorium event, OCA students must demonstrate polite, respectful behavior by remaining quietly seated throughout the production. Exemplary behavior is also expected during chapel and other activities and events on the OCA campus. OCA Dress Code is required at all school-sponsored events, whether on or off campus.

## **BENEVOLENCE**

Periodically, a student-led, all-school initiative will be permitted to meet a need through collecting food, clothing, etc. Such initiatives must meet the approval of the administration.

## **BIBLE TRANSLATION**

OCA faculty will instruct their classes as to which Bible translation to use for memorization. Students may request to utilize other translations.

## **BOOK SELECTION POLICY**

The fact that a certain book is used as a textbook or as supplemental reading for a class, or is placed in the library, does not necessarily mean that OCA endorses its content from the standpoint of morals, philosophy, theology, or scientific hypotheses.

It is our policy to help our students develop a mature, Christian attitude when dealing with objectionable material found in some books. We want students to understand that there are certain morals, terminologies, philosophies, ideals, etc., which we can neither condone nor practice as Christians.

## **BOY/GIRL RELATIONSHIPS**

Oconee Christian Academy provides opportunities for boys and girls to cultivate friendships with those of the opposite sex who hold to Christian principles and reflect high moral standards. It is inevitable that in some instances these associations will deepen into more than passing friendships. We recognize some students on our campus will not possess the maturity needed to handle intimacy in a responsible manner.

Physical contact in boy/girl relationships is limited to holding hands. Couples must not be together without an adult chaperone at any place on the school grounds before, during, or after school or at any school related function. Unquestionable, exemplary conduct is expected of all OCA students. Inappropriate behavior may result in suspension or expulsion.

## **CAMPUS CONTROL AND VISITATION**

For the safety and security of all students and staff, OCA operates as a closed campus. Doors are locked after morning drop off. Visitors are to report to the receptionist's office through the front doors, sign in, and wear an OCA name badge. Only approved family members, alumni, pastors, youth leaders, prospective students, and other school-invited guests are permitted to visit the campus during the school day. Classroom visits require advance approval from administration. Former OCA students and alumni will be limited to visitation during Upper School lunch and must sign in and get approval from an administrator before entering the cafetorium. Former students and alumni must leave campus after lunch period.

Deliveries of lunch should be made to the receptionist's office during lunch time only.

Students may leave campus only with parental and administrative approval. Parents may not take non-custodial children from campus during school hours.

## **CHAPEL GUIDELINES**

Chapel is an important time of spiritual growth for both students and faculty. Student participation is desired and expected at all times. Students are expected to demonstrate attentiveness, courtesy and respect at all times during chapel. Students should also bring their Bibles to chapel each time. Parents are welcome to attend chapel services. Parents visiting for chapel must check in main office for a temperature check and will be asked to wear facial covering (mask). Elementary Chapel will be on Wednesdays 9:00am—9:45am. Upper School Chapel will be on Thursdays 9:39am—10:25am.

## **CHILD ABUSE REPORT**

As a matter of law, our staff is required to report suspected acts of child abuse to the Department of Social Services.

## **CLASS CELEBRATIONS - ELEMENTARY**

All celebrations, seasonal and otherwise, planned by faculty, parents, or students to be held during class time must be pre-approved in writing by the Head of School. Parents may send refreshments for a class to honor their child's birthday. The refreshments may be served during break or lunch only. Birthday parties may not be held during regular instruction hours. Invitations to individual home birthday parties may not be handed out at school unless the entire class is being invited, and invitations must be given to the homeroom teacher by 8:10 a.m.

With the teacher's initiation, we encourage parental participation in the organization of, and preparation for, class celebrations. Parents of students will be invited to serve as room parents for the school year.

## **CLASS CELEBRATIONS – MIDDLE SCHOOL/HIGH SCHOOL**

Class celebrations must be linked to instructional objectives or student achievement and must have prior approval by the Head of School.

## COMPUTER USE PROCEDURES

Students at Oconee Christian Academy will have access to school computers in various capacities during their school day. The school's computers provide opportunities to explore and use a varied and exciting set of resources including many different computer programs as well as the Internet. The use of the computers must be in support of education and research and must be consistent with the academic and behavioral expectations of Oconee Christian Academy. The computer lab, library computers, and classroom computers are a blessing to our school and should be used appropriately.

With access to computers and to people all over the world also comes the availability of material that may not be considered of educational value in the context of a Christian school setting. Teachers will make an effort to select appropriate electronic resources and guide students toward course-appropriate materials. However, on a constantly changing global network, it is impossible to control all materials, and inappropriate materials may still be accessed.

OCA students using the internet will do so primarily in computer labs and some limited use in classroom areas where the teachers will be responsible for supervising and orienting students about effective and appropriate use. Students who wish to use the internet for independent research when they are not with a class, must do so with a teacher in the room.

Students in Grades 6-8 will be required to silence and put their cell phones out of sight upon entering the school building each day. They will not be allowed to utilize their cell phones during the school day with the exception of Fridays during lunch. Students are free to utilize their phones when school is dismissed for the day. MS Teachers may grant permission for use of phone for instructional purposes.

Students in Grades 9-12 will be required to silence their cell phones upon entering each classroom and placing them in a designated phone holder. At the end of each class, students can retrieve them and take them to the next class. Students in grades 9-12 will be allowed to utilize their phones in between classes and at break during the school day. However, students are not allowed to utilize their phones during lunch periods Monday – Thursday. On Fridays, students will be allowed to utilize their phones at lunch. OCA Administration reserves the right to cancel or revise this policy based on their observations throughout the school year. Administration may also remove a student's privileges at any time if a student has violated policy.

Listed below are the terms and conditions for acceptable student Computer/Internet/Wi-Fi use at Oconee Christian Academy:

- I understand that using the Internet at OCA is a privilege and not a right. If I abuse the privilege, my access to the Internet may be suspended or terminated.
- I understand that Internet access is intended for use with school projects. I will not use the Internet for personal or recreational purposes.
- I understand that I may not visit any sites that show inappropriate sexual information, or information that is racist, hateful, and violent in nature or displays un-Christ-like behavior.
- I understand that use of the Internet to send or receive personal e-mail is prohibited, except in special circumstances where an instructor has given me permission to access a personal e-mail account for a schoolwork-related reason.

- I understand that I may not use the Internet/ to download or share copyrighted materials.
- I understand that I may not use the Internet to participate in chat rooms, bulletin boards, or games.
- I will log on using only my own username and password.
- I understand that I may not change or destroy—or attempt to change or destroy—any network settings on school computers or any other person’s data on the network, nor will I change any default settings: desktop screensaver, etc.
- I understand that I must not reveal my password or those of other students.
- I understand that I am not to use any school computers unless an instructor is present and with his or her permission.
- I understand that all school computers can and will be electronically monitored and/or electronically recorded by OCA staff, and there is no expectation of privacy.
- I understand that I may not use personal USB flash drives on school computers without permission from the instructor.
- I have reviewed these statements with a parent/guardian and agree to abide by them; violations may result in termination or suspension of my access privileges, other school disciplinary actions, and possible appropriate legal action.

Students are responsible for good behavior when using computers just as they are during other school activities. Students should immediately report any violation of these guidelines, whether accidental or intentional. General school rules of behavior and communication apply. Students that do not follow these guidelines will be subject to disciplinary action. Disciplinary action may include suspension of computer or Internet privileges, suspension, or even expulsion.

### **CONCEALED WEAPONS**

In keeping with the South Carolina Code of Laws Section 16-23- 430, only authorized law enforcement personnel may bring a firearm or any other type of weapon, device, or object which may be used to inflict bodily injury or death into the OCA building.

All other persons on campus who are authorized to carry a concealed weapon must keep weapons inside an attended or locked motor vehicle and secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle (Article 4, Chapter 31, Title 23).

## **CURRICULUM**

Emphasis is placed on a traditional approach to various subject areas using Christian curriculum whenever possible. Neatness is stressed in all work. Grades are based on class work, tests, projects, homework assignments, and reports. The following subjects are taught on most grade levels:

- Bible
- Language Arts (reading, writing, spelling, grammar)
- Social Studies
- Mathematics
- Science
- Physical Education (includes Health and Safety)
- Special Enrichment Classes (art, music, etc...)
- Foreign Language
- Computer

Final decisions as to which curriculum will be used for each subject will be made by the administration. The Academy will seek to provide its students with the best education possible in a Christian environment so that they may be thoroughly equipped for life.

## **CUSTODY DOCUMENTATION**

OCA adheres to state and federal laws pertaining to child custody. Parents are expected to provide and update all relevant documents concerning custody or visitation of each student enrolled at OCA.

Students will be released to an individual other than a custodial parent only when express permission is first given to OCA by a custodial parent or a valid legally binding instrument granting release is on file with OCA.

OCA will communicate to the noncustodial parent as long as a court order does not prohibit it.

If an event is open to the school community, a noncustodial parent will be allowed to attend unless a court order prohibits it.

## **DISCIPLINE POLICY**

### **Grades K-12**

Discipline is the guided process whereby children are nurtured in the instruction and admonition of the Lord. The parent or guardian, who is the primary disciplinarian, delegates this authority to OCA. The school, in turn, acts on behalf of the parent to effectively discipline the student. Discipline is different than punishment. Through discipline we address behavior problems in love and equip the student for future good behavior. By focusing on discipline, we are seeking to develop the inner character of our students.

Oconee Christian Academy feels the teacher should have control of the classroom in order for academic instruction to be accomplished. To that end, the school expects full cooperation from both students and parents in the discipline of the student. This involves a great deal of self-discipline on the part of the student, and we work toward this end. A student who shows repeated behavior problems will be disciplined in love and without personal shame or embarrassment. Repeated need for discipline will suggest the need for a parent/teacher/administrator conference. Our faculty has developed age-level discipline plans. Adjustments to age-level plans may be

necessary during the school year, and adjustments will be approved through the principal. Students may be automatically suspended or expelled for major infractions of the discipline code. Corporal punishment is not a method used by OCA faculty or administration. The model for OCA students is our Lord Jesus Christ who "...grew in wisdom and stature and in favor with God and man." (Luke 2:52)

### **General School Rules**

The rules listed below are not intended to be all-inclusive, but are a representative sample of the type of behavior that all students should display at Oconee Christian Academy.

- Obey the Bible in speech and conduct.
- Respect and cooperate with those in authority at the school.
- Show respect for other students and their property.
- Show respect for school property at all times.
- Avoid alcohol, drugs, and tobacco. (The school reserves the right to require random drug and/or alcohol tests.)
- Students cannot display anything on the outside of lockers (photos, etc.).
- No weapons, toy or real, of any kind, including laser pointers, will be allowed on campus.
- No toys including handheld electronic toys and card games of any kind will be allowed on campus without permission.
- Abstain from cursing, sexual immorality, dissension, self-abuse, plagiarism, and cheating. (Galatians 5:19-21)
- Avoid behavior, both on and off campus, which would dishonor Jesus Christ or the school.
- Obey all classroom rules as specified by the teacher.
- Students are not allowed to have food or drinks in any room other than the lunchroom, before, during or after school.
- Water bottles with caps are allowed when only filled with water.
- Plastic folders will be distributed to elementary students. They are to be returned the next day after they are distributed.

### **CODE OF CONDUCT: 24/7/365**

Students are expected to represent OCA in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who draws attention to OCA in a negative manner which will result in disciplinary action or a student's dismissal from the school.

### **CLASSROOM MANAGEMENT PLAN (Grades K-5)**

#### **Discipline Philosophy**

It is our desire that students become better equipped to function in society as a result of their experiences in our classrooms; therefore good discipline is necessary. We strive to foster mutual respect while maintaining control. The management plan outlined below is designed to facilitate these goals.

## **Positive Reinforcement Plan**

Effective teachers recognize commendable behavior and reinforce it. Teachers in grades K-5 will employ a variety of positive reinforcement programs for classes and individuals. While each teacher will have their own system, some examples may include ice cream parties for a class or treasure box for individual students.

## **STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT OCA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL.**

### **General Guidelines**

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case.

Factors to consider shall include:

- a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude;
  - e. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Kingdom Education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with Biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of OCA.

During the course of investigating actions and events concerning possible student incidents, the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events may conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student, and communicate expectations and findings to parents in a timely manner.

Attending OCA is a privilege that is extended on the condition that students and parents accept and support school policies. The School, in its sole discretion, will make the final determination of whether there has been a violation of the School's policies. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

The following are examples of minor and major infractions of OCA policy:



## **Minor Infractions**

The following is a non-comprehensive list of minor infractions:

1. Recorders, CD/DVD players, iTouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. Electronic devices that connect to the internet or take pictures are not allowed in Lower school. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use.
2. Failure to comply with the OCA dress code.
3. Failure to obey playground rules given by teachers.
4. Failure to follow the instructions of school adults and students who serve as carpool safety supervisors.
5. Use of white boards, or other school equipment without a teacher's permission.
6. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
7. Failure to refrain from behavior that inhibits learning in classroom situations.

## **Major Infractions**

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school:

1. **Use of Abusive or Profane Language and Disrespect:** Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
2. **Disruptive/Disrespectful Behavior:** Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action. Disrespectful behavior towards authority will not be tolerated.
3. **Bullying:** Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action.
4. **Cheating:** Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery.
5. **Drug Use/Substance Abuse:** The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s), electronic cigarettes, and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. OCA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.
6. **Electronic Device or Medium:** A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond

confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of OCA administration.

7. **Fighting:** Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense.
8. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, fire extinguishers, using matches, lighters, or firecrackers, will be considered serious offenses.
9. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden.
10. **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Physical conduct and or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, or other serious sexual misconduct are major infractions. Pregnancy or the causing of pregnancy, computer/internet use for immoral purposes or other serious moral misconduct are also considered serious offenses.
11. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
12. **Truancy:** Missing school without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
13. **Vandalism:** Destruction or defacing of property belonging to the school or others, including textbooks, PE uniforms, etc. will result in disciplinary action as well as assessing compensatory damages.
14. **Possession of Weapons:** The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
15. **Repeated violation of minor infraction** will be considered a major infraction.

## **Discipline Method**

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline. If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time a phone call or conference with the parents, administrator and/or teacher and child will be held to implement a plan of action to resolve the situation.
- Discipline referrals will be recorded in Gradelink.

## **Detention**

### **Middle and High School Consequences**

Detentions may be given by teachers and the administration when students fail to comply with school regulations and may be given before or after school or during lunch. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action.

## **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction will be subject to disciplinary probation - see listing of infractions above. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. In some cases administration can develop a behavior contract between the school, student, and parent. Students who do not meet the criteria will be required to withdraw from school.

## **Suspension**

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to readmission. A readmission parent/ administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Readmitted students will be placed on disciplinary probation upon their return to OCA. An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be one to five days as determined by the administrator.

There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school. While a student is participating in In-School Suspension they are not allowed to participate in any extra-curricular activities including athletic events.

**Out-Of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up. While a student is participating in Out-Of-School Suspension they are not allowed to participate in any extra-curricular activities including athletic events.

## **Restoration**

It is always OCA's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the readmission of suspended students.

At the beginning of the suspension period, OCA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension term.

- At the end of the suspension period, OCA administration will:
  - a. Conduct a re-entry interview with the student and at least one parent.
  - b. Assist the student in identifying a plan to ensure improvement.
  - c. Remind the student of their importance in the OCA community. Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after readmission to ease the discomfort/embarrassment of the student.

## **Expulsion**

Attendance at OCA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of OCA will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## **Readmission**

OCA reserves the right to deny readmission to any student whose actions demonstrate that it is in the Academy's best interest not to allow readmission. The request for readmission should be in writing to the Head of School. Restoration at a Christian school is always a difficult matter. Students who have been dismissed from OCA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait one full semester before reapplying. During that time, the student must be involved in a program of church attendance and youth group involvement as well as student, parent, and group counseling. During the restoration period, academics must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor, youth pastor, and school designated counselors will be considered by the respective administrative staff to determine the student's reinstatement. Students returning will be on Disciplinary Probation for one year.

Any student dismissed from OCA, or allowed to withdraw, will not be allowed to apply for readmission until the next school year or after a minimum of one full semester. Requests for readmission should be made in writing to the Head of School. OCA reserves the right to deny readmission.

## **Continued Enrollment**

OCA reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow reenrollment. Students who have demonstrated through progress reports and poor attitude a lack of interest in being at OCA will be interviewed by the administration. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on Disciplinary

Probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

## **Drugs and Alcohol**

Oconee Christian Academy believes the using, buying, selling, or other transfer of illegal drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at OCA. Although consumption is an expulsion offense, individual situations will be evaluated on a case-by-case, with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration, in the sole opinion of the administration, will be given due consideration.

### **Athletes**

Drug testing may be requested for all athletes as part of the Athletic Participation process. The cost for the drug test is the responsibility of the family. *If the parents and/or student refuse, then the student's privilege to attend OCA will be revoked.*

### **General Student Body – Grades 6-12**

The administration of OCA reserves the right (in the interest of safety for that student or any other student) to conduct random drug testing of any student in grades 6-12 at the school's expense. *If the parents and/or student refuse, then the student's privilege to attend the Academy will be revoked.*

## **Guns and Weapons**

OCA does not allow guns, knives, weapons, or their facsimiles on campus. Violation of this policy will result in the dismissal immediately of the participating student or students with the exception of facsimiles which may result in suspension or dismissal at the discretion of the administration.

### **Search and Seizure**

To maintain order and discipline at OCA and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

- **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is warranted (in the interest of safety for that student or another student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked. In certain cases, law enforcement may be called for assistance.

- **Locker Searches:** Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.
- **Automobile Searches:** Students are permitted to park on Academy premises as a matter of privilege, not a right. The Academy retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
- **Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings may be turned over to the authorities.

## **Laptops and Portable Devices**

Students may use Laptops or Portable Devices for the purposes of taking notes, etc. in the Middle and High School classes if, prior to the use the student has permission from the teacher(s), and the teacher must grant permission to use the school's Internet/Wifi.

## **DRESS CODE**

*“Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.”* Romans 12:1-2

There are two primary reasons for a dress code. The first is to insure modesty which the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy. The dress code of Oconee Christian Academy impacts our Academy environment every day. The appearance of our students communicates the Christ-centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed, attractive student should come to the Academy with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, his fellow students, and his teachers.

The Dress Code for OCA students is a direct outgrowth of its Mission Statement. As such, the following dress code was carefully formulated and adopted in support of the spirit, the purpose, and the reason OCA exists. The dress code applies to students when school is in session on the school campus. Dress for extra-curricular events will be specified for appropriateness.

- Implementation of the dress code is the responsibility of each parent and child.
- The Oconee Christian Academy Administration reserves the right to determine the acceptability of students' clothing and/or hairstyles and **that decision is final**.

### **General Guidelines for Boys**

- Clothing must be neat, clean, modest, and size appropriate (not too tight or overly baggy).
- Clothing should have no inappropriate holes above the knee, other than those required for the function of the clothing. Specifically no holes should be frayed or unkempt. Likewise no holes should reveal flesh or undergarments.
- All shorts must be no higher than 3" above the top of the kneecap when seated.
- Athletic shorts are only allowed during P.E. class.
- No clothing bearing writing or images improperly placed, or conveying a double meaning or promoting any illegal, immoral, or questionable activity will be allowed. The administration will be the final authority on the acceptability of any item.
- No exposed writing or tattoos (permanent or temporary) on body.
- No exposed earrings or other body piercing jewelry. Ear bars, gauges, or other extreme items should not be worn.
- No hats, caps, bandanas, headbands, visors, hoods, sunglasses, or other head coverings will be worn inside the building.
- Shoes must be worn at all times and must not be of a style that poses a risk or injury during any activity.
- Hair must be within the natural range of colors for the student's ethnicity (no green or purple, etc.). Hair must not be trimmed in an extreme manner, and must not hang below the collar, eyebrows, or middle of the ear. Sideburns should not extend below the base of the earlobe. Facial hair must be neatly trimmed.
- Appropriate undergarments should be worn and should not be visible.
- Clothing that includes or resembles sweat pants, joggers or pajamas should not be worn.
- Boys are not permitted to wear makeup.
- Tank tops are not allowed.
- **All students must be in OCA dress code at all school-sponsored events, on or off campus.**

### **General Guidelines for Girls**

- Clothing must be neat, clean, modest, and size appropriate (not too tight or overly baggy).
- Clothing should have no inappropriate holes above the knee, other than those required for the function of the clothing. Specifically no holes should be frayed or unkempt. Likewise no holes should reveal flesh or undergarments. Necklines may not be cut or worn in a way to reveal cleavage. Sleeves and sleeve openings must not allow

undergarments to be visible. Additional garments may be worn under a blouse to produce a combined effect that meets dress code regulations.

- Dresses, skirts, or shorts must be no higher than 3” above the top of the kneecap when seated. Slits in skirts must reflect the modesty requirements of dress/skirt length.
- Athletic shorts are only allowed during P.E. class.
- Pants/jeans which fit like leggings must follow legging policy.
- Leggings may ONLY be worn under a skirt or dress as long as the dress/skirt still meets length and modesty requirements of the dress code. Tunic/Shirt/Dress must be no higher than 3” above the knee. No sweatshirt or t-shirt length may be worn with leggings.
- No clothing bearing writing or images improperly placed, or conveying a double meaning or promoting any illegal, immoral, or questionable activity will be allowed. The administration will be the final authority on the acceptability of any item.
- No exposed writing or tattoos (permanent or temporary) on body.
- No visible body piercing other than the ear. This should not be excessive or extreme. Ear bars, gauges, or other extreme items should not be worn.
- No hats, caps, bandanas, visors, hoods, sunglasses, scarves, or other head coverings will be worn inside the building.
- Shoes must be worn at all times and must not be of a style that poses a risk or injury during any activity.
- Hair must be within the natural range of colors for the student’s ethnicity (no green or purple, etc.), and must not be styled in an extreme manner.
- Appropriate undergarments should be worn and should not be visible. Tank tops cannot be worn in lieu of an appropriate undergarment.
- Any sleeveless garment must have straps the width of an ID card and the arm opening should fit the body closely enough to cover the underarm and the side of the chest areas.
- Bare midriffs and bare backs are not allowed. Girls should refrain from low front or low back necklines. Clothing should be sized such that normal movements (stooping, stretching, etc.) do not reveal inappropriate areas of flesh such as midriff or cleavage. Pants, slacks and tops must overlap enough to avoid the midriff being seen. Form fitting tops that reveal the imprint of undergarments are not allowed.
- Clothing that includes or resembles sweat pants, joggers or pajamas should not be worn.
- Tank tops and racer-back tops are not allowed.
- **All students must be in OCA dress code at all school-sponsored events, on or off campus.**

## **Outerwear**

Outerwear (jackets, hoodies, sweatshirts, etc.) may be worn over approved clothing so that it may be removed as the weather moderates. *Graphics or logos, in good taste, permitted on outerwear.* Athletic jerseys are not allowed at any time without prior approval of administration for special occasions. Items such as hats, sunglasses, and other decorative outerwear are not to be worn in the buildings at any time.

Outerwear may not replace the need for adhering to the dress code policy, nor may the outerwear violate the spirit of the dress philosophy or dress practice requirements.



## **Elementary K-5 Dress Code Specifics**

- Form-fitting cotton pants, leggings, and tights are not considered pants and should be worn with shorts, dresses, or skirts that meet dress code (3 inches above the knee).
- Elementary students play outside daily and some shoes are not safe to wear on the playground.
  - a. No high heels or wedges are to be worn, with the exception of special ceremonies and other shoes should be brought to change into after ceremony.
  - b. No flip-flops, slides, or sandals that cannot be secured with a back strap.

## **Dress Code Violations**

Any teacher who feels that a student is in violation of the dress code will contact the Head of School. If a violation has occurred, the student will be asked to alter or cover the non-conforming article. A warning will be given for the first offense. Sequential offenses will result in parent contact and may include disciplinary action at the discretion of the administrator.

If the student is not willing or is unable to cover the non-conforming area, then a parent or guardian will be called to bring alternate clothing.

On repeated offenses, students will not be allowed to return to class until the violation has been corrected. It will be the students' responsibility to make up any work missed during the waiting period. For subsequent offenses, an escalating scale of discipline will be administered.

The administration appreciates the conscious effort of parents and students in following these guidelines. This will allow teachers and administrators to focus on the educational process rather than enforce dress code policy.

## **Special Events – Prom**

- **Boys are to wear tuxedos or suits with ties.**
- **Girls are to wear dresses that meet OCA dress code. Note: All prom dresses must have a strap or straps.**

## **DRIVING GUIDELINES**

Anyone driving on school property is expected *not* to exceed 10 mph, exercising caution especially when approaching or departing loading/unloading areas. **Do not leave your car unattended** in those areas. If you need to go inside the building, you should park in a **designated parking space**. Do not block the flow of traffic by parking in the line of traffic. This applies to all drivers: students, parents and visitors.

## **Student Drivers**

High school students who drive their own vehicles to school must register with the Academy (a form is available in the office) and follow the rules below in order to have driving privileges:

- Parking in any unauthorized area will result in a \$5.00 fine. Students are not allowed to park in the faculty/staff parking area. Second offenders will be referred to administration and may lose parking privileges.

- Cars must follow the proper entrance and exit routes when entering or leaving school property.
- Speeding (above 10 MPH) and/or reckless driving in any form will not be tolerated on the OCA campus or on the street leading directly to campus.
- **Students are not allowed to sit in parked cars or congregate in the parking lot.**
- Students will not be allowed to drive their cars during the school day without special permission from their parents and the administration.
- Students may not go to their cars during the school day without permission from a school administrator. Students must sign out and sign in when allowed by an administrator to go to their cars during the school day.
- No other student may ride with a student driver away from school without prior written permission from both sets of parents and the administration.
- Student drivers may not carry student passengers when driving to school sponsored field trips without parental permission for all students, and an approved adult chaperone.
- Volume on automobile sound systems must be kept low enough so as not to be heard outside the vehicle.
- Students who drive to school and wish to check out prior to the end of the school day must bring a note from home indicating parental approval. In the case of illness, the office will call parents to secure permission for the student to sign out.

**\*\*Note\*\*** *Violation of any of the above regulations may result in fines of no less than \$5.00 and/or loss of driving privileges.*

## **ELECTRONIC DEVICES**

New policy (2019): Students in Grades 6-8 will be required to silence and put their cell phones out of sight upon entering the school building each day. They will not be allowed to utilize their cell phones during the school day with the exception of Fridays during lunch. Students are free to utilize their phones when school is dismissed for the day.

Students in Grades 9-12 will be required to silence their cell phones upon entering each classroom and placing them in a designated phone holder. At the end of each class, students can retrieve them and take them to the next class. Students in grades 9-12 will be allowed to utilize their phones in between classes and at break during the school day. However, students are not allowed to utilize their phones during lunch periods Monday—Thursday. On Fridays, students will be allowed to utilize their phones at lunch. OCA Administration reserves the right to cancel or revise this policy based on their observations throughout the school year. Administration may also remove a student's privileges at any time if a student has violated policy.

Elementary students are not allowed to have phones on campus.

Students will be allowed to use cell phones and other electronic devices outside of the building after dismissal.

Below are the general discipline guidelines with respect to these items. However, the administration reserves the right to act outside of these guidelines if they deem it necessary.

- 1<sup>st</sup> Offense – Electronic device confiscated and held until the end of the school day.
- 2<sup>nd</sup> Offense - Electronic device confiscated and must be surrendered to the front office for 30 school days. Student will pick up at the end of each day.
- 3<sup>rd</sup> Offense - Electronic device confiscated and must be surrendered to the front office for 60 school days. Student will pick up at the end of each day.
- 4<sup>th</sup> Offense - Electronic device confiscated and must be surrendered to the front office for the rest of the school days. Student will pick up at the end of each day.

## **EMERGENCY DRILLS**

In accordance with state laws, OCA regularly conducts fire, lockdown and tornado drills to prepare students, faculty, and staff for emergency situations. An evacuation route is posted in each room. All students will be expected to regard these drills seriously and follow the instructions given concerning them.

## **EVALUATION METHODS**

### **Grade Reporting**

Report cards are issued four times per year for Kindergarten through 12<sup>th</sup>. At the end of the year, the final grade will be recorded on the permanent record. All “Incompletes” must be completed before the end of the next grading period or an “F” will result. If a student withdraws from a class after 10 days, then the student will receive a “WF,” or Withdraw/Fail. An “I” (Incomplete) cannot be a final grade. If a student is working below grade level in a subject, this will be noted on the report card, and the student is not eligible for honor roll.

Enrichment subjects (art, music, P.E., Spanish, etc.) will be non-graded for Grades 1-5. Students either pass (P) or fail (F) the course. Credit will be given for earning a “P” in the course. Sixth through twelfth grade students will receive numerical grades for all classes. Grades will be posted on Gradelink by each Tuesday for the previous week's work.

*OCA no longer issues hardcopy report cards or progress reports. These items are now sent electronically.*

## **Grading Scale**

**The uniform grading scale coincides with the South Carolina grading policy, April 12, 2016.**

<b><u>Numerical Average</u></b>	<b><u>College Prep Weighting</u></b>	<b><u>Honors Weighting</u></b>	<b><u>Dual Credit Weighting</u></b>
<b><u>90 – 100 = A</u></b>	<b><u>4.000 – 5.000</u></b>	<b><u>4.500 – 5.505</u></b>	<b><u>5.000 – 6.000</u></b>
<b><u>80 – 89 = B</u></b>	<b><u>3.000 – 3.900</u></b>	<b><u>3.500 – 4.400</u></b>	<b><u>4.000 – 4.900</u></b>
<b><u>70 – 79 = C</u></b>	<b><u>2.000 – 2.900</u></b>	<b><u>2.500 – 3.400</u></b>	<b><u>1.500 – 2.400</u></b>
<b><u>60 – 69 = D</u></b>	<b><u>1.000 – 1.900</u></b>	<b><u>1.500 – 2.400</u></b>	<b><u>2.000 – 2.900</u></b>
<b><u>50 – 59 = F</u></b>	<b><u>0.100 – 0.900</u></b>	<b><u>0.600 – 1.400</u></b>	<b><u>1.100 – 1.900</u></b>

## **Testing Program**

All students are required to take the PSAT during their sophomore and junior year and the SAT or ACT during their junior and senior year. Standardized tests (Iowa Assessments) are given to grades K through 11<sup>th</sup> grade normally during the month of April.

During the last two weeks of the school year or during any week in which a series of exams are being administered (i.e. end of year exams or standardized tests), permission will NOT be granted for students to be absent from school for any reason other than sickness (which requires a doctor's excuse) or death in the immediate family. Students will not be allowed to make up tests if absences are unexcused.

## **Prerequisites for Taking Advanced Courses**

Mathematics-	Students taking college prep math courses (Algebra I, II, III and Geometry)
Honors Classes-	Students must achieve a GPA of 4.0 in their previous class for the given subject or discipline, and must achieve an overall GPA of 3.0 or higher in the previous year. Students may not have any failing grades in the previous year. Please see additional requirements under "Honors Classes" heading.
Dual Enrollment-	Students will be invited to participate in dual credit courses.

## **Exams and Exemptions**

Semester exams are comprehensive assessments of all topics covered in the current semester. Grades 9-12 semester exams are given during scheduled exam time and are calculated at 20% of the semester grade for Grades 9-12. In some subject areas, with approval from the principal, a project may replace a semester exam. (Dual enrollment course common assessment final exams may not be exempted.)

There are no exemptions for first semester exams.

Students enrolled in an AP class are required to take the final College Board AP Exam.

Students enrolled in an honors class may elect, with a teacher recommendation and parent approval, to take the equivalent AP exam in addition to the end of year honors exam.

The following restrictions apply for second semester exams:

- 9<sup>th</sup> - 12<sup>th</sup> grade students may exempt any end of year exams as long as a 90% or higher has been maintained throughout the academic year in the course.
- Middle school students do not take exams, however final tests/end of unit tests will be given during exam week.
- Semester exams for dual enrollment courses will be left to the discretion of the instructor.

## **Mid-Term Progress Reports and Financial Obligations**

The policy of Oconee Christian Academy is that if financial obligations are not met, students will be permitted to take final exams; however, they will not be allowed to participate in graduation activities, report cards will not be issued, diplomas will not be awarded and permanent records will not be released until financial obligations are met. (Please refer to fee schedule)

## **Honor Awards**

Honor students for grades 1-12 are recognized at the end of each nine-week period. Recognition is for students who make all A's, and for students who make all A's and B's. Students must be enrolled for a full nine-week grading period before they are eligible for honor awards. Classes taken outside of OCA (such as home school classes, online classes, dual credit classes or career center classes) will not be used to calculate current year honor awards or class rank.

## **Honors Classes**

Students in Grades 9-12 with averages of 4.0 GPA in particular subject area, from the previous school year, will be eligible for and invited to participate in honors level classes. Parents and students will be notified at the beginning of the school year and must inform the school in writing of their intent.

## **Honor Graduates**

Seniors who have maintained an overall grade point average (GPA) of 3.75 or above will be honor graduates. Those with an overall GPA of 4.25 or above will be recognized with highest honors. These students must be enrolled in college prep classes. Classes that are not college preparatory may be elective only, and not necessary for graduation. The senior with the highest GPA will be recognized as valedictorian. The salutatorian will be the senior with the second highest GPA. Final GPA calculations will not be available until all OCA grades are finalized. Both students must be honor graduates. They must attend OCA their junior and senior years and must be enrolled in a majority of Honor courses.

## **Promotion /Retention**

Students receiving three D's (or more) in academic subjects will be promoted probationally, only if they receive tutoring during the summer. Students receiving an F in three (or more) academic subjects, including reading or math, will be automatically retained, and may not be allowed to repeat the grade at OCA.

- Kindergarten - Promotion to first grade will be agreed upon by the Head of School, and the child's teacher based on assessments of the student's social, emotional, and academic development. Parents will be consulted, but the Head of School will make the final decision.
- Elementary - Parents will be consulted, but the final decision will be made by the Head of School.
- Middle School - Any students who receive failing grades on their yearly average in Math and English will be retained. It will be necessary for the students to attend summer school and pass in order to be promoted.
- High School - Any students who fail English or Math (yearly average) must repeat that subject the following year or in an approved summer school program to continue to the next level. The administration will make the final decision on promotion or retention.

## **Academic Probation**

Students (grades 1-12) who receive three grades or more below C- at mid-term or the end of a grading period, will be placed on academic probation. An initial meeting between parents and the administration will be required, followed by weekly progress reports. Failure to improve academically by the next mid-term or end of a grading period may result in dismissal from school.

## **Extra Credit**

OCA does not give extra credit to individual students; however, the option of extra credit work may be offered to an entire class. Extra credit will not be assigned at the end of a grading term to benefit an individual student's grade.

## **EXTRACURRICULAR ACTIVITIES**

To be eligible to participate in school sponsored extra-curricular activities middle and high school students must achieve an overall 70 average during the preceding nine weeks in at least five full-unit core subjects. The preceding nine weeks is defined as the last nine weeks before the given extra-curricular activity began. If a student becomes ineligible, he/she will be eligible for a grade re-check in two weeks.

Extra-curricular activities are defined as Student Government, Athletics, or any other school sponsored organizational event.

## **Lettering**

Middle school and High school students can letter for participation in approved non-athletic activities such as clubs, student organizations and extra-curricular activities. Criteria for lettering will be set by the administration and the organizations faculty sponsor.

## **FACULTY**

In adherence to the basic qualifications for faculty at OCA, each educator is to:

- Profess a personal faith in Jesus Christ as Savior and Lord and maintain a positive Christian testimony
- Agree with the *OCA Statement of Faith*
- Be an actively involved member of a local church that agrees with the *Statement of Faith*, beliefs, and practices of OCA
- Have at least a college level bachelor degree
- Have a current ACSI teaching certificate
- Have a personal conviction regarding the importance of Christian education

# FEE SCHEDULE



Updated 2/3/2020

## Oconee Christian Academy Tuition Schedule 2020-2021

The Board of Trustees and the administration strive to keep tuition costs affordable and payment options flexible. School families are asked to fulfill all financial obligations as agreed. Below is our Tuition & Fee Schedule for the 2020-2021 school year.

	Option #1	*Note	Option #2
	PrePaid Tuition	Fees Included	Monthly Payment(includes fee for pmts.)
Kindergarten	\$6,180 *	\$700	\$525 x 12 ≈ \$6,300
Elementary School Grades 1-5	\$6,672 *	\$750	\$566 x 12 ≈ \$6,792
Middle School Grades 6-8	\$7,236 *	\$800	\$613 x 12 ≈ \$7,356
High School Grades 9-12	\$7,560 *	\$850	\$640 x 12 ≈ \$7,680

*The 4th child in an immediate family need only pay student fees (amounts vary per grade).*

*The Fee portion of Tuition is non-refundable.*

### Other Costs

**New Student Registration Fee** - \$200 per student

**Athletic Fee** - \$80 per student (1 sport per year); \$145 per student (2 sports per year); \$200 per student (3 sports per year)

**Withdrawal & Dismissal Fee** - \$250 per student

**Dual Enrollment Fee** - Inquire in the OCA Office.

**Resource Accommodations Fee** - \$600 per student, per year. Administrative Fee for all students receiving accommodations at OCA.

### Payment Plans

**Prepayment \*** Tuition & Fees may be paid in full by **June 1, 2020** to avoid monthly payment charges. New families may pay in full at the time of registration to avoid monthly payment charges.

**Monthly Payments** Monthly payments are due in 12 monthly installments, due on the 5th or the 20th of the month. Monthly payments will begin either June 5th, 2020 or June 20th, 2020. There is an additional charge of \$120 for monthly payments.

**Late Payments** Payments received after the due date are subject to a \$25 late fee.

**Prorated Tuition** Tuition for students starting after the first day of school or leaving before the last day of school will be prorated on a monthly basis. (Fees are charged in full, not prorated.)

**Refunds** The Student Fees are **non-refundable** and vary according to grade level.

### Payment Options

**Check** Payment by check in the OCA office is only available for prepaid tuition.

**ACH** ACH payments are automatic monthly bank-to-bank transfers that you pre-approve from either your checking or savings account. These payments will be drafted on your choice of the 5th of each month or the 20th of the month.

**Credit Card** Monthly payments, plus a 3% convenience fee, will be automatically charged to your MasterCard, VISA, AMEX, or Discover Card.

Please check with the Business Office about available tuition assistance. Any family requesting assistance must apply and be approved through FAST (Financial Aid for School Tuition). This link is on our website under the "Links" tab.

## **Financial Matters**

A student's attendance at Oconee Christian Academy is considered an expression of the family's acceptance of the financial obligations incurred. The school offers parents two payment options: prepaid in full or automatic monthly payments.

Any family desiring financial assistance or scholarship assistance must apply through FACTS. Assistance is available on an as needed basis.

- Families choosing to make automatic monthly payments must enroll through FACTS Tuition Management via the FACTS link on the OCA website. ([www.oconeechristian.org](http://www.oconeechristian.org))
- Monthly payments consist of 12 installments beginning June 5 or June 20, and due on the 5<sup>th</sup> or 20<sup>th</sup> of each month.
- Families choosing to pay monthly will be assessed a \$120 charge on each student.
- Families choosing to prepay tuition must pay the account in full by the prepay deadline. Prepayments are processed through the school office.
- An account must be current and/or paid in full before records can be released or forwarded to another school. Report cards will not be issued for any student whose account is not paid through the current month. Previous year accounts must be paid in full before a student's re-enrollment is complete (See fee schedule). Accounts must be current before transcripts will be sent to colleges/universities.
- If any balance becomes 60 days past due, the student will be removed from class. After 5 additional days, the student will be removed from the rolls. If a student is removed from the rolls, a withdrawal fee must be paid before they can be re-enrolled. The administration will make every effort to have a personal conference with the family in order to avoid this step.

## **FIELD TRIP POLICY**

OCA will rely on parent chaperones for transportation and supervision of students on field trips. Safety is always our top priority when transporting students off campus. The following are some guidelines to help make each field trip an enjoyable and educational experience for parents and students.

## **Parent & Student Responsibilities**

- **All field trip forms, money, and paperwork need to be submitted for the field trip on the date stated or your student may not attend the field trip.**
- Parents must provide the declaration page of their insurance policy (insurance cards are not sufficient) showing the required coverage of \$100,000, \$300,000, \$100,000, as well as a copy of a valid Driver's License, to the school office.
- Parent chaperones must be willing to sign and submit to a background check which must be completed at least one week prior to the day of the field trip.
- OCA teachers are in charge on the field trip, but parent chaperones must be responsible for the students that ride with them, not only in the vehicle, but also at the destination.
- Since parent chaperones are responsible for the students that ride with them, they should minimize distractions such as visiting with other parents. All state laws should be followed.
- Parent chaperones should be aware of the location of students in their group at all times.
- By law, all students must be buckled in seat belts or appropriate age-level restraint devices.
- Parent chaperones should be a Christian example in all they say or do for the students.
- Students may only drive in their vehicle alone and with written parental permission.
- Movies viewed in vehicles must be rated "G" or on rare occasions "PG" if approved in advance by administration and the parents of every child.



- Video games must be approved by the teacher prior to the day of the trip.

### **Cell Phone**

In an effort to enable students to communicate with parents while on field trips and to facilitate group activities, students may take cell phones on field trips with the following restrictions:

- Normal cell phone rules apply while students are on campus.
- Cell phones that play music, video games or movies are subject to normal field trip rules for such devices.
- Cell phones should be turned off during any presentation or while visiting any location where they would be inappropriate (such as a theatre).

### **Number of Parent Chaperones**

- Siblings are not allowed to attend field trips for insurance liability purposes.
- Many trips have a designated number of spaces available. When this occurs, a random drawing will be held to determine which parents will be able to drive.

If you choose for your child not to attend a field trip, he/she will receive an assignment to complete and an unexcused absence for the day.

## **GRADUATION REQUIREMENTS**

Oconee Christian Academy requires the successful completion of an academic program in accordance with the requirements of the state of South Carolina. To graduate from Oconee Christian Academy a student must accumulate at least 24 high school credits as specified by the following requirements:

- |                                   |           |
|-----------------------------------|-----------|
| • English/Language Arts           | 4 Credits |
| • Mathematics                     | 4 Credits |
| • Science                         | 3 Credits |
| • U.S. History                    | 1 Credit  |
| • U.S. Government                 | ½ Credit  |
| • Economics                       | ½ Credit  |
| • Other Social Studies            | 1 Credit  |
| • Physical Education              | 1 Credit  |
| • Computer (includes keyboarding) | 1 Credit  |
| • Foreign Language                | 2 Credits |
| • Bible                           | 4 Credits |
| • Electives                       | 3 Credits |

Full-time OCA students who have completed all the requirements for graduation will be allowed to participate in graduation activities. Students with unresolved behavioral or financial responsibilities will not be allowed to participate in graduation activities. A full time student at OCA is defined as one who pays full tuition for the grade in which he or she is enrolled for the current school year.

## **GRIEVANCE PROCEDURES**

Matthew 18:15-18 states that conflicts within the body of Christ should be handled on an individual basis. As Christians, we are expected to make every effort to keep the unity of the Spirit

in the bond of peace by being completely humble, gentle, patient, and forbearing (Eph. 4:2-3).  
When conflict arises:

- Both parties involved should discuss the issue as soon as possible. Email is often the first line of communication, however, when resolution cannot be reached through email, the individuals involved should arrange for a conference in person to discuss the problem.
- A third party is to become involved only if the conflict cannot be resolved among those in conflict.
- If the conflict is never fully resolved, forgiveness must be applied in keeping with biblical instructions.

All confrontations should have the purpose of resolution and restitution, not revenge.

### Guidelines for a Biblical Appeal

The word appeal means to call upon, or request consideration from an authority. In scripture, many examples are given of individuals who appealed to those in authority (Nehemiah, Joseph, Esther, Daniel, etc.). Please follow these steps when bringing an appeal:

1. Take your appeal to the Lord in prayer to receive His wisdom and gain proper perspective. Remember that the anger of man will never accomplish the righteousness of God (James 1:20).
2. Meet with the individual to discuss the issue, prayerfully seeking understanding and unity.
3. If no resolution is reached, schedule a meeting with the individual and his or her supervisor while continuing to pray that God's purposes will be revealed throughout the process.
4. If necessary, schedule a time for all parties to meet with the Head of School.

### The Peacemakers Pledge

Adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*. © 1997, 2003 by Ken Sande. All Rights Reserved.

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. 1 We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ. 2 Therefore, in response to God's love and in reliance on his grace, we commit ourselves to respond to conflict according to the following principles: Glorify God — Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring him praise by depending on his forgiveness, wisdom, power, and love, as we seek to faithfully obey his commands and maintain a loving, merciful, and forgiving attitude. 3 Get the Log out of Your Eye — Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts— confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused. 4 Gently Restore — Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a biblical manner. 5 Go and Be Reconciled — Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace

and reconciliation—forgiving others as God, for Christ’s sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences. 6 By God’s grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God’s eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love. 7. Matt. 5:9; Luke 6:27-36; Gal. 5:19-26; Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4; Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12; Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9; Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9; Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4; Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19.

Specifically, the following series can be utilized when a conflict arises at OCA:

The parent meets privately with the teacher, **by appointment**, specifically to seek resolution of the problem with a spirit of reconciliation and understanding. *Parents should not approach teachers during school hours to discuss issues without an appointment.*

- If an acceptable solution is not found, then the parent should meet with the teacher and the supervisor to seek resolution, again in the spirit of reconciliation.
- If the problem continues, the case is presented to the Head of School who may call upon the parties involved to meet with him/her to discuss the situation, in an effort to reconcile. The Head of School will make the final decision and no appeal is possible.

## HEALTH PRACTICES

If a student must take medication during school hours, by law it **must** be kept in the health room and administered by the school nurse or office staff. The **parent or guardian must sign an authorization** indicating the student’s name, name of medication, and directions for administering. No medication should be with the student at school. The medication must be brought **to the school office** in the original prescription container with the student’s name and directions for administering clearly marked on the container. Please **DO NOT** send the medication in the student’s lunch box. Over-the-counter medications (i.e. vitamins, Tylenol, cough drops etc.) will be handled in the same manner as those prescribed by a physician. Without the signed authorization form, no medicines will be dispensed. Authorization forms are available in the office.

## HOMework

The purpose of homework is to complete basic and enrichment assignments begun in class, to give drill or develop skill in materials presented in class, and to memorize facts or research topics which cannot be completed in class due to lack of time or facilities. Generally, the amount of homework given will be in proportion to the grade level of the student. Parents are asked to help students regularly and check on completed homework to be certain it is satisfactory. It is not our purpose to over-burden students with homework. If you have a question about the amount of homework your child is receiving, please contact your child’s teacher. Homework turned in late will result in point deductions from that grade.

It is a constant and yet rewarding challenge to find the proper balance between academic excellence and church attendance. There is no doubt that we want to promote church attendance and family time on Wednesday evening, but it would be difficult to accomplish our academic goals by completely eliminating Wednesday homework and Thursday testing. With that in mind, we make the following provisions in order to support church attendance:

- All extracurricular practices will be dismissed no later than 5:00 p.m. on Wednesdays.

- No extracurricular events (athletic games, etc.) will be scheduled on Wednesdays except on very rare occasions when weather related conditions have forced multiple cancellations.

### **INCLEMENT WEATHER**

OCA will make its own decision regarding operation. Academy closing or delayed opening will be announced after 6:00 a.m. on the OCA Facebook page, through a phone message, by a Gradelink email, and TV stations listed below:

#### **TV**

WYFF, Channel 4, Greenville  
WSPA, Channel 7, Spartanburg  
WHNS, Channel 21, Greenville

Primary sources are our Facebook and TV Channels! It is best to verify the closing with two sources.

*In the event of a delayed opening, MS/HS students will enter the class schedule during the appropriate period when school begins.*

### **INFORMATION CHANGES**

When changes occur in a student's or parent's name, address, telephone numbers, employment, emergency contact information or other important information, the new information should be communicated to the Academy office and updated in Gradelink within three (3) days.

### **LOCKERS**

Students are not allowed to keep opened food or drink in their lockers. The school reserves the right to do locker checks at any time. Nothing is to be displayed on the outside of lockers (photos, etc.).

### **LOST AND FOUND**

Lost and found articles will be kept at school for two weeks. After two weeks, unclaimed articles will be donated to a charitable organization. Students should inquire in the school office (after first checking "Lost and Found") for missing articles.

### **LUNCH**

Glass containers should not be sent to school. Students should bring their own utensils (fork, spoon, cup), if needed.

## **OFF-LIMIT AREAS**

Students are not permitted in teachers' rooms, offices, the lunchroom, kitchen, "faculty only" areas, or any locked area without express permission and adult supervision. Students are not to disturb classes in session by looking in or waving in front of the classroom windows or doors. After arrival at school, no student is allowed in cars or the parking lot without permission. Students should leave campus within 15 minutes after dismissal unless they are participating in an after-school activity. The sidewalk should be used for access to the building instead of walking across the grass or landscaped areas around the school.

## **PARENT-TEACHER COMMUNICATION**

Parents who need to meet with their child's teacher must make an appointment either by phone, e-mail, or in person (after school), specifying the issue to be discussed. Teachers **must not** be engaged in conversations before, during, or after school when their primary task is attending to and teaching all students in their care. Head of School will participate in parent-teacher conferences as needed.

Teachers will use Gradelink to post students' grades and other class information. It is the parents' responsibility to check Gradelink on a regular basis to stay informed. Gradelink is accessible through a link on the OCA website using a username and password. These will be distributed during the first few weeks of school. Gradelink pages show testing and homework schedules, as well as classroom announcements.

Plastic folders are sent home each Tuesday with elementary students with pertinent school information describing the week's activities. The student's folder must be returned to the teacher every Wednesday morning, along with any papers requiring parental signature. On weeks when a student holiday falls on Monday, folders will be sent out on Wednesday and due back on Thursday.

Faculty and administrators are more than willing to assist students and parents with their needs and concerns and will make time in their schedule to accommodate them. Parents should expect to receive a reply to any communication within one full regular school day. Every effort should be made to do this during normal school hours. Only in cases of emergencies should faculty and administrators be called at home, using common sense as to appropriate times to call.

## **PARENT-TEACHER FELLOWSHIP**

Parent-Teacher Fellowship (PTF) provides a framework in which parents and teachers may work together for the students' best interests. The objectives are to support OCA teachers and to enhance the school's program. This fellowship is vital to fulfillment of our educational and spiritual goals. PTF meetings are an important means for communication with parents as well as maintaining the unity of the school. The PTF organization plans and coordinates fundraising and other special activities each year.

## **PERSONAL PROPERTY**

Students are expected to respect the property of other students. No student may enter another student's desk, cubby, or locker. Students are responsible for marking their name on all personal items (books, notebooks, coats, jackets, backpacks, sports gear, etc.) they bring to school. Teachers reserve the right to confiscate any magazines or books deemed inappropriate. Restricted items will be confiscated and returned to the student's parent. Students are discouraged from bringing valuables to school. Watches, eyeglasses, and other personal items are strictly the responsibility of the student, not the school.

## **PETS**

Pets are not allowed on school grounds except for instructional purposes.

## **PHYSICAL EDUCATION**

Physical education is an integral part of individual student development. When available, students will be involved in a physical education class. Excuses will only be permitted for illnesses with a written note from parents. A maximum of three (3) excused days will be granted with a parental note. Extended illnesses beyond three days require a physician's statement explaining limitations as they relate to the student's participation.

### **P.E. Dress**

All students in grades 6-12 must wear approved gym uniforms and athletic shoes. Failure to follow these requirements will result in a deduction from the student's daily grade.

## **RE-ENROLLMENT**

All parents are required to update registration information at the time of re-enrollment.

## **RESPECT/COURTESY**

Respect is one of the most important ingredients in any relationship. Relationships have been designed by God in part to bring us to Christian maturity. Proverbs 27:17 states, "*As iron sharpens iron, so one man sharpens another.*" Without mutual respect, there can be no lasting positive benefits in a relationship. Respect is needed between students and teachers, as well as among students themselves.

Disrespect tears down the work of God in the life of the individual as well as the life and nature of the school. Disrespect will not be tolerated in any form. Verbal, physical, or electronic harassment are forms of disrespect and will not be tolerated. Disrespect will be handled surely and swiftly.

All students should show respect to classmates, teachers and other adults, both in speech and actions. Adults are to be addressed as Dr., Mr., Mrs., or Miss, and never by first names. Courtesy to all teachers and students is expected.

### **School Property**

As a part of their Christian testimony, all students must have respect for the appearance and care of the building and grounds of OCA. Students will be required to pay for any damages they cause to the grounds or property. If the damage is willful, discipline will result.

## **SCHOOL HOURS**

The school office will be open from 7:30 a.m. until 3:30 p.m. The school day for each grade level will be as follows:

K-5 <sup>th</sup> grade	8:00 a.m. until 2:45 p.m.
Grades 6-12	8:05 a.m. until 3:00 p.m.

Students may begin arriving at 7:40 a.m.

Once school hours are over the office staff has specific duties that must be finished at the end of each day. Therefore, if you and your child return to the school after hours, your child's teacher must be present in the classroom for your child to enter. If the teacher has left for the day no one will open the door to the classroom.

## **SCHOOL PHONES**

It is essential that school phone lines are not tied up with calls not directly related to the operation of the school. Consequently, the administration requests that students use the office phone *only* in the case of valid emergencies and only with permission. Written permission from a teacher is required to use the office phone during a scheduled class.

School phones throughout the building are off limits to students.

## **SEASONAL EMPHASIS**

The school policy on seasonal emphasis issues encountered at Christmas, Easter and other holidays should be consistent with our Biblical orientation. We will strive to emphasize the Christian aspects of each seasonal celebration, without emphasizing secular aspects. We will also strive to protect, as much as possible, each family's specific holiday convictions.

Faculty and staff will make sure that all school decorations, presentations, and classroom discussions focus on the Christian history and celebration of the holiday. For instance, our Easter celebration will focus on the Biblical aspects of Jesus' death and resurrection, while our Christmas celebration will focus on the Biblical account of Jesus' birth. Halloween celebrations and the display of Halloween characters are not allowed.

## **SENIOR PRIVILEGES**

The Senior Privileges are just that: Privileges. These are granted by the Administration, but ARE NOT RIGHTS of the students. Seniors may be allowed to leave for lunch on designated days and in accordance with guidelines. Purchasing lunches for other students while off campus is prohibited and will result in the senior losing off-campus lunch privileges for 9 weeks per offense.

## **SEXTING**

Investigation of incidents of sexting is a vital part of the school's duty to protect students and will be done in cooperation with local law enforcement authorities.

## **SOLICITATION/DISTRIBUTION**

Distributing, selling, or advertising any items unrelated to OCA, including products sold among co-workers, must be submitted in writing to the administration for approval. Distribution of political or religious materials and flyers for events or programs not sponsored or officially supported by the school are prohibited.

The following actions are prohibited:

- Solicitation and distribution of literature on OCA property by non-employees
- Solicitation by employees or non-employees on OCA property during assigned work hours
- Distribution of literature by employees in OCA work areas during assigned work hours
- Solicitation through email

## **STUDENT SUPERVISION**

All students on campus are required to be supervised by an employee of the school or supervised by their parent at all times.

## **VISITORS**

Access to the campus of Oconee Christian Academy is monitored for the safety and protection of our students, faculty, and staff. All visitors, including parents, on campus must report to the school office and acquire a visitor's pass. Visitor's pass must be clearly displayed while on campus. All visitors will have temperatures checked and must wear facial coverings (masks) while in the building. All items (lunches, P.E. clothes, etc.) must be delivered to the school office marked with the student's name. No one may go directly to a classroom or to any other area of the campus without first checking in at the office. At the staff's discretion, visitors may be asked to show identification. Visitors outside the building also need to come to the office before going on the grounds and get a visitor pass stating they are cleared by the office to be on campus. All visitors, including parents, are expected to abide by the rules of the Academy when on campus.

Students from other schools wishing to visit friends on our campus are subject to additional guidelines.

- Any former student wishing to visit must visit during lunchtime and have prior approval of the administration.
- Family members of students and Youth Pastors may visit during lunchtime without prior approval, but must check in at the office and acquire a visitor's pass which must be clearly displayed.

## **WITHDRAWAL/TERMINATION**

Parents withdrawing a student from OCA on or after August 24, 2020 or before May 31, 2020 must complete a withdrawal form available in the Academy office. Early withdrawal fee per student is \$250.00. All outstanding bills must be paid in full and all textbooks and materials returned before records will be released. If a student is terminated by the Academy, payment of accounts, including the withdrawal fee, and return of textbooks and materials will be required before records are released.



# ATHLETIC HANDBOOK

## MISSION OF OCA ATHLETICS

It is the mission and purpose of the Oconee Christian Academy Athletic Department to serve as partners with parents in providing a positive athletic experience for students consistent with biblical truth, using athletic involvement as a tool to teach lessons for life. Additionally it is our mission:

- To build Christian character and to glorify God through competition with other schools and teams.
- To use athletics as a part of developing the total student.
- To develop school spirit and unity.
- To cultivate relationships among participating students and families.
- To be a witness to Christ through our effort and attitude.

The Academy encourages students to participate in sports as a way to glorify God through using their bodies. Athletic participation is a family affair at OCA and participation should be through mutual understanding between parents, students, coaches, and administrators of the associated commitment and effort required. Athletic participation at OCA is a not a right but a privilege that should be valued and protected.

## Athletic Verses

The following verses are the foundation of OCA athletics:

**HUMILITY:** “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.” Philippians 2:3 NIV

**PASSION:** “Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way to get the prize.” 1 Corinthians 9:24 NIV

**UNITY:** “If a kingdom is divided against itself, that kingdom cannot stand.” Mark 3:24 NIV

**SERVANTHOOD:** “As iron sharpens iron, so one man sharpens another.” Proverbs 27:17

**THANKFULNESS:** “Be joyful always, pray continually, give thanks in all circumstances, for this is for God’s will for you in Christ Jesus.” 1 Thessalonians 5: 16-18 NIV

**ACCOUNTABILITY:** “Why do you see the speck in your neighbor’s eye, but do not notice the log in your own eye?” Matthew 7:3 NRSV

## **Athletic Policies**

Oconee Christian Academy is committed to helping our students learn and grow as followers of Jesus Christ. Learning to serve and sacrifice in humility and to develop good work habits will help them grow and develop in character, wisdom and discernment.

Athletic and physical activity is an integral part of a student’s development. The Academy encourages students to participate in some form of physical activity every day. As part of OCA, Upper School students are encouraged to participate in whatever sport is in season rather than to specialize in one sport for the entire year. A student should discuss athletic participation with parents and coaches prior to embarking upon the rigorous schedule required for sporting events. Parents of student athletes are expected to serve in all activities sponsored by the Athletic Department including volunteering in the concession stand, at the ticket gate, or wherever parent volunteers are needed.

**Athletic Director** – The Athletic Director is selected by the Head of School and is approved by the Board of Trustees of OCA. He or she will report directly to the Head of School, giving full reports of the actions and activities of the athletic program. The Athletic Director is responsible for selecting head coaching positions with final approval of the Head of School. The head coach, with final approval from the Athletic Director, chooses assistant coaches. The Athletic Director authorizes purchase of equipment, uniforms, team apparel, and supervises each sport’s schedule.

**Coaches** – Coaches are free to conduct their own practices and/or workouts in such a fashion that embraces the values of the school, the policies of the school and this handbook, the policies of SCACS, and are approved by the Athletic Director. Coaches are allowed to set their own team rules as long as the rules do not omit or contradict the spirit of this document or specific policies. Coaches have the freedom to select team members, have tryouts if necessary, and make cuts to remove a player from a team for disciplinary reasons if necessary and with approval of the Athletic Director.

**League Affiliation** - OCA competes through the South Carolina Association of Christian Schools (SCACS). As a member of the 2A Piedmont Conference, we compete against other Christian Schools for conference titles and the right to move on to the SCACS State competitions.

### **Levels of Competition**

- Junior High: 6<sup>th</sup> grade through 9<sup>th</sup> grade (5<sup>th</sup> grade through 12<sup>th</sup> grade for golf and cross country)
- Junior Varsity: 6<sup>th</sup> grade through 10<sup>th</sup> grade (5<sup>th</sup> grade through 12<sup>th</sup> grade for golf and cross country)
- Varsity: 7<sup>th</sup> grade through 12<sup>th</sup> grade (5<sup>th</sup> grade through 12<sup>th</sup> grade for golf and cross country)

Note: Levels of competition for each sport will be determined yearly from student interest and the ability to schedule games or matches with other schools.

### **Eligibility for Practice or Participation**

#### **Annual Physicals**

To be eligible for practice or participation in interscholastic athletic contests, a student must have a medical examination by a physician once every 365 days. An OCA Examination Form is available in the athletic office, school nurse office, and on the school web site. This form must be properly completed, signed, returned, and placed on file in the athletic office **prior to the first day of practice**.

#### **Financial Obligations**

All financial obligations with the school must be kept current to be considered eligible to be an active member of an OCA athletic team. This includes payment of the sports fee.

#### **Parent Consent**

A Parent Athletic Permission Form must be completed, signed, returned, and placed on file in the Athletic Office **prior to the first day of practice**.

#### **Eligibility**

Any student who wishes to participate in interscholastic athletics must meet these criteria:

1. Have a current Examination Form, Athletic Participation/Permission Form, Medical History Form, and a signed Liability Waiver on file in the Athletic Office **prior to the first day of practice**.
2. Meet academic and attendance standards set forth by Oconee Christian Academy and SCACS.
3. Meet behavioral standards set forth by Oconee Christian Academy.
4. Be enrolled as a student and be current on ALL financial obligations to OCA.

#### **Age Requirements**

A student may not compete on a Junior High team if he or she is sixteen years of age prior to July 1 of the present school year. A student may not compete on a Junior Varsity team if he or she is seventeen years of age prior to July 1 of the present school year. A student may not compete on a Varsity team if he or she is nineteen years of age prior to July 1 of the present school year, or younger than the 7<sup>th</sup> grade (5<sup>th</sup> grade in golf and cross country).

Once a student enters the 9<sup>th</sup> grade, he or she has four consecutive years of varsity eligibility. A student who fails a grade in high school will be ineligible for a fifth year of athletic participation. Any special circumstances will be reviewed on a case-by-case basis.

### **Academic Requirements**

- A. A student must prior to participating in a sport, including practice, meet all requirements for the extracurricular athletic event in question. This includes the Examination Form, Parent Permission Form, Medical History Form, Liability Waiver, Sports Fee Payment, Enrollment, and Age requirements as outlined above.
- B. **Prospective** students are not allowed to **practice or try out** for competitive sports that are sanctioned by SCACS. In order to try out for a team or practice with a team, a student must be enrolled in at least one core curriculum class that meets daily.
- C. Students that participate in athletics must be regularly enrolled (not receive scholarship) in a member school. Any student participating in athletics should not be recruited or receive scholarship based on athletic ability or participation; no representative from any member school should make “first contact” with a prospective student for athletic purposes. Students participating in athletics are entitled to no more financial assistance than any other similar student attending a member school.
- D. Students who are failing any class may not participate in any sport. Failing is a grade 59% or below. Student’s grades will be checked at mid-term and at the end of a grading quarter. Grades will be checked the Wednesday following final grade input for the mid-term or quarter.
- E. A student must have a 75 average overall. Student’s grades will be checked at mid-term and at the end of a grading quarter. Grades will be checked the Wednesday following final grade input for the mid-term or quarter.
- F. A minimum two week time period will be given for a grade re-check. Students will be able to participate in practice until the 1<sup>st</sup> grade re-check, but cannot participate in games during this period. If the student hasn’t met eligibility requirements at the 1<sup>st</sup> grade re-check, the student will not be allowed to participate in practices or games until another grade re-check. After 4 weeks of ineligibility, the student will no longer be able to participate during that season.

### **Home School Student Participation**

A home schooled boy or girl may participate in OCA athletics if he or she is enrolled in at least one core curriculum class at OCA. He/She must pay the tuition and sports fee and abide by the rules and regulations as set forth in the student and athletic handbook. Any cost and fees associated with enrollment can be obtained from the school office or from the Schedule of Fees for OCA.

Additionally, per SCACS regulations:

- Home-educated students may not be dually enrolled (or dually participating).
- When a home-educated student enrolls in an on-campus course, he/she must complete the course. During the following year, the student should continue enrollment if participation is to continue (i.e. a student who enrolls in February and competes in baseball must complete a school year; if the student wants to compete in baseball the following year, enrollment should continue in August and be continuous until baseball is completed the following year).
- Home-educated students who dis-enroll after being enrolled, will not have athletic eligibility for one full calendar year after re-enrollment.
- Home-educated students must have a 75 average overall in classes taken at OCA in order to participate.

## **Game Attendance Requirements**

To be eligible for participation, athletes must be counted as present at school on the day an athletic event is scheduled. In order for a student to be counted present, the student must remain in school until 11:30 or arrive at school no later than 11:30. Student must attend a minimum of 3 ½ hours of school in order to participate on a day of event. (i.e. Student cannot arrive late to school at 10:00 and then leave at 11:30 and participate, unless the absence is for a preapproved absence (i.e. Doctor's appointment.)

In the event an athletic event necessitates students to miss class, the coach and/or Athletic Director will submit a request to the school administrators, faculty, and staff, for early dismissal, complete with the list of students to be dismissed and the dismissal time.

For safety reasons, a player that is absent for an entire week of practice between games will not be allowed to play in the next game; he/she will be allowed to wear their jersey and be on sidelines during the game. Note: This does not apply to injured players that attend practices but have limited participation in practice due to their injury or illness.

## **Practice Attendance Requirements**

OCA athletics is comprised of team sports that require every player to know his or her responsibilities and perform as part of a TEAM. If one player is not able to practice his or her responsibilities, the rest of the TEAM pays the price. TEAMS develop during practice, not in games. Therefore, on-time attendance at all practices is critical for safety considerations and so each player properly develops and has the opportunity to learn their TEAM responsibilities.

OCA encourages participation in other sports and extra-curricular activities. We also emphasize the importance of TEAMwork, TEAM building and the importance of practice for safety and player development. Please understand that by joining any TEAM program, you have made a commitment, and to help each player develop as part of the TEAM, commitment to our program and to the TEAM is understood to take precedence over all other commitments.

OCA's Practice Attendance Policy is as follows:

- Players are required to attend ALL practices, tournaments, and program events. Permission to attend to an academic requirement which will require missing an athletic event must be approved with the coach prior to the absence. Remember, you have committed to the team so diligence to complete academic requirements and athletic requirements is of utmost importance.
- Players are required to be ON TIME to all practices, tournaments, and program events. ON TIME means that if you are not there 10 minutes before practice, you are LATE. All athletes are expected to be DRESSED (including having their shoes, ankle braces, and knee pads on) 10 MINUTES prior to the beginning of practice. Players need to BEGIN warming up at the time practice is scheduled.
- If you are LATE, there will be consequences such as running or if the tardiness continues playing time will be taken away or dismissal from the team if the problem persists.
- If a practice is missed, the athlete will be required to make it up by staying an extra practice session. If a practice is missed the day before a game, the athlete will not be able to START the game the following day.
- Up to 3 unexcused absences are allowed during the season. A 4<sup>th</sup> unexcused absence provides cause for further reduction in playing time and dismissal from the team if warranted by the player's and/or parent's conduct.
- Examples of excused absences:
  - Serious illness or death in the family
  - Mandatory school events
- Coaches will address excused absence and playing time accordingly. When a player knows that he is going to be absent or late, he/she has the responsibility to notify his/her coach in advance, otherwise it will be treated as an unexcused absence. Also, coaches understand that occasional school conflicts

arise, and we prioritize academics first. However, we also expect players to use good time management skills to complete schoolwork and make practice.

- Examples of unexcused absences:
  - Planned vacations not communicated prior to the start of the season;
  - Conflicts with another sport;
  
  - Birthday parties/events;
  - Hair appointments;
  - Camps of other teams, including try-outs, practices, etc. of other sport organizations.
- Players with unexcused absences can expect reduced playing time. Practice attendance is just one of the criteria to determine playing time. **Playing time may be proportionately reduced for each practice missed (e.g. one practice missed during the week of season, playing time may be reduced by ½ a quarter minimum, two practices missed during the week of season, playing time may be reduced by one full quarter.)** Continued unexcused absences that impact the TEAM may result in dismissal from the program.
- Coaches will maintain practice attendance reports and supply these reports to the Athletic Director upon request.
- NOTE: Please note that coaches spend ample time preparing for practices in order to develop and prepare the team properly. Player attendance, or lack thereof, greatly impacts a coach's and the team's ability to be successful. Additionally, missing practice not only affects the coaches, but it also impacts the other player's development.

## Program Goals

The Academy maintains a program of interscholastic competition for boys and girls in grades 5-12 through our membership in the South Carolina Association of Christian Schools (SCACS). It is the goal to train the student athletes to compete. Therefore, as the coach deems the student-athlete ready, they will play them. There is however, no guarantee that each student will play an equal amount of time in every game.

As a member of a team each student will:

- Receive instruction that helps develop his/her ability to compete for God's glory.
- Honor team rules and guidelines.
- Pledge to be on time and attend practices, meetings, programs and fundraisers sponsored by the team.
- Pledge to dedicate themselves to the OCA sport for which they chose to play.
- Communicate to the coach when he/she will not be in attendance to practices, meetings, programs and fundraisers sponsored by the team (See attendance policy.)
- Be disciplined and trained in leadership.
- Be encouraged to promote OCA spirit, unity, and pride.
- Be encouraged to demonstrate Christian character on and off the field of competition.
- Be encouraged to abide by the Code of Conduct and Ethics of OCA and SCACS.
- Be prepared to compete for SCACS State Championships.
- Be equipped to vie for NCAA, NAIA, NJCAA, and NCCAA athletic scholarships.

## **Code of Conduct and Ethics**

### **Our Speech**

Colossians 4:6 *“Let our speech always be with grace, seasoned with salt.....”*

1. Questionable language or “slang” words will not be tolerated. The student athlete will never engage in any language that can be termed “trash talking” or use profanity or questionable slang.
2. The student athlete will address coaches and officials with respect. The student athlete will address the coach as “Coach” or “Mr., Mrs., Miss” and will take concerns or complaints directly to him or her. Insubordination and divisive speech or behavior will not be tolerated. The student athlete will address officials as “Sir” or “Ma’am.”
3. The student athlete will never criticize the officials or coaches. This includes facial, hand, and other body language. These people represent the authority figure, “boss,” parent, teacher, and “Law.” Obedience to authority is not optional and is not predicated on whether or not the student athlete agrees with a decision. All authority is God given and disobedience to authority is disobedience to God.

### **Our Relationships**

John 15:12 *“This is my commandment, that you love one another as I have loved you.”*

Thus we commit to:

1. Develop relationships and a good rapport with teammates and coaches. God has placed you in this situation for a purpose. You have an opportunity to develop life-long friendships. If sports become all about you, you need not participate.
2. Develop relationships and a good rapport with classmates. Do not attempt to set yourself upon a pedestal. Your classmates will not respect or support you.
3. Develop relationships and a good rapport with students from other schools. Never miss an opportunity to share Jesus Christ with others.

### **Our Unity**

1 Corinthians 12:12-13 *“For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ. For by one Spirit we were all baptized into one body...”* Thus we strive to:

1. Develop unity within the team. “It is amazing what can be accomplished when no one cares who gets the credit.” John Wooden
2. Develop unity within our school family. God has called each one of us to this school. Each of us has different abilities, and therefore, different roles. Never be jealous or envious of someone else’s role. Be busy fulfilling your role.
3. Develop unity within the Kingdom. We must establish our philosophy with other schools in order for our ultimate purpose to be met – to further the Kingdom of God. It will take other Christian schools being successful. Pray for them as you pray for Oconee Christian Academy.

### **Our Motives**

1 Corinthians 10:31 *“...do all to the Glory of God.”*

1. Be motivated by the love of God. Athletes must live for Him because He died for us.
2. Strive for victory in order to glorify God. Athletics is just a means to an end and not an end unto itself.
3. Demonstrate Christ in our lives by abiding by the rules of the game in letter and spirit. Tactics that promote unfair “gamesmanship” will not be tolerated by athletes or coaches.
4. Commit to excellence. All areas – faith, practice, academics, and game preparation -- must reflect a commitment to excellence.
5. PLAY and ACT like a CHAMPION!

## **Our Behavior**

1 John 2:6 “*He who says he abides in Him ought himself also to walk just as He walked.*” Thus our obligation is that:

1. The athlete will maintain a good reputation. The athlete’s character must be in good standing with the administration, faculty, staff, coaches, and church.
2. The athlete will meet all eligibility requirements.
3. The athlete will know and understand all requirements. The athlete must know all the expectations of their team and will follow them both in action and in spirit.
4. The athlete will show respect for all coaches, trainers, managers, and all staff personnel. This includes the game plans, methods, and philosophies.
5. The athlete will show respect for their teammates. The athlete must respect the seriousness of their commitment by attending all practices, meetings, and games as prescribed at the beginning of the season and by working together to accomplish a common goal. Help to hold your teammates accountable for their actions. Iron sharpens iron!
6. The athlete will maintain a high standard of appearance. Both in and out of the arena the athlete must adhere to the strictest interpretations of the school dress code and the team dress and uniform code.
7. The athlete will demonstrate Christ-like character. It is expected that both in and out of the arena respect will be shown in speech and actions for game officials, opponents, and all those associated with our opponents.
8. The athlete will never engage in fighting. The athlete must maintain self-control at all times. Unsportsmanlike conduct penalties will not be tolerated and will be penalized. Penalties include, but are not limited to, suspensions or dismissal from the team.
9. The athlete will know and understand our philosophy. The athletes must respect the eternal effects of their speech and actions as they represent themselves, their families, their school, their church, and ultimately their Lord and Savior, Jesus Christ.
10. The athlete will not use illegal drugs, illegal performance enhancing supplements, tobacco, or alcohol.

## **Standard of Conduct for Spectators**

Per the SCACS Athletic Handbook, each participating school is responsible to see that players, coaches, and spectators demonstrate good sportsmanship.

1. Schools are required to have a designated representative, other than the coach, in charge of their group. The designated representative is available in the event there is a problem.
2. Fans are encouraged to cheer positively for OCA rather than negatively against the other team or officials.
3. In basketball, schools are expected to refrain from trying to disrupt an opponent while shooting foul shots.
4. Spectators who disregard these Christian sportsmanship guidelines may lose attendance privileges at OCA sporting events.

5. Only those with official duties will be allowed on the field or court. All others are asked to remain in the spectator areas.
6. Please help in any way possible with cleanup after contests.
7. Always be courteous to the officials and referees. Do not approach an official at any time. Any contact with an official can result in ejection from the athletic contest and possibly bar the offending individual from being allowed to attend future contests.

### **Practice and Playing Time Policy**

1. Junior High and Junior Varsity – the philosophy at this level is to compete to win while looking for opportunities to allow for individual success when the situation allows for it during the game.
2. Varsity – the coach will choose a starting team for each game and substitute players at the appropriate times with an emphasis on winning and being successful.
3. Practices are important to each team's success and attendance is mandatory.
4. Players should not be absent from a practice or game without prior permission.
5. Players missing practices or games for outside jobs may jeopardize playing time as well as their role on the team.
6. Players will not be excused from OCA practices or games in order to attend tryouts, practices, or games associated with outside athletic organizations unless they have made proper arrangements with the head coach. The commitment made to the OCA program has top priority.
7. The process for players desiring to participate on a varsity team will terminate the day of the first regular season practiced unless they have made proper arrangements with the head coach. Exceptions will only be made for the following reasons: New student to the school, player finishing participation in another sport that overlaps with the new sports season, and conflicting summer plans that are unavoidable.
8. Students need to inform their coach of any possible conflicts (weddings, siblings college graduation, etc.) with the games that are scheduled. This includes all playoff, region and state contests.
9. An athlete may be allowed to participate in two sports during the fall season as long as the head coaches for both programs agree to dual participation and can come up with a viable practice schedule for the athlete. The athlete does need to select a primary and secondary sport in case both teams have a contest on the same day. An athlete must declare dual sport participation prior to the SCACS roster deadline, participate in practices of each sports' team, and play in 50% of games after the SCACS roster add deadline in order to be added to a team after the start of a season.
10. Quitting – once a student has been selected to be on a team or squad, he/she will not be allowed to quit after the first day of practice without a parental conference with the head coach, unless that athlete suffers from a serious injury or is seriously jeopardizing academic progress. The Athletic Department reserves the right to refuse participation in another sport if the reason for quitting is deemed inappropriate.

Note: Parents are expected to instruct and prepare their children for a competitive sports program at OCA. Success is not synonymous with playing time. Success is defined as contributing to a team with God-given abilities as needed.

The amount of time an athlete plays is determined by many different factors. The head coach reserves the right to determine playing time of each athlete. All team members have different roles within the team structure and are evaluated accordingly by the coaches. If a player has difficulty understanding why he or she is not playing, the first course of action is for the player to discuss the concern with the coach, either before or after practice.



## **Effective Parent/Coach/Player Relations at OCA**

1. Love, respect, encourage, and pray for one another.
2. Protocol for parents with concerns or questions: Most situations concerning player and coach relationships can be solved by the player and coach meeting together. Therefore, parents should encourage their child to meet with the coach.
  - a. Meeting with the head coach and player
  - b. Meeting with the head coach, player, and parents. Proper deference should be shown toward the coach by scheduling an appointment to discuss concerns in private. Impromptu meetings such as after a game or practice are most often inappropriate.
  - c. Meeting with the athletic director, head coach, player, and parents. The athletic office will not entertain most concerns unless they have first gone to the head coach.
3. Parents are expected to be supportive of the coaches and to refrain from sharing negative opinions with others.
4. Parental displays of anger towards team members, coaches, officials or other teams are unacceptable and may result in their child being removed from participation in athletics at Oconee Christian Academy. Parents should refrain from coaching players from the stands.
5. If a team member, or parent of a team member, organizes support against a coach that team member will be removed from athletic participation at OCA. This includes verbal meetings, organized letter writing campaigns, player petitions, or negative communication on the internet.
6. Each varsity head coach will be responsible for oversight of their program from sub-varsity to varsity.
7. Parents are required to attend a pre-season meeting for each team in which their child participates. Team policies, program direction, and expectations will be discussed at this meeting.

## **Athlete Behavior**

All behavior should be Christ-honoring in our relationships with coaches, student athletes, teammates, and fans.

1. If the Athletic Director determines that an athlete is not demonstrating a positive overall attitude or receives input from teachers that a proper attitude is not being demonstrated in the classroom, the athlete may either be put on probation or dismissed from the team. A parental conference would precede dismissal.
2. Hazing or harassment is illegal and will result in suspension from athletic participation.
3. Athletes are expected to be good stewards of all athletic facilities, home and away.
4. Coaches are responsible to unlock and lock the locker room prior to and after use by their team. They are also required to have at least one coach supervise the locker room while it is being used by our student athletes. Each coach should demonstrate and expect good stewardship of their locker rooms both at home and at away games.
5. Athletes are not to be in the locker room without a coach present after school. Athletes are expected to take pride in the cleanliness and stewardship of our facilities.

## **Practice Times**

Practice will be held on Monday, Tuesday, Thursday, and Friday. Wednesday practices can be held on campus on an as needed basis, but must be dismissed by 4:30. Practice times and duration vary with the sport and are determined by the coach and Athletic Director. On half days and non-school days, a coach can

hold practice, but the practice is not mandatory; however, the athlete is highly encouraged to attend the practice. No practices or team meetings shall be held on Sundays or school holidays without approval of the Athletic Director.

### **Trips/Attire/Dress and Hair Requirements**

#### 1. Conduct

- a. Athletes are representatives first of our Lord Jesus Christ, second our parents and family, and third of OCA and the Athletic Department. This responsibility should not be taken lightly.
- b. Athletes are expected to conduct themselves in a Christ honoring way at all times.
- c. Co-ed teams traveling to contests must have boys and girls sitting separately on the bus or vehicle. There should be at least two coaches in the vehicle, one being the driver.
- d. Damage done to vehicles, gym facilities, locker rooms, or school property from carelessness will be the financial responsibility of the individual(s) who caused the damage.

#### 2. Dress Code and Hair

- a. Boy's hair will be cut above the ears, eyebrows, and collar. Faddish hairstyles are not acceptable (Mohawk, shaved sections, excessively long hair, etc.)
- b. Boy's and Girl's hair must be a natural color.
- c. No body piercing may be worn by athletes while participating in any athletic event (including before, during, or after a game). This includes earrings. No body piercing may be worn by an athlete during any OCA practice.
- d. OCA athletes are not permitted to have visible tattoos while participating in an athletic event (before, during, or after a game or practice).
- e. Coaches will determine proper attire for traveling to away contests.
- f. If a team desires to wear their warm-up shirts and pants on a game day, prior approval must be received from the Athletic Director and Head of School. All members of the team need to wear the school approved warm ups in those situations.
- g. No male or female undergarments (including sports bras) should be visible before, during, or after athletic contests or practices
- h. If no specific dress is specified by the coach, the athlete should dress in accordance with the school dress code.
- i. Athletes violating dress code may be subject to reduced playing time.
- j. Coaches Attire – coaches must also meet OCA dress code. Business casual is the dress code for court sports. Field sports should dress in accordance with the sports norm. Coaches should dress in appropriate OCA gear. Blue jeans or shorts should not be worn.

#### 3. Travel

- a. At the present time, student athletes must travel to games or practices in students or parents personal vehicle.
- b. Students may ride with adults or may drive themselves to games or practices (no other student passengers). OCA prefers that adults drive to and from practices and games.
- c. Athletes will not be allowed to ride with anyone other than parents unless a Student Travel Request Form is completed and turned in to the office. A copy of this form is available on the OCA website and in the office.
- d. If parents should agree that their students may ride together, both parties must complete a Student Travel Request Form. The Form must be submitted and approved prior to the day the transportation is needed. Otherwise, athletes will not be allowed to ride with other OCA student drivers to or from contests.

## School Discipline

1. Athletes receiving a suspension from school will not be allowed to participate in any athletic activity that day.
2. Athletes receiving suspensions from the upper school administration may face further, appropriate, and fair discipline at the discretion of the athletic administration.
3. In addition to the rules concerning school suspensions, the following rules concerning behavior will be enforced:
  - a. Athletes who display inappropriate verbal or physical behavior will be suspended for one game following the first incident. If the display is deemed extreme, then the athlete may be removed from further or all athletic participation at OCA for that sports season.
  - b. A second incident will result in the athlete being removed for a period of time at the discretion of the athletic administration.
  - c. A third incident will result in the athlete being removed from athletic participation at OCA for the remainder of the school year.
4. Any student-athlete disciplined in other areas of school life is subject to discipline within the athletic department. Discipline would be determined by the Athletic Director and the Head of School.

## Conduct Regarding Fouls on Coaches & Players

When any coach or player is assessed a technical foul or red card, this information should be reported to the SCACS office via the “Game Report Form.” Infractions will carry the following penalties—

<b>Situation</b>	<b>Coaches</b>	<b>Players</b>
Technical foul/yellow card	4 points	3 points
Game disqualification	1 game suspension	1 game suspension

  

<b>Point Accrual</b>	<b>Penalty</b>
12 points	2 game suspension
16 points	Season disqualification

It should be noted that any disqualification that also causes a coach or player to exceed the point totals allowed may also result in compounded penalties.

## Apparel, Uniforms, and Equipment

1. All team-promoting apparel worn by OCA athletes must be approved by the Athletic Department. Any apparel that has not been approved cannot be worn on campus or at athletic events. Any parents or coaches who would like to supply teams with apparel need to coordinate that with the Athletic Director. If coaches are approached by a parent concerning apparel for the team, the coach needs to direct that parent to the Athletic Director. Apparel purchased without Athletic Director approval will not be allowed to be worn at school events and will not be paid for by the Athletic Department.
2. Uniforms
  - a. Uniforms are to be properly maintained. Any damage to or loss of uniforms will be the responsibility of the athlete.
  - b. Clean uniforms are to be turned in to the head coach within one week of the conclusion of the season. The uniforms are considered school property and cannot be kept. If a uniform is not turned in, the full replacement cost of a new uniform will be charged to the student’s account.

- c. Uniforms are not to be turned into the Athletic Director. They should be turned in to the coach.
- d. Uniforms must be turned in before an athlete is allowed to participate in another sport season.
- e. Uniforms may only be worn for athletic contests or on game days with approval from the coaches.
- f. Progress reports and/or grade reports can be withheld until all uniforms are returned to the school.
- g. Game uniforms are not to be used for practice or personal use. They may be used for other school functions with approval from the head coach.

### **Awards/Post Season Banquets**

1. Awards are used in OCA athletics to recognize God-given ability and achievement. Awards are given at the coach and athletic director's discretion.
2. The purchase of letter jackets is the sole responsibility of the athlete. Jackets may be purchased from Diamond T Sports or through Herff Jones. Emblems for a particular sport will be received from the Athletic Department after a 9<sup>th</sup> -12<sup>th</sup> grade varsity athlete has made the team and completed the season participating in one third of the total number of contests.

### **Sports Fees**

Sport fees will be based on the tiered sport fee schedule below. Fees will be based upon one person, per sport, per season and are due before participation in practice or games.

- Athletic Fee Schedule
  - Athletic Fee is \$80 per student (1 sport per year); \$145 per student (2 sports per year); \$200 per student (3 sports per year)

### **Booster Club and Fundraising**

**Admissions/Concessions** (Home Games) – All parents are responsible for working at least one admissions gate and one concession. If a parent has multiple students participating, they are required to work two concessions along with one admission.

**Fundraising Participation** – Proceeds from fundraising efforts of the OCA Booster Club make up the greatest portion of the OCA athletics budget. Without these proceeds, our sports programs would be severely limited. To continue and advance our sports programs, it is a requirement for all student athletes to participate in these fundraisers. The Athletic Department depends heavily on each student-athlete's parent(s) or guardian(s). Participation in our athletic program is a privilege and not a right and comes with many responsibilities. It is expected that both athlete and parent/guardian fulfill the responsibilities as specified by the Athletic Department and each team.

\*Any questions or concerns regarding the OCA athletic policy should be directed to the Athletic Director at the school (864-882-6925).



## FAMILY COVENANT

A *covenant* is a binding agreement between parties. It signifies a solemn oath and sincere pledge of mutual respect and cooperation.

### **School Commitment:**

Oconee Christian Academy covenants to provide the best it can for your child(ren) in the way of facilities, curriculum, instruction, faculty, athletics, and extra-curricular programs. OCA further pledges to do everything possible to support you in your efforts to raise your child(ren) in the nurture and admonition of the Lord.

### **Parent/Guardian Commitment:**

As the legal parents/guardians of our children, we covenant to support OCA in its efforts in Christian education. We agree that it is our responsibility to strive diligently toward the observance of the *Family Covenant* as God enables us by the power of the Holy Spirit. If we feel at any time that our personal convictions are not aligned with this covenant, we promise to contact the administration to discuss our concerns.

**NOTE:** Please read the following statements. If there is any statement you cannot personally support, please initial it and discuss it with us in a personal interview. Generally, your honest inability to commit to any of these items would not necessarily prohibit acceptance into OCA; however, we want you to know from the start the foundational parameters of OCA, our personal expectations, and the importance of having your personal support.

1. We agree to abide by all guidelines set forth in the handbook.
2. We have read the “Statement of Faith” found in the school handbook and are willing to have our children educated in accordance with it.
3. We have read the “Fee Schedule” found in the school handbook. We agree to pay all financial obligations in accordance with the terms listed on the current Fee Schedule. We understand that report cards, transcripts, and other records will be withheld, and our child could be suspended, unless financial accounts are in order.
4. We will support Oconee Christian Academy with our prayers, our time, our finances, and avenues of involvement as God provides the opportunity and resources.
5. We will worship the Lord regularly at a Bible-believing church.
6. We will fully cooperate in the educational activities of OCA by doing our best to make Christian education effective in the lives of our children.
7. We will require our children to support the spiritual activities of the school (chapel, Bible classes, Scripture memory, etc.).
8. The school has full discretion in the discipline of our children in accordance with the “Dress Code Policy” and the “Discipline Policy” as published in the school handbook.
9. The school reserves the right to place our child(ren) at the appropriate grade level and to designate the appropriate teacher(s).
10. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with or support the enforcement of school policies.
11. We will be faithful to attend all parent functions at OCA, as best we can.
12. If we become dissatisfied with OCA in any way, we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matthew 18: 15-17; 23-24)

**Student Commitment:**

As an OCA student, I covenant to submit to the authority of the school, its representatives, and to the final authority of the Word of God. I will respectfully follow the guidelines described in the student handbook.

It is the desire of Oconee Christian Academy that every student and school employee reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus, is extremely important. Since the testimony of our lives is so important, parents should insure that their children understand the guidelines found in the student handbook, and sign the following agreement that pertains to student conduct, both on and off campus, during and after school.

1. I understand and agree to submit to the guidelines described in the handbook.
2. I agree to strive for excellence as a student in all that I say and do.
3. I agree to obey the Bible in speech and conduct.
4. I agree to respect and cooperate with those in authority at the school.
5. I agree to avoid alcohol, drugs, and tobacco.
6. I agree to avoid cursing, sexual immorality, dissension, plagiarism, and other specific acts and attitudes cited in Galatians 5:19-21.
7. I agree to submit to the dress code that has been set by the school.
8. I agree to submit to the discipline policy of the school.
9. I understand that once I enroll at OCA, I am a part of OCA wherever I am. Therefore, I agree to avoid behavior, both on and off campus that would dishonor Jesus Christ, the school, my church, my family, and me.

*Both* parents/guardians and student should sign: ***(Signature below signifies that you have read the 2020-2021 Student Handbook in its' entirety.)***

_____	Date _____
Father's (Guardian's) Signature	
_____	Date _____
Mother's (Guardian's) Signature	
_____	Date _____
Student's Signature	
_____	Date _____
Student's Signature	
_____	Date _____
Student's Signature	
_____	Date _____
Student's Signature	

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# Oconee Christian Academy

150 His Way Circle - Seneca, SC 29672

Revised 7/23/2020

## 2020-2021 School Calendar

### July 2020

Office Closed.....July 3, 6-10, 17, 24, 31

### August 2020

Teacher In-Service.....August 3-6  
First day of Classes.....August 24

### September 2020

Labor Day Holiday.....September 7  
Early Release - Elem. Conferences.....September 10  
MS/HS Boost Retreat.....September 10-11

### October 2020

End of 1st Quarter .....October 8  
Early Release .....October 8  
OCA Grandparents Day.....October 8  
Fall Break.....October 9  
Report Cards.....October 15

### November 2020

Thanksgiving Holidays.....November 25-27

### December 2020

Early Release.....December 18  
High School Exams.....December 16-18  
End of 2nd Quarter (Semester).....December 18  
Christmas Break.....December 21-31

### January 2021

New Years Holidays.....January 1,4  
Classes Resume.....January 5  
Report Cards.....January 8  
MLK Jr. Holiday.....January 18

### February 2021

President's Day/Holiday.....February 15-16

### March 2021

End of 3rd Quarter.....March 12  
Early Release.....March 12  
School Closed/Holiday.....March 15  
Report Cards.....March 19

### April 2021

Spring Break.....April 5-9

### May 2021

School Closed/Holiday.....May 7  
OCA Warrior Spring Swing.....May 7  
Senior Exams.....May 11-13  
Senior Awards Assembly.....May 14  
Early Release.....May 18-21  
High School Exams.....May 18-20  
Elementary Awards Assembly.....May 20  
Kindergarten Graduation.....May 20  
Upper School Awards Assembly.....May 21  
End of 4th Quarter.....May 21  
Senior Graduation.....May 21  
Memorial Day.....May 31  
Office Closed.....May 31  
Report Cards.....June 3

### June 2021

Office Closed.....June 4, 11, 18, 25

JULY						
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AUGUST						
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SEPTEMBER						
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NOVEMBER						
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JANUARY						
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APRIL						
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MAY						
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30	31					

JUNE						
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20	21	22	23	24	25	26
27	28	29	30			

- Red numbers=extra time weeks
- Yellow=Teacher In-Service
- Green=School Closed/Holidays
- Purple=First/Last Day of Classes
- Red=Office Closed
- Blue=Students Dismiss at 11:30
- Grey=Weekends

## “Only God” 2020-2021

<sup>30</sup> *And you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.* <sup>31</sup> *“The second is this, ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”* Mark 12:30-31