

OCONEE CHRISTIAN ACADEMY
2016-2017
STUDENT HANDBOOK



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Welcome to the Oconee Christian Academy family. We are delighted that you are a member of the student body for the 2016-17 school year. We are excited about working with you to make this a special year of spiritual and academic growth and maturity. Our theme verse for this year is ***Proverbs 3:5-6***, which says, ***“Trust in the LORD with all your heart and lean not on your own understanding; in all your ways submit to Him, and He will make your paths straight.”*** We will all covenant together to live out this verse in the new school year. 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.

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 an "F" on the assignment. If a second instance occurs, the student will receive an "F" on that assignment, and may receive an "F" for that grading period. On a third occurrence the student will be required to appear before the Director and accept the Director's decision on continuing his/her career at OCA. An appeal may be presented to the Board of Trustees for consideration.

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

The Board of Trustees desires for each parent and student to come to a saving knowledge of Jesus Christ and become active in a local body of believers. The Board 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 application must be completed and submitted to the Academy office with the registration fee. The registration fee is not refundable unless the Academy is unable to accept the applicant for enrollment.
- The student's academic and department 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 October 1, 2016. Students who are enrolled in first grade should have reached their sixth birthday by October 1, 2016.

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 complete a form giving medical information. Students requiring special medical attention will be accepted on the approval of the Administration. For the 2016-17 school year all 7th 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).

ATHLETIC POLICY

The Academy encourages students to participate in whatever sports are offered during the year. Athletic participation is a family affair and should be discussed with parents and coaches prior to embarking upon the rigorous schedule required for sporting events.

MISSION OF OCA ATHLETICS

- 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 for 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 and students of the associated commitment and effort required. Athletic participation at OCA is not a right but a privilege that should be valued and protected.

ORGANIZATION AND STRUCTURE

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 Tournament.

Leadership and Governance

Athletic Director

The Athletic Director is selected by the Director of the school and is approved by the Board of Trustees of OCA. He or she will answer directly to the OCA Director, 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 Director. The head coach, with final approval of the Athletic Director, chooses assistant coaches. Also, the Athletic Director authorizes purchase of equipment and uniforms and supervises each sport's schedule.

Coaches

Coaches are free to conduct their own practices and/or workouts, in such fashion that embrace the values of the school, the policies of SCACS, and the final approval and evaluation of the Athletic Director. Coaches are allowed to set their own team rules as long as 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 or remove a player from the team for disciplinary reasons if necessary and with approval of the Athletic Director.

Participation Requirements

Age Requirements:

A student may not compete on a *Junior High* team if he or she is sixteen years of age prior to August 15 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 August 15 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 August 15 of the present school year, or younger than the 7th grade (6th grade for Golf or Cross Country).

Once a student enters the 9th 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. Students who are failing any class may not participate in any sport.
- B. Must have a 70 average overall.
- C. Minimum two week time period for a grade re-check.

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. In the event an athletic event necessitates student athletes to miss classes, the coach and/or the 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.

Dress and Hair Requirements

Practice- Clothes worn to practice must adhere to the school dress policy. This includes coaches and volunteers.

Game Days- All OCA athletes will wear the same game day dress to school. There will be no exceptions to the policy unless approved by both the Athletic Director and Director. Boys must wear khaki pants and an approved "OCA Athletics" polo shirt. Girls may wear either khaki pants or skirt with an approved "OCA Athletics" polo shirt. Shoes must meet regular school guidelines. Students not meeting this dress code will be ineligible to travel with the team or participate in games. When traveling to away games, the dress code will be left to the discretion of each coach. Uniforms to be worn include: khaki and polo shirt, team uniforms, or in their team sweat suits. All athletes are required to be neatly dressed. ***Khakis and polo shirts are not required to be worn after games.***

Boy's hair must be cut above the ears, eyebrows, and collar. Faddish hairstyles are not acceptable (Mohawk, shaved sections, large afros, etc.).

Boy's and girl's hair must be a natural color.

No body piercing jewelry may be worn by athletes while participating in any athletic event (including before, during, or after a game). This includes earrings. No body piercing jewelry may be worn by athletes during any OCA practice.

OCA athletes are not permitted to have visible tattoos while participating in an athletic event (before, during, or after a game or practice).

OCA coaches must also meet OCA dress code.

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. They must pay the sports fee and abide by the rules and regulations set forth in the student and athletic handbook. Any cost and fees associated with enrollment can be obtained from the school office.

Levels of Competition:

- Junior High: 6th grade through 9th grade
- Junior Varsity: 6th grade through 10th grade
- Varsity: 7th grade through 12th grade (6th-12th 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.

Medical Requirements

Before an athlete can participate in any **game or practice**, the athlete must present a current medical release from his or her physician and a signed permission form from parents or guardians. Medical clearance must be acquired each new school year.

Standard of Conduct for Athletes

All students participating in OCA athletics must conduct themselves in a manner that does not diminish their personal testimony, or the testimony of OCA in all facets of school athletics, student life, and home life. Any conduct by an athlete contrary to this statement will result in disciplinary action as deemed by the athletic committee.

Any student athlete found to be using illegal drugs, illegal performance enhancing supplements, tobacco, or alcohol will be automatically ineligible to participate in any OCA athletics for the current school year. Uniforms must be returned to the school within one week of becoming ineligible. The Academy reserves the right to require random drug and/or alcohol tests.

Any student athlete disciplined in other areas of school life is subject to discipline within the athletic program. Discipline would be determined by the athletic committee.

Student athletes who are suspended from school may not participate in sports activities during their suspension. This includes practices and games.

Standards of Conduct for Spectators

According to SCACS, each participating school is responsible to see that players, coaches, *and* spectators demonstrate good sportsmanship. 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. Fans are encouraged to cheer positively for OCA rather than negatively against the other team or officials. In basketball, schools are expected to refrain from trying to disrupt an opponent while shooting foul shots. Spectators who disregard these Christian sportsmanship guidelines may lose attendance privileges at OCA sporting events.

Conduct Technicals, Ejections, Cheating, and Red Cards

Any coach or student athlete who receives a disciplinary violation during a contest because of poor behavior (i.e. – technical foul in basketball or red card in soccer) will incur certain penalties.

1. A student athlete will be pulled from the current game, and will be required to sit out a specified amount of game time, whether in the current or a subsequent game. The amount of game time missed will vary by sport.
 - Volleyball – 1 full game (not match)
 - Soccer – 20 minutes
 - Basketball – 8 minutes
2. Any coach or athlete receiving a 2nd technical foul during the season with a specific team, will receive a 2 game suspension from that team. A 3rd technical foul will result in suspension for the season. Further disciplinary action will be at the discretion of the OCA Director.
3. Any coach or student athlete who is ejected or disqualified from a contest because of excess or extreme conduct violations will automatically be required to miss the next contest. Further disciplinary action will be at the discretion of the OCA Athletic Committee.

Miscellaneous Athletic Items

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 the one admission. Parents who are unable to work the required admission and concession can purchase a “buyout” option. Parents who do not work or purchase the “buyout” option will be fined. Fines are determined by the Athletic Director. Information on fines and the “buyout” option will be disseminated at the athletic meeting and through email.

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 parents(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.

- ***Fundraisers – Guidelines to be established and announced by the committee prior to each event.***

Student athletes who fail to participate in fundraising activities or make the appropriate donation will be ineligible to participate in the sports programs.

Lettering in Varsity Sports

All student athletes participating in varsity sports have the opportunity to earn an OCA letter. Requirements for earning a varsity letter are determined by each team’s head coach and must be approved by the Athletic Committee.

Official Colors

The official school mascot is “Warriors.” The official school colors are purple, black, and white.

Parent Conduct Covenant

The form is required to be on file in the Athletic Office before the student-athlete is permitted to attend or participate in a team practice.

Playing Time

The amount of time an athlete plays is determined by many different factors. The head coach reserves the right to determine playing time for 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 more, the first course of action is for the **player** to discuss the concern with the coach, either before or after practice.

Practice

Practice will be held on Monday, Tuesday, Thursday, and Friday. 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 the approval of the Athletic Director.

School Uniforms and Equipment

Student athletes are responsible for school athletic uniforms in their possession. The uniforms are to be maintained by the athlete until the end of the season. Uniforms must be returned to the school within one week of the end of the season unless otherwise directed by the coach or Athletic Director. Students will be responsible for any related expenses to replace or repair any uniform in their possession due to loss or neglect. OCA will replace the damaged or lost item at your expense with a **minimum** charge of \$25.00. Progress reports and/or grade reports can be withheld until all uniforms or equipment is returned to the school. Failure to return a uniform or equipment will result in the student athlete losing the opportunity to participate on any other athletic team (game or practice) until the uniform is received by the coach or Athletic Director.

- Note: Game uniforms are not to be used for practice or personal use. They may be used for other school functions with approval of the Athletic Director.

Student athletes must not abuse school sports equipment. If a student athlete is found to have abused any equipment, he or she will be subject to discipline from the Director, and will assume the expense to repair or replace the damaged equipment.

Sports Fees

Sports fees will be \$65.00 per person, per sport, per season and are due before participation in practice or games. Any other fees for individual sports equipment, such as shoes, or warm-ups, will be determined by the coach, and approved by the Athletic Director.

Travel

At the present time, student athletes must travel to practices, and games in parents' or students' personal vehicles. Students may ride with adults or may drive only themselves to games or practices (no other student passengers). Oconee Christian Academy prefers that adults drive to and from practices and games. If parents should agree that their students may ride together, they must notify the school in writing prior to the day the transportation is needed. A written note must be received from both sets of parents.

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

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 100.5°F or above. Any temperature between 97°F and 100.4°F is considered normal.

Absences

In order to keep accurate records and to emphasize the importance of school attendance, the following guidelines have been adopted:

- A signed note from the parent or physician stating the reason for any absence must accompany the return of the student to school. Telephone calls, e-mails, or oral statements are not acceptable.
- Excused absences include illness, death of a family member, and medical or dental appointments. All other absences are unexcused.

- Failure to bring in a signed note to the school office on the day the student returns to school will cause the absence to remain unexcused.
- Once a student accumulates 5 absences in a semester, the administration may require an excuse from a licensed health practitioner for further health related absences.
- Attendance at a school-sponsored trip is credited as a regular school day. An absence from a field trip will be counted as a missed school day. Students in Kindergarten through eighth grades are required to be present for standardized tests, normally given in April each year.
- Students in K through 12th grade arriving after 11:30 a.m. or departing prior to 11:30 a.m. will be counted absent for the day. Students in Grades 6 through 12 missing more than 50% of a class period will be counted absent for that class.
- If a student has excessive absences during the school year so that academic progress for the student or the class is hindered, the school may retain the student. If students have more than ten (10) absences, their names must be brought before a committee of administrators and teachers. This committee will determine whether to promote or to retain the student. If parents or guardians wish to appeal the decision they may present their case to the Board . Any student serving out-of-school suspension will be counted “absent” (unexcused) for the number of days of the suspension.
- A high school student who misses 5 (or more) periods in a one-semester class or 10 (or more) periods in a two-semester class (excused or unexcused) may not receive credit for that class, unless approved by the Board of Trustees.
- When a student has an unexcused absence in a class, all daily work will receive a maximum grade of 80. Furthermore, ten points will be deducted per day any assignment is late. Tests must be made up, and will receive full credit, whether the absence is excused or unexcused. (See make-up work.)

Pre-Arranged Absences

A Planned Absence Report may be submitted for family trips up to a maximum of five absences per year. Forms may be obtained in the school office and returned to the office **at least one week prior** to the date of the planned absence. Family trips or other special activities for students may be excused with an approved Planned Absence Report if they **do not** cause the student to exceed 10 absences for the year in a two-semester class, or 5 absences in a one-semester class. Planned absences will not be approved during exam or standardized testing weeks, or during the final week of a grading period.

The student’s teacher(s) will list on the Planned Absence Report all school assignments that will be missed during the absence. All assignments must be turned in the day the student returns to school (see make-up work policy). Any assignments not turned in at the designated time on the day the student returns to school will receive zeroes. If the absence is unexcused, all daily work will receive a maximum grade of 80. Tests must be made up, and will receive full credit, whether the absence is excused or unexcused.

High school juniors and seniors may be excused from class a maximum of three (3) days for the purpose of previewing colleges/universities, provided a Planned Absence Report is submitted for approval, and the policy regarding assignments is followed.

Note: Only 10 absences allowed per school year, excused or unexcused.

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 students may leave campus during their lunch period once a Parental Permission Form is on file in the office. Advance approval for all passengers must be received in the office from parents of both the driver and the passenger (opposite sex passengers are not allowed). This privilege may be revoked at the discretion of the administration for actions such as (but not limited to) failure to sign in/out or failure to return to school on time.

Make-Up Work

Students who miss school are expected to make up missed work.

- When a student is absent, it is the parent's responsibility to call the school office by 10:00 a.m. and schedule pick-up of their child's assignments.
- When five days or less are missed (for other than pre-arranged absences), the student will have one school day per each day missed to make up the work (maximum of 3 days). Special consideration for extended absences may be given. Completion of this work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the stated deadline.
- Upon returning to school, students should contact the teachers of the classes they missed to get missed assignments so they will be prepared for the next class meeting.
- Tests must be made up, and will receive full credit, whether the absence is excused or unexcused.
- If students miss only the day a test is given or an assignment is due, they are responsible for making up the work the first day they return to that class, provided they were informed of the due date in advance of the absence.
- No make-up work can be submitted after the end of the appropriate nine weeks period without teacher and principal approval.

Tardy to School

Parents must make sure students are prompt in arriving at, and departing from school. The tardiness of one individual can disrupt an entire class. All students are expected to be in the classroom at 8:10 a.m., and are considered tardy after 8:10 a.m.

All students who are late to school must sign in and obtain a pass from the office. Middle school/high school students who are tardy for any class will not be admitted to class without a pass from the office. Tardy will be excused or unexcused based on the decision from the office.

Any middle school or high school student who accumulates three unexcused tardies within a 9 week term will be assessed an after school detention of 30 minutes which will take place from 3:05 p.m. – 3:35 p.m. A parent must pick up the student and pay a fine of \$10. In lieu of detention, elementary students will be assessed a fee of \$10 for each three unexcused tardies they acquire.

Tardy to Class

1. Students are considered late unless they are inside the classroom before the late bell rings.
2. Tardiness to class is excused only when a pass is issued from the school office. Tardiness may be unexcused depending on the reason for being tardy.
3. Students who are more than 10 minutes tardy to a class will be considered cutting class.

A student arriving to class after the tardy bell rings will be marked absent by the teacher and would report to the office to receive a tardy pass to class. Without this slip, a student's attendance will not be corrected and then will be considered a cut. If a student receives a 2nd tardy, consequences will begin as indicated below. Tardies, as well as absences, are recorded as excused or unexcused by period daily.

All students are expected to be in class on time. **Habitual tardiness will result in Out of School Suspension and no participation in extra-curricular activities.**

The cumulative total of unexcused tardies will be used to determine disciplinary consequences as follows:

- 1 tardy – warning
- 2 tardies – 1 lunch detention
- 3 tardies – 2 lunch detentions
- 4 tardies – 1 thirty minute after school detention
- 5 tardies – 1 hour after school detention
- 6 tardies – 1 day in school suspension
- 7 tardies – 2 days in school suspension
- 8 tardies – mandatory parent conference with 1 day out of school suspension
- 9 or more tardies – Extra-curricular activity privileges will be removed for a semester.

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.

BIBLE TRANSLATION

The default Bible translation for scripture memorization and other academic activities at OCA will be the New American Standard (NASB 95). This version is rated high in its literal interpretation of the scriptures while still maintaining ease of readability for all age levels. Students may be allowed to use a different translation for scripture memorization when parents make that request in writing during the first week of school.

BOOK COVERS

All hardback books must have removable book covers (ex. paper covers or “Book Sox”), and all MS/HS paperback books must be covered in see-through contact paper by the beginning of the second week of school. **No contact paper may be used on hardback (reusable) books.** All books must be clearly marked with student’s name.

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.

Boy/girl relationships are not to include physical contact. Couples must not be together unchaperoned 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.

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.

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 PARTIES - ELEMENTARY

All parties, seasonal and otherwise, planned by faculty, parents, or students to be held during class time must be pre-approved in writing by the Principal. 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 parties. Parents of students will be invited to serve as room parents for the school year.

CLASS PARTIES – MIDDLE SCHOOL/HIGH SCHOOL

There will be no class parties approved for middle school or high school.

COMPLAINT PROCEDURES

In Matthew 18, the Lord Jesus gives a model for resolving conflict. It outlines for us the process by which we should seek peace and resolution with one another. We encourage the one(s) offended to address the offending party in order to give that person the opportunity to clarify the problem, and if necessary, seek forgiveness.

In situations where there is a difference of opinion between people, the attitude should be one of submission to one another in love. In cases that cannot be resolved on a one-to-one basis, the Director may seek a resolution as a third party, or if necessary, on behalf of the offended party. In all cases, we strongly encourage the handling of problems in a professional, charitable manner only with the one who has caused the offense. The temptation to talk with others about the problem is great, but it is not God's way.

Following are the steps that should be followed when a parent has a grievance/concern (The last two are extremely rare.):

- 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 principal to seek resolution, again in the spirit of reconciliation.
- If the problem continues, the case is presented to the Director who may call upon the parties involved to meet with him/her to discuss the situation, in an effort to reconcile. The Director will make the final decision unless one of the parties involved wants to appeal to the Board of Trustees. Such appeal must be made through the Academy's Director.
- The Board of Trustees will discuss the points of conflict, possibly meet with the parties involved, and make a final decision.

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.

General Rules for Computer Use

- Do not change any settings on the computer unless instructed to do so by your instructor (this includes screen savers, background, etc.).
- Anything that restricts access to the system by other users will not be tolerated. This may include, but is not limited to the creation or uploading of viruses and pranks such as unplugging cables.
- Use the computer for school-related work only.
- No food or drinks allowed when using school computers.
- Do not install any software without express instructions from a teacher.
- Damaging computers, computer systems, or peripheral devices is prohibited.
- Violating copyright laws or making any unauthorized copies of software is prohibited.
- The use of another's folders, files, work, or password is prohibited.
- School computers are not to be used by students unless a teacher is present.

Network storage areas will be treated like school lockers. School administrators and teachers may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media. Privacy is not guaranteed for files stored on school servers. Files will not be maintained indefinitely.

Internet

The Internet is a valuable educational tool offering a wealth of resources that can benefit Oconee Christian Academy students as they pursue their academic objectives. However, students may also encounter information that is inaccurate, controversial, and potentially harmful while on the Internet. Internet access at OCA is filtered to prevent most objectionable material from reaching its users. To help insure that everyone will benefit from the school's Internet resources, all users are expected to adhere to the following guidelines.

General Rules for Internet Use

- Participation in any "chat room" is prohibited unless set up by a teacher for specific class purposes.
- Instant messaging or similar activities are prohibited unless set up by a teacher for specific class purposes.
- Sending, receiving or checking e-mail is prohibited unless set up by a teacher for specific class purposes.
- Access to and/or transmission of obscene, pornographic, or sexually explicit material is prohibited.
- The use of inappropriate language such as cursing, insulting, or harassing is prohibited.
- Downloading any program without the express permission of the teacher is prohibited.
- Surfing questionable sites – those not keeping with Christian standards – is not allowed.
- Revealing personal information such as name, address, and phone number for yourself or another is not allowed without express permission from your teacher.

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.

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 faculty, administration and Board of Trustees. A curriculum committee made up of teachers, parents, and administrators will make recommendations concerning some curriculum decisions. A balanced curriculum for the individual grade level can be achieved through a variety of learning materials. 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.

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 electronic devices are allowed on campus without express permission.
- 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 in clear containers is allowed.
- Plastic folders will be distributed to elementary and middle school students. They are to be returned the next day after they are distributed.

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.

Elementary Behavior Policy

The elementary classrooms will use a clip system for behavior management. Each student will start the day on **Ready to Learn**. The clip system will match the classroom theme. but have the same rewards and consequences.

- **Ready to Learn** to start the day.
- Above Ready to Learn students have the opportunity to move up to the outstanding level for making great choices. This will be a reward level which will be student choice reward of the classroom teacher's discretion. What motivates one class doesn't necessarily motivate another. This will not be a daily reward system. Three outstandings in one week will constitute a reward.
- Below Ready to Learn will be 3 levels:
 - Consequence Level 1: Student will receive a verbal warning.
 - Consequence Level 2: Silent Lunch with student-written note sent home (I had to sit at silent lunch because...).
 - Consequence Level 3: Silent Lunch and No Recess with immediate parent contact (by email).

****Note**** Any severe disruption will result in immediate referral to the principal.

CLASSROOM MANAGEMENT PLAN (Grades 6-12)

The classroom teachers are responsible for managing their individual classrooms. Should assistance be needed the teacher will call the Principal or the Director. Class rules will be posted in each room and sent home in the teacher's Syllabi.

The Administration will enforce the Demerit System as listed below:

Middle school and High school students are on a demerit system. The demerit policy is as follows:

- **Demerits** – Principal and/or designee may give demerits for violation of school rules. Demerit slips are sent home on the day of the infraction. The slip is to be signed by the parent and returned the following day. Signature on the slip does NOT imply parental agreement with the point(s). It is only an indication the parent is aware of the situation.
- **Detention** - When a student receives three demerits during the school year, the student must serve in an administrative detention. The detention must be served after school at a parental cost of \$15. After school detention begins at 3:05 and ends at 3:45. A letter informing the parents will be sent home.
- **In-School Suspension**–ISS can be required at the discretion of administration in the event of certain inappropriate behavior. When a total of six (6) demerits are accumulated during school year the student will also serve an in-school suspension (1 or 2 days at the discretion of administration). A conference will be held between the Principal, the parents and the student.
- **Out-of-School Suspension** – When a total of nine (9) demerits are accumulated during the school year, the student will serve an out-of-school suspension (1 – 3 days at the discretion of administration). A conference will be held between the administration, the parents and the student.
- **Extended Out-of-School Suspension**- Student must appear before the disciplinary committee before he/she can return to the school.
- **Expulsion** – After an out-of-school suspension, if a student accumulates any additional demerits, that student may be expelled from the school. No tuition or fees will be refunded for an expelled student.

Consequences for Inappropriate Behavior Disruptive Behavior

1 –3 demerits

May include, but is not limited to excessive talking, arguing, throwing items, slamming desks or books, and leaving an area without permission.

Disrespectful Behavior

4 - 6 demerits

May include, but is not limited to offensive language, picking on classmates, and improper handling of another's property, uncooperative behavior, lying, plagiarism, forgery, and inappropriate physical contact.

Serious Offenses

Physical aggression toward a teacher or student, bullying, use of alcohol, drugs, or tobacco, or inappropriate sexual behavior may result in immediate suspension or expulsion.

Procedures for Serving Detention

Students are to report to the detention area no later than 3:05 p.m. Students should bring pen, paper, a \$15 check or cash and the detention slip signed by a parent. Students may be asked to complete a written assignment or complete helpful tasks around the campus. Tardiness, inappropriate attitude, or failure to complete assigned tasks may result in repeating the detention. The student and parents are responsible for arranging any transportation needs. Students may not participate in any extra-curricular activities on the day of a detention. All disciplinary obligations take precedence over athletic practices or games as well as any other extra-curricular activities.

Procedures for Suspension

Receiving a suspension is a serious occurrence and will jeopardize a student's future enrollment at OCA. Suspension results in automatic loss of Beta Club membership and Student Council office. In addition, students may be suspended from participation in any extracurricular activity (Praise Band, sports, etc.) for a probationary period to be determined by the administration.

All classes missed during any suspension will be counted as unexcused absences from class. All academic work must be made up within the normal framework of time, as outlined in the policies for make-up work. Test grades must be made up within two

days of returning to class. If a test was announced prior to suspension, a teacher may require the student to take the test on the day they return from the suspension. Any student under suspension is not allowed to attend any school sponsored function during their suspension.

DRESS GUIDELINES

Grades K-12

The purpose of the OCA dress code is to insure that our dress and appearance remain consistent with our mission as a Christian school. While two different Christian schools may have an equal commitment to their Christian values and academic ideals, their dress guidelines may vary. The dress code for Oconee Christian Academy was designed to conform to our own specific goals as a Christian school.

Modesty, neatness, appropriateness, discretion, and respect are the fundamentals of the OCA dress code. Regardless of current societal standards or fads, our dress guidelines were designed to nurture and protect the environment of learning and growth at the school. Dress and appearance should not be a distraction or hindrance to the operation of the school or our ultimate goal of training students.

As a private Christian school it is our goal to set a high standard for academics, maturity, behavior, and appearance. We desire our students to strive for excellence in every area of their life. We believe these dress guidelines are consistent with these goals and desires and will help our students set an example for all schools in our area.

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 of any size or kind, 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.
- 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.
- 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 of any size or kind, 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 leggings 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.

- 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, scarves, bandanas, 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.), 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.

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 confer with another teacher or member of administration. If the two agree there is a violation, the following procedure will be followed: The student will be asked to alter or cover the non-conforming article. A written warning will be given for the first offense. Sequential offenses will result in demerits.

- 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.

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 to drive slowly and carefully, 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.

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:

- Students who drive to school must rent an identification tag at \$10.00 per year, which must be displayed on the car at all times. Student parking spaces are numbered and reserved through the office. Students are required to park only in their assigned space in the student parking area. Parking in any unauthorized area will result in a \$5.00 fine. Second offenders will 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

Cell phones and other electronic devices are no longer single function devices. Many are now capable of taking pictures, taking movies, accessing the Internet, sending e-mail, sending text messages, and playing music. Not only do they distract students from their responsibilities at school, but they also present various temptations for inappropriate behavior. Teachers (with the approval of administration) may approve usage of electronic devices, other than cell phones for certain assignments. If a faculty or staff member observes or hears a student's cell phone during a restricted time, then the device will be confiscated and taken to the office. This rule is applicable ***before, during and after school*** for all current students. This rule is also applicable regardless of whether the device is turned on or currently in use. 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.

- 1st Offense – Electronic device confiscated and held until the end of the next school day (may span a weekend).
- 2nd Offense - Electronic device confiscated and returned first school day after 7 full days, plus 3 demerits.
- 3rd Offense - Electronic device confiscated and returned first school day after 30 full days, plus 6 demerits.

EMERGENCY DRILLS

In accordance with state laws, the Academy 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 12th. 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. Ninth 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.

Grading Scale

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

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

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 (Terra Nova) are given to grades K through 11th 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

End of Year Exams will be administered. The exam schedule will be published in the newsletter and announced to students in advance. End of year exams will count as 20% of a student’s final grade for each course. The following restrictions apply for exams:

- 12th grade students may exempt all end of year exams as long as a 90% or higher has been maintained throughout the academic year in each course.
- 11th Grade students may exempt a maximum of three (3) end of year exams of their choice as long as a 90% or higher has been maintained throughout the academic year in each course.
- 10th Grade students may exempt a maximum of two (2) final exams of their choice as long as a 90% or higher has been maintained throughout the academic year in each course.
- 9th Grade students may exempt a maximum of one (1) end of year exam of their choice as long as a 90% or higher has been maintained throughout the academic year in the course.
- Middle school students are required to take all end of year exams.
- No exams will be given early unless approved by the administration.
- 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/mid-term progress reports 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

The student's report card will contain a notation as to whether the student has been promoted, assigned or retained. 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 Director, Principal, and the child's teacher based on assessments of the student's social, emotional, and academic development. Parents will be consulted, but the Principal and the Director will make the final decision.
- Elementary - Parents will be consulted, but the final decision will be made by the Principal and the Director.
- 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 (Drama Club, Praise Band, Student Government, etc.), 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 Drama Club, Praise Band, Student Government, Athletics, or any other school sponsored organization.

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.



Oconee Christian Academy

Tuition Schedule 2016-2017

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 2016-2017 school year.

	Option #1	Option #2
	PrePaid Tuition	Monthly Payment
Elementary School Grades K-5	\$5,862	\$499 x 12 ≈ \$5,982
Middle School Grades 6-8	\$6,413	\$545 x 12 ≈ \$6,533
High School Grades 9-12	\$6,726	\$571 x 12 ≈ \$6,846

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

Other Costs

Registration Fee - \$200 per child

Sports Activity Fee - \$65 per sport per student (Maximum of \$195 per family, per sport)

Withdrawal & Dismissal Fee - \$250

Dual Enrollment Fee - Inquire in the OCA Office.

Payment Plans

Prepayment Tuition & Fees may be paid in full by June 1, 2016 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 equal monthly installments, due on the 5th or the 20th of the month. Monthly payments will begin either June 5th, 2016 or June 20th, 2016. 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.

Refunds The Student Fees portion of the tuition and fees is non-refundable and varies according to grade level.

Payment Options

Check Payment by check is available for prepaid tuition only and should be made to the OCA office.

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 "Admissions" tab.

www.oconeechristian.org

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 FAST. Assistance is available on an as needed basis.

- Families choosing to make automatic monthly payments must enroll through FACTS Tuition Management via the FACTS button on the OCA website. (www.oconeechristian.org)
- Monthly payments consist of 12 installments beginning June 5 or June 20, and due on the 5th or 20th 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

Oconee Christian Academy prefers to use Oconee County Activity Buses when available. There is a limited amount of seating on these buses and chaperones may be limited based on seating arrangements. We will use our current policy on selecting chaperones. When buses are not available 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 all necessary insurance information with required coverage, 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 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 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 Supervisors

- 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 | ** 4 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 | 1 Credit | ** 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.

** Beginning with the class of 2019 it will be necessary to have 26 credits to graduate from OCA. The additional two credits will be a fourth science and a second year of foreign language.

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.

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 within three (3) days.

INCLEMENT WEATHER

Oconee Christian Academy will follow the decision of the Oconee County school district on the first day of each inclement weather incident. On the second (and subsequent days), 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 account, by a Gradelink email, and select 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, NOT necessarily 1st period.

LOCKERS

Locks must be rented from OCA at a cost of \$5.00 per year. The cost for lost/damaged locks is \$10.00. 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. Students must not share locker combinations with one another for any reason, and locks should remain closed when not in use. 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

Lunches may be ordered through an independent vendor, or brought from home. A lunch order form is sent home weekly with elementary and middle school students in their Tuesday folder and parents may choose to order a hot lunch and prepay directly to the vendor. Lunch forms for the following week will be available for high school students in the lunchroom. Lunches brought from home and placed on the heat-up tray in the morning will be heated for lunchtime by the lunch coordinator. Glass containers should not be sent to school. Students should bring their own utensils (fork, spoon, cup), if needed.

If a student forgets his or her lunch the following procedure will take place:

- Student should notify teacher as soon as possible that lunch was forgotten
- Teachers will send student to the office to call and notify parents.
- If parent cannot be reached, a message will be left for them.

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. ALL ENTRY AND EXIT OF THE SCHOOL BUILDING MUST BE THROUGH THE MAIN ENTRANCE IN FRONT OF THE OCA OFFICE.

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. Principals will participate in parent-teacher conferences.

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 and middle school 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. (See age level discipline policy for consequences for not returning signed papers and plastic folders.) 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.

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. The following re-enrollment procedures apply:

- Complete re-enrollment forms when they are sent home around the beginning of 3rd term.
- Make sure all accounts are paid. Only students with current accounts will be able to re-enroll.
- Submit completed re-enrollment form along with registration fee during the announced re-enrollment period.

- Pay the initial monthly payment or prepaid tuition amount during June to secure your child’s place. (Please refer to fee schedule.)
- Support the school’s Statement of Faith.

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. (See discipline plan)

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 7:50 a.m. until 3:30 p.m. The school day for each grade level will be as follows:

K-5 th grade	8:10 a.m. until 2:45 p.m.
Grades 6-12	8:10 a.m. until 3:00 p.m.

Students may begin arriving at 7:50 a.m.

Students not picked up within 15 minutes of school dismissal time will be charged \$10 for the first 15 minutes, and \$25 for each additional 15 minutes or portion thereof and must be paid the day of the incident. This is for the students’ protection and to allow the teacher on afternoon duty to have sufficient time for other afternoon responsibilities. A supervisor will be assigned to your child and must be compensated for their additional time spent.

Once school hours are over the office staff does have 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.

The only circumstances that would allow a student to use a cell phone while on campus would be if the school phone were not available. Definitions of “not available” include “the building is locked,” “the phones are out of order,” or “there is a medical emergency that requires immediate attention.” If the school phones are working and available, then “just busy” is *not* an acceptable reason.

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.

We discourage our teachers from discussing secular holiday characters with students.

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 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 Director.
- Family members of students or OCA graduates may visit 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 15, 2016 or before May 26, 2017 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. (Please refer to fee schedule.)

Index

- Absences, 7
- Academic Honesty, 2
- Academic Probation, 19
- Admission for New Students, 2
- Age Requirements, 3
- Athletic Policy, 4
- Attendance, 7

- Behavior at Special Events, 10
- Bible Translation, 10
- Book Covers, 10
- Book Selection Policy, 10
- Boy/Girl Relationships, 10

- Chapel Guidelines, 10
- Child Abuse Report, 10
- Class Parties, 10
- Classroom Management Plan, 13
- Complaint Procedures, 11
- Computer Use Procedures, 11
- Curriculum, 12

- Demerit System, 14
- Discipline Policy, 12
- Dress Guidelines, 15
- Driving Guidelines, 16

- Electronic Devices, 17
- Emergency Drills, 17
- Evaluation Methods, 18
- Exams and Exemptions, 18
- Extra Credit, 19
- Extracurricular Activities, 20

- Fee Schedule, 21
- Field Trip Policy, 22
- Financial Matters, 22
- Financial Requirements, 3

- General School Rules, 13
- Grade Reporting, 18
- Graduation Requirements, 23
- Grading Scale, 18

- Health Practices, 23
- Health Requirements, 3
- Homework, 23
- Honor Awards, 19
- Honors Classes, 19
- Honor Graduates, 19

- Inclement Weather, 24
- Information Changes, 24

- Leaving School, 8
- Lettering, 20
- Lockers, 24
- Lost and Found, 24
- Lunch, 24

- Make-up Work, 8
- Mission Statement, 2

- OCA's History, 1
- Off-limits Areas, 24

- Parent/Teacher Communication, 25
- Parent/Teacher Fellowship, 25
- Perfect Attendance, 8
- Personal Property, 25
- Physical Education, 25
- Pre-arranged Absences, 8
- Prerequisites for Advanced Courses, 18
- Procedures for Serving Detention, 14
- Procedures for Suspension, 14
- Promotion/Retention, 19
- Purpose, 2

- Re-enrollment, 25
- Respect/Courtesy, 26

- School Calendar, 29
- School Hours, 26
- School Phones, 26
- Seasonal Emphasis, 27
- Serious Offenses, 14
- Statement of Faith, 1

- Tardiness, 9
- Testing Program, 18

- Vision Statement, 2
- Visitors, 27

- Withdrawal, 27

Oconee Christian Academy
150 HisWay Circle - Seneca, SC 29672

2016-2017 School Calendar

August 2016

Teachers in Service..... August 8-12
Orientation August 11
First day of Classes..... August 15

September 2016

Labor Day Holiday September 5
Early release September 16
Progress Reports September 20

October 2016

End of 1st Quarter October 17
Teacher In-service October 27
Fall Break October 27-28
Report Cards October 25

November 2016

Progress Reports November 22
Early release November 22
Thanksgiving Break November 23 - 25

December 2016

Christmas Holiday December 21-Jan. 3

January 2017

School Resumes January 4
End of 2nd Quarter (Semester) January 9
MLK Day January 16
Report Cards January 17

February 2017

Progress Reports February 14
Teacher In-service February 17

March 2017

End of 3rd Quarter March 15
Teacher In-service March 17
Inclement Weather Make-up March 17
Report Cards March 21

April 2017

Early release April 7
Spring Break April 10-14
Teacher In-service April 17
Inclement Weather Make-up April 17

May 2017

Progress Reports May 2
Senior Exams May 15 - 18
Senior Awards Day May 19
Final Exams May 22 - 25
Kindergarten Graduation May 25
Underclassmen Awards Day May 26
End of 4th Quarter May 26
Senior Graduation May 26
Teacher In-service May 30

* March 17, 2017 and April 17, 2017 are Inclement Weather Make Up Days. School is closed for students if not needed as a make-up day.

“Trust in the LORD with all your heart and lean not on your own understanding; in all your ways submit to Him, and He will make your paths straight.”

Proverbs 3:5-6