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**Notice:** Wherever a reference to “Parent” is made in any OCA Handbook, it also confers our acknowledgement of the role and responsibility of Guardians, Custodians, Caregivers, and any other legal entity responsibility for the child you have enrolled with Orangeburg Christian Academy, Inc.

# Introduction to OCA

Welcome,

We thank God that you have joined the Orangeburg Christian Academy family. Our goal is to “Train up a child in the way that he should go and when he is old, he will not depart from it.” (KJV Proverbs 22:6) This demands a concerted effort by the home, church, and school all working together as “Team OCA.” The nature of an independent Christian Academy such as OCA makes it imperative that close harmony be maintained among team members to effectively meet all the needs and demands in a students’ academic life. The necessity of this is paramount for we define the classroom as any place where structured learning experiences are occurring. In this context, everyone serves our Lord as a teacher.

Together, let’s make it a great and successful year.

*DANIELLE NEWHALL, PRINCIPAL*

## OCA History

Orangeburg Christian Academy (OCA) was established in the summer of 1996 under the administrative and academic leadership of Mrs. Cynthia W. Poor. For 28 years she was the steadfast in her stewardship and champion of extending God’s grace in all matters. Under her leadership the school and curriculum followed biblical principles, primarily protestant leaning on the King James Version of the Bible. Realizing that Christian education would be important for molding and shaping the lives of children, the vision of starting OCA become a reality through God’s grace. OCA first began at the First Church of the Nazarene in Orangeburg, SC, with 78 students in grades K- 12<sup>th</sup>. The purpose would be to provide a high-quality academic education in a Christian atmosphere where biblical values and morals would be taught and incorporated into the curriculum. As the school grew it became necessary to incorporate and move to a larger facility. In the summer of 2005, OCA became incorporated and relocated to 3769 Cameron Road. As the school grows and God leads and blesses, the vision continues with great possibilities.

OCA has made “history!” In June 2011, OCA moved to its current location at 1842 Joe S. Jeffords Hwy, Orangeburg, SC 29115 purchasing the facility and property for future expansion. Much has been accomplished with the faithful participation of parents and community organizations in the surrounding area. Please visit our website, [www.ocapatriots.com](http://www.ocapatriots.com). Our Principal Mrs. Danielle Newhall was a teacher and Vice

Principal for 13 years under Mrs. Poor who retired in May of 2024. The Board of Directors having every confidence in the direction of the school, promoted Mrs. Newhall to Principal and is moving this Christian school forward in faith building upon academic excellence and sound Christian principals from the inspired Word of God.

## Pledges

*\* Homeroom classes will recite pledges daily.*

### **\* Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

### **\* Pledge to the Christian Flag**

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One brotherhood, uniting all Christians in service and in love.

### **\* Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### **School Motto**

“Train up a child in the way he should go:  
and when he is old, he will not depart from it.”  
KJV Proverbs 22:6

### **Winner's Creed**

I believe a true winner always does his best,  
never to the glory of self  
but always to the glory of God.  
With the Lord's help  
I will strive to be a true winner today.

### **School Colors**

Blue, White, and Gold

### **School Mascot**

Patriots

## Mission Statement

To support Christian families in training their children to mature in Christ by nurturing them in Christian character, by identifying and maximizing their God-given talents, and by fully equipping them academically so that they will be disciplinarians who will impact generations to the glory of God.

## Purpose

The purpose of Orangeburg Christian Academy, Inc. is to provide a high-quality academic education in a Christian atmosphere where Biblical values and morals are taught and incorporated into the curriculum. The school will emphasize spiritual growth, academic excellence, patriotism, moral excellence, and character building. The school will not supplant but will supplement both the home and the local church.

## General Information

The Student/Parent Handbook provides students, parents, and staff with the basic policies, procedures, and philosophy of Orangeburg Christian Academy, Inc. The handbook is written to answer the most frequent questions asked about the policies and procedures of the academy. Our policy and procedures are formulated as one way to implement our goals in Christian education as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables the academy to run on a smooth orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize, discern, and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives. The Board of Directors, which approves all major policies and procedures of the academy, reviews policies as necessary.

Orangeburg Christian Academy, Inc. is an educational institution consisting of grades K4 - 12<sup>th</sup> grade. OCA, Inc. is “fully accredited” by the South Carolina Association of Christian Schools (SCACS) which is under the umbrella of The American Association of Christian Schools (AACCS). OCA, Inc. is a 501(c)(3) non-profit Christian organization. Here at OCA, Inc. we have traditional classes that are designed to give your child a firm foundation for a lifetime of learning which also follows the requirement of the South Carolina Department of Education curriculum requirements for high school graduation.

OCA, Inc. depends solely upon tuition, fund-raising, donations, and gifts received from individuals who are interested in the continued growth of serving students in an environment of spiritual and academic excellence. We encourage giving for capital improvements and our endowment for future avenues of growth.

## Contact Information

Administrative Office: 803-536-0121 / 864-900-4874 Fax 803-888-5677

Email: [oca0121@ntinet.com](mailto:oca0121@ntinet.com)

Website: <https://ocapatriots.com>

Facebook: <https://www.facebook.com/orangeburgchristianacademy>

# Statement of Faith

The following statement, based upon a historic Christian view that the Scriptures were verbally inspired and without error in the original writings, is the basic doctrinal position on which Orangeburg Christian Academy, Inc. operates. Administration and Faculty members, while free to apply scriptural truths to interpret secondary doctrines with diverging views, must share a common acceptance of this basic statement of faith. Nothing contrary to the statement will be promoted either in the classroom or in chapel services.

## Statement of Faith South Carolina Association of Christian Schools

- Section 1: **The Bible** - We believe that the Bible alone, in its autographs, is the verbal, plenary inspired, and only infallible, authoritative Word of God, and that it is the only fit, final rule in all matters of both faith and practice. 1 Thessalonians 2:13; 1 Timothy 3:16,17; 2 Peter 1:20,21; Matthew 5:18; Ephesians 3:2-10; Revelation 22: 18,19
- Section 2: **God** - We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Deuteronomy 6:4; Matthew 3:16,17; 2 Corinthians 13:14
- Section 3: **The Lord Jesus Christ** - We believe in the deity of our Lord Jesus Christ, His virgin birth and His sinless life, His miracles, His vicarious atonement through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. John 1:1,12,14; Hebrews 1:8; Isaiah 7:14; Matthew 1:18, 23; 1 Corinthians 15: 4-8; Romans 8:34; Matthew 24:30, 31; Acts 15:13-18
- Section 4: **The Holy Spirit** - We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a Godly life. We believe that He indwells believers at conversion and that neither His indwelling nor His filling of the believer is evidenced by any so-called sign or gift. John 16:8; Titus 3:5; 1 Corinthians 12:12-14, 3:16; Ephesians 1:13, 14; Romans 8:14; John 14:26; 1 Corinthians 13:8
- Section 5: **Salvation** - We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential. Ephesians 2:8, 9; Hebrews 11:6; John 1:12; Romans 8:35-39; Hebrews 12:5,6; 1 John 1:7, 9

Section 6: **Future Things** - We believe in the resurrection of life for true believers and that they who are lost will be raised unto the resurrection of damnation. We believe in the resurrection of all men, both saved and lost. Matthew 21:31; Luke 14:14; John 5:29; Acts 24:15; 1 Corinthians 15:12-21; Revelation 20.5,6

Section 7: **Spiritual Unity** - We believe in the spiritual unity of believers in our Lord Jesus Christ. Psalm 133:1; Romans 14:19; Ephesians 4:1-3, 29, 32; Hebrews 12:14, 15

### **Important Notice to Parents and Students**

*It is understood that attendance at OCA as a private entity is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. OCA may request the withdrawal of any student at any time, who, in the opinion of the administration, does not fit into the spirit of the institution, regardless of whether he/she conforms to specific rules and regulations. Conversely, parents or guardians who fail to work within the academy's organizational structure and guidelines for conflict resolution, foster by word and deed disharmony among the academy's constituents, or disparage the integrity of the organization in the community out of personal malice may be asked to disenroll their children and seek an educational option they may find more agreeable.*

# School Philosophy

Our school philosophy is the direction of the process of human development toward God's objective for man: godliness of character and action. Orangeburg Christian Academy, Inc. will strive to educate the whole child: spiritually, academically, and physically with a comprehensive program of Christ-centered Bible teaching, scriptural based curricula in all academic disciplines, and instruction in health and physical education for lifelong service to God. OCA will attempt to supplement and not supplant the home (which is God's 'anointed' institution for all education) and the local Bible-believing church, working with these two to prepare children for whatever sphere of service the Lord would have that child to enter upon graduation: college, vocational/trade training, Bible school, the world of work, the family, or vocational Christian service. Although the primary emphasis is to provide an educational opportunity for Christian students, enrollment is not limited to Christian students. Faculty and staff selection is based upon the criteria consistent with promoting the purpose and goals of the academy.

## Educational Goals

- I ***Spiritual:*** to present the Gospel in such a way that each child may independently give his/her life to Jesus Christ, and have a personal knowledge of Jesus Christ as Savior and Lord; to teach the Bible as God's inspired, inerrant word and to teach the essential doctrines of the historic Christian faith; to encourage and develop a desire to know and do the will of God; and finally, to bring the student to experience a life in Christ that brings lasting service, satisfaction, and enjoyment of all that eternal truth has to offer.
- II ***Academic:*** to help the student discover and develop his/her God-given intellectual abilities, promote high academic standards, and help the student gain a thorough comprehension and command of the fundamental processes used in communicating with others; to teach and encourage the formation of good citizenship through developing an understanding and appreciation of our Christian and American heritage of freedom and human dignity; and to impart knowledge of the world and current affairs in all fields and relate them to God's plan for mankind.
- III ***Personal/Social:*** to develop, within each student, a balanced personality based upon proper understanding and acceptance of him/herself as God made him/her and on the full development of his/her capabilities in Christ; to foster self-discipline in the student based upon respect for and reverence toward God and all authority; to foster wholesome personal relationships through development of social skills based on the Christian concept of love; to show a realistic and Biblical view of life and work and provide skills for future endeavors in college and occupation; to promote good

citizenship through developing an understanding and appreciation of our American heritage and freedom; and to promote within each student a “servant’s heart.”

**IV. *Physical:*** to promote fitness, maintenance and respect for the body as the “temple of the Holy Spirit;” to develop skillful use of the body in coordination, grace and poise, and to foster and develop desirable habits in the care of the body; to develop a lifelong view of good physical fitness; to promote moral purity in sexual abstinence before marriage; and to promote abstinence from harmful substances such as drugs, alcohol and tobacco. The physical education and athletic department of OCA should only enhance the other areas of education and be part of a balanced whole program. A good sports program that is effectively managed and controlled can be an extremely useful tool in teaching the goals that have been set insofar as building character, teaching respect for authority, and learning how to work within a group setting as a team.

# Admissions

Orangeburg Christian Academy admits students of any race, color, gender, 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, or national origin in administration of its educational policies, admissions policies, athletics, and other school administration programs.

## Procedure for Enrollment:

Interested parents will be asked to follow the procedures listed below in order to enroll their children at any grade level at OCA.

1. Obtain an enrollment packet from the OCA Front Desk or download it from <https://ocapatriots.com/registration-and-calendar> .
  - a. Currently Students: parents or guardians may do this during the Early-Enrollment period that begins in February of the Spring Semester.
  - b. Sibling Enrollment: Current students who have siblings who desire to attend the next school year will go through the enrollment process as new students do except they do not have to attend a parent information meeting. They will have an interview with the respective principal.
  - c. Students that register early will receive a Registration Fee discount of 20% for each student.
2. New Enrollments: Must schedule with the Front Desk, after Open-Enrollment begins in March of the Spring Semester, to attend a required parent & student interview / informational meeting.
  - a. Transfer Enrollments may apply at any time during the Fall semester after the school year has begun. Spring Semester transfers can be more difficult to determine current academic achievement. In addition to items required in Item 4., the principal may request any prior disciplinary records.
3. Complete application forms from admissions and attach the **non-refundable registration fee** or tuition installment depending upon the payment plan chosen.
  - a. Acceptance of new students for the next school year begins upon completion of re-enrollment by our current school families during the months of January- March. OCA reserves the right to interview, review testing, and exercise selective enrollment to ensure students can academically succeed. No student has a right to acceptance. To attend OCA is a privilege, not a right.
4. Parents or Guardians are required to provide the student's current report cards, test scores, and complete a request for transfer of records. If your child has a current SEP, IEP, ISP or 504 Plan; these need to be reviewed also to ensure OCA can meet their educational needs. Acceptance is not based on first-come, first-served. Students cannot be accepted until the application is completed and the interview takes place. Acceptance is based upon the

interview, agreement to our philosophy and curriculum, the student's academic needs, and Principal's final review of interview notes and records provided. If the class is full, prospective students will be placed in a Wait Pool for that grade.

5. Please be patient and wait to receive confirmation by phone of your child's acceptance.

## Admission Policy

1. Previous Expulsion from another school: OCA does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.
2. Parent or Guardian: OCA students must live with at least one biological or adoptive parent or legal guardian.
3. Birth Certificate: A copy of the child's birth certificate must be in the school records.
4. Immunization Records: A copy of the child's birth certificate must be in the school records.
5. Social Security Card: A copy of the child's Social Security Card must be in the school records; required for identifying permanent academic and test records.
6. Wait Pool: A wait pool of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not based on first-come, first served. To be placed on the Wait List you must have either already been approved for admission pending an opening or asked to be on the list without formally applying (you will be notified after all other approved applicants for that grade).
7. Kindergarten Admittance Age: A Kindergarten student must be four (4), (K4) by September 1<sup>st</sup> and five (5), (K-5) by September 1<sup>st</sup>. All students must be able to take care of toileting needs independently.
8. **Note:** All students must be able to consistently and independently use the restroom.
9. Acceptance Policy: Parents and students are required to sign a statement of cooperation expressing their support of the school's program (form is attached to manual). The academy cannot in good faith accept new student enrollments whose needs would require special education, behavioral, or physical needs are beyond our capability to accommodate by our existing programs, services, or staff.

## Financial Operations

1. **Registration** (K4 - 12<sup>th</sup> Grade): the Application/Registration Fee is due upon application submission and is non-refundable unless the student is placed in the Wait Pool and the

parent requests a refund prior to an opening in a class is offered. When accepted first tuition installments are dependent upon the payment terms chosen and first installments are non-refundable.

2. **Tuition:** Tuition is scaled according to the grade level. Students may not attend class if accounts are more than 30 days past due without a meeting with Principal to find a resolution to delinquent payments. ***Parents will be contacted by the business office if the accounts are past due.***
  - a. We want to be a partner in making Christian education a long-term reality, but OCA does operate as a non-profit organization.
  - b. *Report cards and transcripts will be withheld if accounts are past due.*
  - c. Regrettably, we have had instances where families return to other institutions of learning without making good on outstanding balances. In these cases, we will turn this over to our Collection Agent. Please work with us to find equitable solutions, we can appreciate life can be hard at times.
3. **End of Year Balances:** All accounts, tuition, breakfast/lunch, before and after school fees, athletic fees, etc., are to be paid in full by May 5<sup>th</sup>.
  - a. No Final Exams for a student will be administered until all accounts are current.
  - b. *Final Report Cards and transcripts will not be issued until student accounts are current.*
4. **Donations:** Presently, tuition is not tax deductible, but cash donations, endowment, and gifts are. From time-to-time parents have donated needed school equipment and supplies; this is greatly appreciated and helps us to keep our tuition affordable. Please see the school principal as to whether we have an outstanding need for equipment and supplies. Donations to the general and building funds are greatly appreciated.
5. **Fundraising** is a vital part of OCA. There will be several opportunities throughout the year for our students and their families to help offset the operating cost for your OCA! At Open House, OCA's Fundraising Coordinators will provide more details of those fundraisers.
  - a. There is one fun and perennial yearlong fundraiser that is quite popular among students. This fundraiser is offered every Thursday. This is **OPTIONAL**; however, if your child does participate in this fundraiser, elementary students are to turn in their contribution to participate to their teacher or for high school to their homeroom teacher.
  - b. Donate Directly to OCA Capital Improvements (tax deductible). Just scan the QR Code



## Tuition and Fee Payment

Annually, the Board of Directors approves a schedule of tuition and fees for the upcoming year. This process considers maintenance lifecycles, technology upgrades and licensing, faculty and staff continuing education and training, and planned expansion and upgrades to facilities driven by enrollment demand.

- **All fees** (enrollment, books, and building fund) must be paid by the first day of school.
  - o Parents/Guardians who are late in the scheduled payment of fees will be assessed an additional late fee.
- **Monthly tuition payments** that are late will be assessed a late fee for the following month.
- **Tuition accounts** must be paid in full by May 5<sup>th</sup> before the school year ends. If not, we will hold the student's promotion to the next grade and or, may not be allowed to graduate, and we will not process request for transcripts until the account is paid in full.

### **Finances / Payments**

All funds for the operation of Orangeburg Christian Academy, Inc. come from tuition, contributions, and fund-raising activities. OCA as a non-profit your faith payment stewardship directly impacts our ability to provide an affordable, safe, and enjoyable learning environment. It is essential that all fees and tuition be paid promptly.

### **Credit/Debit Card Payment**

Beginning the 2025-2026 School year you may also pay books, fees, and tuition by credit or debit card. This must be done in person with the Office Manager at OCA (secure online payment processing will follow). We cannot process card information over the phone. This violates positive identification requirements by our financial institution and is not permitted by our Merchant Service Provider as a fraud mitigation measure.

### **Tuition Payments**

Monthly payments are due by the 5<sup>th</sup> of each month. You will be given a 10-day grace period without penalty. After this 10<sup>th</sup> day, your account will automatically be assessed a late fee of \$15.00 per month. There will be a \$35.00 service charge on all returned checks.

- a. We can appreciate life may have difficulties; let us work with you. Please meet with our office manager or Principal so we may understand your difficulty.
- b. ***If an account goes beyond 30 days passed due without a meeting, students will not be admitted to class and only cash, certified check, or credit card payment will be accepted for payment to bring your account up to date.***

### **Hardships and Continued Enrollment**

OCA is a Christian principled academy. We do not want to see families entering into enrollment, well intentioned, but unable to meet the commitment when life events alter financial circumstances. Likewise, we empathize that life can change suddenly, putting a strain on families and may require changes in resource priorities. If you find yourself entering into financial hardship, please make an appointment with our principal to see how we might be able to help.

When you enroll your child into OCA, we are entering into a partnership to provide the best and safest learning environment. All we ask is partner with us early on, in confidence, so we can

understand your difficulty, pray with you for a good outcome, and help manage this obligation of Christian education for your child/children.

- We can liaison with community resources for assistance
- Canvass our and your church partners to see if some short-term assistance may be available.
- Restructuring tuition payments to lessen the burden in the short term.
- Forbearance might apply if your future prospects are such you can work through the near-term difficulty.

We want your children to be here and not turn them back out to the world to seek education solely from the public system. But if you won't talk to us, we are in the dark and unable to understand the nature of your difficulty. Please be willing to trust and work with us, otherwise we will have to follow sound business practices because we can only carry a limited amount of uncollectible debt for a short period of time.

A student whose fees fall behind in payment will be subject to non-admission to classes when accounts are 30 days passed. In addition, students are subject to dismissal from school if the account runs past due 60 days. Report cards and records are not released to students or parents until fees are paid. At the end of the year, final exams are not administered nor transcripts released if accounts are not paid in full by May 5<sup>th</sup>.

#### **Business procedures:**

1. The Business Office is open Monday - Thursday 7:45 a.m. - 4:30 p.m.
2. The Registration Fee is non-refundable when submitting an application.
3. Yearly tuition may be divided into monthly payments with three options available to parents/guardians to choose from.
4. Make your check payable to Orangeburg Christian Academy, Inc. (OCA). You may also pay by Credit or Debit Card in person with the Office Manager.
5. No deduction is made from tuition payments when a student is absent.
6. A student will be prohibited from attending class if the account goes delinquent beyond 30 days unless a parent or guardian meets with the administration to work out a revised payment schedule.
  - a. **Failure to respond to phone inquiries and written requests on accounts over 60 days past due, (not on a revised payment schedule), will be grounds for dismissal from school at any point during the present academic year. Balance due at that time may be turned over to our Collection Agency for recovery.**
7. If a student is dismissed, the parent must contact the Business Office, clear all financial obligations, and return all school materials before records can be released.
8. No partial month refund will be made for early withdrawal during the academic year.

## Student Withdrawal

There is a \$400.00 Withdrawal Fee should you withdraw your child from school any time after enrollment. A student is not considered withdrawn until the school office has been notified by the Parent or Guardian. We cannot release or send records or any student record information if this fee has not been paid.

In the case of a dismissal from school, the parent or guardian will be notified and an exit phone or office interview with the principal is required.

# General Operating Information

## Attendance

All students are to attend school regularly. We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absences from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in the classroom experience.

- Students in Kindergarten – 12<sup>th</sup> grade are allowed eight (8) unexcused absences for the year. Summer School is not routinely available to make up lost days due to illness or excess absences. When offered it will incur additional tuition costs to offset facility and faculty expenses.
- A student must be in school 4 ½ hours to receive credit for the day.
- To participate in after school activities (sports practices or games, fine arts activities, etc.) a student must be at school by 10:00 a.m. in order to be counted present for that day.
- When school is in session is not the time to take your child out of school for a family vacation. These days absent are unexcused!
- If they have a doctor's appointment, they must have a total of six (6) hours at school to be counted present and be an excused absence.
- When a prolonged illness is documented by a physician we will be in prayer with you and endeavor to work with you to keep your child on track, whenever possible. The administration will make the final decision as to whether or not a student will pass or fail.
- School closures or delays due to inclement weather will be announced on local television, radio, and on our Facebook page.

## Excused and Unexcused Absences

Students will be allowed no more than eight (8) absences in a one (1) unit course or four (4) in a ½ unit course.

- Upon returning to school after being absent, all students must have a note from parents or guardians. This helps us to know you are aware that a day has been missed. Students who exceed the total number of allowable days may be retained in the current grade due to credit being denied for excessive absences.
- All excuses are due when the student returns to school after being absent.
- Only written doctors' excuses may be accepted for excused absences for medical reasons. Parent notes are accepted but do not count the same as a medical excuse.
- The principal may grant exceptions on a case-by-case basis, such as severe injury, death in the immediate family, or bereavement travel.
- Refrain from family vacations that span consecutive school days, these will be unexcused. If unavoidable, please contact your child's teacher and front office well in advance of your travel plans.
- Due to extenuating circumstances, parents or students may appeal to the principal to be allowed to make up some of the days missed in order to receive credit. The student must write a letter to the principal if an appeal is requested; endorsed by parent or guardian.

## Make-up Work

Regardless of excused or unexcused, students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up an assignment in a timely manner will result in an automatic zero. It will be necessary for missed work, including makeup tests, to be made up during the missed class, before school, or after school.

- If a student has been approved in advance for an absence and wishes to take a test or turn in homework before the absence, this is at the discretion of the teacher. In cases where the test is available, it is advantageous for both the student and the teacher to take the test early rather than late. It is the student's responsibility to schedule a time for makeup work.
- All work missed must be made up within a time frame approved by the teacher.
  - o Athletes participating in an event who will be missing a previously scheduled test or quiz are responsible for taking a test or quiz the day before or the day following. Projects should be submitted on the date even if the athlete does not meet for that class due to a game that day.
- In general, students are expected to have assignments ready for class upon returning to school or within a reasonable time frame determined by the teacher. If the homework or tests were assigned prior to absence, the student is responsible for the test or homework upon returning to school.
  - o As OCA implements the Parent and Student portal for MySchoolWorx,, you will have access to the lesson plans and assignments for each class.

### **a. Absences Associated with Extracurricular School Activities:**

If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent in the afternoon (day) prior to an activity that evening. Students involved in athletics, fine arts, or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. To be eligible to participate, a student must be in school 4 ½ hours.

### **b. Loss of Credit for the Year Due to Absences:**

Students will not earn credits for the year due to excessive absences if circumstances are not reviewed and approved by the principal.

## Tardiness

Students are expected to be on time for their classes. Elementary teachers are responsible for managing their students' tardiness. In K4 - 12<sup>th</sup> grade, three unexcused tardies at the beginning of the school day (8:05 a.m.) equal one unexcused absence and loss of perfect attendance for the year. Absences due to unexcused tardies will result in loss of perfect attendance for the year. Unexcused absences due to unexcused tardies do not affect a student's grades. A note for being tardy to class or school should be brought the day of the tardy. The principal and/or office manager will determine whether or not the tardy is excused or unexcused.

Parents will be able to monitor absences and tardies via MySchoolWorx as well as during each progress and report card quarter. In cases of excessive absences and tardies, parents may receive a note and or phone call from the school.

## Late Arrival Policy

All students at OCA are to assume the responsibility of being punctual. Students are encouraged to be in their classrooms five minutes prior to the start of school in order to get organized for the coming day. Students in K4 -12<sup>th</sup> grade who are late should report to the school office for a tardy slip. The office manager will determine whether the tardy is excused or unexcused.

### School Hours

Regular school hours for Kindergarten – 6<sup>th</sup> grade students will be from 8:00 a.m. to 3:45 p.m. For grades 7<sup>th</sup> – 12<sup>th</sup>, the hours will be from 8:00 a.m. to 4:00 p.m. Any elementary student not picked up by 4:00 p.m. must report to Late Stay Care. Any high school student not picked up by 4:15 p.m. must also report to Late Stay Care.

### Early & Late Stay Care (Supervised)

*This is an additional fee service to safely supervise your child; billed at an hourly rate. Please sign up in advance if you need this service .*

Early Care is available for your child from 7:00 a.m. to 7:45 a.m. before the classrooms open for the day. If you need to drop your child off before school hours, they will need to report to supervised **Early-Care** If you need to pick your child up after school hours, they will need to be picked up at after school **Late-Stay Care** room. After-school care is available from 4:00 p.m. to 6:00 p.m. A fee will be charged for any child arriving before 7:45 a.m., and any student remaining after 4:00 p.m. for elementary and 4:15 p.m. for high school.

Children may not stay on the school property at any time without proper supervision. (The billing for this Early Stay and Late Stay Care is managed directly through the front office).

### Illness

For the well-being and health consideration of all students and staff, parents are asked to keep home a student with fever or contagious illnesses. Students returning after missing school need a signed note from a parent/guardian stating the reason for missing school. It is a policy that a student must stay home with:

1. Fever (must be fever free 24 hours before returning)
2. Vomiting (must be free from vomiting 24 hours before returning)
3. Flu Symptoms
4. Diarrhea
5. Colored nasal discharge
6. Persistent cough
7. Strep throat
8. Pink eye (must be 24 hours on medication before returning)
9. Head lice

### Immunizations

South Carolina state law requires OCA to have current immunization and medical records on file for each student. Please keep your child's records up to date with the school office. Sports physicals are required for all athletes in competitive sports and must be on file before student tryouts or participation.

## Medications

OCA may dispense **ONLY** essential prescription medications at the request of the parent or guardian with prior arrangement with the Front Desk and Principal's concurrence. Medications must be in a labeled prescription bottle with the doctor's name on the bottle along with a note from the parent giving permission and times to administer the medicine. OCA will **NOT** give over the counter (OTC) medicine to any student; however, parents are allowed to come and give their child this medicine.

## Student Insurance

In the event of a school-related injury, OCA carries student accident insurance on each student. When seeking treatment, parents and guardians should file with their insurance company first. Upon doing so, contact the school office for the necessary forms to file for seeking this additional insurance benefit.

## Emergencies

If your child becomes ill at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

## Traffic Patterns

Our carpool system is designed to provide safety, order, and supervision for each student's arrival and departure. The traffic pattern at the academy, which unfortunately cannot be free of inconvenience, is designed for maximum safety for our students. Parents are asked to observe all traffic flow patterns. Since safety of students is involved, please give wholehearted cooperation in observing these regulations. Please advance far enough so that other cars may pick up their riders.

**PLEASE DO NOT leave cars unattended in the car line** and park only in designated areas. Please watch your speed. The far-right side of the parking lot becomes two one-way lanes leading up to the front door. Traffic pattern information can be obtained from the school office.

Our basic guidelines are:

1. Students should only be dropped off in the designated area closest to the front door unless you park in our lot to take more time to unload.
  - a. Kindergarten – 12<sup>th</sup> grades will be dropped off at the front door. Please pull up to the designated stops. If Kindergarten – 12<sup>th</sup> grade students arrive prior to 7:45 a.m., they should go to the cafeteria.
  - b. High school students and any student drivers, along with their passengers, arriving before 7:45 a.m. must go to the cafeteria. If arriving after 7:45 a.m., Kindergarten – 12<sup>th</sup> graders may go to their homerooms.

2. If it is necessary to enter the building for school business, drop your students off at the designated area, park in the visitor parking area, and enter the front entrance. Do not park in the car line to come inside the building or the spaced along the front of the building (these are reserved for administrative staff).
3. Parents working as volunteers, room mothers, or assisting for field trips/class parties should drop off their students, park in the visitor parking area, and enter the front entrance. Please see the receptionist for a visitor's pass. No adult may be in the building without a visitor's pass.
4. Please have your students ready to exit the car when you enter the designated area.

### Early Morning Arrival

1. A school official will be on duty at 7:00 a.m. for grades K4- 12<sup>th</sup> in the cafeteria for early arrivals.
2. A school official will be on duty at 7:30 a.m. for grades K4 - 12 at the front door. Students arriving at 7:45 a.m. will go directly to their classrooms. Student drivers will park in the designated parking area.

### Student Drivers

Driving on campus is a privilege and should be regarded with the utmost responsibility. Student drivers must register their cars. Registration forms are available in the school office. **All student drivers must have a parking permit at the cost of \$5.00.** Student drivers will park in the designated area. An OCA decal will be displayed as part of our crisis management plan. Students driving recklessly on school grounds may lose their driving privilege. If students lose their privileges, the principal will determine whether or not the privilege may be earned back.

### Designated Drivers

Students who do not go home with their parents, guardian, or their usual driver are required to bring a note from home to their elementary teacher, K4 - 6<sup>th</sup> grade, or to the school office, for 7<sup>th</sup> - 12<sup>th</sup> graders.

### Leaving Campus during the School Day (Early Dismissals)

Students in grades K -12<sup>th</sup> who must leave early should bring a note to the Office Manager stating the reason for leaving, the time of dismissal, and the approximate time of return. If it is a doctor's appointment, the note should also include the time of the appointment and the location. All students must be signed out at the front office before leaving the campus. The note should be signed by a parent or guardian. Students who become sick during the school day will be sent by the classroom teacher to the school office where their parents will be notified by telephone. Parents will be asked to take their child home or grant permission for their student to drive home. All students must be signed out in the front desk.

## Signing Students Out of School

1. The office staff will establish phone contact with a parent or legal guardian and have a member of the office staff verify permission for the student to leave campus. In the event the student does not drive, the student must wait in the area designated by the academy for a parent or legal guardian to arrive.
2. Detailed records for students will be kept in the office regarding signing in and out of the academy. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian, student, and the principal.
  - Signing students out early on a regular basis has a negative effect on their learning. If you must pick up your child early due to work schedule or other regular commitments, please make this known to their teacher. Repeated hours lost over the course of the school year can equal days of lost time learning.
3. Students may not leave the campus during the school day without telephone contact with, or personal appearance of the parents or legal guardian. Students too young to drive will not be released to anyone other than the student's parent(s) or legal guardian except where the principal has made an exception.

## Student File / Report Cards / Transcripts

All student records are kept in the office. All records are confidential. Teachers use discretion in reviewing a student's record. When a student withdraws during the year, a withdrawal form must be completed. A request for transfer of record must be completed by a parent or guardian before records can be released.

A Transcript of your student's grades will be provided upon request to the student's parent or guardian; these are unofficial copies. Please allow 5-7 days for processing.

Official Transcripts for Technical School, College enrollment, or employment require a Transcript Request Form be completed. Please allow up to 15 days for release of and transmission of records. Transcripts given to the parent, guardian, or student are unofficial copies.

***A Student's financial account must be current or records, report cards, and transcripts will not be released.***

## Inclement Weather Closings

It is sometimes necessary to close school on short notice due to an emergency such as severe weather. If school must be canceled, it will be announced on radio station WORG 100.3 (516-8400) or 102.9 (536-1710) and WIS-TV 10 Columbia (803)799-1010.

### **Inclement Weather Early Dismissals:**

In the event inclement weather necessitates the closing of school before the end of the regular school day, the following procedure will be followed:

1. The decision will be made by the principal/school board.
2. Faculty will be notified immediately.
3. Local radio/TV stations will be notified.
4. The information will be placed on the school's inclement weather line listed above.
5. Student drivers will be dismissed.
6. Students arriving with a driver in the morning may leave with that driver.
7. Alternate pick up of students may be arranged by the parents calling the office.

### **Sexual Harassment**

Staff and Students are legally protected against sexual harassment by anyone while in school, at any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Staff should be able to teach and Students to learn in an environment that is untainted by sexual harassment. Sexually offensive speech and conduct are entirely inappropriate in this private school setting. One of our educational goals is to teach students how to live harmoniously in various social environments.

- Any staff or student who feels a person's speech, action, and attention is inappropriate is required to tell the person it is inappropriate and unwanted. Then report the incident to their supervisor, teacher, or coach. The person in immediate authority (administrator, teacher, or coach) has the duty to intervene, (with discretion and privacy), to determine the circumstances, warn the offending person to reframe from repeating the offending action, and report the incident to the principal.
- The complaint and circumstances are to be documented as a Warning by Incident Report and placed in the offending staff or student file.
- Subsequent complaints/offenses will be managed via the school's Disciplinary process. In the case of inappropriate student behavior, the principal will determine if a parent or guardian requires immediate notification.

## **Telephone, Cell Phone, and Mobile Devices**

A phone is available for the students' use at the Front Desk with written permission from the student's teacher and the approval of the Office Manager. Calls to students during school hours are to be limited to emergency messages. Parents may leave a message with the office manager.

Teachers may exercise discretion regarding whether to issue a Phone Pass, typically only for health issues or breakfast/lunch arrangements. Failure to return homework or signed document to school does not constitute an emergency.

### **NO TOLERANCE CELL PHONE & MOBILE DEVICE POLICY**

No students in grades K4 – 6<sup>th</sup> are permitted to bring a Cell Phone or mobile (internet capable) device to school. Laptops, Cell Phones, and mobile (internet capable) devices for grades 7<sup>th</sup> -12<sup>th</sup> are not required equipment. The school will provide mobile computing devices (Chromebooks for use with Google Workspace/Classroom) as part of any required subjects.

- If our child requires the use of a Cell Phone for health monitoring, please notify your child's teacher to make reasonable accommodations.

Personal Cell Phones, mobile ( internet capable) devices are not to be in student's possession while on the school grounds or building during school hours. Students who drive may leave cell phones mobile devices in their vehicles, if they so choose (extreme temperatures may damage sensitive electronics). Otherwise, ALL students who bring a Cell Phones to school are required to place them in the phone caddies on the Principal or Vice Principal's doors. (which is supervised by the front office).

Cell Phones and mobile devices confiscated by the administration will be returned only to the parent/guardians at the end of the school day.

**1<sup>st</sup> Offense** – Cell Phone/Mobile Devices found in student's possession

- a) Written Warning
- b) Parent notified to pick up cell phone

**2<sup>nd</sup> Offense** – Cell Phone/Mobile Devices found in student's possession

- a) Second Written Warning/One day In-School Suspension, (ISS)
- b) Parent notified to pick up cell phone

**3<sup>rd</sup> Offense** – Cell Phone/Mobile Devices found in student's possession

- a) Third Written Warning/Two day Out-of-School Supervisions, (OSS school work may not be made up).
- b) Parent notified to pick up cell phone

**4<sup>th</sup> Offense** – Cell Phone/Mobile Devices found in student's possession

**\*\*\*STUDENT WILL BE SUBJECT TO EXPULSION\*\*\***

## Contact of Teachers and Resolution of Issues

OCA is currently upgrading our school's telephone network using Ring Central to provide each teacher has a unique telephone number for contacting them and to leave a voice message/request. They will soon have phone devices in their classroom but will not be able to answer or call outside the school during the school day. All teachers have an [name@ocapatriots.com](mailto:name@ocapatriots.com) email address they may provide to parents. The administration discourages our faculty and staff from engaging with parents and students using their personal phone, email, and social media accounts. They are asked not to be engaging parents online or responding to emails during class hours. We empathize with working families, as are our teachers, that there are work restrictions for safety and security on the use of company equipment for personal business. Should you email a teacher or leave a voice message please allow 24 hours for the teacher to respond to you unless you specify the need is time sensitive.

Teachers at OCA are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher first. Parents should reframe from contacting teachers at home. Teachers have the option of making their home telephone numbers available, but for accountability and safety reasons this practice is discouraged by the school.. Be considerate of their time away from school allowing them to balance home-life, lesson plan development, and teaching preparation. Occasionally, during the academic year misunderstandings or problems can arise between the teacher and student, teacher and a parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved. If you

leave a voice mail for your child's teacher, please include sufficient succinct detail to understand the nature of an issue; "Please call me," is of limited value.

Parent/ Teacher conferences are encouraged. Parents are asked to request these conferences after school hours or at the teacher's convenience. Conferences should not be scheduled during classroom instructional times. All classes start promptly at 8:00 a.m., and do not need to be interrupted.

Appointments with administrative staff should not be made until a conference with the teacher is attempted first, unless there are unusual circumstances. Problems are to be discussed with teachers and others directly involved. Please do not involve other parents, students, etc. who are not part of the problem or solution. We rely on parents and guardians to be the advocate for their children, be mindful personal frustrations perceived by students can adversely affect positive resolutions to issues. Parents and Students are asked not to contribute to a lack of academic harmony (discord) by talking to others concerning the problem they may encounter with the school or a teacher.

Let Matthew 18:15 be in the forefront in the minds of all members of our OCA family; administrators, parents, faculty, students, and our many volunteers to work from a place of humility when seeking assistance, correction, or equity.

### Issue Resolution Process

1. **Parent/Student and Teacher:** a conference is set up to discuss the matter at hand; both parties are to make every effort to solve the problem here.
2. **School Administrator:** if the problem cannot be solved at Level 1, the parent/student and teacher will agree to take the problem to the school administrator who shall set a conference with all involved parties, listen to both sides of the situation, and attempt to offer a solution to the problem; the administrator WILL NOT intervene until Level 1 has been concluded;
3. **Board of Directors:** the Board of Directors believes that most difficulties encountered can be worked out at Level 1 or 2. The Board elects to allow the Principal to be the final step in areas discussed in the school handbooks where there are specific guidelines given and consequences stated.
  - a. The board will not consider a matter or render a decision until Levels 1 and 2 have been afforded the opportunity at redress to reach an equitable understanding.
  - b. In rare situations, it may become necessary for a situation to be appealed to the Board. If so, the appeal is to be made by writing explaining the incident and concerns, to the School Administrator/Principal who will take the matter to the Board. The Board may elect to allow the decision of the administrator to stand or to hear the matter themselves. If they elect to do so, they may review the complaint and all supporting documentation and circumstances at the next Board meeting.
  - c. In some instances, the matter appealed may be a new area or concern with no clear guidance or precedence, in which case the parties concerned (and outside experts deemed necessary), will be invited to speak to the board and a decision will be rendered.
  - d. All decisions by the Board of Director regardless of deliberation process are final.
  - e. Parents or Guardians who are unwilling to abide by this process may exercise their right to voluntarily withdraw their child(ren) from the school rather than perpetuate disharmony in the OCA family.

## Parent Teacher Fellowship (PTF)

The purpose of the PTF is to foster and promote a better understanding and a closer relationship between the home, the teachers, and school administration to maintain a positive learning environment for the students of OCA. Through PTF dialogue and cooperation among parents/guardians and teachers, they can more effectively work together by supporting one another, communicating, and helping meet “in-class” financial and voluntary assistance needs to maintain a positive Christian learning environment. The organization’s Constitution and Bylaws can be found on the school website at <https://ocapatriots.com/support> page.

## Campus Visits

### Parents and Guardians

We do not permit Parents and Guardian to visit the classrooms during the school day. If you would like to provide items for a planned activity, party, etc., this must be scheduled with the teacher in advance. All visitors are asked to bring items to the front desk, and the teacher will be notified.

### Visitors and Vendors

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Such visitors must go to the front desk, sign in, and receive a visitor’s pass and be escorted.

### Solicitations

Solicitation is prohibited at OCA. This policy will include selling of any item, distribution of political or religious materials, and the circulation of petitions.

## Breakfast/Lunch Policies

The lunchroom is for all students; therefore, everyone must take care of it. Students are responsible for using good manners which include clearing off the tables. Breakfast and lunch are available in the cafeteria daily. Students are allowed to bring lunch from home and can be heated, please fill out the “Microwave Permission Slip.” Daily breakfast and lunch specials will be available for purchase during scheduled times. Fruit juices, water, and power drinks are available as well as Kool-Aid jammers and milk. A price list will be given to students the first week of school. Breakfast and Lunch menus are available at the front office. **You may pay in advance (weekly monthly) or pay daily for lunches and breakfasts. Lunch/Breakfast may not be charged.** Elementary and high school teachers will collect lunch fees in the mornings. If a student forgets their lunch and/or lunch money, he/she will need to call home.

### Microwave Privileges

I understand and agree with Orangeburg Christian Academy, Inc. that it is a privilege to have access to the microwaves at OCA. This form needs to be signed and returned to the office in order to give your child this privilege, NO EXCEPTIONS!

I also understand that under no circumstances will “horse-playing” be allowed in the lunchroom, and I understand that a teacher and/or the lunchroom manager will have the authority to remove this

privilege from my child. The microwaves will be located in a central location, not accessible to elementary children. Elementary teachers are only permitted to use warmers and microwaves if necessary to heat breakfasts/lunches for elementary students. Send food items in microwaveable containers. Styrofoam plates and bowls are provided for a fee.

Teachers are not responsible for “cooking” any food from home. This includes, but not limited to, Ramen noodles and macaroni and cheese. They eat their lunch during the same time period as the students.

### Birthday Recognition in Class

Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. All birthday celebrations should be arranged in advance with the teacher. There is to be no gift exchanges during school hours, and classroom parties will be celebrated with an emphasis on growing older with the Lord, God’s gift of grace, the love of Jesus Christ, and the Holy Spirit’s fruits of the spirit.

### **Lost and Found:**

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check the lost and found. Items not claimed will be donated to charity.

### **Fire, Tornado, and Crisis Management Drills:**

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire Safety drills are conducted monthly. Tornado drills are conducted semi-annually. Crisis management drills are also conducted semi-annually. The school has implemented secure access, and 24/7 video surveillance surrounding the school, parking lot, and playground. Every effort will be made to provide for the safety of your children and to keep you informed during any emergency.

### **Media Center:**

All media center books must be checked out and returned according to procedure. Fines may be charged for overdue books. Lost or damaged books must be paid in full. Students will not be given a final report card unless all media center fines are paid.

### Textbooks and Supplies

Textbooks represent a significant investment for each family and supplementary books will be provided to each student. It must be emphasized that these books are the property of OCA and must be taken care of properly including appropriate protective coverings. Deliberate mutilation, defacing, or loss of any of these materials will result in the full replacement price being assessed to the parents or guardian. Students may retain possession of “consumable” books.

Supplies are not furnished by the academy. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required from time to time for individual teachers. Some classes may require the purchase of calculators, novels, art materials, etc.

## Locker Guidelines

Students in grades 7<sup>th</sup> - 12<sup>th</sup> grade will be assigned a locker. These lockers are for the personal use of students and must be kept locked at all times. The academy retains the right of access at any time for any reason (see Search and Seizure under Discipline). **Periodic locker inspection may be conducted at any time.** Lockers may not be decorated outside and may only have non-glue stickers or magnetic picture frames, etc. Students are expected to take care of their lockers. Students should not store any books or personal items outside their lockers. **Locks should be combination locks only and combinations will need to be given to a school representative to keep on file at OCA.** Any refrigerator items need to be taken to the lunchroom refrigerator and taken home at the end of the day. Please do not have open containers of any kind in the lockers.

## Detractors & Distractions

OCA seeks to provide an environment free of distractions for student safety, liability, and protection of personal property. Students in grades K4 – 12<sup>th</sup> should not bring cell phones, iPods, MP3 players, radios, music tapes/CD's, tape players, electronic games, pagers, lasers, magazines, or any item which prohibits or hinders the fulfillment of the academic or spiritual mission.

# Academic Section

## Uniform Grading Scale

The following grade scale is used throughout the school:

A	100-90	C	79-70	F	Below 60 (Unsatisfactory)
B	89-80	D	69-60		

There will be two honor rolls listed each grading period:

“A” Honor Roll: student makes nothing lower than an A

“A-B” Honor Roll: students make nothing lower than a B

(In determining honor roll, penmanship, art, music, and physical education will not be included.)

## Report Cards / Progress Reports

Orangeburg Christian Academy is on a nine-week reporting term of with 4 nine-week quarters, 2 per semester make up our academic year. Quarterly Grades will be made available through the Parrent Portal (MySchoolWorx) or sent home (if necessary) four times per year at the end of each nine-weeks term. Final grades for all subjects will be issued at the end of the school year.

- Parent access to MySchoolWorx allows you to check your child’s grades anytime.

During the nine-week grading period, a mid-term progress report (refer to School Calendar) will be sent to those students doing unsatisfactory work (below an 80 average). This report must be acknowledged through the Parrent Portal (MySchoolWorx) or signed by the parent and returned to the teacher the next school day. Teachers may request a conference with parents at any time they feel it necessary to discuss class progress, grading, and/or behavior/attitude concerns.

- Any time a parent/guardian needs to set up a conference with a teacher, we ask parents/guardians to contact the school for a date and time that is mutually acceptable and does not interfere with classroom time.

Parents & Guardians can sign off Progress, Quarterly, and Semester Grade Reports online through MySchoolWorx. Mid-term reports may also be issued to those students whose averages have dropped greatly. High school students may also receive a favorable progress report. Parents are encouraged to contact the school if the mid-term report and/or report card are not viewable online or received.

## Achievement and Ability Testing

Various specialized tests are administered to high school students. Grades K5 - 12<sup>th</sup> are required to take an achievement test. The Preliminary Scholastic Achievement Test (PSAT) is required and administered to students in grades 10 and 11 in October. The results of these tests are used to assess students’ strengths and needs. Parents receive the results of the tests at the end of the school year with the final report card.

Students in grades 11 and 12 planning to attend college should schedule to take the Scholastic Achievement Test (SAT) by visiting the College Board website. This is not a service scheduled or paid for by OCA.

## Promotion and Retention Guidelines

The decision to promote or retain students is often a difficult one. Orangeburg Christian Academy, Inc. believes that it is academically and mentally/emotionally detrimental to a student to promote him/her to a higher grade with more difficult course work if that student has not mastered the skills necessary to succeed. The primary factor in this decision will be to do what is believed best for the child. The final decision will rest with the teacher and the school administration.

Guidelines to be followed:

**Kindergarten:** students who have not mastered skills in reading and mathematics will be retained.

**Primary and intermediate grades (1-6):** students who have done unsatisfactory work in both reading and mathematics will be retained, or students who do unsatisfactory work in any three of the major subjects will be retained.

**Junior high (grades 7-8):** students who do unsatisfactory work in both English and Mathematics will be retained, or students who do unsatisfactory work in any three of the major subjects will be retained.

**High school (grades 9-12):** students will be required to “make-up” any courses for which they receive an unsatisfactory grade. It may be necessary for that student to do summer work or attend summer school in order to make up that work and be able to continue receiving the necessary courses for graduation.

Major courses: Reading (Phonics), English, Mathematics, Science, Social Studies (History), and Bible. Unsatisfactory work will be a yearly grade of “F,” a grade of “D” may also be used in determining retention of a student.

Parents should keep close watch on student progress and report cards and communicate regularly with teachers concerning student course work and grades.

In some instances, a student may be “tentatively” promoted based upon the completion of summer work, summer school, or a tutoring program.

### Help Class

All teachers provide a once a week help class for any of their students. The teacher will inform the parents of what day of the week their help class will be held at Parent Orientation. It is the responsibility of the **STUDENT** to attend help class.

### Summer School

Summer school may be available at OCA dependent upon teacher availability and the need of students in grades K5 - 12<sup>th</sup>.

## High School Core Curriculum

All students who graduate from OCA must satisfactorily complete 24 units of administration approved high school courses.

Courses required for a diploma	Unit Requirements
English / Language Arts	4.0
Mathematics	4.0
Science	3.0
U. S. History and Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other social studies	1.0
Physical education	1.0
Computer science (including keyboarding)	1.0
Foreign language	1.0
Personal Finance	0.5
Electives	6.5
Total	<u>24</u>

## Dual Credit – Orangeburg Calhoun Technical College (OCTECH)

Juniors and Seniors are encouraged to take advantage of lower-level college courses offered at OCTECH to augment their afternoon classes. Participation is done by working through the OCA Guidance Counselor and Principal for schedule approval of classes and to ensure eligibility, enrollment, and costs are taken care of. Dual credit courses are designed to meet some SC Department of Education graduation unit requirements while earning college level credits at the same time.

Dual Credit courses at OCTECH are currently on 7-week course tracks. The credits awarded by OCTECH due to the short quarters are granted only 1 credit for Dual Credit. Four-year universities may not always award full credit for 7-week level courses. OCA will accept no more than 10 credits toward high school unit requirements. Attaining an associate degree is typically 60-63 credits and is not a feasible goal while trying to first achieve a necessary high school foundation of learning. Students are to carry a full course load until they are graduation qualified.

Dual Credit courses are in no way a path to graduating high school early (without compelling extenuation circumstances). Early graduation of any student under the age of 17 is not permitted. This policy is to provide students with adequate time to mature into adulthood prepared emotionally, intellectually, physically, and spiritually to meet life's new challenges. Early graduation can leave a minor legally ill equipped to find gainful employment and enter into legal contracts. This makes advanced education more difficult in terms of signing for financial aid when below the age of majority.

## Academic Achievement

Students at OCA are encouraged to strive to do their best academically and to fully utilize their God-given talents and abilities. Students are given the opportunity to earn recognition for commendable schoolwork. Acknowledgment of academic achievement within the school is made in the following ways:

1. Honor Rolls
2. End of Year Awards Assembly in which awards are given.
3. Induction into the American Christian Honor Society; College Track students are eligible. Students may qualify with a minimum grade point average of 3.625.
4. Induction into the OCA National Junior Beta (Grades 6-8) and Beta (Grades 9-12) Club; Students with a year ending in A/B Honor Roll or Higher are eligible with teacher recommendation
5. Senior Graduation Ceremony
6. College Track students are eligible for Valedictorian and Salutatorian if they meet all the qualifications.
7. Technical Track students are eligible for OCA National Beta Club.

### **American Christian Honor Society for College Track Students**

This organization provides a means to honor students who display exemplary scholarship, leadership, character, and service. American Honor Society (Grades 10-12): Induction into the American Honor Society is based on academics, 3.625 weighted cumulative GPA or better, and faculty recommendations.

### **OCA National Beta and Junior Beta Club**

This organization provides a means to honor students who display exemplary scholarship within grades 6-12. Induction into the Junior Beta Club (Grades 6-8) and Beta Club (Grades 9-12) is based on academics, A/B Honor Roll or better, and faculty recommendations. Inductions will take place in the fall of each year, and review will happen with each report card issued.

### **OCA Student Government:**

Orangeburg Christian Academy provides an atmosphere for student leadership to evolve and the development of servant leaders for the next generation. Course work will facilitate his/her development as well as experience for tomorrow. The Student Body Council (STUCO) will consist of the following elected positions, **depending on class size:**

President

Vice-President

Secretary

Treasurer/Bookkeeper

Publicist

Grade level representatives from 9<sup>th</sup> -12<sup>th</sup> grades

Academic Qualifications: The following qualifications for anyone wishing to hold a position on Student Body Council must meet or exceed the following minimum standards:

1. No “F’s.”
2. Each person must carry a current minimum of 80 (C) overall average.
3. The re-check period shall consist of nine weeks from report card to report card.

## Dress Code

**“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is, that which is good and acceptable and perfect.” (Romans 12: 1-2)**

### Rationale for the Dress Code

There are two primary reasons for a Dress Code. The first is to ensure modesty which the Bible encourages (I Timothy 2:9). The second is to encourage a sharp, competent, and dignified demeanor that is appropriate for the academy and sets a person of faith apart from the world at large.

The dress code for OCA impacts our academy environment every day. The appearance of our students communicates the Christ centered focus of their household and our academy. Our students are a direct reflection of their upbringing and this school. Their achievement coupled with being proudly recognized as an OCA Patriot are valuable components of a testimony that perpetuates the school’s reputation as an outstanding academy with superior students. The dress code is established to provide guidelines for parents and students on appropriate school dress.

A well-groomed, smartly attired student should come to the academy with an attitude that prepares them for a neat, conscientious day of academic work. Their attire should convey respect for our Lord, oneself, fellow students, and teachers.

### Policy Statement

The dress code applies to the school day and all events on or off campus in which OCA participates unless otherwise stipulated. Students must always be neatly and modestly dressed. Parents, faculty, and staff are responsible for monitoring the dress code to ensure reasonable fashion sense can be accommodated while minimizing as much as possible an over emphasis on clothes and current styles. Suggestions concerning the dress code may be addressed to the principal in writing.

When a student is observed by a teacher or the principal to be in violation of the following code, the parents or legal guardian will be notified by MySchoolWorx email be called to correct the infraction and/or the student may be sent home. The principal will have the final decision on redress of Dress Code violations. Repeated offenses may indicate an issue of direct disobedience and may be subject to disciplinary action from detention to dismissal as deemed necessary by the Principal.

Matters of dress and grooming are more a financial burden and responsibility of parents and guardians. For most students out of Dress Code standards, they are not the ones who have the means to pay for, schedule, or transport themselves to acquire the uniform items or haircut styles we hope to see when they arrive at school. Parents and Guardians are urged to supervise their child's dress on a daily basis. It is a worldly argument to cite what other students wear or do as justification to not cooperate with us to instill pride being set apart from the world. We ask for leadership among parents and student body, not to settle for the least compliant as an example to emulate.

**Romans 12:2** – “And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.”

**1 John 2:15** – “Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him.”

The faculty devotes much time to working at changing hearts and minds regarding professional appearance. We are aware of what you may notice and are working on that and many other issues. Arriving at school attired and ready for the academic day is a parent/guardian and student responsibility for dress consistent with the spirit and the rules of the Dress Code. OCA Faculty and staff reserve the right to determine the acceptability of clothing, hairstyles, make-up, and accessories. While we are understanding of various religious and cultural concerns, OCA may exercise a degree of latitude but not special exemptions that can be a distraction drawing unnecessary attention on “self” among all of God’s children.

## The Standard Dress Guidelines and Color Combinations

The following are colors and styles of required dress code for school uniforms for all students. All clothing is to be in good condition, free of holes.

- Color combinations for shirts and pants can be interchanged.

- Khaki or Navy Blue slacks (regular or relaxed fit: “skinny jeans” or excessively baggy slacks are not in compliance).
  - Uniform style (Bermuda) walking shorts permitted for August, September, October, March, April, and May
- Belts are required for junior high and high school grades (6-12<sup>th</sup>)
  - Pants and shorts with elastic waistband do not require a belt (unless belt loops are present).
- Khaki, Navy Blue, Yellow, or White polo style pullover (collar, 3-4 button down, preferably no logo) or oxford dress shirt (collar, button down) style shirts.
  - Long or short sleeve shirts are appropriate as weather changes.
  - **Shirts must be tucked in at all times.**

## Special Clothing and Dress Code Exceptions

Young ladies may also wear Khaki or Navy Blue skirts (skirts length should be worn below the knee).

- **Please note:** Girls/Young Ladies are not required to wear skirts, but they are permissible with the above color combinations and styles.

Students are allowed to wear turtleneck shirts (without logos) under the polo/oxford style shirts.

Sweatshirts and sweaters can be worn but must have a collared shirt under it and collar exposed. We request these be plain (without logo, image, or writing) and in close color relation to approved OCA shirt colors.

- Hoodies during Fall and Winter season, non-logo and free of writing, or images may be worn but the hood is never to be pulled up while on school property for safety reasons.

**As a general rule for attire, NO CAMOUFLAGE can be worn as school attire, except on approved occasions approved by the administration. OCA is not a Hunting Club.**

Jackets are always acceptable when seasonally appropriate. They may zip-up, button/snap, or Velcro closed. We prefer they be in close color approximation to our school colors.

- Camouflage jackets may only be worn during the colder months of the Autumnal Equinox (9/22/2024) until the Vernal Equinox (3/20/2025). Jackets are not to be worn inside the school.
- Camouflage pants, sweatshirts, over-shirts, pullovers, or windbreakers are **NOT** permitted school attire. They may be worn as outerwear going to and from school, not during school, or when traveling for athletic competition.
- **Spirit Week** typically sets a day aside for camouflage wear.

Students may also participate in “**Jean Thursday**,” this fundraiser allows students to wear jeans on Thursday. Students must abide by no negative graffiti, and no skinny jeans, baggy jeans, or jeans with holes in them. Students may not wear undershirts as a regular shirt, no anti-religion, anti-American or provocative slogans, progressive agenda, or political charged rhetoric. If a clothing item is in question, please contact the office. **NO CAMOUFLAGE or FLIP FLOPS.** The cost of “Jean Thursday” is \$1.00 to be collected in the Home Room that morning. Shirts can be worn out IF the student is participating in “Jean Thursday.” Only jeans or uniforms can be worn on Thursdays. This **is not** a fashion “free for all” day for outlandish dress.

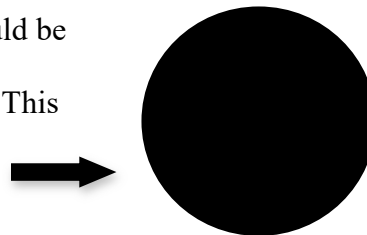
**Physical Education Class Attire:** For 7<sup>th</sup> and 8<sup>th</sup> Grades the school has PE uniforms they are required to wear; available at the school for \$15.00 (shorts and shirt).

## Girls (Ladies) Dress Requirements

(In addition to the standard dress above, the following is also required)

1. Shoes must fit snugly to the feet and be neat in appearance. No cleated shoes, flip flops, or shoes with spiked heels may be worn due to safety reasons. Sandals with back straps are allowed.
2. Hats, caps, bandanas, and sunglasses are not to be worn.
3. Hair should be worn in a way that would not become a distraction. **NO** temporary or permanent color which is not the student’s natural color can be worn at OCA.
4. All shirts must be tucked in at all times.

5. Girls/Young Ladies may wear **capris pants** during August, September, October, March, April, and May.
6. No heavy eye make-up, fake eye lashes, etc. All make-up should be done in moderation.
7. Students must wear a belt if their pants/shorts have belt loops. This includes Thursday dress.
8. Earrings should be no bigger than the size of a quarter, for safety purposes. See diagram.



## Boys (Gentlemen) Dress Requirements

1. All shirts must be tucked in at all times.
2. Belts must be worn if belt loops are present. This includes Thursday dress.
3. No cleated shoes are to be worn.
4. Socks or tennis socks must be worn with all shoes.
5. No earrings, hats, tattoos, or sunglasses are to be worn.
6. Hair must comply with the following Section.

## Hair Standard for Male Students

Every year, Hair Standards is a frustration for faculty and parents. We are asking for your help in working together to enforce the school’s Christian based policy to protect modesty and a professional appearance. We want to impress upon students that a key part of success is pride in self, through accomplishment and appearance. We all have heard at some time in our life “you only get one chance to make a first impression.” Together we can teach students responsibility and pride in their personal appearance not focused on a worldly need to draw attention to oneself.

**1 Corinthians 6:19-20 (NKJV)** <sup>19</sup> Or do you not know that your body is the temple of the Holy Spirit *who is* in you, whom you have from God, and you are not your own? <sup>20</sup> For you were bought at a price; therefore glorify God in your body <sup>[a]</sup> and in your spirit, which are God’s.

The administration and faculty are aware that we can’t just tell a child/young adult to “get a haircut.” Today that implies having a place to get one, scheduling an appointment (not on school time), and about \$20 in their pocket. So, the burden of compliance falls to you the parents/guardians. This simple act of maintaining a solid outward appearance has a positive inward effect on the development of self-esteem, confidence, and pride. The world has too many followers and too few leaders. Work with us to build a more confident and capable child for the years ahead of them.

*These guidelines apply to all male students and of particular concern for athletes so that hair is neither a distraction or creates a danger of entanglement that can lead to injury during training and competition.*

- Hair is to be clean and well-groomed at all times while on campus. No haircut or natural hair growth should rise more than 3 inches above the scalp. If your hair curls upward because it’s longer than your ballcap...it’s too long.

- Hair for boys/young men should be neatly cut so it is above the eyebrows, ear, and shirt collar. Likewise, no use of bands, pins, or clips may be used to keep hair above the eyes, ears, and collar.
- Fad hairstyles are no acceptable, this includes, but is not limited to “bowl cuts,” rat tails, man-buns, sculpted styles, mohawks, two layered (mushroom), dreadlocks, weaves/extensions, shaved or partially shaved, dyed, or shaved lines – designs - logos – initials.
- Sideburns must not extend below mid-ear, all young men must be clean shaven, and mustaches are NOT permitted.
- Students who come to the first day of school not in compliance with the grooming and attire standards for attendance is disrespectful to those who work hard to make OCA a vital institution for Christian academic and discernment center for learning. Failure to correct this trend early may well lead to forfeiting their privilege of attending OCA.

A student will receive one written warning about their hair being outside the standard and in immediate need of a haircut. With this warning, a Discipline Notice will be sent home and recorded in MySchoolWorx

- OCA asks that the student receive a compliant haircut within one week.
- Failure to comply with this notice will result in a one day Out Of School (OOS) suspension (Thursday). This negatively affects attendance as an “unexcused” absence and not being able to participate in extracurricular activities (athletics) for that Friday. We ask that the student be in compliance by the next regularly scheduled school day (following Monday if not a holiday).
- This is a single warning event for the entire school year; any repeat non-compliance will negatively affect the student’s continued sports eligibility and enrollment status.

**The following are NOT permitted for boys or girls in any grade (K4 -12<sup>th</sup>):**

These additional items are inappropriate in the Christian learning environment and NOT permitted on campus for boys or girls in any grade (K4-12<sup>th</sup>):

- Visible tattoos are not permitted and must be covered while on campus. SC Code 44-34-100 prohibits tattooing anyone under 18, regardless of parental consent. Exercise restraint in this practice as the short-term desire can have a negative professional impact on eventual career paths. There is no necessity to deface the body God has given you.
- Body piercing and associated jewelry/hardware by either gender may not be worn (girls may have earlobe piercing but no more than two sets of earrings). Girls loop earrings greater than a quarter in diameter or ones longer than an inch are not permitted.
- Make-up or jewelry that are extreme in color, size and quantity, distracting (no large chains and/or charms), or items the administration deems not in keeping with the school mission and goals or a Christian education; small single chain or cross necklace may be worn.
- Non-natural hair colorings (blue, orange, green, yellow, purple, etc.)
- See-through, transparent, or revealing clothing.
- Clothing intended for the opposite biological gender (as defined by chromosomal genetic makeup defining a male as possessing the XY and female the XX chromosome pairs.)
- **Faddish physical adornments or accessories are NOT permitted.** Any clothing or adornment that refers or espouses ideals or philosophies that are non-Christian, racially

antagonistic, gang related, in any way deemed detrimental to the school atmosphere of civility and shared citizenship, or in opposition to God's Word and not in keeping with the mission and goals of OCA.

## **Final Notes on Dress Code – Students Represent OCA at SCACS Events**

Students participating in activities sanctioned by SCACS and/or OCA must adhere to any specific Dress Code of the venue. This can include annual SCACS Business Meeting and tour of the State Capital, academic awards or inductions, and athletic banquet for All-Conference, Regionals, or State recognition. Dress Code and attire must always be in line with OCA standards, mission, and goals of OCA as the minimum standard..

Student spectators at SCACS or OCA sponsored events are expected to dress in a manner that represents the school in a positive appearance. The dress code may be modified for special activities or events by the school principal. For a student to participate in any ceremony, activity, or off-campus meetings that require semiformal/formal wear, students will need to follow the guidelines below:

### **Girls/Young Ladies:**

Formal dresses must be pre-approved by the Assistant Principal/Athletic Director at least one week in advance before the actual event.

- No low-cut or revealing dresses. (front or back)
- If dresses have spaghetti straps or no straps, a sweater/jacket must be worn at all times.
- Slits in dresses must stop below the knee.
- Failure to comply with these restrictions will result in non- participation in the event.

### **Boys/Young Men:**

- Sport Coat or Dress jacket, dress pants/slacks, and dress shirt are the core ensemble.
- Tie, belt, and shoes must be worn. (A fashion tip: belt color should match the shoes.)

**Parents are expected to be aware of and monitor Dress Code compliance before your child leaves for school, extracurricular activities, or special event. It is unfortunate when valuable educational time is lost among staff having to deal with Dress Code issues. We need your help to avoid sending students home to change or make arrangements for clothing to be brought to the school as a replacement. Your support and understanding are greatly appreciated.**

## **Prom Guidelines (Provisional)**

This is a legacy set of guidelines. Before this sort of event is to be considered the plan will require review and approval before acknowledging OCA's direct affiliation. All attendees, including guests, must be dressed appropriately in line with Orangeburg Christian Academy Dance Guidelines.

### **General Guidelines:**

- Each couple **MUST** have either an OCA junior or an OCA senior in it – no same-sex couples.

- You must be at the prom by 9pm, or you will not be admitted to the dance.
- You must be at school at least 3 1/2 hours on Thursday to attend the prom on Friday or Saturday.
- You may only use the ticket you have been assigned for admission to the dance. If your name or your date's name is not on the list, you will NOT be admitted. IDs may be required for non-OCA students.
- Any OCA student wishing to attend with a guest who is not enrolled at OCA must complete and submit a Dance Guest Request form **before** he/she will be permitted to purchase tickets.
- Vaping and smoking of legal or illegal substances is strictly prohibited. Consumption of alcoholic beverages, mood modifiers, or illegal drugs is also prohibited. Underage alcohol consumption and/or use of illegal drugs are acts punishable by law. Any attendees caught participating in any illegal act will be dealt with accordingly by a law enforcement officer and their parents will be notified.
- Prom day is the same as any other school day. Students who wish to leave school early must follow the same sign-out procedures as defined by the OCA Handbook.

### **Dress Code Guidelines:**

No one will be allowed into prom if you are dresses inappropriately:

- Dress **MUST** be at least KNEE LENGTH.
- No bare midriffs (no part of the stomach can be showing).
- Dresses **CANNOT** be too low cut in the front.
- Dresses **CANNOT** be too low cut in the back.
- Dresses with slits **CANNOT** be slit more than four inches above the knee.
- No gym shoes or flip-flops. **ALL SHOES** for gentlemen and ladies **MUST** be dress shoes.
- Gentlemen must be in a collared shirt with a tie, dress pants and sports coat, **OR** a suit, **OR** a tuxedo, and dress shoes.
- Ladies' dresses **MUST** be at least KNEE LENGTH or LONGER.

### **Dance Guest Policy:**

Any OCA student wishing to attend Prom with a guest who is not enrolled at OCA must complete and submit a Dance Guest Request form before he/she will be permitted to purchase tickets.

OCA students are responsible, and can be dismissed from a dance, for their outside guests' behavior. All dance attendees must adhere to the rules and dress code listed in the Student Handbook regardless of their affiliation with OCA.

Completed forms must be returned to Mrs. Danielle, Principal, for prior approval. If you are considering bringing a date from another school, please plan in advance.

### **Invited Guests:**

- Must be a recent HIGH SCHOOL GRADUATE not more than 20 years of age or the guest must be enrolled in high school in good standing with the school.

- Guests that attend private schools or schools outside of OCA must provide proof (report card, high school diploma, and picture identification).
- All off campus guests MUST BE approved by the Principal and/or Assistant Principal.
- All guests must follow all rules and regulations that are outlined in this package. It is your responsibility to make certain that your guest is apprised of these rules.
- The Junior-Senior Prom is a formal event sponsored by the junior class in honor of the graduation class; therefore, it will be governed according to the rules and regulations that have been established by Orangeburg Christian Academy.
- The Junior-Senior Prom is a **PRIVILEGE** and not a **RIGHT**. All students and guests that attend OCA Prom must be properly dressed. The Prom is a formal affair where formal attire is expected. Formal attire is clothing that is worn on formal occasions in the evening. This consists of clothing of a distinctive style that is designated specifically for a special occasion. Attendees will be expected to dress and behave in a dignified manner.
- No guests shall be married, divorced, pregnant, or have a child.

# Discipline Policy

## Disciplinary Policy Statement

The discipline policy of the school is intended to establish a classroom environment focused on learning. Discipline is training that develops self-control and character, as well as the attitude of submission to authority. The academy's discipline policies include instruction, correction, punishment, and reward. All of these elements are Biblical principles and a balance between punishment and award is essential.

## Corporal Punishment

OCA does not use corporal punishment as a method of discipline.

The purpose of all discipline is the development of self-discipline. Therefore, the academy's philosophy of discipline is aimed at guidance and not merely correction. It is our desire to change the direction of the heart instead of only correcting misbehavior. The foundation for such a philosophy is unconditional love, respect, and the application of Biblical principles. The application of this philosophy, by necessity, results in policies and rules to govern the successful daily operation of the academy. The willing acceptance of these rules reflects the heart attitude of the student. Inversely, their continued violation reflects a heart attitude in need of change. Students are expected to arrive at school on time and prepared for class with all assignments and materials present in class when class convenes. During class they are to conduct themselves in an orderly fashion and contribute to a learning environment under the direction of the teacher. When infractions occur, students are expected to respond to verbal corrections and make every effort to avoid any continuing problem or inappropriate behavior. Classroom management is handled by each individual teacher. In order for effective learning to take place, the school provides rules and regulations which students must obey. Most of the time the teacher will manage individual disciplinary problems. The teacher is in charge of all classroom discipline and must be respected. When a teacher begins to see trends in a student's conduct or performance which do not conform to this standard, the student will be referred to the office to counsel with the principal. Depending on the severity or frequency of referrals the student may receive one of the following consequences:

## Levels of Disciplinary Infractions

This is a representative list of the nature of discipline levels of infractions. All Levels are recorded in MySchoolWorx with a weighted point value. This may be helpful in detecting trends and establishing a threshold for non-compliance interventions.

**Level I Infractions** are to be managed by the classroom teacher in a manner deemed appropriate by the faculty member. These infractions will be recorded by the classroom teacher. Level I infractions include but are not limited to the following:

- a) Chewing Gum
- b) No Homework
- c) Unsigned papers /Progress reports/ Detentions

**Level II Infractions** are to be managed by the classroom teacher in a manner deemed appropriate by the type of infraction. These infractions include the following but are not limited to the following:

- a) Any disruption to the learning environment
- b) Classroom interruptions
- c) Horseplay
- d) Talking out of turn
- e) Disregarding a teacher's instruction
- f) Eating at an inappropriate time
- g) Passing notes

**Level III Infractions** are to be managed by the teacher and/or the principal. These are more serious than Level I and Level II infractions. These infractions include but are not limited to the following:

- a) Profane, abusive, or suggestive language
- b) Lying
- c) Cheating
- d) Cutting class or school
- e) Forgery
- f) Bullying or Harassment
- g) Presence in an unauthorized area without permission
- h) Vaping or Use of tobacco (smoking or smokeless).

**Level IV Infractions** - These infractions are the most serious and will be managed by the principal and/or school committee. These infractions include but are not limited to the following:

- a) Abuse of school property
- b) Assault or Battery
- c) Disrespect to faculty and staff
- d) Vandalism
- e) Possession of weapons
- f) Fighting
- g) Theft
- h) Possession and/or use of drugs or alcohol
- i) Bomb threats, etc.

- *The above offenses may also be criminal, and law enforcement agencies may be involved where appropriate.*
- *Level III and IV offenses may require a Parent Conference with the teacher and/or the administration.*
- *Offenses not specified will be classified according to the judgment of the administrator.*

## School Interventions

### **1<sup>st</sup> - Verbal Warning (Teacher)**

The teacher will verbally warn the student and request specific corrections to be made.

### **2<sup>nd</sup> - Written Warning** MySchoolWorx email to parent/guardian. (Notice of Concern or Discipline Notice sent home to be signed)

The teacher will issue a written warning to the student. This discipline notice must be signed by the parent.

### **3<sup>rd</sup> - Detention** MySchoolWorx email to parent/guardian. (Detention Notice sent home to be signed)

A student is placed in detention when other measures have failed to bring about proper behavior.

This is assigned by the teacher and date and time (before school or after school at the) as at their discretion.

#### **4<sup>th</sup> - In School Suspension (ISS)**

MySchoolWorx email to parent/guardian. A student is placed under in-school suspension when other disciplinary measures have failed to bring about the appropriate changes in behavior. The student may also be placed on probation for behavior; the duration set by the administration and parents notified subsequent to a conference with the principal and teacher. Any student receiving ISS is ineligible to participate in an extracurricular activity, including the sports program.

#### **5<sup>th</sup> - Out of School Suspension (OSS)**

MySchoolWorx email to parent/guardian. A student is placed in out of school suspension for serious infractions of the rules. It may also be employed when other discipline measures have failed such as detention or ISS. Any student whose conduct warrants a second suspension must meet with the principal along with his/her parents before he/she will be allowed to continue classes. The student will be placed on behavior probation at this time. Any student receiving out of school suspension is ineligible to participate in any extracurricular activity, including the sports program.

#### **6<sup>th</sup> - Expulsion**

A student is dismissed from OCA for a serious breach of conduct, repeated problems with behavior, and is found to be out of harmony with the rules and policies of the school. Once a student has demonstrated an unwillingness to cooperate with the school through habitual disobedience and insubordination, by maintaining an unrepentant attitude or through a major offense, he/she will be dismissed from school.

#### **Dismissals**

The academy reserves the right of suspension or dismissal at any time during the school year. Any pupil who persistently neglects work; who fails to meet academic or other standards or qualifications or who exercises poor citizenship; or who fails to cooperate or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by the respective principal with the advice and approval of the school board. Appeal of a dismissal may be made in writing to the principal within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has been expelled from OCA may not be permitted to participate in the academy's related events.

## **Student Code of Conduct**

It is hoped that each student who attends Orangeburg Christian Academy, Inc. will have a personal relationship with Jesus Christ as his/her own Lord and Savior, either at admission or come to that knowledge during his/her time at OCA. To maintain the standards of the school, a decidedly Christian student body is essential. Character development and spiritual training are important components of the educational program of our school. Character traits such as honesty, responsibility, respect, and self-control are encouraged. OCA policies and procedures are designed to encourage these traits within individual students, and to create an atmosphere where these kinds of traits are prevalent.

Because as Christians we are to live lives that bring praise to our Savior, we are constantly striving to meet high expectations. For that reason, Orangeburg Christian Academy, Inc. expects the best from each student in every area: spiritual, academic, social, and physical. All students are not expected to achieve the same level, but each student is expected to do his/her best.

#### **Expectations:**

Spiritual growth: God commands us to live holy and pure lives. Thus, each student is encouraged to make a habit of personal prayer, Bible reading, and witnessing, and is expected to attend his/her home church regularly and be involved in the ministries there as much as possible.

**Honesty:** Students are expected to answer truthfully and completely when questioned by staff members. Students are expected to do their own work. They shall neither give nor receive aid on any assignment, quiz, test, exam, or project, unless authorized by their teacher.

**Respect and Courtesy:** Students will show respect for all staff members, school property, other students, and the property of others and the school. Students will address staff members as Mr./Mrs./Miss/Coach and the last name; responses to staff members will be “Yes/No, Sir/Ma’am.” Proper respect will always be shown for prayer and the reading of God’s Word. Students shall refrain from chewing gum on school property. Food and drink are to be consumed in the lunchroom or designated picnic areas only. Hats are to be removed upon entering the building. Students may take bottled water to physical education classes.

**Responsibility:** Students are to be present and punctual for each class day and under the supervision of OCA staff at all times. They will be prepared for class each day, having necessary items with them, working on assignments given, and completing assignments on time. Students will return permission slips, grade reports, and other correspondence from the school punctually and as requested. Automobile use by students shall be permitted, provided that school policies regarding registration, permission, parking, and safe operation are honored. Students shall bring to school those items consistent with the educational purposes of the school. Valuable items and personal possessions that are for entertainment should be left at home.

**Self-Control:** Students shall not use or possess illegal drugs, alcohol, tobacco products (including smokeless tobacco products), prescription drugs intended for someone else, unwholesome materials, weapons, or objects usable as weapons. Couples should not be alone together at any time on school property.

Students may be suspended or expelled for illegal, immoral, or other serious unwholesome activities WHETHER OR NOT these activities take place during school hours, during school activities, or on school property.

### **Teen Pregnancy and/or Marriage**

OCA believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole.

### **Student Sexuality**

Orangeburg Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinctly Christian environment. One of the goals of OCA is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. OCA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. OCA expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture,

OCA believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. On those occasions in which a particular home, student, or staff member is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or lifestyle otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

#### 1 Corinthians 7:2

But because of the temptation to sexual immorality, each man should have his own wife and each woman her own husband.

#### Genesis 1:26-28

<sup>26</sup> Then God said, "Let us make mankind in our image, in our likeness, so that they may rule over the fish in the sea and the birds in the sky, over the livestock and all the wild animals,<sup>[a]</sup> and over all the creatures that move along the ground."

<sup>27</sup> So God created mankind in his own image,  
in the image of God he created them;  
male and female he created them.

<sup>28</sup> God blessed them and said to them, "Be fruitful and increase in number; fill the earth and subdue it. Rule over the fish in the sea and the birds in the sky and over every living creature that moves on the ground."

### **Drugs and Alcohol**

OCA believes the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at OCA. Although consumption is an expulsion offense, situations to come to our attention will be evaluated on a case-by-case basis with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the principal. The administration of the Academy reserves the right (with regard to the safety of that student or any student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend the academy will be revoked.

### **Guns and Weapons**

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

### **Search and Seizure:**

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

1. **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this academy will be revoked.
2. **Locker Searches:** Student lockers are academy property and remain at all times under the control of the academy; however, students are expected to assume full responsibility for the security of their lockers. The academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason and at any time without notice, without student consent, without parental consent, and without a search warrant.
3. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## Student Opportunities

“And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him.” Colossians 3:17

### Chapel Services:

OCA provides weekly chapel services for students in grades K4 - 12<sup>th</sup>. Separate chapel services are held for students in grades K4 – 4<sup>th</sup>, 5<sup>th</sup> – 8<sup>th</sup>, and 9<sup>th</sup> - 12<sup>th</sup>. Through the chapel services students praise and worship the Lord Jesus Christ. Students and faculty minister to one another through prayer, music, and a Bible message. Speakers during chapel services include faculty, staff, and outside guests such as pastors, youth pastors, parents, community leaders, and college professors. During chapel services, students are also recognized for various achievements. Parents are welcome to attend chapel services. **There will be no special dress requirement for chapel day.**

## Student Activities

1. Student Prayer Meetings
2. Student Government
3. Athletics
4. Honor Societies
5. Fine Arts

### Athletics

Students are able to participate in a variety of sports, including soccer, volleyball, cheerleading, basketball, baseball, golf, and softball.

### Fellowship of Christian Athletes

Through this organization, students are able to strengthen their walk with the Lord and develop strong leadership skills.

## Special Events and Trips

Special events are held for students annually. Event examples include Fall Festival, Book Fair, Educational Field Trips, Homecoming, Field Day, and the Athletic Banquet.

### Field Trips

Throughout the school year field trips are planned to places of educational interest. The trips are considered “regular” class time. All students are required to attend. If a student does not come to school on this day, it will be counted as an “Unexcused Absence.” Field trips are to be scheduled in the state of South Carolina. Parents sign a permission form per field trip; these forms will include time leaving, time returning, destination, and expenses. Students are expected to behave in the same manner as they would in the classroom. Students are to remain with the group at all times. Field trips are supervised by teachers with assistance from parents. Parent sponsors may be asked to help provide transportation. Parents are welcome to accompany students on field trips and may be asked to help out with transportation. If the OCA bus is used, there may be a minimal charge to cover expenses. School dress code is required unless notified otherwise. Teachers may, if needed with approval from the principal, change the dress code for the field trip. There should be no negative wording/graffiti on clothes worn on field trip. Shoes will be determined by teacher/principal.

### Vehicle Liability

The academy assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity.



## Parental / Student Handbook - Signing of Agreement

No student shall be accepted into the school unless their parent/guardian has signed, without reservations, the agreement written below and returned it by the first day of school.

Upon favorable acceptance of my child, I hereby agree to accept all rules and regulations of the school and the Student/Parent Handbook and authorize the school to administer such disciplinary measures as deemed necessary and proper by the administration.

- I will give support to the school in every way possible and make a sincere effort to attend school functions to which parents are invited.
- I will participate in fundraisers and will be actively involved in school related projects.
- I agree to pay tuition and fees according to the current schedule.

I understand that this is a Parent Student Handbook agreement only and that space will not be reserved for my child until the enrollment process is completed and the registration fee is paid.

I have read and acknowledge the financial policy for tuition fees, refunds, and withdrawal once enrolled. .

Parent: \_\_\_\_\_

Date: \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for the opportunity to educate your child. OCA needs your support as we enforce the afore mentioned guidelines. Should an issue arise that is not mentioned in this handbook, please be advised it will be addressed by the principal and, if necessary, the board. The principal has complete authority to make decisions that will protect the student(s) and staff of OCA and to keep this a safe and educational institution. Thank you for your support!**

## Parental / Student Handbook – Acknowledgements

Our parents play a vital part in the total program of Orangeburg Christian Academy, Inc. (OCA) Emphasis again and again has been placed upon the importance of the parents' cooperation with the school for the education of the child. We like to believe that the following code, when subscribed to by all parents, would make OCA a school which truly honors the Lord and produces the finest education possible.

- 1) I will pray regularly for the teachers and administration. \_\_\_\_\_ (please initial)
- 2) I will cooperate fully in the educational function of OCA, doing my best to make Christian Education effective in the life of each of my children that they may love and serve the Lord Jesus Christ for all their lives. \_\_\_\_\_ (please initial)
- 3) I will pay all my financial obligations to the school on or before the date they are due. \_\_\_\_\_ (please initial)
- 4) I understand that per the Student Handbook, if I am ever unable to pay on time, it is my responsibility to contact the school in an effort to work out an agreeable payment plan. \_\_\_\_\_ (please initial)
- 5) I will support the school in addition to my tuition payments as the Lord enables me. \_\_\_\_\_ (please initial)
- 6) I will assume volunteer duties and responsibilities as opportunities arise and as God provides the strength and the time. \_\_\_\_\_ (please initial)
- 7) I will attend periodic meetings and parent functions. \_\_\_\_\_ (please initial)
- 8) **If I become dissatisfied with OCA in any respect, I will try to resolve the matter with the person or persons involved rather than seeking to spread criticism or holding a negative attitude in my heart. I will not criticize the school in the presence of my children. I will follow the Biblical information found in Matthew 18:15.** \_\_\_\_\_ (please initial)
- 9) I will seek the advancement of OCA in all areas: Spiritual, Academic, and Physical. \_\_\_\_\_ (please initial)
- 10) As an OCA Parent, I recognize that it is my privilege and responsibility to strive diligently to observe the above as God enables me by the power of His Holy Spirit. \_\_\_\_\_ (please initial)