



Family and Student Handbook
2019-2020

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MISSION OF OKLAHOMA CHRISTIAN ACADEMY

The OCA Mission is to assist the family and the Church in providing God-centered, Christian education equipping students to exercise Christian leadership in the world.

PURPOSE OF HANDBOOK

This handbook was adopted by the administration and Board of Trustees of Oklahoma Christian Academy. The entire document is considered official Board Policy. The Academy reserves the right to change portions of this document throughout the course of the school year as might be necessary.

The Academy is governed by the Board of Trustees, comprised of responsible Christians, whose function is to set policy for the operation of the Academy. The administration of the Academy is assigned to the President, who oversees the total school program, and the Principals, who supervise academic programs, student activities, and disciplinary procedures.

When a student has applied and been accepted by the Academy, it is understood that the parents and the student will read and accept the policies outlined in this handbook and agree to abide by these in full support of the school program from the time of acceptance until graduation or until a student terminates attendance at the Academy. It should be understood that acceptance into OCA is on a per year basis. The faculty and staff are dedicated to Christian education and seek to help all students realize their full potential.

ACCREDITATION AND AFFILIATIONS

Oklahoma Christian Academy is accredited Pre-K3 through 12th grade by the Oklahoma Private School Accreditation Commission; Advance Ed; and National Christian School Association.

OKLAHOMA CHRISTIAN ACADEMY EXPECTATIONS

It is expected that Oklahoma Christian Academy students will:

- Honor God in all we do.
- Do what is right.
- Respect self and others.
- Take pride in our school.

STATEMENT ON MARRIAGE AND HUMAN SEXUALITY

- We believe that all matters of faith and conduct must be evaluated on the basis of the Bible, the Word of God, which is our inspired, infallible guide. (2 Timothy 3:16–17). Since the Bible speaks to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.
- We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Our Religious Beliefs — Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

- **Marriage** — Oklahoma Christian Academy (OCA) defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to form a family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28; Genesis 2:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31-33)
- **Sexual Immorality** — OCA believes that sexual acts outside marriage are prohibited as sinful. Consequently, OCA students, faculty, administration, trustees, and staff must resist and refrain from any and all sexual acts outside marriage. (Exodus 20:14; Leviticus 18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Matthew 15:19; Matthew 5:27-28; Matthew 15:19; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Thessalonians 4:3; Hebrews 13:4; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5)
- **Sexual Identity** — OCA believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, OCA students, faculty, administration, trustees, and staff must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their created biological sex. We believe that each person’s God-given sex is determined biologically at birth per birth certificate. (Genesis 1:26-28; Romans 1:26-32; 1 Corinthians 6:9-11)
- **Sexual Orientation** — OCA believes that God created and ordered human sexuality for the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to form a family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, OCA students, faculty, administration, trustees, and staff must affirm the sexual complementarity of man and woman and resist the temptations to same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct. (Genesis 1:27; Genesis 2:24; Matthew 19:4-6; Mark 10:5-9; Romans 1:26-27; 1 Corinthians 6:9-11; Ephesians 5:25-27; Revelation 19:7-9; Revelation 21:2)
- **Sexual Redemption** — OCA believes that all have sinned and fall short of the glory of God and therefore redemption, forgiveness, and spiritual cleansing is available for all sins. Consequently, OCA students, faculty, administration, trustees, and staff must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the OCA Statement on Marriage and Human Sexuality. (Matthew 11:28-30; Romans 3:23; Ephesians 2:1-10; 1 Corinthians 10:13; Hebrews 2:17-18; Hebrews 4:14-16; 1 John 1:9)
- **Celibacy** — OCA believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within OCA. (Genesis 1:27-28; 2:18, 21-24; Isaiah 54:1; 56:3-5; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

ADMISSIONS

Oklahoma Christian Academy is a non-profit organization that admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

It is our goal to educate our students to the best of our ability. All students are required to have a minimum cumulative GPA of 2.0 to be admitted to the Academy. To continue enrollment the student should maintain at least a cumulative GPA of 2.0. All first year students will be accepted on behavioral and academic probation for a period of one calendar year. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent upon acceptable levels of attendance, behavior, psychological maturity, and academic achievement.

FINANCIAL POLICY

The Academy is a non-profit institution that receives its primary support from tuition and contributions from friends and families.

Charges paid by the parent are considerably less than the cost of the services given to each child. The remainder of this cost is made up by gifts from friends and families who are interested in the superior training that is provided by the school. Charges for tuition may be paid according to the following terms:

- An annual payment that is paid directly to OCA, or
- A monthly automatic withdrawal from a local bank account.

If you or a parent or legal guardian of the Student decides that the Student will not be returning for any future school year, a parent or legal guardian must notify OCA in writing, on or before February 25, that the Student will be withdrawing at the end of the then current school year in order to avoid incurring fees and tuition for the next school year. Failure to do so means that you have committed that the Student will attend OCA the next school year. Stated simply, OCA must make plans and secure teachers and staff for each school year many months in advance. If you fail to notify OCA that Student is not going to be returning by February 25, OCA will plan accordingly for the Student to be at OCA and expect you to pay all fees and tuition for that year. However, if you notify OCA in writing before June 1st that the Student will not be attending the next school year, then you will only be responsible for all fees and 50% of the tuition that would otherwise be due for the next school year.

Fees, Cafeteria, and Extended Care charges must be paid timely through RenWeb/FACTS or through the Elementary/Secondary Office. If your child's account becomes delinquent by more than 60 days, your child may be dismissed. The school will retain all records and grades until all outstanding financial obligations are met in full.

CHAPEL

Chapel is designed to provide opportunities for students to glorify God through praise, leadership, service, and community. Chapel is led by students, faculty, alumni, local ministers, and special guests. This time reflects the value that Oklahoma Christian Academy places on faith development and community.

GUESTS

We welcome guests at OCA. All guests must report to the office and wear a guest's badge. To avoid disruption of classes, only potential students who are applying for admission may visit classes. Visits must be scheduled through the Admissions Coordinator. Lunch visitations will be allowed for family members only (exceptions may be approved by Principals). On campus guests should:

1. Follow all handbook policies (dress, food, etc.),
2. Not cause disruption of regular activities in halls or classrooms, and
3. Get permission from the Administration or a Teacher for classroom visits.

DIRECTORY INFORMATION

Directory information is listed on RenWeb and only available to families with access to RenWeb. The information will include a parent's and student's names, address, and telephone listing.

INSURANCE

The school does not furnish health or accident insurance for students. All families, students, international students, exchange students, and anyone associated with OCA is required to provide their own insurance. OCA will not be liable for injuries or medical assistance to students.

AHERA MANAGEMENT PLAN

As required by Public Law 99-519, the Asbestos Hazard Emergency Response Act of 1986, Local Education Agencies (LEA) are required to have a management plan and notify its patrons of the locations of the plan. OCA certifies that a plan is in place, and we will continue to comply with all applicable laws and regulations. The plan is located in the President's Office.

SEARCH AND SEIZURE

Administrators may search or authorize a search of the property of any student, including but not limited to vehicles, lockers, and backpacks. The Academy reserves the right to use search dogs at the administration's discretion for periodic random searches.

ACADEMIC INFORMATION

Honor Rolls are based on semester grades:

President's Honor Roll—Students qualify by maintaining all A's in every class.

Principal's Honor Roll—Students qualify by maintaining all A's and B's in every class.

Academic Probation—A student will be placed on academic probation if their cumulative GPA falls below a 2.0. The Principal will send correspondence to parents if a student is placed on academic probation. See appendices for academic probation form.

Wednesday Night Homework—We understand and appreciate the importance of time spent with families. Therefore, homework will not be assigned on Wednesday nights to allow families to attend mid-week Bible study. If there has been an appropriate amount of time given to a student to finish their work or study for a test, some assignments may be due on Thursday.

Late Assignment Turn-in Policy—

- **1st-4th Grade:** Policy set by classroom teachers
- **ZAP (Zeros Aren't Permitted)**—The ZAP program is designed to assist students in assignment completion. ZAP may take place during the school day, before school, or after school as determined by the administration.
 - **2nd – 6th Grade:** Students who do not have their assignment/ homework for the day will attend ZAP. If the assignment is missing from their morning classes, the student will attend ZAP during school. Missing assignments from their afternoon classes will result

in ZAP the following day. The teacher will notify the family that their student was placed in ZAP. All late assignments will reflect a deduction in the grade

- **7th-12th Grade:**
 - Students who fail to turn in an assignment on the due date may be assigned to ZAP at the teacher's discretion.
 - Failure to attend ZAP will result in a demerit and accountability time. Chronic no-shows will result in a referral to the Principal.
 - Point deductions are to be determined by teachers but should not exceed 50% off for assignments submitted before the end of a curriculum unit. Assignments submitted to the ZAP monitor will still be considered late and are subject to the late policy regarding grade deductions.

Make-Up Work Requirements for Illness/Medical/Dental Attention or Illness/Death in Immediate Family—Students are responsible for initiating and completing all work during an unplanned absence. Students will be allowed one day to make up work for each excused absence:

1 day absence = 1 day to make up missed work

2 day absence = 2 days to make up missed work

3 or more days absence = 3 days to make up missed work

Any work not completed within this timetable will receive a grade of zero. Students present for any part of the school day are responsible to turn in assignments due on that day, whether or not they attend the specific class in which the assignment is due.

If a student is absent only on the day of a test, the student may be tested on the next school day or at the discretion of the teacher. Students with an extended illness may request a special schedule for making up work. This request should be directed to the teachers or through the Principal.

Make-Up Work Requirements for Extracurricular Activities/School Sponsored Activities/College Days—Students who miss class to participate in extracurricular activities, school sponsored functions, or college days will be expected to complete their assignments and are responsible for any work assigned during their absence. Assignments, projects, and tests assigned prior to an absence will be due upon the student's return to class. Students should coordinate make-up work with their teachers prior to the absences.

Academic Integrity—Academic cheating is the attempt to obtain information, knowledge, or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Students caught cheating or plagiarizing on any assignment or major research project will receive a zero and be subject to disciplinary action.

Final Exams (7th-12th Grade)—All middle school and high school students will take semester exams. If seniors have no more than three (3) absences (unexcused/excused) and a 2nd semester grade of a "C" or above, they will be exempt from the 2nd semester final exam for each class in which they meet the above requirements.

Final (semester) exams must be taken on the regularly assigned schedule. Final (semester) exams will not be given early. If a student must miss a regularly scheduled final exam for an *excused absence* (as defined in the OCA Handbook as illness, medical appointment, or death in the family), the student and guardian must submit a written request to reschedule any final exams. Absences are considered unexcused for all other reasons. If approved by the Principal, the rescheduled final exam may then be administered by a proctor on the announced make-up day(s) up to two weeks after the scheduled final.

Online and Correspondence Courses—The Principal must approve all correspondence work.

Class Changes—Student schedules will not be changed after completion of the first week of a semester (or after the first week of the first semester for year-long courses). Class changes may affect OSSAA eligibility.

Enrollment in Advanced Placement (AP) Classes—All courses taught at OCA are designed to meet high academic standards and prepare students for college. For interested students who are ready for the challenge, advanced courses are offered in some subjects. Enrollment in all Advanced Placement and courses requires a teacher recommendation, in addition to a 3.0 GPA and/or a family recommendation.

AP courses follow College Board regulations. Students are responsible for the test fee, which is determined yearly by the College Board. Additional study materials may be required for an AP course at the cost of the student.

Due to the curricula and level of difficulty of Advanced Placement courses, students receive an increase in grade points to a maximum of 5.0. The increase is reflected in the calculated GPA.

Concurrent Enrollment—The following guidelines describe OCA’s concurrent enrollment program:

- **Seniors** - 3.0 unweighted GPA; ACT (requirement varies for specific courses and/or universities)
- **Juniors** - 3.25 unweighted GPA; ACT (requirement varies for specific courses and/or universities)
- **Concurrent Enrollment Permission Form** signed by student, parent/guardian, designated administrator
- **Schedule** satisfies high school requirements for graduation and is limited to 19 “credit hours” per semester (each semester class considered 3-4 “credit hours”)
- **Deadlines (August 15-Fall semester/December 1-Spring semester)** to submit:
 - ◆ **Application (www.oc.edu/hscce)** - free high school concurrent application
 - ◆ **OCA Transcript** (requested from OCA registrar)
 - ◆ **ACT or SAT score**
- **University requirements** for tuition, registration, textbooks, fees, acceptance of concurrent course credit

OCA has no control over college courses. Therefore, discretion must be used when selecting concurrent courses. One college course of at least 3 hours is equivalent to 1.0 high school credit. Each college has its own concurrent forms, which may be obtained through the admissions office or the registration office of the university. Only grades earned as high school credit will count toward a student’s GPA and numerical average. If a student is taking college courses for dual credit, OCA will follow the AP grading scale. For all other concurrent enrollment, grades will be recorded on the high school transcript as A-F but not counted in the student’s GPA.

Concurrent Classes for High School Credit Only

Students may take concurrent classes for high school credit only. The following policies will apply if a student chooses to take a concurrent course but not enroll for college credit:

- Students will follow all policies as outlined in the course syllabus.
- Final grades will be weighted according to the AP & Concurrent Grading Scale.

- Concurrent classes are not subject to the final exam exemption policy, regardless of whether or not a student receives college credit. All students in concurrent classes must take the final exam.

<i>Grading Scale</i>		
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
Failing	59 & Below	0

<i>AP & Concurrent Grading Scale</i>		
A	90 – 100	5.0
B	80 – 89	4.0
C	70 – 79	3.0
D	60 – 69	2.0
Failing	59 & Below	0

The PreK-4, Kindergarten, 1st Grade and 2nd Grade report cards are an indication of mastery of standards.

College Entrance Examinations and Other Exams—It is recommended that during the junior year a student should take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Each junior will take the PSAT/NMSQT. Students wanting to participate in concurrent enrollment beginning the junior year should take the ACT during the spring semester of the sophomore year. Each sophomore will take the PSAT/NMSQT for practice.

Middle School & High School Grading Policy

9th-12th Grade

- 60%--Summative Assessments (Chapter Tests, Unit Assessments)
- 20%--Formative Assessments (Daily Evaluations, Homework, & Quizzes)
- 20%--Semester Tests
- Extra Credit not to exceed a total of 1% of Overall Course Grade
- Concurrent courses follow the grading policy outlined in the course syllabus.

7th & 8th Grade

- **ELA, Social Studies, & Science Courses**
 - 70% Cognitive Skills (Assessed via projects)
 - 25% Power Focus Areas (Assessed via content assessments)
 - 5% Additional Focus Areas (Assessed like Power Focus Areas--Although not required, these allow a student to earn an A+.)
- **Math Courses**
 - 70% Unit Assessments
 - 10% Portfolio Problems
 - 15% Power Focus Areas (Assessed via Content Assessments)

- 5% Additional Focus Areas (Assessed like Power Focus Areas--Although not required, these allow a student to earn an A+.)
- **Enrichment Courses**
 - 45%--Summative Assessments (Chapter Tests, Unit Assessments)
 - 45%--Formative Assessments (Daily Evaluations, Homework, & Quizzes)
 - 10%--Semester Tests
 - Extra Credit not to exceed a total of 1% of Overall Course Grade

Report Cards/Progress Reports

Progress reports with students' grades in each class are issued weekly via RenWeb. At the end of each semester, students will receive a report card with semester grades.

Graduation Requirements

- A graduating senior must be enrolled in six (6) periods at Oklahoma Christian Academy at the time of graduation, including concurrent enrollment or other off-campus opportunities. If a senior chooses to leave OCA and enter another school, the student automatically forfeits all rights to participate in graduation exercises.
- Financial obligations must be satisfied and cleared by the business office prior to the issuing of a diploma.
- Passing grades must have been earned in all classes taken during the senior year. Students may, upon prior approval by the appropriate administrator, take the necessary courses at another school to complete OCA's curriculum requirements for graduation during the summer following the senior year. Transfer grades and credits can be sent back to OCA for completion of the requirements necessary for receiving an OCA diploma.
- All graduates must have an ACT or SAT score on file. It is recommended that students begin to take the test no later than their junior year.
- A minimum of 26 credits are recommended to graduate. The State of Oklahoma requires a minimum of 23 credits. Many seniors will graduate with 28 or more credits, providing them with an enhanced transcript for college application. See the Academic Guide for more information.

Bible	1 Unit for each year at OCA
English Credits	4 Credits
Math Credits	4 Credits
Science Credits	4 Credits
Oklahoma History	.5 Credit
US History	1 Credit
World History	1 Credit
Government	.5 Credit
Foreign Language	2 Credits
Technology	.5 Credit
Fine Arts	2 Credits
Financial Literacy	1 Credit
Additional Electives	1.5 Credits

Graduation with Honors

- All students graduating with honors are required to complete 2 AP or concurrent courses. The numeric scale for Highest Honors is 4.0+; High Honors is 3.75-3.99; Honors is 3.5-3.74.

- All students with all A's will receive the recognition of Valedictorian. All grades earned for high school credit through the fall semester of the senior year, including any repeated courses, will be considered. All courses required for graduation are averaged together to find the class rank. The two students with the top GPAs, rounded to the thousandth place, will be given the honor of speaking at graduation.

ACADEMIC ACCELERATION

Academic Acceleration

High ability students have unique academic, social, and cognitive abilities, needs, and interests, thus need flexibility in academic rigor and pacing. One way to meet those needs is the practice of academic acceleration. Academic acceleration is an educational intervention that allows a learner to advance through curriculum or the educational system at a faster or more rigorous rate based on the appropriate level of challenge. The two categories of academic acceleration are **content-based acceleration** and **grade-based acceleration**.

Content-based acceleration strategies provide high ability students with advanced understandings or skills in a specific content or curriculum area. Grade-based acceleration shortens the number of years of school completion through early entrance to school or grade advancement. Both content-based and grade-based acceleration are “effective and research-based interventions for the academic growth of students who are ready for an advanced or faster-paced curriculum” (Colangelo, Assouline, & Gross, 2004).

Proficiency Criteria:

Upon the written request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate grade-level proficiency in one or more areas of the core curriculum, not to exceed three (3) Proficiency-based Assessments. Proficiency shall be demonstrated based upon one of the following criteria:

1. **End-of-instruction curriculum area assessment or evaluation score of 90% or above.** (Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.)
2. **ACT, ASPIRE, or standardized test (e.g. Stanford) content area subscores equivalent to 90%** (e.g. ACT: 27-Science; 28-Math or English, etc.) if the content area test is determined by OCA administration and faculty to be equivalent to the subject matter covered in a particular study course.

Acceleration Options:

When grade-level proficiency in a specific academic content area has been demonstrated, the student has the following options to advance in content or skills:

- Content-based acceleration, including
 - Enrichment and differentiation options in the classroom
 - Single subject curriculum/content area advancement to higher grade level through cross-grade grouping or in cluster groups in the regular classroom
 - Concurrent/dual enrollment in the next academic level of coursework (e.g. from middle school level to high school)
- Grade-based acceleration, including early entrance to college-level (concurrent) coursework.

Referral, Screening, and Placement Procedure:

- Written Referral for Proficiency Assessment screening from parent/guardian, student, or teacher.
- Written Consent from OCA administration to administer Proficiency Assessment.
- Written Consent to administer Proficiency Assessment from parent/guardian.
- Written Consent from OCA administration and parent/guardian in making promotion/acceleration placement decisions. Such factors as social, emotional, and cognitive growth should be considered.
- Proficiency Assessments may be taken in core curriculum areas, including
 - Language Arts (as available)
 - Languages (as available)
 - Mathematics (as available)
 - Sciences (as available)
- Proficiency Assessments will be scheduled, on request, once each school year.
- Test results will be available to parent/guardian/student.
- Acceleration placement options will be a collaborative decision between parent, teacher, and administration.

Course Credit:

- Grades 1-6 - Students demonstrating 90 percent (90%) proficiency in a core curriculum area assessment may be given the opportunity to advance to the next level of study in that appropriate curriculum area.
- Grades 7, 8 - Students demonstrating 90 percent (90%) proficiency in a core curriculum area assessment will be given course credit of an “A” on transcripts and the opportunity to advance to the next level of study in that appropriate curriculum area. Dual credit will be given on both middle school and high school transcripts for high school level proficiency in middle school.
- Grades 9-12 - Students demonstrating 90 percent (90%) proficiency in a core curriculum area assessment will be given high school course credit of an “A” on transcripts and the opportunity to advance to the next level of study in the appropriate curriculum area. Credit earned in high school courses will count toward graduation credit requirements.
- Failure to demonstrate proficiency will not be noted on the transcript.
- Students must progress through a curriculum/content area sequentially.

*Oklahoma Christian Academy reserves the right to modify the Academic Acceleration Policy at any time.

PROBLEM RESOLUTION

Grievance Policy

The following process will be followed for Grievances.

Grievance Process

1. A Grievance is communicated by the complainant (including faculty, staff, student, or parent) to the appropriate Principal through an email with the subject line “Grievance.”
2. The Principal investigates the Grievance.
3. The Principal determines if the Grievance has merit.

- a. If merit is determined, then the Grievance and recommended action is reviewed with the Administrative Executive Committee for approval.
 - b. If no merit is determined, the complainant may submit the Grievance for appeal to the Administrative Executive Committee.
4. The Principal informs the complainant.
 5. The complainant may submit the decision of the Administrative Executive Committee to the OCA Board Chair for appeal consideration. If the OCA Board Chair determines the appeal has merit, then the full Board of Trustees will review the appeal.
 6. The OCA Board Chair will inform the complainant of the decision with copy to the Administrative Executive Committee.

The Administrative Executive Committee will consist of at least 3 of the following during any review:

- President
- Elementary Principal
- Secondary Principal
- Default substitute – Board Member

Adjustments for Special Circumstances

When a Grievance involves an individual with a role in the Grievance Process or a family member of an individual with a role in the Grievance Process then the following adjustments will be made.

Grievance involves a Principal or family member of a Principal:

- President performs the investigation
- Board Member substitutes for the Administrative Executive Committee role

Grievance involves the President or a family member of the President:

- Board of Trustees Chair performs the investigation
- Board member substitutes for the Administrative Executive Committee role

RIGHT OF ACCESS TO RECORDS

The Buckley Amendment of the Family Educational Rights and Privacy Act (FERPA—as stated below) grants the right of access to educational records. Access must be granted within forty-five days of a parent’s written request, and this request must be submitted to the Principal. Available records include grades, evaluations, and standardized test results. Parents or guardians may request that their student’s records be released to persons and institutions outside of Oklahoma Christian Academy. The Academy reserves the right to hold records due to unmet financial obligations.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for

reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#). The Federal Compliance Office may also be contacted at the following address: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SW; Washington, D.C. 20202-8520.

CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY

The Administration believes in the importance of close working relationships with families. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the school year.

CHILD CUSTODY

OCA will provide school records, upon request, to either parent UNLESS supplied with a copy of a court order. It is the parents' responsibility to provide the school with updates of any court orders. ONLY the custodial parent will be allowed to check out a child from school unless OCA is otherwise notified in writing.

TEXTBOOKS

Students are responsible for textbooks issued to them. Damages to a textbook or losing a book will require reimbursement. Payment should be received before a new book will be issued. The classroom teacher or media center coordinator will issue books. The teacher or media center coordinator will record the student's name and the condition of the book in the front of the book using the following scale: N=New; G=Good; F=Fair; and P=Poor.

CONTAGIOUS SYMPTOMS, ILLNESS OR INJURY

- Parents are expected to keep a student who is ill out of school for 24 hours after a fever.
- In the event a student becomes ill during school hours, the student will be sent home. Symptoms that cause a student to be sent home include, but not limited to, untreated impetigo or undiagnosed rash, ringworm, head or body lice, conjunctivitis, or scabies. For these illnesses, the student must have a doctor's note before returning to class.
- Parents are responsible for any costs involved for a 911 call.

MEDICATIONS

There shall be no medication in a student's possession when on campus. All medications must be checked in at the office. A record is kept of medications administered. Students caught with medication in their possession will be addressed by the Administration.

It is against federal law to dispense prescription medication to a student without the original container with the child's name and instructions for administering medication.

OCA requires that a "Parental Authorization to Administer Medication" must be on file in the office prior to administering any medication. You may download this form from the web (www.ocacademy.org).

DISTRIBUTION OF PUBLICATIONS

No publications, surveys, or printed materials may be distributed within the classroom without previous permission from the administration. Notices distributed in the classroom must indicate who is distributing them.

BIRTHDAYS

Birthdays are a very special time. We welcome treats for the class. If party invitations are distributed, families should follow the Distribution of Publication policy. All students in the class are to be included.

SCHOOL CANCELLATIONS

Local news outlets will be notified if school is to be cancelled or dismissed early due to weather conditions. Parents should listen to one of these stations if the weather is questionable. We will also notify parents via email of any weather-related schedule changes.

LOST AND FOUND

Students finding lost articles should take them to the school office. Unclaimed articles will be donated at the end of each semester.

DRILLS

Students, teachers, and other employees shall participate in drills of emergency procedures—fire, tornado, and lockdown. When the alarm is sounded, students must follow the directions of the teacher quickly and in an orderly fashion. Instructions for these drills will be posted in each classroom and discussed by each teacher.

CODE OF CONDUCT

The purpose of the code of conduct is to provide students at the Academy an effective and safe learning environment. Students should be guided by biblical teachings to conduct themselves in a manner that is respectful of self and others. Our code of conduct at OCA can be summarized by trust, respect, and responsibility. Critical elements of this principle include the following:

- Students will act in accordance with the safety rules of the school at all times.
- Students will not impede classroom instruction or school culture.
- Students will act in accordance with school policies, statement of beliefs, and classroom procedures.
- Students will respect their peers, teachers, and the OCA community.

Violations of the code of conduct or other rules and guidelines will subject the student to disciplinary measures.

Moral Clause

Oklahoma Christian Academy professes and proclaims our Christian beliefs as taught in the Bible and as expressed through our handbook, school policies, vision document, and in the Oklahoma Christian Academy Statement on Marriage and Human Sexuality. We respectfully require students to behave according to these accepted values and moral beliefs. Oklahoma Christian Academy reserves the right, at the sole discretion of the administration, to refuse admission of an applicant and/or to discontinue enrollment of a current student (a) displaying the inability or resistance to support the qualities and characteristics required of a Biblically-based and Christ-like lifestyle or (b) participating in, promoting, supporting or condoning violation of these accepted values and moral beliefs in a way that interrupts the educational and spiritual process or negatively impacts the OCA reputation. We realize that appropriate educational curriculum includes discussing and analyzing ideas and beliefs which we allow and encourage as long as conducted in a manner that does not interrupt the educational or spiritual process of our students. Students are also allowed and encouraged to discuss all questions and concerns they have regarding their values and beliefs or any other facet of their lives with teachers and administrators at OCA in an appropriate setting.

Demerit System for Secondary Students

All minor rule/policy/procedure violations will result in a demerit. The teacher assigning the demerit will log the demerit on a form, and the office will track demerits in RenWeb. Demerits will accumulate for the entire school year and do not reset at the start of a semester. The discipline consequences will be applied using the following protocol:

6 demerits = 1st Office Referral

3 additional demerits = 2nd Office Referral

3 additional demerits = 3rd Office Referral
3 additional demerits = 4th Office Referral
3 additional demerits = 5th Office Referral

1st Office Referral = Before/After School Accountability Time
2nd Office Referral = Saturday School & Behavioral Probation
3rd Office Referral = Multiple Saturday Schools or could lead to dismissal
4th Office Referral = Suspension or could lead to dismissal
5th Office Referral = Dismissal

Examples of demerit offenses (not exhaustive): cell phones, tardy to class, dress code violation, electronic device violation (such as headphones), minor technology violations, parking violations, minor driving violations, public display of affection, etc.

Some demerit offenses require additional minor action from a teacher/administrator. For example, a demerit for a cell phone/headphones offense will also include confiscation of the cell phone/headphones.

All dress code demerits will require compliance. If a student is unable to get into compliance in the classroom, the student will be referred directly to the secondary office. For example, non-uniform pants/shirts/shoes/outerwear, short skirts, and so forth will require an office visit.

Serious discipline offenses as listed below will result in immediate office referrals and may be subject to disciplinary action beyond the demerit system. For serious discipline offenses, consequences will begin at a higher level, including the possibility of multiple demerits at the administration's discretion and even suspension or dismissal for the first offense. The 3rd - 5th office referrals based on the demerit system will be treated as serious disciplinary offenses and could result in dismissal at the administrator's discretion. Excessive demerits (i.e., more than 11) shows a behavioral pattern contrary to the OCA code of conduct, policies, and mission.

Disciplinary measures may include but are not limited to accountability time, behavioral probation, Saturday school, in-school suspension, suspension at home, and dismissal from school. Students choose to accept disciplinary consequences when they choose to violate the code of conduct and school policy.

Serious Disciplinary Offenses

Other offenses resulting in disciplinary action, which could result in dismissal, include but are not limited to:

- Altercations, verbal and physical
- Bullying will not be tolerated and is defined as but not limited to the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence. Students will not engage in bullying one another; furthermore, no student shall encourage, permit, or assist any other person in bullying. Internet bullying will not be tolerated. A substantiated charge of bullying will result in disciplinary action up to and including dismissal. (Additional information regarding bullying is listed below.)
- Cheating
- Inappropriate use of technology
- Deliberate and/or repeated classroom disruptions
- Disrespect

- Excessive demerits
- Falsification of documents, plagiarism
- Gambling
- Harassment
- Possession of a weapon as determined by the Principal
- Profane or vulgar language
- Sexual misconduct
- Theft
- Throwing rocks, sticks, and/or other objects
- Truancy or leaving school without permission
- Use/possession of alcohol, illegal substance, tobacco, or vaping
- Paraphernalia of drug, alcohol, tobacco, vaping, or anything in conflict with the mission of OCA as determined by administration
- Vandalism (Students will be responsible for repair/replacement cost.)
- Behavior contrary to the Christian principles of OCA.

DISCIPLINE STRATEGIES

This list of disciplinary strategies is not exhaustive.

Apology

The program of apologizing to peers is something we view as transformational and healing for our students. This would involve students apologizing in chapel, classrooms, or anywhere the administration sees value in an apology.

Before/After School Accountability Time

The program is designed to allow the student an opportunity to reflect on choices made while completing their individual work or participating in school community service. Before school time begins at 7:30am, and after school time ends at 4:00pm.

Saturday School

The program is designed to allow the student an opportunity to reflect on choices made while completing their individual work, school community service, behavioral guidance sessions, or other opportunities determined by the Principal.

In-School Suspension (ISS)

The program is designed to allow the student an opportunity to reflect on choices made while completing their individual work and school community service. Students who are placed in ISS may be suspended from extracurricular activities during their placement. Families may be required to pay for a school-selected substitute to monitor and supervise their student during ISS.

Out-of-School Suspension

The student will not attend school must complete all academic work/quizzes during OSS and must submit all work the day that they return to the classroom. Students are responsible for communicating with teachers to obtain assignments and instructions. Students may make up missed tests upon their return to class for a grade.

Probation

When a student is placed on behavioral probation, any misbehavior can be a precursor for dismissal. A student placed on probation risks forfeiture of his/her right to participate in any extracurricular activity at the discretion of the Administration. See appendices for behavioral probationary forms.

BULLYING

OCA requires students to honor our bullying policy on and off campus. We believe character and moral absolutes do not stop when students are dismissed at the end of a school day. Twenty-four hours a day, seven days a week, everyone is challenged to honor Christ. The school has been and always will be concerned about the behavior of student both on and off campus. The Academy adheres to the “School Bullying Prevention Act” as stated in the Section 487 of the School Law book.

Section 487.1. School Bullying Prevention Act - Purpose and Definitions.

- The Legislature finds that bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior. Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, and the use of drugs and alcohol. Research has shown that sixty percent (60%) of males who were bullies in grades six through nine were convicted of at least one crime as adults, and thirty-five percent (35%) to forty percent (40%) of these former bullies had three or more convictions by twenty-four (24) years of age. Successful programs to recognize, prevent, and effectively intervene in bullying behavior have been developed and replicated in schools across the country. These schools send the message that bullying behavior is not tolerated and, as a result, have improved safety and created a more inclusive learning environment.
- The purpose of the School Bullying Prevention Act is to provide a comprehensive approach for the public schools of this state to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment, intimidation, and bullying.
- As used in the School Bullying Prevention Act:
 1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications;
 2. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
 3. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and
 4. “Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

**Nothing in this act shall be construed to impose a specific liability on any school district.
(70-24-100.3)**

Section 487.2 Control and Discipline of Child.

· Each district board of education shall adopt a policy for the control and discipline of all children attending public school in that district, and for the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior. Such policy shall provide options for the methods of control and discipline of the students and shall define standards of conduct to which students are expected to conform. The policy shall:

1. Specifically prohibit threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school;
2. Address prevention of and education about such behavior;
3. Establish a procedure for the investigation of all incidents of harassment, intimidation, bullying, or threatening behavior reported to school officials for the purpose of determining the severity of the incidents and their potential to result in future violence.

PROPERTY DAMAGE

Any student destroying, removing, or in any other way defacing property or trespassing on another person's or group's property will be subject to disciplinary action. A charge will be made for the property damage.

SUBSTANCE USE POLICY

No student shall possess, abuse, transmit, or be under the influence of alcohol, over-the-counter (OTC) drugs, prescription drugs or illegal substances.

The same applies to the selling, or transferring of alcohol, drugs, or other illegal substances at a school-sponsored activity whether on or off campus. Such activity will not be tolerated and will result in disciplinary action up to and including dismissal. Furthermore, if a student has knowledge of such activity on school property and fails to inform school officials, that student may be subject to disciplinary action up to and including dismissal.

Substances represented to be a drug or an alcoholic beverage shall be treated as drugs or alcohol for the purpose of student discipline. The Academy reserves the right to demand approved professional counseling and drug testing at the student's expense.

ELECTRONIC DEVICES

Our goal is to have students and educators collaborating in rich engaging learning experiences using technology. As such, OCA will provide devices and programs that will support learning goals. Students will be required to pay for damages to school issued electronic devices. Students may not bring their own technology or utilize personal electronic communication devices at school. All devices must remain silent and be put away. Students may use approved devices when the educator deems them appropriate for educational purposes. Seniors may utilize cell phones on campus if permitted by the teacher or

supervising adult. This privilege can be revoked following disciplinary offenses or misuse of technology. Students are prohibited from taking photographs or making recordings of themselves or others that would be classified as harassment, intimidation, or bullying as described by the “School Bullying Prevention Act” as stated in the Section 487 of the School Law book.

Families should refrain from texting or calling their student during the school day. If there is a family emergency, students may be reached by calling the school office.

Copyright Work for Hire, Donation, and Assignment Agreement

Students and parents who participate in or assist any of Oklahoma Christian Academy’s media organizations including Digital Media, school-related, social media activities, school publications, Innovation Lab, and other class projects (collectively, the “Media Activities”) agree as follows:

1. All photographs, videos, motion pictures, audiovisual works, literary works, musical works, graphic design, compilations, art work, layout, and design that are created by the students while participating in the Media Activities (the “Works”) created while participating in Media Activities, and all intellectual property rights developed or created by students with respect to the Works, are and shall be deemed to be “works made for hire” as contemplated by the U.S. Copyright Act (17 U.S.C. § 101) and therefore owned by the Oklahoma Christian Academy.
2. In the event that a Work used in connection with a Media Activity is determined not to be a “work made for hire,” for any reason whatsoever, students hereby donate the Work to Oklahoma Christian Academy and hereby irrevocably conveys, transfers, and assigns to Oklahoma Christian Academy, and Oklahoma Christian Academy hereby accepts from students the donation, conveyance, transfer, and assignment of all right, title and interest in and to the Work and in and to all derivatives that may be made or derived from the Work.
3. In the event that a Work, or any part thereof, is determined not to be a “work made for hire,” and is also not assignable, students hereby grants Oklahoma Christian Academy a fully-paid, royalty free, worldwide, perpetual, license to the Work.
4. Students shall cooperate with Oklahoma Christian Academy and execute any further documents, which may, from time to time, be requested by the Oklahoma Christian Academy to evidence or register its rights to any Works, including registering any copyrights with the United States Copyright Office.
5. Students shall ensure that Oklahoma Christian Academy has original and digital copies of all Works. In addition, should students or Oklahoma Christian Academy utilize any third-party services to provide access to the Works in connection with Media Activities, such as any online storage services, social media platforms, or image sharing services, students agree to ensure that Oklahoma Christian Academy maintains control over such services, including by providing Oklahoma Christian Academy with any usernames or passwords required to maintain control over such services.

COMPUTER NETWORK USAGE

OCA provides students with access to a technology network including Internet access. Usage is a privilege, not a right. Inappropriate usage will result in disciplinary consequences. A Technology Usage Policy is to be agreed to and signed each year by students and parents.

SOCIAL MEDIA

Oklahoma Christian Academy recognizes the popularity of social networking applications like Snap Chat, Facebook, Instagram, and Twitter (list is not exhaustive). Students should take extreme caution when posting on such sites. Students are representatives of Oklahoma Christian Academy, and all posts should reflect our school, the employees, and other students and families in a positive light.

As a general rule, students should consider all social media postings as public. Students may not use electronic devices to take or post pictures or videos of teachers or staff without written consent. Also, students should not use social media as a way to hurt, offend, or demean another person. The administration may require that parents become involved in the disciplinary process, including communicating with other parties involved. Students who post such media will be subject to disciplinary action and may be dismissed from OCA.

FAMILY ACKNOWLEDGMENT

I acknowledge that Oklahoma Christian Academy shall have complete discretion in all educational matters including, but not limited to, curriculum offerings, class and teacher assignments, and the assessment of student and teacher performance.

I acknowledge that Oklahoma Christian Academy shall have the right to decline enrollment or re-enrollment of any student or to suspend or dismiss any student at its discretion and for any cause deemed sufficient by the school. I acknowledge that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right to (at the school's discretion) dismiss a student or not to extend the privilege of re-enrollment to a student if the school reasonably concludes that the actions of a parent(s)/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purpose.

PERSONAL ITEMS

OCA is not responsible for the loss or damage of any items brought from home.

DANGEROUS WEAPONS POLICY

It is the policy of OCA to absolutely prohibit the use, threat, and/or possession of dangerous weapons and related instrumentalities (bullets, shells, gunpowder, etc.) on school premises or at school functions. Any student who brings a firearm or weapon on school premises or at school functions shall be referred to the criminal justice or juvenile delinquency system. (Public Law 107-110, Section 4141.) This policy on dangerous weapons is applicable to all students without regard to age or grade.

A. "Gun or Device Capable of Discharging or Throwing Projectiles"

The term as defined in this policy shall include but not be limited to (a) rifles, pistols or shotguns or any caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.

1. The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the OCA campus, parking lots, premises or during school sponsored or authorized activities, functions or events shall result in the immediate out-of-school suspension of all students involved for a period of time which shall be not less than one calendar year in compliance with Oklahoma Statute Title 70, sections 24-101.3. However, the President of OCA or his/her designee may modify the suspension requirement on a case-by-case basis for clearly extenuating circumstances.

and

1. Any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, may also be subject to suspension out of school for not less than one calendar year.

B. Facsimile of Gun

Any student who has a facsimile of a gun including cap, toy, or water gun or any other item resembling a gun in his/her possession at school, on school property or at any school-sponsored or authorized event will be disciplined as follows:

1. Parent/guardian will be notified.
2. The student may be suspended out of school.
3. If harm or threat should occur, the student will be dealt with the same as having a gun.

C. Knives, Weapons, or Other Dangerous Devices

The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types, (2) brass knuckles, chains, clubs, and sharp instruments, (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

1. The use, display or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the OCA or during school sponsored or authorized activities, functions or events, will be subject to disciplinary actions.
2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, may also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.
3. For students identified under C1 and 2 above, the following disciplinary actions are to result for all students involved:
 - a. Warning: A warning will be given when the knife, weapon or device (1) has not been displayed or used in a threatening manner and (2) has not caused any harm, injury, destruction or damage and (3) is a knife or device commonly used or carried by persons for use other than as a weapon and (4) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (5) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
 - b. Out-of-School Suspension: Suspension out of school for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (1) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events;

or (2) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (3) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.

c. Automatic Long-term Suspension: Suspension out of school for not less than the current semester and not more than the current and ensuing semesters shall occur under any of the following conditions: (1) when the knife, weapon or device was used or displayed in a threatening manner; or (2) when the knife, weapon or device has caused harm, injury, destruction or damage to persons or property; or (3) when the student involved had threatened any other person with harm or physical injury with a knife, weapon or device, or (4) the student has a prior school disciplinary record of violence, aggression, injury, damage or threats.

STUDENT ACTIVITIES

Student groups must be under complete supervision of a school sponsor. Sponsors and the Principal must express written approval for all school-sponsored programs, projects, and social events. Students participating in a school activity during school hours requiring transportation to another school or site must ride in transportation provided or approved by the school.

BEFORE/AFTER-SCHOOL SUPERVISION

PRE-SCHOOL/ELEMENTARY/INTERMEDIATE

Students may arrive to school at 7:30 a.m. and go directly to the cafeteria (PreK3 & PreK4 students go to their classroom). Kindergarten through 4th graders will be dismissed from the cafeteria to their classroom at 8:00 a.m. 2nd-6th grade students arriving after 8:00 a.m. and PreK3-1st students arriving after 8:05 a.m. will need to sign-in in the Elementary Office. Students are encouraged to get to school on time. Habitual tardiness interferes with classroom instruction and procedures. Extended Care arrangements for children Pre-K3 through 6th grade can be made through the elementary office. Any child not picked-up prior to 3:30 will go to Extended Care. Please see the Extended Care Information sheet for pricing/time details.

MIDDLE SCHOOL (Grades 7-8)

Students may arrive to school at 7:30 a.m. and go directly to the designated area. The tardy bell will ring at 8:00 a.m. Middle school students should not remain on campus after 3:30 p.m. Parents can make Extended Care arrangements through the elementary office.

HIGH SCHOOL (Grades 9-12)

Students may arrive to school at 7:30 a.m. The tardy bell will ring at 8:00 a.m. High school students should not remain on campus after 3:30 p.m.

ATTENDANCE

ABSENCE POLICY—Because the following policies are not based on excused/unexcused absences, all absences will be counted towards the maximum absences allotted per semester. However, if a student is absent for two or more days due to an extended illness or surgery, these absences may be appealed. The parent will need to submit an appeal request to the office with a doctor's note verifying the dates of the extended illness/surgery. All appealed absences are at the discretion of the Principal.

- **Elementary (1st-6th)**—A student must not have more than 10 absences per semester.

- **Secondary (7th-12th)**—Students must be in a class more than half of the designated class period in order to validate their attendance. Per semester, a student will lose credit for a class on the 11th absence.
- **Extracurricular**—Students may not participate in any extracurricular activity (such as banquets, drama, and sports activities) on the same day they have been absent from school more than one-half of the school day. Any exceptions to this rule are at the discretion of the Principal. Students on attendance probation will be restricted from participation in extracurricular activities.
- **College Days**—**Students must meet eligibility requirements before taking a college day.** Seniors will be allowed two (2) college visit days per year. Proof of application to the college must be submitted with the request for days requested by seniors in the 2nd semester. Juniors will be allowed two (2) college visit days per year accompanied by a parent. A college day request must be submitted to the Principal via email one (1) week prior to the date requested. Sophomores and Freshmen are not allowed college visit days. College days must be taken each year prior to April 1 with the exception of completing necessary enrollment requirements for seniors. College visit days, with the appropriate documentation, will be coded as an excused absence.

TARDY POLICY

- **Elementary (1st-6th Grade)**—Students need to sign-in at the Elementary Office.
- **Secondary (7th-12th Grade)**—Students need to sign-in at the Secondary Office and receive an “Admit Slip” to enter class. On the 10th cumulative tardy of each semester grading period, a student will receive an absence. Every 3 tardies after the 10th will result in an additional absence and possible disciplinary action.

LUNCH

Students are allowed to leave for lunch with written approval from their guardian. Seniors have off-campus lunch privileges for the specified lunch period. Off-campus lunch is a privilege and may be revoked.

LOCKERS (7th-12th Grade)

Individual lockers will be assigned. Lockers must not be defaced (no tape—magnets only). Students will be responsible for repair costs to damaged lockers.

The school is not responsible for items left in lockers. Although students are responsible for the contents of their lockers, lockers remain the property of the school. Lockers may be searched at any time.

VEHICLES

Students driving vehicles to campus must register their vehicles in the high school office. When on campus, students may only access their vehicle for transportation. Part of the student’s responsibility is to park in the student designated area, which is located north of the secondary building. Students who fail to observe these rules and who do not observe traffic and parking regulations on campus will be subject to disciplinary action. OCA is not responsible for damage to vehicles while on or off campus. During school hours, students may not transport other students without written permission from parents of the passenger.

STUDENT ORGANIZATIONS

Elections and Selections—Students elected or selected for leadership positions must maintain good academic, behavioral, and attendance standings with the school. Failure to do so may lead to the loss of such positions.

Student Leadership Council—At a time set by the Student Leadership Council sponsor, the high school will elect Student Leadership Council officers for the designated year (President, Vice-President, Chaplain, two Public Relations Officers, and Secretary/Treasurer). The constitution of the Student Leadership Council must be followed strictly in regard to qualifications and responsibilities.

National Elementary Honor Society – NEHS

- Student must be in grades 4, 5, or 6
- Student must have been in attendance at Oklahoma Christian Academy for at least one semester.
- Student must have all A's & B's on the last three semesters' report cards.
- Student must exemplify responsibility, character, and citizenship.

At the beginning of the second semester of the school year, eligible students will complete a questionnaire and submit it to the NEHS Advisor. The Advisor and Principals will verify eligibility for membership.

Additional information may be attained by contacting the NEHS Advisor.

National Honor Society (NHS) and National Junior Honor Society (NJHS) Oklahoma Christian Academy Chapter—

The National Honor Society was founded in 1921 to recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy.

The OCA chapter of the National Honor Society inducts eligible new members in the spring. Membership is based on scholarship, citizenship, character, leadership, and service. The National Junior Honor Society honors students in grades 7-9, and the senior society recognizes students in grades 10-12.

Members provide services for the school, the city of Edmond, and the surrounding churches.

A. QUALIFICATIONS AND SELECTION

According to the national constitution, a five-member faculty committee will review all those who are academically eligible and make selections. These selections will be based on the following criteria:

Scholarship: Minimum cumulative grade point average of 3.0, including first semester of the previous year (will change to 3.5 beginning with the 7th grade and the 9th grade classes of 2014-15 for NHS and NJHS, respectively).

Citizenship and Character: Faculty survey and demerits will be reviewed by the Secondary Principal.

Leadership: Documentation of leadership activities.

Service: Documentation of five hours of community service per year.

B. MAINTENANCE OF MEMBERSHIP

According to the national constitution, active members must maintain the standards by which they were selected and meet obligations prescribed by the local chapter. Any members placed on behavioral probation will lose their membership.

At the beginning of the spring semester, teachers will be asked to complete recommendation forms for all students who qualify academically. Then, according to the national bylaws, an advisory committee of five faculty members appointed by the Principal will review these recommended students. The National Junior Honor Society Adviser will also be a part of this committee, but will serve in a non-voting, advisory capacity only. At this time, demerits, office referrals and teacher recommendations will be taken into account, and membership will be granted or denied by the committee. Students who qualify academically, but are denied membership for character reasons, will be eligible for membership consideration in subsequent years. Additional information may be attained by contacting the NJHS or NHS sponsor.

OKLAHOMA SECONDARY SCHOOLS ACTIVITY ASSOCIATION (OSSAA) ELIGIBILITY FOR EXTRACURRICULAR PARTICIPATION (7TH-12TH GRADE)

The following guidelines will be used to determine the eligibility of a student to participate in extracurricular activities:

OSSAA scholastic eligibility standards are required of all students engaging in co-curricular activity programs. Local school boards may make exception for only those students participating in non-competitive activities. (OSSAA Board Policy)

Section 1. Semester Grades

- A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)
- If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
- A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

Section 2. Student Eligibility During a Semester

- Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked.
- A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week

on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.

- A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

Common Questions concerning eligibility:

May a student participate while on probation?

Answer: Yes.

Is a student on probation for two consecutive weeks when he/she fails a course one week and a different course the following week?

Answer: No. The student would be ineligible the second week as it is impossible to be on probation two consecutive weeks.

Is there a limit to the number of probationary weeks a student may have during a semester?

Answer: No, except for the fact that probation cannot occur on two consecutive weeks.

Does the scholastic eligibility rule apply to students in music, speech, FFA, VICA, DECA, and cheerleading, etc.?

Answer: Yes. If the student is involved in an activity that involves competition between two or more schools. No exceptions when competition is involved.

Does the weekly grade check apply to the grades a student made during a one-week period of time?

Answer: No. The key to understanding this portion of the rule is to ask the following question: Would this student be passing if you had to give him/her a semester grade today? (The weekly grade check is for the cumulative grade a student has earned for all of the time he/she has been in school during a semester.)

If a school checks grades on Friday and a student shows up as failing a class would he/she be eligible to participate on that Friday night?

Answer: Yes. The rule defines the period of ineligibility as beginning the Monday following the day grades are checked and continuing through the next Sunday.

If a student is serving a week of ineligibility and makes up a test on Thursday would they be eligible to participate on Friday?

Answer: No. Once a student becomes ineligible he/she will remain ineligible for a period defined by the rule to be from a Monday through the next Sunday.

If a student is ineligible to start the next semester and our school begins its semester on a Thursday, does the first two days that first week count as a complete week?

Answer: Yes. For the purpose of determining the end of an ineligibility period, if any part of a semester falls with a calendar week that will be considered a full week.

DRESS/UNIFORM CODE

The Academy's uniform selections and dress code are based upon the following goals and principles:

- **A Proper Sense of Pride**—As individuals uniquely created in God's own image, students should take pride in their appearance, fostering a "dress for success" mentality pleasing to God and man.

- **Uniformity**—Uniformity removes the potential for a wide variety of clothing-related distractions, helping students maintain right relationships and a grasp of the true purposes of school. Uniformity also significantly decreases the opportunity for a “haves and have-nots” environment to develop within the school.
- **Modesty**—More than the length of a skirt or cut of a blouse, modesty is ultimately an issue of the heart. All members of the OCA family, including parents, are asked to avoid immodesty both in terms of underdressing (too short, low cut, tight, transparent, etc.) as well as overdressing (“look at me” apparel, accessories, or jewelry).

General Uniform Code—

All students must wear the school uniform Monday through Thursday, unless instructed by a teacher or administrator to dress differently because of a special event or field trip. All dress code and uniform requirements are to be followed during the school day and at all school activities. Uniforms may be purchased through The Uniform Club store located on OCA’s campus.

- All uniform polos will have the OCA logo embroidered on them. Knit polo shirts are available in maroon, white, black, or gray (short sleeve or long sleeve) and must be purchased from The Uniform Club.
- Skirts are available in plaid, khaki, dark gray, or black and must be purchased from The Uniform Club.
- Jumpers are available in plaid and must be purchased from The Uniform Club.
- Knit dresses are available in maroon and must be purchased from The Uniform Club.
- All girls must wear modesty shorts under skirts, jumpers, or dresses.
- Pants/shorts/capris must be black or khaki. Girls’ and boys’ shorts or pants must be slacks or chino-style pants. Elementary students may wear pants with elastic waistbands. No jeggings or leggings of any type may be worn as pants.

General Guidelines—

- Uniforms will not be altered for purposes other than sizing.
- Skirts, dresses, and walking shorts are to be no more than 3 inches from the kneecap.
- T-shirts and camisoles worn under collared shirts must be white or of the same color as the outer shirt and have no visible lettering.
- Shirts must be long enough to stay tucked in when both arms are raised. (This is a standard of measurement—shirts are not required to be tucked in.)
- Tights, leggings, or socks worn with skirts or jumpers must not be see-through.
- Saggy/baggy pants or jeans are not tolerated. Jeans or pants with over-sized pockets are not permitted. Pants with rips, tears, or cut-off edges are not permitted.
- Belts are required with tucked-in shirts—plain buckle, solid or woven leather; black or brown; no embellishments.
- Chains are not permitted.
- No extreme haircuts, distracting styles, sculpted designs or colors different from natural tones will be allowed.
- Boys’ facial hair must be kept short and trim.
- Head coverings, caps, and hats are not allowed in the classrooms.
- Boys are not allowed to wear earrings.
- Visible body piercing (except for girls’ pierced ears) and visible permanent or temporary tattoos are not permitted.

Shoes/Socks—Girls & Boys

- Beach sandals, “flip-flops,” plastic shower shoes, house shoes, slippers, or shoes with wheels are not permitted.

Friday—Spirit Day

Students may adhere to the regular “Monday-Thursday” dress code or choose from the following:

- Jeans, denim shorts, or denim capris must be one color without holes, rips, or patches.
- While we recognize skinny jeans are in style, they should not be tight around the hips and thighs like jeggings.
- Athletic shorts or pants with OCA logo must meet length requirements stated above.
- OCA Spirit Shirts—Spirit day shirts are to be purchased from the school or purchased through participation in OCA activities (sports, drama, debate, etc.). **No homemade shirts will be allowed.**

Outerwear—Winter Coats/Jackets/Hoodies/Sweaters

- Sweatshirts other than OCA sweatshirts are not acceptable.
- Jackets—Grey, black, or maroon with the school crest from the Uniform Club are allowed to be worn in the classroom with an OCA uniform shirt underneath.
- Cardigan sweaters with the school logo from The Uniform Club are permitted to be worn in the classroom with an OCA uniform shirt underneath.
- OCA letter jackets are permitted in the classroom with an OCA uniform shirt underneath.
- Any coat, jacket, sweatshirt, or sweater that is not branded with the OCA logo will not be permitted in the classroom, lunchroom, or halls during school hours (8:00 a.m. to 3:20 p.m.).

Appendix I



Oklahoma Christian Academy Academic Probation Form

To: (Student Name)

From: (Principal)

Date: (Date)

Subject: Official Notice of Academic Probation

Your current cumulative grade point average and current semester grade point average indicate you have been placed on academic probation. Our current student and family handbook states:

To continue enrollment the student should maintain at least a cumulative GPA of 2.0. All first year students will be accepted on behavioral and academic probation for a period of one calendar year.

If at the end of fall semester year your term GPA and cumulative GPA are not 2.000 or higher, you may be dismissed from school. Your best chance to avoid suspension is to meet with your teachers, principal, and guardians to make sure everyone is working together.

Below is a list of items that will help you moving forward:

- Item 1
- Item 2
- Item 3

You can return to good standing by raising your term and cumulative GPA to 2.000.

Student Signature

Print Name

Parent Signature

Parent Print Name

When deemed necessary, this template may be changed to accommodate use by the Elementary and/or other areas.



**Oklahoma Christian Academy
Behavioral Probation Form**

To: (Student Name)

From: (Principal)

Date: (Date)

Subject: Official Notice of Behavioral Probation

You have been placed on behavioral probation due to _____.

This probation will last until _____.

If the student violates the OCA code of conduct during this period of probation, the student will incur further disciplinary action up to dismissal.

OCA is partnering you with (teacher name) to serve as a mentor to you during your time on probation. This teacher will meet with you once a week.

Below is a list of items that will help you moving forward:

- Item 1
- Item 2
- Item 3

Student Signature

Print Name

Parent Signature

Parent Print Name

When deemed necessary, this template may be changed to accommodate use by the Elementary and/or other areas.