



**2018-2019**

**OKLAHOMA CHRISTIAN ACADEMY  
GRADUATION REQUIREMENTS  
AND  
COURSE DESCRIPTIONS**

**ACCREDITATION**

Oklahoma Christian Academy is accredited by the  
National Christian School Association &  
AdvancED

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# OVERVIEW

## **Commitment to a Quality Kingdom Education**

The mission of OCA is to assist the family and the church in providing a Christ-centered education for our students, equipping them to exercise Christian leadership in our world.

The Junior High and High School at Oklahoma Christian Academy (OCA) offer a range of courses reflecting the Academy's desire to meet the individual needs of students. High School students are encouraged to keep the graduation requirements in mind, and with the advice of their parents and secondary principal, they can design a challenging course of study.

The graduation requirements offer each student the opportunity to acquire a sound college- and career-ready education. Beyond these basic requirements, students may choose to take four or five courses in other disciplines. They can graduate with up to a year of college credit by means of Advanced Placement (AP) courses and off- and on-site concurrent enrollment. OCA uses the state standards as the baseline and the ACT standards as the ceiling in curriculum development. By providing a Kingdom Education, we require all teachers to *reveal God* through these *academic standards*.

Students in 7<sup>th</sup> – 12<sup>th</sup> grades can elect to participate in athletics, fine arts, or technology activities. Students are encouraged to experience different types of extracurricular activities during their time at OCA. These enrichment opportunities are viewed as formational experiences to help students mature spiritually, physically, and academically.

# 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.

| Courses              | Standard Program* | Recommended Program | Distinguished Scholar Program |
|----------------------|-------------------|---------------------|-------------------------------|
| Bible**              | 4                 | 4                   | 4                             |
| English              | 4                 | 4                   | 4                             |
| Mathematics          | 3                 | 4                   | 4                             |
| Science              | 3                 | 4                   | 4                             |
| History              | 3                 | 3                   | 3                             |
| Foreign Language     | 2                 | 2                   | 2                             |
| Technology           | 0                 | .5                  | .5                            |
| Fine Arts            | 1                 | 2                   | 2                             |
| Humanities           | 0                 | 0                   | 1                             |
| Financial Literacy   | .5                | 1                   | 1                             |
| Additional Electives | 2.5               | 1.5                 | 2.5                           |
| <b>Total Units</b>   | <b>23</b>         | <b>26</b>           | <b>28</b>                     |

\*Utilized only under special circumstances by administrative approval.

\*\*Bible class is required for each year students are enrolled in grades 9-12.

## 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.

# HIGH SCHOOL ACADEMIC PLAN

## Freshman Year

English I (1 Unit)  
Algebra I or Geometry (1 Unit)  
Biology (1 Unit)  
Oklahoma History (.5 Unit)  
Government (.5 Unit)

Bible (1 Unit)  
Spanish I or Spanish II (1 Unit)<sup>1</sup>  
1 Fine Art Credit as needed  
.5 Technology Credit as needed

## Sophomore Year

English II (1 Unit)  
Geometry, Int. Algebra, Algebra II (1 Unit)  
Chemistry (1 Unit)  
World History (1 Unit)

Bible (1 Unit)  
Financial Literacy (1 Unit)  
1 Elective Credit as needed  
Fine Art & Technology Credit as needed

## Junior Year

English III (1 Unit)  
Geometry, Algebra II, Trig/Pre-Calculus (1 Unit)  
Anatomy & Physiology or Physics<sup>2</sup> (1 Unit)  
U. S. History or Turning Points (1 Unit)

Bible (1 Unit)  
1 Elective Credit as needed  
Fine Art & Technology Credits as needed

## Senior Year

English IV or Concurrent English<sup>3</sup> (1 Unit)  
Trig/Pre-Calculus or Concurrent Math (1 Unit)  
Physics, A & P, or Concurrent Science (1 Unit)  
Other concurrent credit courses by approval

Bible - Comparative Religion (1 Unit)  
Fine Art & Technology Credits as needed  
Elective Credits as needed

*\*This plan will not be the same for every student. This is just a generic plan.*

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<sup>1</sup> Spanish I—8<sup>th</sup> Grade for 1 High School Credit

<sup>2</sup> Physics—Prerequisite—Algebra II

<sup>3</sup> Concurrent College Credit is offered on OCA campus through Oklahoma Christian University.

**Detailed Graduation Plan:**

1. Bible 4 units\*

Students must enroll in Bible during each semester at OCA.

2. English 4 units\*

English I, English II, English III, and English IV or Concurrent English.

3. Mathematics 4 units\*

Algebra I, Algebra II, and Geometry. Most students will take Algebra I in the 8<sup>th</sup> grade. Students also may choose Intermediate Algebra, Pre-Calculus, or Concurrent Math.

4. Science 4 units\*

Biology, Chemistry, Anatomy and Physiology, Physics, or concurrent science courses.

5. History 3 units\*

One unit of World History (Transfer students may substitute one unit of World Geography.)  
One unit of United States History  
One-half unit of Government  
One-half unit of Oklahoma History

6. Foreign Language 2 units\*

Spanish I and Spanish II. Transfer students will receive credit for other foreign languages, but both credits must be in the same language to count toward the advanced program.

Technology. Students may also substitute two technology credits to fulfill the foreign language requirement. Some universities may not accept technology as foreign language.

7. Technology .5 units\*

High School Computer, Yearbook, Newspaper, Photography, Digital Media, Graphic Design, Robotics.

8. Fine Arts 2 units\*

Humanities, Art, Theatre Arts, Parable, Choir, Yearbook, Newspaper, Digital Media, Graphic Design, Band.

9. Financial Literacy 1 unit\*

10. Additional Electives 1.5 units\*

Includes Technology and Fine Arts courses, Athletics, and Student Aide.

\*or sets of competencies

**TOTAL**

**26 UNITS**

# JUNIOR HIGH SCHOOL ACADEMIC PLAN

Required courses and electives are subject to change:

| <b>7<sup>th</sup> Grade</b>       | <b>8<sup>th</sup> Grade</b>       |
|-----------------------------------|-----------------------------------|
| 7th English Language Arts         | 8th English Language Arts         |
| 7th Math or Pre-Algebra           | Pre-Algebra or Algebra I*         |
| 7th Integrated Science            | 8th Integrated Science            |
| Eastern Hemisphere Geography      | US History                        |
| Reading/Writing Workshop          | Spanish I*                        |
| Bible                             | Bible                             |
| Elective, Technology or Fine Arts | Elective, Technology or Fine Arts |
| Elective, Technology or Fine Arts | Elective, Technology or Fine Arts |
| <b>8 periods</b>                  | <b>8 periods</b>                  |

\*High School Credit

## TRANSFER STUDENTS

In order to graduate from OCA, a student must earn at least six credits at OCA and attend the full senior year.

Transfer students must meet the state requirements for the general graduation plan, plus all the additional requirements of the OCA graduation plan that can be met during the high school years remaining, as determined by the principal. No more than two required classes (equal to one credit) may be deleted, and any deleted classes must be replaced by other elective credit.

## ACADEMIC POLICIES

1. All classes are offered based on sufficient enrollment, teacher availability, and consideration of circumstances, which may warrant change.
2. Enrollment in all AP and concurrent courses requires teacher recommendation in addition to other specific qualifying criteria.
3. Junior High School students may be placed in Algebra I and Spanish I to earn high school credit in the 8<sup>th</sup> grade year.
4. Students may need to make up a failed course in an OCA approved summer school program. All students needing to take a course during summer school must receive prior approval from the appropriate administrator.

5. Students will be advised to take courses commensurate with their ability, interests, and future plans for post-secondary schooling.
6. Due to the curricula and level of difficulty, AP and approved concurrent college courses receive an increase in grade points. The numerical grade is not changed on the transcript or the report card. The increase is reflected only in the calculated GPA.
7. Transcripts will reflect a grade for each semester of every high school course a student completes. If a student repeats a course, both grades will be reflected on the transcript, but only the grade for the repeated semester will be calculated into the GPA. The student will receive credit for the repeated semester.
8. Pre-approval is required before a student undertakes a course for credit outside OCA.
9. AP courses follow College Board regulation. Students enrolled in AP courses are required to take the AP exam to gain college credit. Students are responsible for the test fee, which is determined yearly by the College Board.
10. OCA offers a variety of concurrent classes on the OCA campus in partnership with different Universities. OCA follows the OSSAA and Oklahoma State Regents' guidelines on concurrent classes. Since each college or university has its own criteria that determines acceptable concurrent college credit, students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.
11. To be eligible for concurrent enrollment, seniors must carry a 3.0 unweighted GPA and have taken the ACT or SAT (requirement varies for specific courses and/or universities). Juniors must carry a 3.25 unweighted GPA and have taken the ACT or SAT (requirement varies for specific courses and/or universities). The student's schedule must satisfy high school requirements for graduation and is limited to 19 "credit hours" per semester
12. 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.

If a student is dismissed after failing to improve grades following placement on Academic Probation, the student may reapply for admission to OCA after one academic year.

A student who is admitted to OCA on probationary status must maintain a 70 average in each class. If a grade below 70 occurs for a semester grading period, the student may be dismissed from OCA.

11. Students in 9<sup>th</sup> – 11<sup>th</sup> grade are required to receive at least 7 credits per year while they are enrolled at OCA. If students lose credit due to excessive absences, they will not be eligible for an off-campus period during their senior year.



12. Seniors must be enrolled in a minimum of 6 periods during their senior year, including concurrent enrollment or other off-campus opportunities. Concurrent enrollment is equivalent to two on-campus periods.
13. The Oklahoma Christian Academy Board, the administration, the National Christian School Association Board of Commissioners, and AdvancED will continue to look at the curriculum for secondary schools. Changes and new interpretations may be made in the future which may not be included in this book at the time of publication. Students should work closely with the high school principal to be sure their plans are accurate and current.

## STUDENT EVALUATIONS

Grades are provided to students and parents to communicate the degree to which students are mastering the content and fulfilling the purposes for which each course is designed.

Report cards will be distributed each semester. Students will receive weekly grades posted online. All families have the ability to register for updated grade checks through RenWeb.

Parents may request conferences with teachers by calling the teacher, emailing the teacher, or leaving a message in the school office. Group conferences with parents, teachers, and administrators may be scheduled when appropriate.

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

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

## VALEDICTORIAN

All students with all A's will receive the recognition of Valedictorian. Only grades earned during the 9th, 10th, and 11th grades and 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.

# OSSAA ELIGIBILITY

The OSSAA guidelines will be used to determine the eligibility of 7-12<sup>th</sup> grade students to participate in extracurricular activities:

## Section 1. Semester Grades

- A student must have received a passing grade in any five subjects enrolled in during the last semester he/she attended fifteen or more days to be counted for graduation. (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 in extracurricular activities 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).

# DEFINITION OF A UNIT AND SETS OF COMPETENCIES

To graduate from Oklahoma Christian Academy students must have the required amount of credits. To obtain credits students must take “units” or “sets of competencies.”

## **Definition of terms** as defined from the Oklahoma State Department of Education

- **"Sets of competencies"** means instruction in those skills and competencies that are specified skills and competencies adopted by the State Board of Education without regard to specified instructional time;
- **"Unit"** means a Carnegie Unit which is given for the successful completion of a course that meets the equivalent of 120 clock hours within the school year.

## **SUMMER SCHOOL, CORRESPONDENCE COURSES, SETS OF COMPETENCIES**

Under certain circumstances, students may wish to pursue make-up credit, alternative credit, or advanced credit through correspondence, evening, or summer school courses. Also, students may receive credit by sets of competencies. Credit will be accepted under the following circumstances:

If taken during any fall or spring semester, such courses will be taken in addition to a full class load at OCA.

Summer school, night school, or online school course credit will be accepted only from an accredited secondary school. Correspondence course credit will be accepted only from an accredited institution of higher education.

Students may earn no more than four credits required for graduation in summer school, night school, online school or through credit by examination or correspondence, with the following provisions:

Any course required for graduation and failed at OCA may be taken for credit by correspondence, in summer or online school, or by credit by examination, subject to the limitations listed above. Certain courses may be taken for credit in summer or online school as an alternative to a course offered at OCA, but only if the course is designed for students seeking advanced credit rather than makeup credit. Approval of the high school principal is required.

Seniors may earn joint high school credit and college credit through an accredited institution of higher education if needed for graduation. They may earn elective joint high school and college credit in advanced courses that go beyond the OCA curriculum, as approved by the high school Principal. Seniors may only substitute two off-campus concurrent credits for two High School core credits. One college course of at least 3 hours is equivalent to 1.0 high school credit.

# ACADEMIC ACCELERATION

## **Rationale:**

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 2-6 - Students demonstrating 90 percent (90%) proficiency in a core curriculum area will be duly noted on report card as “Mastery” or an “A”, and 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 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 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.

## **NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY**

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 fall. Membership is based on scholarship, citizenship, character, leadership, and service. The National Junior Honor Society honors students in grades 8-9, and the senior society recognizes students in grades 10-12.

Members provide services for the school, the community, and 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 average of 3.0, including first semester of the previous year (Will change to 3.5 beginning with the 7<sup>th</sup> grade and the 9<sup>th</sup> grade classes of 2014-15 for NHS and NJHS, respectively).
- Citizenship and Character: Faculty survey and principal will review demerits.
- 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.