



# Parent-Student Handbook

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*Uniting a Passion for Christ with Excellence in Academics*

Ministry of  
Oakwood Baptist Church  
(706) 375-5760

\* Please note this handbook is a dynamic document, with ongoing updates as needed.  
Thank you for remaining aware of the most current procedures and policies for OCA.

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## **I. INTRODUCTION**

### **Foreword**

The administration, trustees, and faculty have compiled the rules, regulations, policies, etc. for parents and students of the Academy. This undertaking is a complex and continuous process,

and the need of constant input is fully recognized. There will be a need for revisions and updates periodically. These changes will be communicated to the school community.

## **History**

Oakwood Baptist Church members perceived the need for a Christian preschool program, and Oakwood Baptist Christian Academy began kindergarten classes in the fall of 1992. In 1998, the Academy Trustees and church members voted to begin an elementary school program, and a first-grade class commenced in August 1999. The Academy name changed in 1998, and the school became Oakwood Christian Academy. Academy classes now include preschool through 12<sup>th</sup> grade.

## **Statement of Faith**

We affirm the Holy Bible as the inspired, infallible word of God and the basis for our beliefs. Oakwood Baptist Church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost humanity and minister to all. The ordinances of the Church are Believer's Baptism and the Lord's Supper. All Academy employees must profess a personal relationship with God through faith in Jesus Christ.

*Romans 10:9-10 "That if you confess with your mouth the Lord Jesus and believe in your heart that God has raised Him from the dead, you will be saved. For with the heart one believes to righteousness, and with the mouth, confession is made to salvation."*

## **Mission Statement**

Oakwood Christian Academy staff endeavors *to unite a passion for Christ with excellence in academics* for all students. This mission is reflected through students who love God (Christ-focused), excel academically (curriculum), love others (community-focused), and seek to make a difference through service and leadership from a biblical worldview perspective.

## **Purpose**

In order to exalt the Lord Jesus Christ in the generation to come (*Psalm 145:4 "One generation will commend your works to another; they will tell of your mighty acts."*), the OCA staff seeks to provide a biblically founded (passion for Christ and love of community) education program, which results in high levels of academic performance (excellence in academics) for students (*Isaiah 54:13*). The Academy can accomplish this educational endeavor through a concerted effort of parents, a Christian curriculum, and Christian educators who study and utilize best practices. *Isaiah 54:13 "All your sons will be taught by the Lord, and great will be your children's peace."*

Oakwood Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of OCA is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. OCA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Therefore, OCA expects and requires that both students and parents will support the school in its clear mission and its biblical beliefs. In relying on the teachings of Scripture, OCA believes that the Bible prohibits sexual immorality of any type, including, but not limited to, pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or

to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. [*Genesis 1:27, Leviticus 18:22, Leviticus 20:13, Deuteronomy 22:5, Psalm 139:13-16, Mark 10:6-9, Romans 1:26-28, 1 Corinthians 7:2, 1 Corinthians 6:9-11, 1 Corinthians 6:17-20*]

## **Academy Goals for Successful Students**

When their child attends the Academy, parents may expect that their child will be trained in a similar fashion to the Lord's example. *Luke 2:52* "And Jesus grew in wisdom and stature, and in favor with God and men." The following criteria, surrounding the three "C"s of growth, are set to achieve this lofty goal:

### ***Christ-focused Goals:***

Students will be taught and trained in the nurturing admonition of The Lord. It is our desire for each student to:

- Come to know Christ as personal Savior
- Grow in passion for Christ, Truth, the Word
- Surrender confidently to their identity in Christ
- Allow themselves to be led by the Holy Spirit
- Place God first in everything
- Be like Jesus Christ
- Glorify God

### ***Community-focused Goals:***

Students will be taught and trained to "love others as themselves" (*Mark 12:31*) by being able to:

- Defend their faith
- Disciple others (equipped)
- Respect and serve others
- Grow socially (compassionate, loving, patient, etc.)
- Exhibit leadership

### ***Curriculum/Academics Goals:***

Students are held to high expectations for academic success. They are taught to:

- Be confident in knowledge and wisdom
- Integrate Biblical wisdom into every other subject
- Develop a good work ethic
- Think critically
- Seek The Lord's will for the correct choices of college, job, etc.

## **Philosophy of Christian Education**

Our society talks about faith in connection with religion and knowledge in connection with education, as though faith has nothing to do with education, and knowledge has nothing to do with religion. Christian parents should not condone adherence to a philosophy that separates faith and knowledge, while the Church advocates total commitment to faith and knowledge in a relationship with God. *Psalm 78:1-7* "O my people hear my teachings; listen to the words of my mouth. I will open my mouth in parables, I will utter hidden things, things from old -- what we have heard and known, what our fathers have told us. We will not hide them from their children; we will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders

*he has done. He decreed statutes for Jacob and established the law in Israel, which he commanded our forefathers to teach their children. Then they would put their trust in God and would not forget his deeds but would keep his commands.”*

Christian education should involve the development of academic understanding, development of social skills, and development of a relationship with God. Thus, education is a learning process whereby a child develops and grows academically, socially and spiritually. A child's classroom experience opens three learning components to be established with a Christian influence. A student's development of appropriate social adjustment and spiritual growth is of just as great concern to the teacher as the student's acquisition of academic information, for all three are inseparable.

*Deuteronomy 6:5-9 “Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.”*

Whenever a child enters a class, he/she brings feelings, emotions, attitudes, values, and personalities acquired from home. Wherever a child goes (to school, to Church, to ball games, to playgrounds, etc.), his/her entire character goes along. A teacher must educate so that the desired character development is continually before the child. This development will not wait until the end of the day or the end of the school year; it is a continuous process with daily instruction.

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

*2 Timothy 3:15-17 “And from infancy, you have known the Holy Scriptures, which are able to make you wise for salvation through Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.”*

## **Accreditation**

April 16, 2002, Oakwood Christian Academy received Full Accreditation by the Georgia Association of Christian Schools (GACS). The GACS accreditation program is recognized by the following Georgia State boards and authorities: The Georgia Board of Regents and the Georgia Board of Education.

The Georgia Board of Education has approved the Georgia Private School Accrediting Commission (GAPSAC) of which Georgia Association of Christian Schools is a member. All schools provisionally or fully accredited by the GACS are entitled to benefits, including the transfer of grades and credits to public schools on the same basis as students from public schools. No additional tests over and above those required by public school students will need to be taken by students from GACS-accredited schools, or any additional measures whatsoever will be required.

The Georgia Board of Regents has approved graduates from GACS-accredited schools for entrance to colleges of the University System of Georgia (USG). However, individual colleges of the USG may place additional requirements, over and above those required for graduation by the Georgia Board of Education, on all students (from both public and private schools) applying to a particular college.

Graduates of schools which are candidates for accreditation, provisionally accredited or fully accredited, by the Georgia Association of Christian Schools are eligible for Georgia HOPE Scholarships on the same basis as are graduates from public schools in Georgia. Applications for

these scholarships are made through the Georgia College or university to which the student has applied.

In 2015, Oakwood Christian Academy received Full Accreditation with the American Association of Christian Schools (AACCS). In 2019, Oakwood Christian Academy received Full Accreditation once again from the Georgia Association of Christian Schools along with AACA and additional accreditation from COGNIA.

### **Non-Asbestos Notification**

Oakwood Christian Academy has been inspected according to the law under the Asbestos Hazard Emergency Response Act that requires all public and non-public schools to be inspected for asbestos by a certified inspector and that a management plan be submitted to the State of Georgia Department of Education. The Oakwood asbestos inspection was conducted by a certified inspector, and the plan were submitted to the State.

No asbestos containing materials were found as a result of the inspection. A copy of the plan is on file in the Academy Office and may be reviewed by an employee or parent. New buildings constructed for OBC and OCA are free from asbestos containing materials.

### **Records Maintenance**

Oakwood Christian Academy is vigilant in protecting our stakeholders in as many ways as feasible. To this end, the school must consider some possibilities which may seem impossible or highly unlikely. One of those events is the ceasing of school operation. In this very unlikely event, the school will provide all cumulative student records to Oakwood Baptist Church for safekeeping. The church will maintain the records in a locked, fire-proof storage unit on campus. Records would continue to be confidential, and parents would continue to have access to their child's information from OCA.

## **II. ADMISSIONS / ENROLLMENT REQUIREMENTS / PROCEDURES**

1. The Academy does not discriminate on the basis of national or ethnic origin, handicap, gender, race or color. *Each child enrolled must be capable of functioning in a traditional classroom environment.* Children may be enrolled in age-appropriate classes based on their age before September 1st.
2. **New Parents** are to complete an Online Application located on the school website at [www.ocaeagles.org/Admissions/Application Process](http://www.ocaeagles.org/Admissions/Application%20Process). A non-refundable fee of \$50 for each application is required. The payment is processed through FACTS Tuition Management during the application process.
3. **New and Returning Families** are to be aware of the Early Withdrawal Policy **BEFORE** completion of the Online Enrollment for their children. *The Early Withdrawal Policy states that student enrollment is a binding contract.* Withdrawal after enrollment, and before the first day of school, requires half of the total tuition to be paid by bank draft. Withdrawal after the first day of school requires payment of tuition in full by bank draft.
4. Georgia State law requires a student's immunizations be kept up to date while attending the Academy. A student may be suspended from the Academy for failing to update the immunization record according to state requirements. An Affidavit of Religious Objection to Immunization (DOH Form 2208) is acceptable in lieu of the Georgia Immunization Form 3231. The Affidavit of Religious Objection form may be obtained online by searching for the title "Affidavit of Religious Objection" on any search engine.
5. The following items are required before a student may attend classes:
  - a. Completed Online Application (new students only), Completed Online Enrollment



*Completion of Online Application does not guarantee acceptance.*

- b. Copy of Official Birth Certificate
  - c. Copy of Social Security Card
  - d. Certificate of Immunization (GA Form 3231) or Affidavit of Religious Objection to Immunization (DOH Form 2208)
  - e. Certificate of Vision/Hearing/Dental Examination/Body Mass Index (GA Form 3300)
  - f. Student records are considered confidential and are not released without written parental consent.
6. New student acceptance is based on several criteria including:

*Preschool*

- a. The program is open to children beginning at age three by September 1 of the enrolling school year.
- b. Students must be potty trained; including no diapers or pull-ups. We understand an occasional accident will happen, and teachers will help in these situations.
- c. The Administration will meet with students and their parents.

*Elementary (K-6<sup>th</sup>)*

- a. The Administration will interview all students and their parents
- b. Screening
- c. Previous cumulative report of grades, if applicable
- d. Previous behavior report
- e. Standardized test scores, if applicable
- f. Previous school records, such as RTI, IEPs, 504 plan, etc.

*Jr/Sr High (7<sup>th</sup>-12<sup>th</sup>)*

- a. Administration will interview all students and their parents
  - b. Screening
  - c. Previous cumulative report of grades
  - d. Previous behavior report
  - e. Standardized test scores
  - f. Previous school records, such as RTI, IEPs, 504 plan, etc.
  - g. Pastor's referral
  - h. Academic referrals from previous teachers or administration
  - i. New student questionnaire
  - j. Student self-assessment
7. Completion of Online Application does not guarantee acceptance. All new students accepted for enrollment are on probation for the first grading period after which the administration and faculty will review the student's progress for:
- a. Removal of probation
  - b. Extension of probation
  - c. Dismissal or withdrawal
8. Research shows that numerous moves during a child's school career are detrimental to their overall achievement. For this reason, families who make a choice to leave OCA for reasons other than extenuating circumstances (such as loss of job, a family move, etc.) may return to the Academy should they find that OCA is the best educational opportunity for their children. However, families leaving the Academy *more than once* may *only return* to OCA for a *third* time upon acceptance by the Trustees. Families must formally petition the Trustees in writing. Appeals must explain in full all the reasons and circumstances surrounding the decisions made to leave OCA initially. Trustees will make

their decision based on information provided by the family and Administration. The family will be notified of the decision in writing after a regularly-scheduled meeting.

9. The Trustees will make all final decisions regarding re-enrollment of families in financial arrears.
10. Every family must agree to abide by and support the terms set forth by the “Mission” and “Purpose” of the school.

### **III. ACADEMICS**

*Proverbs 1:5-6, 7b “A wise man will hear, and will increase learning; and a man of understanding shall attain unto wise counsels: To understand a proverb, and the interpretation; the words of the wise, and their dark sayings...fools hate knowledge.”*

#### **Standards**

Oakwood Christian Academy has content standards for every core subject area. These content standards have been researched and put together by education professionals. While OCA is not required to teach state or national content standards, these standards provide a solid starting place and help us ensure our students can navigate successfully in our world to impact others for Christ.

The academic standards are designed to help educators, parents, and students understand what students need to know and be able to do at each grade level, and within each content strand, in order to exit high school and be college and career ready.

OCA uses academic standards as the basis for curriculum. Identifying the sequence of instruction at each grade – what will be taught and for how long – is regularly evaluated by administration and teachers in order to select a proper curriculum.

#### **Curriculum**

The curriculum is the totality of what goes on during the educational process and includes many sources of information. Our primary source is God’s Word. Our curriculum is designed first and foremost around God’s Word as the foundation. Christ is to be the center and the focus of all education that occurs.

The curriculum includes a variety of tools that help students learn through effective teaching methods and strategies. The teacher’s words, handouts, and activities that go on in the classroom are an essential part of the curriculum. A textbook is another part of the curriculum, though it is not the curriculum itself. (Other elements can include outside readings, news sources, online resources, community professionals, library books, magazine articles, etc.) All of these elements work together and contribute to the educational process.

Oakwood Christian Academy seeks to *unite a passion for Christ with excellence in academics* for all students. This mission filters all decisions that are made, including curriculum.

When deciding upon curriculum and textbooks at Oakwood Christian Academy, the administration and teachers will examine many sources and plan for effective implementation.

During the review process, they explore many curricular options. Using OCA’s mission statement, and academic standards, they determine which options will best equip students to

effectively impact others for Christ in our world. A variety of Christian curriculum textbooks are used. When secular resources are found to be the most effective tools for academic preparation, they may be selected. However, no text or resource on its own makes up the curriculum. God's Word is always the main text, and every classroom is facilitated by a Christian professional educator who delivers Christ-centered education. Awareness of a secular viewpoint is seen as a necessary tool to develop a Biblical worldview and equip students to defend their faith effectively.

## **Scope and Sequence**

A Scope and Sequence for each content area outlines the planned curriculum and gives specific direction for teachers to follow throughout the school year. Teachers plan developmentally appropriate units and lesson plans that originate from content standards as well as objective-based curriculum guides. Teachers must also document in their Scope and Sequence how they will implement Biblical truths and concepts into each unit. OCA's Scope and Sequence are continually evaluated and adapted to stay current with standards and research.

## **Bible**

*“The Bible must be considered as the great source of all the truth by which men are to be guided in government as well as social transactions.”* –Noah Webster

Oakwood Christian Academy holds the belief that God's Word is the foundation for all wisdom. Each day begins with classes in Bible for Preschool – 6<sup>th</sup> grade. Jr/Sr high builds upon the foundation with daily rigorous, in-depth Bible Study. As a ministry of Oakwood Baptist Church, OCA supports the philosophies of our church. Therefore, the Academy allows students to bring and use various Bible translations. These translations include ESV, HCS, KJV, NASB, NKJV, and NIV.

## **Assessment**

All Academy students receive ongoing informal (formative) and formal (summative) classroom testing. Formative testing is by design more informal in nature, but is a valuable tool for teachers to verify learning throughout a lesson. The results are used to adjust instruction so that students are being challenged appropriately. Summative testing in the classroom is designed to provide a snapshot of how well students are learning. Typically, this type of testing is graded, and the results are recorded for parents on RenWeb.

Additional testing, which is used as benchmarks for growth and development, includes such tests as the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) for grades K-5.

## **Standardized Testing**

OCA has adopted the Iowa Test of Basic Skills (ITBS) for our standardized achievement test. Students in grades K-9 will be required to take this test each year in the spring. Students in the 10<sup>th</sup> grade are given the PSAT in October and will be given the Pre-ACT in the Spring. The SAT or ACT are required for college-bound juniors and seniors for college admission.

### **Academic Support for Jr/Sr High**

Software programs are also available to assist college-bound students in preparing for the ACT, SAT, and making college/career choices.

Each student is encouraged to take advantage of the opportunities provided at [www.gafutures.org](http://www.gafutures.org) each year, beginning in 7<sup>th</sup> grade. This website contains information concerning standardized testing along with information on scholarships and preparedness for college. Also, if additional assistance is needed, parents may receive referrals from the jr/sr high office for tutors available to assist students. It is the parents' responsibility to pay for this type of tutorial assistance.

## Homework

Although not every night, kindergarten students will typically have homework in Writing and Reading. Students in grades 1-12 may have homework in a variety of subjects. Homework is listed on RenWeb for parents to have instant access to information. Homework can affect a student's grade. A general guideline for the amount of time appropriate for homework is close to grade-level times ten. Therefore, first-grade students could expect to have about 10 minutes of homework per night; second grade could have up to 20 minutes, etc. If a child is spending more than this amount of time on homework, parents should notify the teachers. Mindful consideration is given to "homework" on Wednesday's. However, homework or studying IS assigned or required when needed to be prepared for the next day and progress through learning goals and standards.

## Textbooks

These books are the property of OCA (unless otherwise stated) and must be taken care of properly, including appropriate covering. Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement cost being assessed to the parents or legal guardians. Students may retain possession of "consumable" books.

Some supplies are furnished through OCA. Students will receive a list of required supplies. However, some classes (upper-grade levels) may require calculators, novels, art supplies, etc. All students are expected to be prepared for class each day by providing their own paper and pencils/pens.

## Grading Scale for K-12

1. Preschool – Informal
2. Academic/Electives/Extensions  
A 90-100  
B 80-89  
C 75-79  
D 70-74  
F 0-69

### Conduct (K-6)

- CO** Commendable  
**SA** Satisfactory  
**IN** Improvement Needed  
**U** Unsatisfactory

3. VIP Packets will be sent home each week with preschool – 4<sup>th</sup> grade students' papers and notes from the Academy. The VIP Packets are to be returned to class the next day.
4. Progress Reports are emailed at the midpoint of each quarter. This report is the teacher's communication with parents regarding the student's progress in relation to materials presented in class.
5. Report Cards are emailed for kindergarten - 12<sup>th</sup> grade students after the end of each nine weeks grading period. Outstanding tuition and fees must be paid before final report cards are issued. Students leaving the school for any reason must have all tuition, fees, and fines paid before report cards or transcripts are transferred to another institution.

6. Students must complete any missed assignments or tests due to excused absences within time frames established by the school. For each day of absence, one day is allowed for the completion of assignments. In extenuating circumstances, an extension may be granted. Submitting late assignments may result in a deduction of points from the assignment grade. Failure to complete assignments will result in a grade of “0” (zero). Course work that is incomplete at the end of a semester may receive a grade of “I” for Incomplete. All such grades are converted to a regular grade during the first week of the new reporting period or within one week after the last day of school. Grades not converted will automatically be recorded as “F” for Failing. The administration may grant exceptions in extenuating circumstances.
7. In grades K-6, students who have had office referrals will see this reflected in their homeroom conduct summary on report cards. Points are deducted from their overall conduct grade based on the number of office referrals received.

## **Grade Promotions**

Students who fail to master the requisite skills for success in the next grade level will be held back to help them improve weak skills and gain confidence to complete school successfully.

The following policies are for Grade Promotion:

1. Preschool students will be promoted upon teacher recommendation.
2. Kindergarten students will be promoted upon teacher recommendation and satisfactory performance on OCA kindergarten promotion rubric.
3. First-grade through eighth-grade students will be promoted upon receiving satisfactory passing grades and having an acceptable attendance record. Students will repeat the grade if they have an “F” average in Reading/English or a “D” average in Reading/English and Math.
4. Students failing Bible class in grades 5-12 may not be considered for re-enrollment.

## **Graduation**

High school graduation is held at the end of the year with students meeting or exceeding required credits participating in the ceremony.

## **Sports and Fine Arts Participation**

Students must maintain passing grades and satisfactory conduct to participate in Fine Arts, Sports, and other extracurricular activities. Please refer to Fine Arts and Sports handbooks for eligibility requirements.

## **Cumulative Records**

Student records are confidential and will not be released to anyone or institution without written permission from parents and administration. When a student withdraws, a withdrawal form must be completed by parents or guardians before. Also, if student records are needed for another educational institution, a request to transfer student records must be completed. Official transcripts of student grades will be mailed to a college or university. If more than three transcripts are requested, a minimal fee of \$3 each will be charged. Transcripts given to parents, guardians, or students are unofficial copies and are not recognized by other educational institutions. *Student accounts, fees, etc. must be current or paid in full in order for transcripts, report cards, etc. to be released or sent to other institutions.*

## Additional Academic Policies for Jr/Sr High

### 1. *Class Time Requirements*

The academic day consists of seven class periods. Classes meet for 18 weeks (2 quarters) or 36 weeks (4 quarters) depending on the course.

### 2. *High School Course Requirements*

#### Academic Summary

##### Electives

Art	Band	Chorus	Drama	GACS Speech
Practical Technology		Yearbook	Journalism	

#### Credit Minimum Requirement Summary

Bible (OCA)	4	Physical Education	½
English	4	Health	½
Math	4	Foreign Language	2
Science	4	Electives	2
Social Science	3	Fine Arts	1

Total Credits - 25

### 3. *High School Course Units of Credit*

Classes which meet five days a week receive ½ unit of credit per semester. A student must have six units of credit to be classified as a sophomore, 12 units of credit to be classified as a junior and 18 units of credit to be classified as a senior. A minimum of 25 credits are necessary to graduate.

### 4. *Exams*

Students in grades 7-12 are required to take semester exams. First semester exams constitute 10% of the student's grade in a course. Final exams constitute 10% of the student's overall course grade.

## Grade Point Average

Grade points are assigned to each letter grade that a student receives for a course. The sum of these grade points divided by the number of courses completed gives a student's grade point average. *Move On When Ready* classes are weighted with 5 points added to the final grade as set by the Georgia Student Finance Committee (GSFC).

Letter Grade	College Prep
A	4
B	3
C	2
D	1
F	0

## Summer School

Summer school may be taken at local area schools. Video and private tutoring credits are not accepted. Classes may be taken online as part of Georgia Virtual classroom to make up needed classes for remaining on track for graduation. A student in grades 9-12 is permitted to attend summer school to repeat no more than two core courses that have been failed during the academic year. Upon repeating a failed course, the failing grade and the summer school grade will be included in the cumulative grade point average.

## **Move On When Ready**

OCA will offer the *Move On When Ready* program for students in grades 11-12. The program allows students to pursue postsecondary study at approved public and private colleges and technical colleges while receiving dual high school and college credit for courses successfully completed.

- Students must have an overall GPA of 3.0 in order to be accepted into the *Move On When Ready* program. A student must maintain an overall 3.0 to continue in the program at OCA. Also, 10th grade students now have to take the SAT 1200 or ACT 26, to be accepted to the program.
- Students that qualify will gain acceptance into the program through Truett-McConnell University. It is the student's responsibility to schedule the specific courses approved by the high school. Some courses offered may not have space available. College credit obtained at one postsecondary institution may or may not be transferred for credit to another institution – the permissible credit allowed for courses taken elsewhere is determined solely by the receiving postsecondary institution.

## **Early Graduation**

Believing that the senior year is of the utmost importance in the final preparation for college, OCA does not permit early graduation. With OCA graduation requirements, the social dimensions of students, and the maturation process of life in general, OCA desires to encourage students to experience their senior year in high school.

## **Transfer of Credit**

OCA reserves the right to receive credits from other institutions in accordance with its own grading policies. OCA is on a 4.0 weighted scale.

1. Home school students who transfer will not be given honors credit for any course unless taken at a qualified institution or community college.
2. Students transferring from schools with a 10 point scale will transfer the letter grade of their institution to OCA.
3. Students transferring from schools with + and – letter grades will transfer credits to the 4.0 weighted scale of OCA. Therefore, (B+, B, or B-) these have the same weight in their cumulative GPA.
4. No senior may receive the honor of Valedictorian or Salutatorian unless they have attended OCA their entire senior year. Courses taken during the 8<sup>th</sup> grade year are not reflected on the high school transcript of GPA of the high school student.

## **Awards**

### *Barnabas Award*

The senior who has shown the most encouragement to classmates and faculty is presented the Barnabas Award at graduation. Selection is by the high school teachers and administration.

### *Fine Arts and Athletic Awards*

The outstanding performances of students in fine arts and athletic programs are recognized in special programs. Students participate in fine arts programs throughout the year. A variety of awards are presented to students for outstanding performance in fine arts activities at the

following levels: school, state, regional, and national competitions. The highest honor given in athletics is the Eagle Award for “Outstanding Christian Athlete.”

### *Valedictorian and Salutatorian*

The senior with the top cumulative Grade Point Average is Class Valedictorian and Salutatorian, second highest GPA. Cumulative grade point averages will be rounded to the thousandth of a point. If two or more students tie for the GPA average, then the cumulative numerical overall grade would be used to determine seeding. A student must attend OCA their entire senior year to be eligible for Valedictorian or Salutatorian.

## **IV. ATTENDANCE POLICIES**

### **Arrival & Dismissal Times**

1. Academy classes begin at 8:00 a.m. (students should be in the classroom by 7:55 a.m.) Teachers are prepared for student arrival beginning at 7:30 a.m. Students may be dropped off at the Academy entrances where a staff member will be starting at 7:30 a.m. The elementary side door entrance will remain open until 7:55 a.m. After this time, any elementary student will need to arrive at the Joy 700 entrance.
2. All students arriving after 7:59 a.m. will need to be signed in by the parent, guardians, or siblings bringing them to school at the appropriate school office.  
We have had regular issues with students not being signed in by parents, guardians or older siblings upon arriving late.
3. The Academy day ends at 12:00 noon for preschool students, 3:00 p.m. for kindergarten - 6<sup>th</sup> grade students and 3:20 p.m. for jr/sr high students.
4. A \$5.00 Late Fee will be charged for preschool students not picked up by 12:15 p.m., kindergarten – 6<sup>th</sup> grade students not picked up by 3:15 p.m., and jr/sr high students not picked up by 3:30 p.m.

### **Attendance**

Attendance records reflect a student’s classroom participation for the entire school day.

#### **1. Daily attendance**

Regular attendance is imperative for every student. Teachers will provide work to complete when a student has an excused absence. The student then has one day for each excused absence to complete and return make-up work to the teacher.

- *Students arriving at 8:00 a.m. or later will be marked tardy by the office staff and their school lunch request communicated to the kitchen..*
- *Dismissal from school before 11:30 a.m. and late arrival after 11:30 a.m. will be considered an absence.*

#### **2. Excused Absences**

Students receive an excused absence for personal/family illness, doctor’s visits, or death of an immediate family member. The school requires a **written explanation** from the student’s parent, guardian, or physician. The absence verification is due on the date the student returns to school after the absence. After five cumulative sick days absent per semester, a doctor’s excuse will be necessary for school admittance.

#### **3. Unexcused Absences/Late Arrival/Early Leave**

Students with unexcused absences, late arrivals, or early leaves may complete work if the principal agrees to allow this option. If approved, pre-arrangements are made with the teacher **if** the completion of work falls within two days of the absence/late arrival/early



leave, and if the completion of the work does not interfere with the end of a grading period, during or after grade averaging by the teacher.

- a. Students in grades K-12: Three unexcused early leaves equal one tardy and will be factored into the late arrival policy.
- b. Students in grade 7-12: Attendance in class is part of the academic grading process for each class. Each day a student is absent from the classroom points will be deducted from the participation portion of the class average. Participation will count as 10% of the final grading average.
- c. Work missed due to Out of School Suspension (OSS) may be completed for the practice gained, but may not receive credit. All missed assignments and/or tests receive a grade of zero during OSS.

#### 4. **Early Leaves**

Students in grades K-12 who must leave early should bring a note to the Attendance Secretary stating the reason for leaving and the time of dismissal and approximate time of return. All students must be signed out at the appropriate office before leaving campus. Any student driver must have parental permission to leave the school campus. Unexcused early leaves also will be considered in the cumulative count with unexcused late arrivals. Students are expected to remain at school following special school functions, such as Thanksgiving and Christmas luncheons unless designated by the school. For example, students are typically allowed to be checked out after field trips without any attendance record penalty.

#### 5. **Excessive Absences**

Students in kindergarten missing more than 20 days are subject to the possibility of retention. Students in grades 1-12 missing more than 15 days are subject to the possibility of retention. Students in grades 9-12 missing more than 15 days are required to make up their time missed from class. The principal will notify parents of their options for this requirement.

The administration will contact parents or guardians concerning excessive absences. A plan of action will be put in place to improve attendance.

#### 6. **Probation/Dismissal**

The Academy reserves the right to dismiss a student at the administration's discretion if a student incurs serious difficulty with attendance. *Constant late arrivals, early leaves, and repeated absences are grounds for probation or dismissal.*

#### 7. **Sickness**

A student who is ill or running a fever is not permitted to attend classes and should not be sent to school until they have been fever-free, without the aid of fever-reducing medications, for 24 hours or more. A temperature of 100.3 and above for preschool - 12 constitutes a fever. When a student becomes ill at school, the parents will be notified and expected to pick up the student as quickly as possible (Please see **XVI. Student Wellness** for more detail).

#### 8. **Check-out and Check-in Procedures**

Parents are required to sign students in and out at the appropriate office; preschool/kindergarten, elementary, or jr/sr high.

#### 9. **Personal Trips**

Continuity is important in the progress of your student's success. Parents are encouraged to plan family vacations during non-school times. However, if your student must be out

of school for personal trips, parents should make arrangements with the teacher prior to the trip for the scheduling of make-up class work, homework, and tests.

## **V. CAMPUS VISITS / DELIVERIES / SOLICITATIONS**

### **Visitors**

A campus visitor is anyone who is not currently enrolled as a student or employed at OCA. The following procedures are designed to ensure we know who is on the campus at all times.

1. All volunteers or visitors must first sign in at the appropriate school office; preschool, grades K-6 or jr/sr high. You will be given a badge before being allowed to proceed.
2. Those volunteering in the lunch room or family members eating lunch with students in grades K-6 will sign in at the elementary office. Visitors eating with students in grades 7-12 will sign in at the main office, located in the jr/sr high building.
3. Parents who may need to assist students to carry large items to or from the classroom during arrival or dismissal should go to the appropriate school office, and a staff member will assist you.
4. Arrival and dismissal can be a very busy time for teachers and students in the classroom. If you would like to schedule a conference with your child's teacher, please feel free to contact him/her for an appointment. They will be happy to meet with you at a different time.
5. All parents are welcome to visit during the school day if scheduled. Parents should check in at the appropriate school office before going to a classroom. Classroom observation by parents is welcome. Please arrange any classroom visits with the principal at least 24 hours in advance. Parents must have a visitor's pass to enter any classroom.
6. Due to limited seating, visitors for jr/sr high students, other than parents or guardians, may not attend classes during the school day. However, lunch guests are welcome after checking in at the main office located in the jr/sr high building.

### **Deliveries**

To safeguard instructional time, students may not receive deliveries at school.

### **Solicitations**

OCA prohibits solicitation on the school campus. This policy will include selling of any item, distribution of political or religious materials, and the circulation of petitions. Students or families are not allowed to sell products at school for personal gain.

## **VI. CLASSROOM ACTIVITIES FOR PRESCHOOL – 6<sup>th</sup> GRADE**

1. Show and Tell time: Students may bring toys to class for Show and Tell time on days designated by the teacher.
2. Preschool Snack time: A healthy snack is served daily to preschool students. A student may bring a snack from home if they require special diets (no candy). Parents need to indicate any food allergy conditions in the student's online Enrollment Application.  
*~No nuts of any kind are allowed at school due to allergies.~*
3. Birthday Celebrations: Parents are asked to schedule birthday celebrations at a predetermined time *for preschool and kindergarten students. However, there are no formal parties for elementary students.* We ask parents to **not** deliver birthday gifts to

school. Preschool and kindergarten parents may bring cakes, cookies, etc. for the birthday celebrations and can arrange details with their child's teacher.

4. **Christmas parties:** Christmas parties occur on the last day of class before the holidays. Teachers will specify how the class will proceed regarding gifts, with most either purchasing for others in the community, or for the classroom. Parents are asked to refrain from including any Santa Claus, reindeer, etc. items as Christ is the focus of Christmas.
5. **Parties:** OCA Christmas, Valentine's Day, and End of the Year celebrations occur at predetermined designated times. Parents may bring items for these parties. OCA does not celebrate All Hallows' Eve (Halloween), and parents are asked to please refrain from sending any Halloween items to school, including treat bags. Also, as explained in the paragraph above, parents are asked to refrain from bringing younger siblings/non-OCA students to these parties.
6. **Student clothing:** Parents should label all their child's items that are brought to school (coats, caps, toys, bags, etc.).
7. **Pets:** Students are not permitted to bring any pets (dogs, cats, hamsters, chickens, ducks, snakes, etc.) to the Academy.

## **VII. DISCIPLINE POLICIES**

The goal at OCA is to bring glory to God through education. We achieve bringing Glory to Him by training children how to display Christ-like character and conduct so that we may follow the biblical mandate,

*I Corinthians 14:40 "Let everything be done decently and in order."*

Discipline is one tool to assist children by first providing outward control, so that they may learn self-control. However, a Christian life is not only self-control, but also Christ-control. After all, true joy is found in submitting to Him and taking His yoke (*Matthew 11:28-30*). By submitting to the authority of home, school, and church, we learn to yield to Christ. A biblical view and love are applied through this firm, fair, and consistent discipline process at OCA. This process is followed based on the age of the student, the severity of the referral, and the persistence of the situation. The discipline policies explained below are a general guideline only. Situations are considered on an individual basis, with many factors being considered. Therefore, some infractions may be handled differently than defined below.

When a child receives discipline at school a parent will benefit from the following advice:

1. Read *Proverbs 18:13, 14:17*. Remain calm and objective, being sure to acquire all the facts from the teacher, administration, and child before forming a judgment of the situation.
2. Read *Proverbs 13:24, 16:21*. Remember the teacher is an experienced professional who loves your child and uses good judgment in disciplining him or her.
3. Read *Proverbs 15:10*. Understand that children do not enjoy discipline and that it is their nature to relate incidents in ways favorable to them.
4. Read *Proverbs 15:22*. When discussing a disciplinary action with the teacher, remember that you and the teacher are in partnership.
5. Read *Proverbs 15:20*. Remember your response is a model for your child to emulate. Support the teacher and/or administration in attitude and action.

*I Corinthians 15:33 "Do not be misled. Bad company corrupts good character."*

*Mark 7:6 "These people honor me with their lips. But their hearts are far from me."*

*I Timothy 4:7 ". . . Discipline yourself for the purpose of godliness . . ."*

*Hebrews 12:11 "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."*

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. A Christian school exists to assist parents in their God-given responsibilities. Therefore, OCA seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, OCA has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between training to be taught at home and training received at the Academy. In that same spirit, OCA likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that OCA may not be the choice in education that suits their needs. Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family and to respond to Him with respect and obedience on the basis of their prior training by their parents. OCA philosophy of education and discipline exists to serve and further this ultimate spiritual goal. God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. Students are to respond to school faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward school authority which manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. The Academy expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness to the action of the Academy. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. OCA is committed to the philosophy and principles of Christian education. Student conduct which works against school philosophy will not be condoned. The guidelines listed in this handbook are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

### **Disciplinary Goals**

1. Respect authority - Someone has said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves."
2. Use time wisely – *Psalm 90:12 "Teach us to number our days aright, that we may gain a heart of wisdom."*
3. Be considerate of others – *Ephesians 4:29, 32 "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."*

### **Classroom Discipline and Procedures**

Classroom rules and procedures are part of creating a safe and orderly learning environment. Preschool, kindergarten, elementary, and jr/sr high school levels differ in their rules and

procedures. All levels have age-appropriate considerations, and all rules/procedures are consistent within each respective level. Each classroom may differ slightly in its approach. In addition, procedures are similar within each level while some procedures are school-wide.

### **Prohibited items at school**

- chewing gum
- any type of weapons - includes any object capable of inflicting serious injury
- Cell phones are **not** allowed on a student's body between the hours of 8:00 a.m. - 3:15 p.m. This includes carrying the phone in the front or back pockets. Cell phones may be turned off and placed in a locker or a backpack. However, they are not allowed in the classroom or other educational areas, including the cafeteria, gym, chapel, bathrooms, etc. during school hours. Parents may contact the school office to leave a message for their child. When a phone call to a parent is necessary, the student will place the call from the office. **Students staying in after school care are **not** allowed to have cell phones out of their backpacks.**

### **Alcohol, Drugs, Tobacco and Vaping**

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

### **Guns and Weapons**

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

### **Search and Seizure**

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

#### *1. Personal Searches*

A student and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Enrollment of the student at OCA constitutes parental consent to such searches. If the student refuses a personal search and the administration feels it

necessary, as per the safety of that student or any other student, the parents will be phoned and must come to school to perform the search. If the parents fail to come to OCA and perform the search within one hour and/or the student refuses to empty his/her pockets or remove from his/her person what is suspected, the student's privilege to attend OCA will be revoked.

2. *Locker Searches*

Student lockers are the property of OCA and remain at all times under the control of OCA. However, students are expected to assume full responsibility for the security of their lockers. OCA exercises exclusive control over school property, and students should not expect privacy regarding items placed therein. School property is subject to search at any time by the administration. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

3. *Automobile Searches*

Students are permitted to park on the campus as a matter of privilege, not a right. OCA retains authority to conduct routine patrols of the student parking area and inspections of the student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

4. *Seizure of Illegal Materials*

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **Physical Contact / Immorality**

The biblical and philosophical goal of OCA is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. This involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at OCA, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behavior.

Students are to refrain from demonstrations of romantic involvement while on school property and while attending school related activities. These demonstrations include, but are not limited to, hand holding, embracing, or any other contact that would contribute to undue familiarity. This type of behavior will result in consequences which may include suspension or expulsion. Behavior should be above reproach. In accordance with the ministry's statement of faith and recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for refusal of enrollment or expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, pornography. (*Genesis 2:24, 19:5, 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:4*). The administration has the right to modify disciplinary procedures as it deems necessary and to evaluate situations regarding issues of immorality and participation in certain immoral activities on a case-by-case basis.

### *Definition of “immoral act”*

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires; any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act

### *Definition of “identifying statement”*

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language; behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in, immoral and/or homosexual acts

*Examples: “I am gay,” “I am a homosexual,” “I have a homosexual orientation.”*

Homosexual conduct defined as acts or identifying statements, is incompatible with enrollment at OCA and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

Referrals to administration are classified by severity below. Possible disciplinary actions are also shared.

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

OCA believes in providing a wholesome environment conducive to learning for all students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. However, no married student, pregnant student, or student responsible for a pregnancy may attend daily classes at OCA.

## **Student Bullying / Harassment / Intimidation Policy**

OCA is committed to ensuring all students are afforded a learning environment free of bullying. In order to ensure student safety and a positive learning environment, the following policy was developed to address bullying at OCA.

### **1. Definitions**

#### **a. Bullying**

There is no single “official” definition of “bullying.” Defining the term “bullying” can be a source of some confusion at times. According to O.C.G.A. 20-2-751.4, **bullying** is defined as an act which occurs on school property, on school vehicles, at designated school bus stops, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- i.** Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;

- ii. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- iii. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;
  - Has the effect of substantially interfering with a student’s education;
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening education environment; or has the effect of substantially disrupting the orderly operation of the school.

**b. Harassment and Intimidation**

“Harassment and Intimidation” means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic, that takes place on school property, at any school-related functions or activities or on a school bus and that:

- i. A reasonable person should know, under the circumstances, will have the effect of harming a student or school employee or damaging his or her property;
- ii. Has the effect of substantially interfering with a student’s educational performance or school employee’s work performance, or either’s opportunities or benefits;
- iii. Has the effect of having a substantial negative impact on a student’s or a school employee’s emotional or psychological well-being; or
- iv. Has the effect of insulting or demeaning any student or school employee in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

**c. Visible Bodily Harm**

In accordance with O.C.G.A. § 16-5-23.1, *visible bodily harm* is defined as bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.

**d. Retaliation**

“Retaliation” is defined as bullying, harassment or intimidation toward a person in response to previously reported bullying, harassment or intimidation. Under O.C.G.A. § 20-2-751.4, retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited.

**2. Reporting Bullying**

Students can create additional problems, such as hindrance of the school from intervening appropriately or the bullying of additional students, when they do not report these types of behaviors. Therefore, students should immediately report incidents of bullying to their teacher or administration. In addition, reporting another student for “bullying” is a serious accusation. Any student who knowingly files a false report of bullying shall be held accountable under existing disciplinary provisions. Any student



who is found guilty of retaliation shall be held accountable under existing disciplinary provisions.

### **3. Hurt Feelings**

While all those in authority (parents, teachers, administration) do not condone or support words or actions which cause students “hurt feelings”, these actions independently do not always constitute harassment/bullying behaviors. Therefore, parents and students should be very cautious in making accusations regarding other students and “bullying” behaviors. In keeping with the desire to adhere to biblical teachings, parents and teachers are encouraged to focus on equipping children with biblical ways to address actions which hurt feelings. For example, the Bible commands that we “forbear with one another.” This means that if at all possible, we encourage our children to pray and forgive actions and/or words which cause hurt feelings. We are thereby admitting that we are not perfect and need forgiveness too at times. The Bible is clear that “no one is righteous – not even one” *Romans 3:10*. If a next step is needed, the students should be encouraged to follow *Matthew 18:15*, directions given by Jesus. Training children to follow scriptural directives helps parents to fulfill the goal for their children not to be self-reliant, but to be completely God-reliant – to have God-confidence instead of self-confidence.

### **Discipline Referral to Administration**

Referrals to administration may take place when a student’s behavior impedes the learning environment. Referrals may include, but are not limited to:

- Disruptive behavior
- Defiance/insubordination
- Repetitive deception, lying, cheating
- Defacing school property
- Fighting; hitting in anger
- Profanity or other obscene words or gestures
- False alarms/threats of violence/bullying
- Weapons

Administration reserves the right to apply disciplinary consequences and measures as deemed appropriate in order to help students develop positive and productive behavior. Severe consequences may be assigned when behaviors are considered dangerous or extreme.

### **Extracurricular Involvement**

Fine arts and sports involvement are affected by discipline referrals to administration. Students with two or more referrals to administration, during a given grading period, will be prohibited from participation in fine arts and sports competitions.

### **Probation Policy**

The administration reserves the right to place a student on probation at their discretion. Such reasons may include but are not limited to excessive absences or tardies, failing grades, or discipline. Probation means that students may be dismissed from school if requirements for attendance, passing grades, or discipline are not met.

### **Suspensions**

The Academy reserves the right to suspend a student at any time during the school year at the discretion of the administration. Suspensions may be given for a period of up to five days. A suspension is an unexcused absence from school. A suspended student is automatically placed on disciplinary probation.

Examples for which suspensions may be given are:

1. Fighting
2. Flagrantly abusive language and/or disrespectful conduct
3. Cheating on any test or assignment (zero given for test or assignment)
4. Skipping class or leaving school without permission
5. Multiple detentions
6. Possession, use, supplying or selling of tobacco or tobacco products, including smokeless or vapor cigarettes, etc.
7. Possession of pornography and computer/internet use for pornographic, defiant, or vicious purposes

## **Dismissals**

Administration reserves the right to dismiss a student at any time during the school year. Any student, who persistently neglects work, fails to meet academic or other standards or qualifications, exercises poor citizenship, fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school. Dismissal will be administered by a principal with the advice and approval of the Headmaster. The appeal of any dismissal may be made in writing to the Headmaster within three days of the dismissal. A student may not attend classes during the request for an appeal. A student who has lost the privilege to attend OCA may not be permitted to attend school-related events.

Additional reasons for dismissal from school may include, but not limited to:

1. Possession or use of drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off Academy property
2. Selling or supplying prescribed or illegal drugs on or off campus
3. Possession, consumption, supplying or selling of alcohol on or off campus
4. Repeated violations of discipline that have resulted in suspensions
5. Failure of parents to cooperate with the Academy in discipline of their children
6. Assault or battery
7. Sexual misconduct – Physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures, homosexuality, or other serious sexual misconduct
8. Moral misconduct - Pregnancy or the causing of pregnancy, abortion, computer/internet use for immoral purposes, or other serious moral misconduct
9. Lying
10. Stealing
11. Possession or use of a knife in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm
12. Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus.

## **VIII. DRESS CODE**

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

A student’s appearance is an important part of their Christian testimony. Students in *first through twelfth grade* must abide by the OCA uniform code, which is intended to assist our school in placing the focus on Christ, building community, and encouraging modesty. OCA strives to display excellence in all aspects of our school, including the area of attire.

The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed, attractive student should come to school with an attitude that prepares him for neat, conscientious work. His attire should convey respect for himself, fellow students, and teachers.

### **Primary Reasons for OCA Dress Code**

1. The appearance of our students communicates the Christ-centered focus of our school and should be a valuable testimony in establishing our reputation as an outstanding school with superior students.
2. Uniforms serve as symbols of a student’s acceptance of the authority of their parents, school, and ultimately God.
3. To ensure modesty that the Bible encourages – *I Timothy 2:9*
4. Uniforms inspire a positive sense of community while freeing staff and students to focus on their purpose for being at OCA.
5. They allow students to express their individual identity through inward avenues, such as personality and character, instead of outward appearances.
6. Uniforms can serve as a reminder that it is more important to be set apart to fulfill God’s plans for our lives than to “be like everyone else.” Thus, uniforms discourage unhealthy competition.
7. Uniforms can be more economical for parents, as they eliminate pressure to purchase fad clothing.

### **Uniform Policy Statement**

The dress code applies to the school day and all events on or off campus in which OCA participates unless otherwise stipulated. Students must always be neatly and modestly dressed. The staff is responsible for monitoring the uniform dress code. Students in grades 1-12 will abide by the uniform code as designated in the uniform publication located on the school website, [www.ocaeagles.org](http://www.ocaeagles.org), “Parents” Tab.

### **Preschool and Kindergarten General Dress Code**

1. Students must be clean, neat, and modest in all clothing.
2. Colored hair dyes or hairstyles which distract from the learning environment (unnatural colors such as pink, green, purple, etc. are prohibited).
3. Clothing and shoes should be free of inappropriate content. The school administration will determine if there is a violation or concern, either in fact or attitude. Clothing must be modest (no midriffs, tank tops, spaghetti straps, low cuts, see-through clothing, etc.) Leggings are not to be worn as pants without a top that comes to the knee.
4. All shoes must have a back or strap for safety and playtime purposes. Tennis shoes are

strongly recommended. No flip flops are allowed.

## **IX. EMERGENCIES**

OCA has an Emergency Management Plan manual. The manual is a comprehensive safety plan that addresses disasters, accidents, and those incidents which are human-caused. The manual meets the requirements of the Georgia Emergency Management Agency. Teachers have copies of the manual and are prepared for emergencies.

### **Dismissals / Cancellations**

1. Parents should watch local television stations Channel 3, Channel 9 and Channel 12 for announcements regarding delays or closings of **Oakwood Christian Academy**.
2. Parents will receive a text message from FACTS messaging to alert families.
3. OCA FaceBook will display information regarding cancellation.
4. The school will attempt to notify all families as promptly as possible when the decision to close is confirmed.

### **Emergency Plan (Please see Emergency Management Plan for full details.)**

1. **Fire**: In case of fire, the fire department will be contacted immediately (911). Students will move to the exit listed on the Emergency Plan in each room. Faculty and staff will make sure no one is left in the buildings. All students will proceed to the designated areas and attendance will be checked. Students will then be relocated to a safe facility.
2. **Snow**: Parents should watch Channel 3, Channel 9 and Channel 12 for announcements regarding delays or closings of **Oakwood Christian Academy**.
3. **Thunderstorms**: Students will remain inside classrooms unless directed by the administration to go to designated areas.
4. **Tornado**: students will remain inside the classrooms until directed to move to the hallways.
5. **Severe Weather Prior to School Arrival**: Parents should watch Channel 3, Channel 9 and Channel 12 for announcements regarding delays or closings of **Oakwood Christian Academy**.
6. **Serious Injury**: In case of serious injury, a student will be made comfortable while waiting for an ambulance. Other students will be taken to another room or area. If needed, first aid or CPR will be administered while waiting for the ambulance. The student's parents will be immediately notified and given the location of their child.
7. **Building Evacuation**: In case of problems with an OCA building, students will be evacuated from the facility to another facility as directed by the administration.
8. **Lost Child**: In case of a lost child, the police, then parents, will be notified immediately as the Academy personnel begin a search for the child. Other children will be taken to an appropriate area where attendance will be checked.

### **Emergency Evacuation of Facility**

1. In the event of a situation that prompts evacuation of OCA buildings, students will proceed to the large parking area next to the jr/sr high building. The local police department will be contacted and asked to help secure transportation for the children to a safe location.

2. In the event of an emergency evacuation, faculty and students will be relocated to a safe facility (another local church or local school). Parents and local media will be notified immediately regarding the relocation process.

### **Fire Drills and Severe Weather Drills**

OCA classes practice fire drills and severe weather drills throughout the school year on a monthly basis. Students are instructed in the proper procedures for an emergency situation. The monthly drills are timed, recorded and filed in the OCA office. Also, the monthly drills are reported to the State of Georgia Fire Commissioner.

\* Parents are welcome to view the full Emergency Management Plan at any time.

### **X. FIELD TRIPS / SPECIAL EVENTS (including on-campus)**

Field trips are planned for students throughout the school year. These trips are privileges, and the following criteria must be met in order for students to attend:

- Parents must complete Google Permission Form for the school and the amount of field trip will be charged to the student FACTS account.
- Tuition and/or lunch accounts must be up-to-date
- Students with excessive incomplete work will remain at school to complete work
- Students with office referrals for behavior may require their parent to accompany them on all trips or be required to remain at school.
- Students are required to wear a uniform top or school spirit shirt; teachers will designate which one is needed for each field trip.
- Students may wear jeans.

Field trips are educational in nature, by reinforcing concepts taught in the classroom or introducing concepts which are going to be taught to the students. We value family time; however, these trips are not designed for that purpose. Due to the educational importance of these trips, we request that *only* the students and/or their parent, guardian, or other adult chaperone attend. Siblings and younger children can inadvertently distract learning. Trips are planned well enough in advance so as to assist parents, who wish to participate, in planning for childcare for younger siblings. Parents are asked to please refrain from bringing younger siblings and/or non-OCA students to field trips.

In addition to the educational value, there are always safety concerns when participating in field trips and special events (such as Field Day, Christmas parties, and Valentine's Day parties). Therefore, due to liability concerns, we also request that parents refrain from including younger siblings and/or non-OCA students in other special events.

### **XI. FINANCIAL POLICIES**

OCA is a not-for-profit ministry operating on the principle of faith. Tuition is kept as low as possible to provide Christian education to families. However, our school receives no federal or state monies to assist the sustaining of our school, and OCA is still also a business. Therefore, handling finances with good stewardship plays an important role for everyone involved. Below are some policies designed to help sustain quality education at OCA.

1. The tuition fee sheet may be received from the Admissions office or school website.

2. The enrollment fee is necessary to secure a student position for the upcoming school year. This non-refundable fee is due when submitting an Online Enrollment to OCA.
3. The full year's tuition is a binding commitment for every enrolled student. Withdrawal from the Academy does not waive responsibility for the full tuition payment.
4. Families will create an account with FACTS Tuition Management during the enrollment process. You will have the option to choose your due date and number of monthly payments for tuition.
5. Lunch fees are recorded on the fee sheet each year. Parents may pay in advance for as many lunches as they would like. Lunch charges will be taken from a student's account until the account is nearing depletion. At that time, a reminder notice will be emailed to parents. The lunch account must have available funds at all times.
6. A Book Fee will be deducted by FACTS, half in July and half in August. Please see the Fee Sheet located on our website <https://www.ocaeagles.org/admissions/enrollment-fee-and-tuition/>
7. There will be a \$5.00 per 15 minute increment late fee charged for preschool students not picked up by **12:15 p.m.**, kindergarten through 6<sup>th</sup> grade students not picked up by **3:15 p.m.**, and Jr/Sr High students not picked up by **3:30 p.m.**
8. As a courtesy, parents will receive an email of delinquent payments.
9. Please see the Student Choices section, later in this handbook, for student printing or copying options at OCA.
10. Student tuition accounts must remain current throughout the senior year in order to release transcripts upon request to colleges, students, or parents.

## **XII. IN-SCHOOL SALES**

Students/families are not allowed to sell products at school for personal gain.

## **XIII. LUNCHROOM**

Families are welcome to have lunch with their family members who are students at OCA. Lunch fees should be paid in advance to avoid cafeteria charges. Students may bring \$1.00 cash every Friday to purchase an ice cream during lunch, or this amount may be taken from their lunch account. Students bringing their lunch from home should use lunch box ice packs to keep food and drinks cool. School personnel cannot accommodate the use of refrigerators for student lunches.

**Due to severe student allergies, please refrain from sending products containing peanuts or any tree nuts to school.**

### **Kindergarten – 6<sup>th</sup> grades**

Visitors will sit with only their student at a designated area/special table to enjoy their time together. Classmates will sit at their usual designated lunch tables.

Students should refrain from having carbonated beverages (sodas) during lunch, and will not be allowed to purchase sodas from vending machines for lunches. Carbonated beverages (sodas) should not be sent in student lunch boxes.

### **Microwaves**

OCA provides microwaves for students in grades 6-12. However, students are responsible for heating their lunches from home and keeping the microwaves clean.

## **Jr/Sr High**

No carbonated beverages (sodas) should be sent in student lunch boxes. However, students may purchase soda from vending machines at school.

## **XIV. PARENTS**

### **Chain of Command for Concerns**

Concerns regarding the classroom or teacher should be addressed immediately. *Matthew 18:15* tells us that we should go privately to the person with whom we need to address a concern.

Parents are encouraged to set a meeting with the teacher as soon as possible. By meeting with the teacher, they are able to communicate their concerns and alleviate undue problems. If the parents are still dissatisfied with the results of the meeting, they should contact the principal of the appropriate school. After meeting with the principal, if still dissatisfied, they should contact the school Headmaster. If parents are still not satisfied with these meetings, the Headmaster will present it to the Chairperson of the Trustees for consideration. All decisions of the Trustees are final. This “chain of command” affords all parties the opportunity to handle concerns responsibly and efficiently.

### **Conflict Resolution**

Human nature and individual differences make it inevitable for possible miscommunications, misunderstandings, and/or conflicts to arise between those involved in the school ministry. Many times, communication is the main factor involved. For this reason, the OCA handbook presents the “chain of command” to follow. In addition, conflict resolution recommendations are listed for your convenience.

To assure that we resolve conflict in a Christ-like manner, please read the agreement below.

*Matthew 18:15-17 “Moreover if thy brother shall trespass against thee, go and tell him his fault between **thee and him alone**: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as an heathen man and a publican.”*

The procedure below will be followed regarding complaints or other conflict issues which may arise, based on the expectations outlined in scripture. Everyone will be held accountable for this agreement. Breaking this procedure could be grounds for a family being placed on probation, as failing to follow this procedure is detrimental to the morale and mission of the school.

1. No parent or student should discuss problems they are having, with a teacher or the school, with any other parent or student, but should follow the steps listed below. The Bible instructs us of this type of protocol, not only for the good of the school but also for the good of the person who is sharing.
  - *Proverbs 21:23 “He who guards his mouth and his tongue keeps himself from calamity.”*
  - *Proverbs 18:2 “A fool finds no pleasure in understanding but delights in airing his own opinions.”*
  - *Proverbs 17:9 “He who covers over an offense promotes love, but whoever repeats the matter separates close friends.”*

- *Proverbs 16:2 “All man’s ways seem innocent to him, but motives are weighed by the Lord.”*
  - *Proverbs 16:28 “A perverse man stirs up dissention, and a gossip separates close friends.”*
  - *Proverbs 16:23 “A wise man’s heart guides his mouth, and his lips promote instruction.”*
  - *Proverbs 15: 1 “A gentle answer turns away wrath, but a harsh word stirs up anger.”*
  - *Proverbs 12:16 “A fool shows his annoyance at once, but a prudent man overlooks an insult.”*
  - *Proverbs 12:18 “Reckless words pierce like a sword, but the tongue of the wise brings healing.”*
  - *Proverbs 11:12 “A man who lacks judgment derides his neighbor, but a man of understanding holds his tongue.”*
2. All questions, problems, or complaints should be taken directly to the teacher, or person, involved first before anyone else is involved. Everyone involved in the conversation should be respectful of one another throughout the conversation.
  3. If the situation is not resolved after meeting privately in person, then it should be discussed together with the appropriate principal.
  4. If the situation is still unresolved, the group should meet with the Headmaster.
  5. Should there still be an issue needing resolution, the Headmaster will present it to the Chairperson of the Trustees for consideration.
  6. Finally, but only after completion of all steps listed above and lack of resolution, the Trustees will be presented with the information and will make all final decisions.

## **OPO**

### **OPO MISSION STATEMENT**

The mission of the Oakwood Parent Organization is to provide a partnership between parents and the Academy staff as it seeks to fulfill the school’s mission of *uniting a passion for Christ with excellence in academics.*

### **OPO FUNCTIONS**

1. To build community among families and staff.
2. To serve OCA through fund-raising projects and services led by the administration that will contribute positively to the school’s Christ-likeness and educational excellence.
3. To develop among educators and families such efforts will secure for all children the highest advantages in spiritual, physical, mental, and social education.

### **Parent / Teacher Communications**

Teachers are encouraged to keep open communication with parents. However, they are strongly discouraged from texting or talking on their cell phones during the school day. Obviously, teachers should be providing their undivided attention to educating and supervising students. During their planning period, they are expected to complete certain duties and tasks assigned to them by the administration. Therefore, parents should contact the Academy office to pass along information to their child’s teacher during the school day. If there is an emergency, the Academy office will contact the teacher immediately on behalf of the parent. Also, the Academy office is happy to relay messages to return calls after school hours.



Parents should use discretion when contacting teachers at their homes. Teachers have the option of making their telephone number available. Please be considerate of a teacher's personal time.

## **Parent / Teacher Conference**

Parent/Teacher Conference will be arranged upon request of parents or teachers. A conference may be scheduled at times which do not interfere with classroom instruction times.

## **Volunteers**

Volunteer policies are established based on two levels. All volunteers must complete a Volunteer Application regardless of level.

- Level One: This includes those helping in clerical situations without direct supervision of students, or helping in the classrooms while always supervised by teachers/staff.  
*Volunteer Application is required.*
- Level Two: This includes, but not limited to, those who chaperone trips, tutor, host clubs, or have independent supervision of students.  
*Volunteer Application and background checks are required.*

Volunteers are very important in the operation of the Academy. The teachers look forward to you being available to help with classroom projects. We appreciate greatly the hours volunteers give to the needs at the Academy.

- Classroom policies and procedures are set at the beginning of the school year, and students learn to adhere to those rules. Please do not attempt to enforce any policies or procedures unless directed by the teacher.
- All volunteers must sign in at the appropriate school office upon arrival and receive a volunteer badge.
- Please wear the volunteer badge at all times.
- We love our OCA siblings of all ages "eaglets". After all, they are future eagles! However, we ask parents to please arrange childcare when volunteering at school for security and safety reasons. This request is based on several important reasons:
  - Protection of non-school-aged children
  - Younger children certainly can wander off quickly we've learned! It only takes a moment to fall down stairs, get caught in an elevator, exit an exterior door, etc.
  - Protect of orderly instructional time
  - Little ones should not have to worry about "being quiet"... and they don't. Further, everyone wants to see and associate with little ones, and vice versa.
  - Efficient volunteer time
  - Your time is valuable! We want volunteers to be able to fully commit to needed tasks, and to be able to complete tasks efficiently and effectively. Your time is "gold" (and blue) to us!
- Administration observes classroom activities throughout the day. If you would like to observe your child's class, please contact the teacher. Otherwise, we ask that volunteers refrain from observing classroom activities. Students and teachers expect to see Administration and their presence does not create a disturbance for the class.
- Volunteers should always use the utmost discretion regarding sharing information from school.

- Administrative offices are areas of confidentiality. When doors are closed, administration is either on the phone or in a meeting. Thank you for not interrupting when office doors are closed.

Our school is thankful for your generous sacrifice of time and service. Together we work as a team to support OCA and glorify God in our efforts.

## **Written Communications**

### RenWeb/FACTS SIS Student Database

The RenWeb program is a valuable tool for parents. It affords parents the opportunity to receive updated information regarding their student's grades, homework, missing assignments, etc. Parents are encouraged to utilize this program to enhance parent/school communication.

### VIP Packets

Each week, students in preschool – 5<sup>th</sup> grade will bring home a VIP Packet that contains completed worksheets, homework assignments, notes from the teachers, and notes from the academy office. **Parents should carefully check all items in the VIP Packets.**

### Notes from The Nest

This newsletter informs parents of upcoming activities for the next month and completed activities. The newsletter is emailed to families and is also available on the home page of RenWeb.

### School Calendar

The school calendar for the next school year is available in the month of May on the school website. The calendar lists special events, holidays, and closed days.

## **XV. PLAYGROUND**

To be as safe as possible on the playground, the OCA community should follow the ten reminders below during school hours.

1. Exercise good common sense and use equipment at your own risk.
2. Only use playground equipment when dry and during daylight hours.
3. Only play on the playground if age 12 or younger. Others should not be on the playground.
4. Play only with supervision at all times.
5. Report any damages or defects to the equipment immediately to the Academy Office by radio or call 706-375-7247.
6. Be responsible for playground equipment by protecting it and using it correctly:
  - Slide only in a sliding position and never climb up slides.
  - Never climb over barriers, safety rails, or fences.
  - Use all handholds provided when going up climbing equipment.
  - Never destroy or write on (deface) the equipment.
7. Please, no glass containers.
8. Please, no animals.
9. Please, no throwing any objects while in the playground area.
10. Honor God by having fun and giving thanks for our wonderful playground.

## **XVI. STUDENT WELLNESS**

### **Allergies**

Allergies, which may be life-threatening, are addressed as feasible. Families are asked to please refrain from sending products containing peanuts, or any tree nuts to school.

### **Communicable Diseases**

The Georgia School Communicable Disease Chart lists guidelines for exclusion of sick children from the Academy and their readmission to the facilities should be adhered to by all parents. A child with an elevated temperature will not be accepted nor allowed to remain at the Academy (Please see **General Illness Policies**). Parents of any child who becomes ill or is injured shall be notified immediately of any illness or injury requiring professional medical attention. Parents shall be notified of any illness or injury which may not require professional medical attention, but which produces symptoms causing moderate discomfort to the child (such as elevated temperature, vomiting, or diarrhea). Parent's specific instructions shall be obtained, and followed, if appropriate, until the child is picked up or can return to the child's class. or is determined to be healthy enough to return to the classroom.

#### *Staph*

Any student having a staph infection should be cleared by a physician to return to school. Upon returning to school the infected area must remain fully covered and untouched until completely healed. If the area cannot be covered, the student should not return to school until the area is completely healed.

#### *Head lice*

Occasionally, students have a problem with head lice or lice nits (eggs). OCA policy requires that a student must be removed from contact with other students until properly treated for the head lice and removal of lice nits (eggs). Parents will be notified when a child is discovered with head lice or lice nits (eggs). Parents can purchase shampoo to treat the head lice at a local pharmacy. RID, NIX, and RNC will treat the head lice problem. However, parents will have to remove the lice nits (eggs) from the hair by combing them out. Students may return to school as soon as they are 100% lice and nit free.

#### *Scabies*

Students contracting scabies will be directed by the administration regarding the proper procedure. Students will not be allowed to return to school until they have received a successful treatment, per notification by their physician. This requirement is developed based on the recommendation of the CDC.

#### *Strep*

Students diagnosed with strep should be kept at home 24 hours after taking the first dose of antibiotics. They may return after this time as long as they are fever-free without taking fever reducing medication.

### Flu / COVID 19 Viral Illnesses

Flu - According to the CDC, students diagnosed with the flu should only return to school after 24 hours of being symptom-free. Symptom-free includes being fever-free and diarrhea-free without the use of medications specified for these symptoms (Tylenol, Ibuprofen, etc.).

COVID 19 - According to the CDC students diagnosed with COVID 19 (or that have come into direct contact with a confirmed COVID 19 patient) should only return to school after all of the most current CDC guidelines have been followed and the student has been released from physician care. A doctor note will be needed to return to school.

### Pink Eye

Due to the contagious nature of conjunctivitis, students should be symptom-free for 24 hours before returning to school.

## **General Illnesses Policies**

For the well-being and health consideration of all students and staff, parents are asked to keep any student with fevers and contagious illnesses at home. Students need a signed note from the parent stating the reason for missing school. It is school policy for students to remain at home if displaying any of the following symptoms:

1. Fever of 100.3 for preschool/kindergarten or 100.3 for grades 1-12  
24 hours free – without fever reducing medication
2. Vomiting – 24 hours free
3. Flu symptoms
4. Diarrhea
5. Colored nasal discharge
6. Persistent cough
7. Strep – 24 hours on medication
8. Pinkeye – 24 hours on medication

## **Medications**

*Upon enrollment all student medications, including over the counter medications, are entered and noted in FACTS SIS by parents. All changes made to student medications need to be communicated to OCA, so these changes can be reflected in the student's FACTS SIS account.*

The school procedure for dispensing all medications to students is as follows:

- Medication forms are available in the office for prescription medications. The form must be completed and signed by a physician then returned to OCA before the medication can be dispensed at school.
- If a student requires a prescription medication during school hours, it must be in the original prescription bottle.
- If a student requires over-the-counter medication during school hours, it must be in the original store packaging.
- Cough drops may be sent from home for the classroom teacher to dispense to your child.
- Parents may come to school at any time to dispense medication to their children.

We apologize for any inconvenience, but trust parents appreciate these conscientious medical practices.

## **Immunizations and Physicals**

Georgia State law requires OCA to have on file current immunization (Georgia Form 3231) and Vision, Hearing, Dental and BMI (Georgia Form 3300) for each student. An Affidavit of Religious Objection to Immunization (DPH Form 2208) is acceptable instead of the Georgia Immunization Form 3231. The Affidavit of Religious Objection form may be obtained online by searching for the title “Affidavit of Religious Objection” or Georgia Form 2208 on any search engine.

Sports physicals are required for all athletes in competitive sports and must be on file before student tryouts or participation.

## **Involvement in School Activities after Sickness**

To protect the student and staff population, as well as others involved in after-school activities, students who were not well enough to be “present” at school should not attend after school activities the day of their absence due to sickness. They should be fever-free for at least 24 hours without fever-reducing medications before attending school or any school events. School activities include sports, fine arts, club events, field trips, parties, etc.

## **XVII. TECHNOLOGY ACCEPTABLE USE POLICY (Full School)**

*Oakwood Christian Academy* recognizes the increased need for technology and its many uses. Therefore, OCA will adhere to the following Acceptable Use Policy:

### **OCA Strategy**

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

The school employs a number of strategies to maximize learning opportunities and reduce risks associated with the internet and all technical devices. These strategies are as follows:

### **Purpose**

*Colossians 3:17 “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.”*

The goal intended with providing internet service to staff and students is to facilitate communications and research by providing access to an electronic depository of information for instructional purposes. Internet access is not provided for social media, entertainment, or for personal enjoyment in an educational environment.

### **General**

1. Filtering software and/or equivalent systems will be used to minimize the risk of exposure to inappropriate material.
2. Staff and teachers will regularly monitor students’ Internet usage.
3. Wi-Fi will be limited to classroom instruction only.
4. Teachers and students will be provided with training in the area of internet safety.
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be utilized and updated on a regular basis.

7. The use of personal memory sticks, CD-ROMs, or other digital storage media during school requires a teacher's permission.
8. Staff and students will treat others with respect at all times and will not undertake any actions that may bring the school, peers, or teachers into disgrace.
9. Students will not be allowed to use **any device** smaller than a 7" viewable screen in classrooms unless otherwise instructed by a teacher.
10. Cell phones are not allowed on a student's body between the hours of 8:00 a.m.-3:15 p.m. This includes carrying the phone in the front or back pockets. Cell phones may be turned off and placed in a locker or a backpack. However, they are not allowed in the classroom or other school areas (cafeteria, gym, chapel, bathrooms, etc.) during school hours. Parents may contact the school office to leave a message for their child. When a phone call to a parent is necessary, the student will place the call from the office. Phones may be confiscated by administration should this rule be broken.
11. If issued a student email account, it is the policy of OCA that student email will be used in a responsible, legal, and ethical manner. Failure to do so will result in the termination of email privileges for the user.
12. Students will receive a Wi-Fi username and password. These are not to be shared and are limited to one device at a time, except for Accel students.
  - A responsible student email user must be aware that:
    - Use of the email is a PRIVILEGE, not a RIGHT.
    - Email is not guaranteed to be private.
    - Violation of this policy will result in the possible loss of email privileges.
    - Persons issued an account are responsible for its use at all times.

### **Proper and Ethical Use**

1. Transmission of any material in violation of the United States or state law is prohibited. Material includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by patent.
2. Use of the Internet by any student or staff member must be in support of and consistent with the educational objectives of OCA.

### **Improper and Unethical Use**

Some specific improper uses of the Internet include, **but are not limited to**, the following:

1. Sending or displaying offensive messages or pictures
2. Using obscene language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or computer networks
5. Violating copyright laws
6. Using passwords of others
7. Trespassing in others' folders, documents, or files
8. Intentionally wasting limited resources
9. Employing the network for commercial or political purposes
10. Downloading any computer programs without prior approval
11. Violating regulations prescribed by the OCA student or staff handbook.
12. Taking pictures on school campus without permission from the administration.
13. Posting on social media or through text messaging of pictures/videos/audio of OCA students is not allowed. On special occasions, students will be asked as part of the yearbook to take videos and/or pictures of students. In this situation, permission by the administration should be received before printing or duplicating electronically.

14. At no time are videos allowed to be taken at school and then placed on social media without written permission from the Headmaster.

### **Violations and Consequences**

Inappropriate behaviors will be reported to the administration who will take appropriate disciplinary action. Violations may result in a loss of access, student devices being taken away from them, and/or disciplinary action. When applicable, law enforcement agencies may be involved.

### **Procedures for Use**

Agreement forms for An Acceptable Use Agreement for using internet services must be completed by students and staff members according to school guidelines before any form of technology can be used. Parents and students are required (for each student) to read the provided AUA and agree with an electronic signature.

### **Title XVII – Children’s Internet Protection Act**

To ensure students and staff at OCA are not exposed to unacceptable material that is available on the internet, the school will employ an internet filtering system. In accordance with Title XVII Children’s Internet Protection Act, OCA will actively strive to prevent access to websites that contain obscenities, child pornography, and other forms of pornography, materials or information that could be harmful to the health and well-being of our students. OCA recognizes that due to the rapid changing world of internet based technologies, school staff involvement is required to monitor and police the use of the Internet by its students. School staff is committed to remaining actively involved with its students and their internet usage in order to ensure that internet access is used appropriately. OCA will continue to provide tools such as firewalls, filters, and management utilities that will prevent access by minors to materials that may be considered harmful.

## **XVIII. STUDENT OPPORTUNITIES / REQUIREMENTS**

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

### **Athletic and Fine Arts Eligibility**

Athletic competition and fine arts dramatic productions are a privilege at OCA. Athletes and fine arts participants represent the school to the community and must display good sportsmanship and Christian character. Athletes, fine arts participants, and band members must meet the current academic requirements as stated in the Academic section of this handbook. In order to try out and participate in interscholastic sports, students must have a copy of a current physical examination on file with the school. Sports physicals are valid for one calendar year.

#### *Athletics*

Students can participate in a variety of sports, including cross country, soccer, volleyball, cheerleading, baseball, golf, basketball, and softball. *Students who play in that sport may attend*

*athletic games free, except for conference and state tournaments.* Students do not pay to attend conference and state tournaments.

### *Fine Arts*

Students can participate in many fine arts opportunities, including music, drama, speaking, and art. Exhibition and competition are afforded to students through GACS.

### **Booster Clubs**

The purpose of the booster clubs is to support the athletic and fine arts programs of OCA. These clubs function separately and engage in fund-raising activities in support of these programs. The clubs also promote the interaction of OCA families in athletic and fine arts events. The success of the clubs depends upon the active membership and participation of all parents and families.

### **Chapel Services**

Through the chapel services, students praise and worship the Lord Jesus Christ. Students and faculty minister to one another through prayer, music, and Bible message. Speakers during chapel services include faculty, staff, students, and outside guests such as pastors, youth pastors, parents, community leaders, and college professors. Parents and families are welcome to attend chapel services.

### **College Visitation and Career Days**

OCA allows students two excused days from school during the junior year and two days during the senior year to visit colleges. The school test calendar will be consulted before granting permission. The request must be made in writing by the parent or guardian stating the day requested and college which will be visited. The request must be given to the attendance secretary one week in advance for approval. Students are responsible for notifying their teachers, completing all missed work, and meeting all deadlines for any long term projects. The student is not to use these days as an excuse for a vacation. If there is a reason to believe a college has already been chosen, or the student has no serious interest in attending, permission shall not be granted to miss school. No more than five students per day per class will be excused. Priority will be given to the first five requests. The excused college days can be of two types:

1. A college or university planned college day for upcoming freshmen or
2. Parent-student visit to a college.

**Documentation from prospective schools must be given upon return.**

### **Community Service Requirements**

Community service is defined as “acts of service within the student’s local community without pay or compensation.” Since one primary goal is to prepare students for life, OCA believes that students should be involved in their communities and learn to be responsible citizens. OCA accomplishes this by requiring students in grades 9 – 12 to participate in community service. Students may select from various types of volunteer activities. Students are required to have a minimum of 12 hours per year of community service as a graduation requirement. Community service hours attained during the summer prior to 9<sup>th</sup> grade will be included in 9<sup>th</sup> grade hours. Community service hours for the 1st semester must be submitted by the end of January and 2nd semester and the summer by the end of September. Failure to meet these deadlines will result in



loss of credit for these community service hours. Seniors who have completed 100 hours or more of community service during high school will receive special recognition at graduation.

### **Mission Trip Graduation Requirements**

Students must attend at least one mission trip while in grades 9-12 as a graduation requirement. A mission trip is defined as an “out of your local community” trip where the student is dedicated to service without pay for a minimum of 3 days, 8 hours or more per day, excluding travel. These trips can be construction for a non-profit organization, help in a ministry, assist a missionary, etc. It can be a church group, mission’s agency, para-church ministry, or school. All mission trips must be pre-approved by the principal to apply for this graduation requirement.

### **Special Events and Trips**

Special events are arranged for students each year. Some examples are field trips, retreats, Spiritual Emphasis Week, Gala, pep-rallies, Georgia trip, and mission trips. While on any school trip, students are required to wear clothing that is within school uniform code. Permission must be given by the principal for any changes to be made for trip attire. Trips and events include the Georgia trip, mission trip, and retreats.

*Only those students with school accounts experiencing consistent payment activity would be able to participate in any trip offered through OCA.*

## **XIX. STUDENT CHOICES**

### **Driving on Campus**

Driving on campus is a privilege and should be regarded with the utmost responsibility. Student drivers must register their cars. Registration forms are only available to students with a valid Georgia driver’s license. Registration forms and off-campus liability waivers are available in the office. Students may not leave campus until the waiver is on file in the office. All student drivers must have a parking permit which is clearly visible in the windshield. Students will park in assigned parking spaces. There is a \$50.00 parking fee. If students drive more than one car, additional decals are \$10.00. If the decal is not displayed, as part of our crisis management plan, the student will receive an after-school detention. Violations may result in loss of driving/parking privileges.

*Campus speed limit is 15mph or less at all times.*

### **Lockers**

All students in grades 6-12 will be assigned a locker at the beginning of the school year. These lockers are for the personal use of students. Students should not decorate lockers with anything which is not easily removed. No decorations should be on the outside of the lockers. The school retains the right of access to all lockers at any time for any reason (see Search and Seizure under Discipline). Periodic locker inspection may be held at any time. Students are expected to take care of their lockers. Students should not store any books or personal items outside their lockers.

### **Student Printing / Copying**

OCA cannot take responsibility for student printing or copying. However, OCA teachers will provide a copy of the required assignment(s) if needed. If a student has a need for copying or printing additional assignment(s), the school office will be able to assist. The student is required to ensure their teacher knows of their upcoming need for printing or copying assistance. The

school office must have a 24 hour notice of the printing or copying of required assignments. There is a small fee for this service. The school office cannot be responsible for ensuring assignments are printed on time if the student does not provide the necessary request at least 24 hours before the assignment deadline.

### **Work Release and Early Dismissal Option**

Seniors may request work release after 6th period, if they have employment verification, administrative approval, and can meet graduation requirements. Seniors may request work release after 4<sup>th</sup> or 5<sup>th</sup> period if they have employment verification, can meet their graduation requirements, and have administrative approval. Weekly time cards must be provided by the student to continue work release. All seniors have the early dismissal option at the end of 5<sup>th</sup> period, if they have parental approval and their schedule permits them to meet graduation requirements. Students in *Move On When Ready* colleges classes may not choose the work release or early dismissal option unless scheduling permits them to meet graduation requirements.

### **XX. TRAFFIC**

To enhance the safety of the campus, all OCA family drivers are asked to follow the traffic pattern explained at Open House and followed for the past several years. Oakwood Street is treated as a one-way street during school hours. Families are asked to arrive from the Osburn Road end of Myers Street, then to immediately turn right onto Oakwood Street. By entering from the Osburn Street end of Myers, we reduce traffic flow in the Myers Street residential area.

**Campus speed limit is 15mph or less at all times.**

Manual Revised: June 2020