



ORANGEWOOD[™] CHRISTIAN SCHOOL

Lower School Parent/Student Handbook

<http://www.OCSRams.org/>

1300 Maitland Blvd.
Maitland, FL 32751

**OCS Lower School Parent/Student Handbook
Table of Contents**

OCS FOUNDATIONS.....	6
MISSION STATEMENT	6
OCS VISION STATEMENT.....	6
OCS GOAL.....	6
PORTRAIT OF AN OCS GRADUATE.....	6
OCS BELIEFS.....	6
OCS TRADITIONS	7
SCHOOL MOTTO.....	7
SCHOOL HYMN.....	7
SCHOOL MASCOT	7
SCHOOL COLORS	7
SCHOOL FIGHT SONG	8
DOCTRINAL STATEMENT	8
OCS POLICIES AND PROCEDURES	8
ABSENCES.....	8
ACADEMIC COMPETITIONS.....	9
ACADEMIC SUPPORT.....	9
ACCELERATED READER.....	10
ACCREDITATION	11
ACTIVITY FEES	11
ADMISSIONS - NEW STUDENTS.....	11
ADMISSIONS - MIDDLE AND HIGH SCHOOL - CURRENT STUDENTS	11
AFTERCARE.....	11
ARRIVAL/DISMISSAL.....	12
BIBLE TRANSLATION.....	12
CELL PHONES/COMPUTERS/ELECTRONIC DEVICES	12
CHALLENGED MATERIALS POLICY – MEDIA CENTER	12
CHAPEL.....	13
CHECK OUT.....	13
CHURCH AND CHURCH MEMBERSHIP	14
COMMUNICATION	14
CURRICULUM	14
DAILY SCHOOL HOURS	14
DISCIPLINE GUIDELINES	14
SERIOUS OFFENSES	16
DISCIPLINE PROCEDURES FOR 6th GRADE.....	16
ELECTRONIC COMMUNICATION AND SOCIAL MEDIA	19
DISCLOSURE OF STUDENT INFORMATION.....	20
DRESS CODE	20
EDUCATIONAL SERVICES PROGRAM.....	22
E-MAIL AND INTERNET POLICIES.....	23
ENROLLMENT PROCEDURES FOR NEW STUDENTS.....	23

EXPECTATIONS OF PARENTS	23
EXTRA-CURRICULAR ACTIVITIES.....	24
FIELD TRIPS.....	24
FINANCIAL AID	25
FINANCIAL OBLIGATIONS.....	25
FIRE AND OTHER EMERGENCY DRILLS – STUDENT PROCEDURES AND RESPONSIBILITIES	25
FUNDRAISERS.....	26
GENERAL ADMINISTRATIVE POLICIES	26
GRADE PLACEMENT	26
HALF DAYS.....	26
HEALTH AND SAFETY.....	27
HOLIDAYS	30
HOME SCHOOLING.....	30
HOMEWORK.....	30
INCLEMENT WEATHER	31
LATE PICK UP	31
LOWER SCHOOL OFFICE	31
LOST AND FOUND	31
LUNCH	32
MEDIA CENTER.....	32
MORNING PROCEDURES.....	32
NATIONAL ELEMENTARY HONOR SOCIETY	33
PARENT/TEACHER CONFERENCES	33
PARKING.....	33
PARTIES	33
PERFORMANCES	33
PERMANENT RECORDS	33
PHOTOS.....	34
PHYSICAL EDUCATION.....	34
PLACEMENT	34
PLAGIARISM	34
PRAYER SUPPORT.....	35
PROHIBITED ITEMS.....	35
PROBATION, SUPPORT AND EXPULSION	35
PROGRESS REPORTS/REPORT CARDS	35
PROPERTY DAMAGE.....	36
RAMS ON THE RISE.....	36
RE-ENROLLMENT PROCEDURES.....	36
RENWEB	37
RESOLVING STUDENT/PARENT/TEACHER/SCHOOL PROBLEMS	38
SAFETY PATROL.....	38
SCHOOL GROUNDS	39
SCHOOL OFFICE HOURS	39
SPECIAL SCHOOL EVENTS.....	39
SERVICE PROJECTS	39
TARDINESS/EARLY CHECKOUT	39
TECHNOLOGY AT ORANGEWOOD.....	40

TECHNOLOGY USE	41
TESTING	41
TEXTBOOKS	42
TRANSPORTATION, FIELD TRIPS	42
TRESPASSING	42
UNIFORM EXCHANGE	43
VISITORS	43
VOLUNTEERS	43
WEBSITE	43
WITHDRAWAL	43
YEARBOOKS	44
Acknowledgement Form	45
B.Y.O.D. Student Agreement (6th Grade)	46

OCS FOUNDATIONS

MISSION STATEMENT

The mission of Orangewood Christian School is to equip students to transform the world for Christ and His kingdom.

OCS VISION STATEMENT

Each student who is educated at OCS will advance Christ's kingdom, engage and transform culture, and serve and honor God.

OCS GOAL

Our goal is that children of believers are mentored and taught academics, technology, fine arts and athletics from a reformed, Christian perspective, encouraging them to discover and use their unique gifts and talents to God's glory.

PORTRAIT OF AN OCS GRADUATE

- Graduates are aware of their brokenness and find identity and only hope as a beloved child of God.
- Graduates are led by the Holy Spirit to love God, belong to a community of faith, and serve others.
- Graduates are academically prepared to demonstrate excellence in using their gifts to transform culture.
- Graduates are equipped to make meaningful connections between faith and every area of life
- Graduates have experienced a unique loving community that strengthens them to engage the world.

OCS BELIEFS

1. The Bible is God's inspired word revealed of Himself to man as his supreme authority for life that he may understand, know, believe, and follow after God in faith and practice.
2. Each human being is created in the image of God, thus having worth, dignity, and purpose to glorify God and to enjoy Him forever.
3. Each student is a unique creation, whose individual gifts and talents are to be discovered and developed, spiritually, intellectually, physically, socially, and emotionally.
4. Administration, teachers, staff, and parents are in partnership to lead students to love the Lord with all their heart, soul, and mind and to love others as themselves, serving their Lord and their fellow man after the example of Jesus Christ, the Son of God.
5. The educational environments shall be excellent in quality and in diversity, teaching academics, technology, fine arts and athletics from a reformed, Christian perspective.
6. Each student shall be taught to bring every thought captive to God's truth, subjecting all areas and activities of life to the scrutiny of God's Word and in obedience to Jesus Christ.
7. Each student shall be equipped to live and to think righteously within a fallen world by relying on God's Spirit, by applying His word, and by imitating Christ.
8. A commitment to continuous educational improvement is essential in response to changes in the needs of the individual and society, never compromising the Biblical mandate to be "in but not of" the world while transforming the culture for Christ.

OCS TRADITIONS

Orangewood Christian School has many traditions that promote school spirit and remind the students of their Christian heritage. The school's mascot and colors were chosen by the first group of OCS high school students for their Biblical symbolism. The ram is the symbol of Christ's substitutionary death on the cross as God provided a ram for Abraham to sacrifice in place of his son Isaac (Gen 2: 1-14). The color red reminds us of Christ's blood atonement and covenant of grace (Heb 9:14), and gold is the color of the streets in the holy city described in Rev 21.

SCHOOL MOTTO

To know Christ and to make Him Known

SCHOOL HYMN

May the Mind of Christ My Savior

Words by Kate B. Wilkinson, Tune by A. Cyril Barham-Gould, 1925

May the mind of Christ my Savior
Live in me from day to day,
By His love and power controlling
All I do and say.

May the Word of God dwell richly
In my heart from hour to hour,
So that all may see I triumph
Only through His power.

May the peace of God my Father
Rule my life in everything,
That I may be calm to comfort
Sick and sorrowing.

May the love of Jesus fill me
As the waters fill the sea;
Him exalting, self abasing,
This is victory.

May His beauty rest upon me
As I seek the lost to win,
And may they forget the channel,
Seeing only Him. Amen

SCHOOL MASCOT

Ram

SCHOOL COLORS

Red and Gold

SCHOOL FIGHT SONG

Let's Go Orangewood

DOCTRINAL STATEMENT

We believe the Bible is the written Word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.

We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.

We believe that all are sinners and totally unable to save themselves from God's displeasure, except by His mercy.

We believe that salvation is by God alone as He sovereignly chooses those He will save. We believe His choice is based on His grace, not on any human individual merit, or foreseen faith.

We believe that Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who will trust in Him, alone, for salvation.

We believe that God is gracious and faithful to His people not simply as individuals but as families in successive generations according to His covenant promises.

We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust Christ and follow Him.

We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself.

We believe that all aspects of our lives are to be lived to the glory of God under the lordship of Jesus Christ.

OCS POLICIES AND PROCEDURES

ABSENCES

Regular attendance at school is a key to successful academic achievement. Even an absence of one or two days can have a surprisingly disruptive impact on academic progress. Regular attendance is strongly encouraged, and parents are urged to carefully evaluate any absence that is not necessitated by unavoidable circumstances. The school discourages the taking of extra days before or after scheduled school breaks/holidays or any time while school is in session. Excessive student absences may jeopardize course credit.

Please do not plan vacations or trips that require absences from school. Please arrange medical/dental appointments after school hours. When an unavoidable absence is pre-planned, please inform the

child's teacher ahead of time. Some assignments can be given in advance, but others may need to be completed after the student's return.

In a pre-planned absence, it is the child's responsibility (with parental support) to make up the missed work. Students may have one day to make up work for each day of school missed up to 10 days. Make up work should be done at home and turned in at the beginning of the school day.

If your child is absent, his or her school work may be picked up at school. Students may take up to a day for each day of absence to complete missed work. Homework assignments and lesson plans are posted on RenWeb. Please contact your child's teacher via email for additional information. **When a student is absent for greater than 50% of the day then he/she may not participate in any school sponsored events during that entire day.**

If the student must leave school for an appointment, a note or email should be sent to the teacher advising the teacher of the reason for the absence. The parent should come to the office to sign out the student. Students will be called over the intercom to meet their parents at the office. **Parents may not go directly to the student's classroom.**

Students returning to school after an appointment should sign in with a parent at the office. If your child is checked out for an appointment less than 3 hours, it is not recorded as an absence. If the student misses 3-3.5 hours, it is counted as a ½ day absence. A full day absence is recorded when a student is out more than 3.5 hours. We record the student's true attendance. A student who checks out after 2:00 PM before the end of the school day will be recorded as an early check out.

ACADEMIC COMPETITIONS

OCS students may participate in competitions with other private and public schools when available. Opportunities vary from year to year. The principal will notify parents in advance if the school is participating. Teachers serve as coaches and parents may serve as assistants with after school practice sessions. Students and teachers are given specific planning and preparation materials when available. In addition, OCS students may participate in any of the following: science fair, art shows, public speaking, creative writing, math, Lego Mindstorms and spelling competitions.

ACADEMIC SUPPORT

A student is placed on academic support when he or she meets one or more of the following criteria for a quarter: two D's, one F, or a GPA below a 2.0.

The student's guidance counselor or advisor will meet with the student, parents, principal and applicable teacher(s) to review the academic support contract placing the student on academic support for the following quarter. Information on academic assistance programs will be provided to the student and parents.

At the end of the quarter (marking period), students who have achieved a minimum GPA of 2.0 or who have no grades of "F" or not more than one grade of "D" will be released from academic support.

In cases of students who fail to meet the goals of the academic support contract, an Academic Review Committee will determine if sufficient progress has been made to continue with the contract goals, or if Orangewood Christian School is the best educational setting for the student.

If a student is placed on academic support two times during the academic year, including the fourth nine weeks, the student may be asked to withdraw from Orangewood Christian School. No tuition refund will be made.

Students must maintain a cumulative 2.0 GPA and meet FHSAA requirements to participate in athletics as well as fine arts or any extra-curricular program sponsored by OCS.

ACCELERATED READER

OCS uses the Accelerated Reader program (AR) for reading enrichment. The AR technology allows us to personalize reading practice to each student's level. AR's Home Connect allows parents to view their children's progress toward their goals, points to date, last book read, every book read, and vocabulary results. The Home Connect website can be accessed at <https://Hosted68.renlearn.com/1372916>. Since this information is accessible online, paper reports will not be sent home with students.

ACCREDITATION

Orangewood Christian School is fully accredited by Christian Schools of Florida (CSF), Southern Association of Colleges and Schools (SACS), and the National Council for Private School Accreditation (NCPSA).

ACTIVITY FEES

Grade level fees are assessed and billed to accounts in September and October. Included in the activity fees are parties, most field trips and special materials. We are not able to refund for individual field trips if your child misses the event.

ADMISSIONS - NEW STUDENTS

Orangewood Christian School admits children of believers of any race, nationality, or ethnic origin. A parent's testimony of faith in Jesus Christ as Savior and Lord is essential for admission. In middle and high school, the student interview and testimony of faith are key considerations for admission.

Final acceptance of all students will be decided by the admissions committee. OCS reserves the right to refuse admission to any student.

OCS does not recruit or use undue influence or special inducement in an attempt to encourage prospective students to attend or remain at school for the expressed purpose of participating in interscholastic sports. See FHSAA policy on recruiting for details.

Admissions Probation – All new students begin at OCS with a one year admissions probation period. Students may be dismissed during this period for any reason at the discretion of the administration.

Waiting Pool – Students applying for admission will be placed in a waiting pool. Should a vacancy occur in the class, the family will be notified. It is understood that the administration chooses which students are admitted from the pool of waiting students and that Orangewood Church families will take precedence over other applicants, only if the application is made during January.

ADMISSIONS - MIDDLE AND HIGH SCHOOL - CURRENT STUDENTS

PROMOTION FROM 5th – 8th GRADES: Students promoted from the OCS Lower School and middle school have priority during the re-enrollment period for enrollment into OCS 6th-8th and 9th grades. Enrollment is a privilege; it is not automatic. Enrollment is contingent upon the family's testimony of faith, appropriate Christian behavior, church attendance, and academic promotion from 5th – 8th grade. Students may be placed on probation if there is a record of persistent academic, attendance or behavior problems. Transfer students from other schools must meet regular admissions requirements.

AFTERCARE

After school care is available for parents until 5:45 PM. A late fee is charged for students picked up after 5:45 PM. Any portion of a 15 minute increment will result in a \$15 charge. A late fee is also charged for students picked up after 12:25 PM on half days for after school care. Aftercare begins at **3:25 PM** on regular school days. A \$35 fee will be charged for any portion of that half day. *(For the 2016-2017 academic year, the Extended Care program will not be offered on Friday, December 16th or Friday, May 26th.)*

ARRIVAL/DISMISSAL

Your children can be dropped off in front of the Lower School office building any time after 7:20 AM. Teachers or staff will supervise the students as they wait at the benches. Classes begin to leave the benches at 7:50 AM. School begins at 7:55 AM. Students are considered tardy after 7:55 AM if they are not in their classrooms at that time. School is dismissed at 2:55 PM. **Carpool will begin at 2:55.** If you need your child in advance, please park and sign him/her out for early dismissal. The school staff uses the term "carpool" when referring to the before or after school drop-off/pick-up.

In the afternoon, vehicles line up in the parking lot. Please put your car in park or turn it off while you are waiting in line. Only vehicles displaying an OCS car tag will be allowed to use the pick-up lane. If a car tag is not displayed, the driver will be asked to park and check in at the Lower School office. To ensure student safety, **drivers may not use cell phones when their cars reach the student drop-off and pick-up area.**

Drop-off and pick-up tend to move slowly and the lines are somewhat congested for the first weeks of school. After parents and students become accustomed to the procedures, things move more quickly. After this period, carpool ends at **3:25 PM**. Students who have not been picked up by **3:25 PM** will attend the after school care program and parents will be billed.

BIBLE TRANSLATION

OCS uses the English Standard Version of the Bible for Bible memory and classwork.

CELL PHONES/COMPUTERS/ELECTRONIC DEVICES

Students bringing personal electronic equipment to school do so at their own risk. The school is not responsible for students' cell phones or other personal devices.

Cell phones and electronics, (including iPods, iWatch/smart watch, MP3 players, etc.), must be **powered off** and not visible during the school day and not turned on again until after students leave the building at dismissal time. Phones and electronics must be safely stored and may not be visible or heard during class, in the halls, or anywhere on campus during school hours. (This does not include the personal computer or tablet used in class for academic purposes.). Confiscated devices will be released to the parent upon signature and return of "Cell Phone Policy Agreement Form." 6th graders will receive a warning the first time and a demerit for each additional violation. Any student with 4 violations will result in the loss of the privilege to bring the device to school for the remainder of the school year.

Students are also held responsible for the content of any inappropriate usage of cell phone or electronics.

Additionally, students who misuse their personal laptop/notebook computer while at school (i.e. engage in inappropriate or disruptive behavior using the device, using at unapproved times) are subject to disciplinary action.

CHALLENGED MATERIALS POLICY – MEDIA CENTER

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the media center or classroom. Concerns should be handled in a Scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing any concerns should refer that person to the media specialist. Any parent, faculty, or staff member may challenge materials he or she

deems objectionable by following these procedures. OCS supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their own children. Individuals are not free to define what is appropriate for all students or teachers to read, view, or hear. The school retains the right for students to have available materials that follow the OCS mission statement. Each student is free to choose from the collection the materials that meet his or her family's standards and leave on the shelf those which do not.

When materials are challenged, the following procedure is to be followed:

1. Formal objections to library materials may be made by filling out a Request for Reconsideration of Library Materials form. The form must be signed by the parent and filed with the media specialist. You may request this form from the media specialist.
2. Upon receipt of a request, the media specialist shall refer it to the Reconsideration Committee. This committee shall consist of (but not be limited to) the media specialist, one teacher, and the Lower School principal.
3. The Reconsideration Committee reviews the challenged materials, re-evaluates the material, and makes the decision to keep or remove the materials from the library. The complainant is notified in writing of the Reconsideration Committee's decision.
4. Appeals to the Reconsideration Committee's decision may be made in writing to the Executive Director.

CHAPEL

Chapel is a significant part of the Orangewood Christian School program. The children of each grade level meet together bi-monthly for chapel affording a time of praise, thanksgiving, and encouragement. Chapel usually includes singing, prayer, and a brief teaching (10 to 15 minutes) by the children's director of Orangewood Church or an invited speaker. We love to have parents share with us, so please consider volunteering to speak at chapel.

CHECK OUT

The school day ends at 2:55 PM. Students may only be checked out during the day to adults listed on the "approved check out" list or emergency contact list on RenWeb. Parents can add or delete names on the list on RenWeb at any time. If you need assistance, you can fax or email the school office with the changes. A student who checks out after 2:00 will be recorded as an early release which is noted on the report card.

Students may not be checked out before the end of the school day to avoid parents' waiting in the car pool line. This interrupts the teacher and the learning process for the other students. Parents may not go to classrooms to check out students. Students must be checked out at the school office. High school or middle school siblings may not check students out of school early unless they are listed on the RenWeb check out list.

If your child is going home with someone other than a family member, regular car pool, or someone from your approved check out list, an email or note must be received in the office. In RenWeb, under Family Demographics, a tab title Transportation- Pick Up is available to list all persons with permission to pick up your child.

CHURCH AND CHURCH MEMBERSHIP

Active church membership in a local Christian church is an enrollment requirement. God instituted the church and commanded believers to come together and corporately worship Him, the triune God of the Bible, creator, redeemer, and sovereign Lord of the universe. For information regarding Orangewood Church, PCA, or a pastoral visit, please call the church office at 407-539-1500.

Exceptions to the above policy may be made by school administrators on rare occasions for specific family situations and for Upper School students who demonstrate their faith in Christ and are attending church themselves.

COMMUNICATION

Newsletters, permission slips, and other important information items are posted weekly on RenWeb. Newsletters are posted on RenWeb at the beginning of the week. Teachers will send permission slips for field trips by email and post them on RenWeb. Younger students will bring home their work on a daily basis; older students bring work home as needed.

CURRICULUM

The OCS Lower School program offers a quality educational curriculum for kindergarten through sixth grade students. The core curriculum includes Bible, Language Arts, Math, Science and Social Studies. The electives include Music, Technology, Physical Education, Spanish and Art. The curriculum is in an ongoing state of revision, expanding and changing to meet the needs of our students. OCS maintains high standards in its curriculum evaluation process. In order to meet academic standards and to provide materials for various fields of research, books and other media from various sources, both Christian and secular, may be used in the classroom under the supervision of the teachers.

DAILY SCHOOL HOURS

Monday - Friday school hours are 7:55 AM – 2:55 PM

Half-day school hours are 7:55 AM – 11:40 AM

After school care begins at 3:25 PM and ends at 5:45 PM

DISCIPLINE GUIDELINES

OCS is convinced of our students' ability to know God, walk with Him, make good choices, and demonstrate Christian character. We also firmly believe that our students can and do make a positive impact on their world. They are a blessing from the Lord and, as such, deserve our best efforts for their nurture and education.

Students have responsibilities as well. At OCS, we have the expectation that the students, while remaining "kids" will maintain a high standard of behavior, both at school and in the broader community. Students are provided with varying degrees of responsibility as they demonstrate interest and ability. We believe that learning from mistakes is essential to the growth process.

Discipline at OCS is not intended to simply satisfy the "law" or rules, but is a reflection of our love for our students and our desire to see them grow. Our goal is for students to be guided and governed by the Biblical precepts that they have learned at home, at church, and at school. Discipline, or moral training, is a process that encompasses the entire scope of the teaching-learning process. It takes place every moment of the school day.

Children are responsible, before God, to obey and show respect for teachers and administrators and to respect fellow students. The goal of any disciplinary action is for the student to learn self-discipline and self-control. Each child is treated as an individual, rather than applying an arbitrary standard to all situations.

We encourage students to show exemplary Christian character in class and on the playground. In general, misconduct is handled by the teacher who is responsible to take action according to the seriousness of the offense. Minor infractions of class rules or procedures are handled in a variety of ways, depending on the age of the child and nature of the offense. If positive encouragement is not effective in controlling student behavior, the following steps are typically taken to ensure appropriate behavior:

- Typical discipline might include apologies, making restitution, time-outs, etc. Fourth - sixth graders may be asked to stay after school for a detention or study hall. Detentions are held from 3:15 PM to 4:15 PM. Students occasionally speak with the Lower School administrator for encouragement or guidance.
- For more serious problems, the student is sent to the Lower School administrator's office for discipline. The Lower School principal or teacher will call the student's parents, and a record of the incident will be placed in the student's RenWeb file under behavior. Consequences including the loss of privileges, restrictions from activities such as recess or field trips may be required.
- If the problem continues, a parent/teacher/principal conference is required. At this point the student may be placed on probation.
- Continued discipline problems will result in suspension and dismissal. Any student behavior that endangers other students' or teachers' safety will result in suspension or expulsion.
- If a student receives a suspension during the course of a school year, a discipline review committee meets to determine the student's continued enrollment at OCS. The discipline review committee is comprised of the Executive Director, principal, a teacher, and an elder or pastor from Orangewood Church. An attorney or law enforcement officer may be consulted.
- Lower School students involved in fights or any other serious misbehavior will be subject to disciplinary action, including, but not limited to suspension. If one student is clearly at fault and the other student does not respond physically, only the child at fault will be suspended. If the other child responds physically instead of seeking adult help, both students will be suspended.

Serious Offenses

Aggressive and violent behavior includes but is not limited to intent to harm, property offenses, theft, or any illegal or immoral activity. Serious offenses may result in suspension or expulsion at the administrator's discretion.

Because the school exercises a high degree of selectivity in the admittance of students, it is unlikely that an OCS student would commit an offense such as those listed below; however, these offenses are included in this handbook as a matter of record. These offenses can result in immediate suspension or permanent dismissal from OCS along with the possibility of criminal charges being filed against the student by a school family or the school.

Possession of a firearm or weapon on campus

- Possession of drugs, including alcohol and tobacco (on or off campus)
- Criminal misconduct (on or off campus)

- Assaulting a staff member
- Assaulting, bullying or harassing another student
- Sexual assault or sexual harassment of any person, in person or through technology
- Blatant disrespect toward a student or staff member

In all discipline situations, a record will be kept of the time, date, infraction/problem, disciplinary action taken and student response. Contacts made with parents concerning discipline will also be recorded. Incidents of bullying or sexual harassment must be reported to the principal.

Despite the fresh start each semester, students are cautioned not to push the limits of the system. Habitual misbehavior resulting in a pattern of detentions, which test the system over two or more report periods, will result in expulsion. Note: Infractions that may result in school suspension, out of school suspension, or expulsion include: fighting, weapons violations, alcohol, tobacco, illicit drug consumption on or off campus, use of school computers to access pornography or other illicit materials, vandalism of school property or other property, cheating, theft and bullying. Suspensions are cumulative for the year and do not start over at the new semester.

Detentions are served on the earliest possible date after the infraction. Parents will be notified of discipline infractions.

Discipline Procedures for 6th Grade

The Middle School administration and faculty have developed a demerit system that serves as the basis for discipline for our Middle School community. We feel that this approach holds Middle School students accountable for their behavior. Since the word discipline comes from the root word "disciple," the discipline received by any student in a Christian school should have a clear redemptive goal in mind. Discipline administered in this fashion is not punishment; it's a means to an end, not an end in itself. When a student is confronted with unacceptable behavior, it is the faculty's responsibility to lovingly, but clearly, explain the issue, and then coach-up the student to gain understanding. Consistently walking out these principles in front of our students is certainly a tall task. We need your prayers and the Holy Spirit's guidance to accomplish this high goal.

Below you will find a list of examples of Minor Offenses, Major Offenses, and Administrative Offenses. While this is not meant to be an exhaustive list, it will serve as our discipline "base" so that the accumulation of demerits can be clearly understood. Notification of infractions of the demerit system will be emailed to parents/guardians.

OCS Middle School Discipline/Demerit System

TOTALS	CONSEQUENCES
5 demerits	One Hour After-School Detention Issued
10 demerits	One Hour After-School Detention Issued
15 demerits	Four Hour Saturday School Issued (\$75 fee)
20 demerits	One-Day Suspension Issued

25 demerits	One-Day Suspension Issued—must be reviewed with the discipline committee
-------------	--

EXAMPLES OF MINOR OFFENSES
ONE DEMERIT

1. Backpack, gym bag, books, or other personal items not in a designated location
2. Speaking hurtful words to another student
3. Cell phone usage in class--NOT purposeful (incoming text or call)
4. Chewing gum on campus
5. Class disruption via talking and/or noise level violation
6. Class disruption via horseplay
7. Dress code violation
8. Eating or drinking in a restricted area of the OCS campus
9. Student is in an off-limit area of the OCS campus
10. Inattentive in class
11. Failure to follow break/lunch rules and procedures
12. Pushing, tripping, or tackling while on the OCS campus--including recess, break time, and car line (does NOT result in an injury)
13. Throwing an object in the classroom (does NOT result in an injury)
14. Unprepared for class
15. Using personal computer when not designated by a teacher
16. Public displays of affection

EXAMPLES OF MAJOR OFFENSES
FIVE DEMERITS

1. Disrespectful attitude towards an OCS faculty or staff member
2. Inappropriate cell phone usage that is student-initiated/purposeful
3. Student caught cheating on a homework assignment (zero given)
4. Inappropriate language

EXAMPLES OF ADMINISTRATIVE OFFENSES
CONSEQUENCES DETERMINED BY THE PRINCIPAL

1. Purposeful bullying of another student with words
2. Purposeful bullying of another student using social media
3. Threats of violence
4. Pushing, tripping or tackling another student while on the OCS campus (results in an injury)
5. Student caught cheating on a quiz, a test or plagiarizing an assignment (zero given)
6. Vandalism or destruction of school property
7. Vandalism or destruction of another student's property
8. Failure to appear for a detention
9. Failure to appear for a Saturday school

10. Fighting--physical altercation
11. Possession of alcohol or drugs
12. Possession or use of a weapon
13. Sexual harassment
14. Stealing
15. Lying

If a parent believes the discipline review committee has not acted in accordance with OCS policies, he or she can appeal the decision to the Orangewood's Executive Director. Appeals should be submitted in writing to the Executive Director and should specifically address the policy in question.

Unkind Behavior & Bullying

Unkind behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated. Not all unkind behaviors can be considered bullying. Bullying is an act of repeated aggressive behavior (including ridicule) that hurts another person, physically or emotionally.

Incidents of bullying should be reported immediately to the respective principal. Bullying may result in student disciplinary action, including, but not limited to detention, probation, suspension, or expulsion/dismissal depending on the nature of the offense.

(Please also see the subsequent section in this Handbook entitled, "Electronic Communication and Social Media" for associated information on this topic.)

Students sometimes hesitate to share any concerns or grievances they may have with another student. If you are aware that your student is having difficulty with another student or a group of students, please notify immediately his or her principal.

Our staff members desire to help our students learn to cooperate with each other and will work with students to help them resolve conflict according to Biblical standards. It is critical that you notify a staff member of any problems as quickly as possible.

Resolving Problems with Other Students

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he does not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." (Matthew 18:15-17)

Parents and students have the responsibility to seek the peace and purity of the OCS covenant community. In matters of discipline, parents and students are strongly encouraged to practice the principles outlined in Matthew 18, listed above. Our expectation is that our families will work with each other, as needed, in order to work towards resolving issues. The following steps, when practiced in love and humility, will lead to a more Godly and responsible covenant community in which parents, students, and OCS work together to train up our children in the way they should walk.

Student Responsibility

As members of a Christian community who are concerned for one another, students are expected to follow the guidelines of our Lord Jesus Christ (Matthew 18:15-17) when aware of violations of the school standards. This will usually mean the following:

First: Personally communicate with the person and encourage him to stop the violation and to make known his problem to those in authority. The problem should not be communicated to other students who are not immediately involved.

Second: Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

Third: It is the responsibility of the student, in obedience to the Lord's command, to report a violation to school authorities so that the one who has committed the violation can be helped.

Parent Responsibility

Parents are asked to follow the Biblical model of Matthew 18 when confronting possible wrong-doing by a member of our community. Parents should not approach an OCS student concerning a conflict..

Student or school concerns should be addressed with the respective administrator. Communications regarding concerns or perceived issues should not extend beyond those directly involved, nor should such items be shared or openly discussed using social media or other forms of electronic communication.

First: Personally communicate with the staff member or notify the respective administrator of the perceived violation; if a student is involved, the respective administrator will contact the student's parents.

Second: Others who are aware of the problem should be encouraged to talk to the person if the first step is unsuccessful.

Third: (When steps one and two do not resolve a problem) it is the responsibility of the parent, in obedience to the Lord's command, to report a violation to school administration so that the one who has committed the violation can be helped.

Orangewood Christian School believes that a positive, partnering relationship between the school, its faculty, and a student's parents (or guardian) is essential to the fulfillment of school's mission. Thus, Orangewood Christian School reserves the right not to continue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational and Christian ministry purposes.

ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

The e-mail system and computer networks are owned by the school and are intended primarily for academic use. E-mail and other electronic messages are neither private nor anonymous; they are stored in backup files and are periodically monitored. Students are required to identify themselves (by sign-in, login, or otherwise) before using student e-mail accounts or computer networks. Any attempt to bypass or undermine school monitored computer networks will result in disciplinary action, up to and including dismissal/expulsion. Students may not use any devices during the school day that are not on the school computer network (including but not limited to cell phones).

Students (and faculty and staff) are prohibited from accessing, posting, sending, texting, emailing or disseminating messages or information that would violate school policies if they were spoken orally or written on paper. **Students may not post or text inappropriate pictures of themselves or others.** They may not write, publish, post or text anything that would be considered bullying or harassing in nature. They may not advocate behavior inconsistent with the school’s behavior code. The same rules of conduct for written or face-to-face communication and behavior apply equally to electronic communications. Additionally, students may not photograph or video any school activity or student, unless given specific permission by a teacher as part of an academic or other school-related activity.

School’s Right to Inspect: The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a school administrator. Students or their parents who are unwilling to provide passwords or other access required to inspect such places or items upon request by a school administrator may be dismissed from Orangewood Christian School. Do not assume that any messages or materials on your computer or the school’s systems are private.

”Bullying” and harassment have been addressed in an earlier section of this handbook; however, it is important to reiterate that bullying and harassment can also occur through the use of technology. Any incident of bullying, misconduct or harassment which either solely occurs within or is furthered by electronic communication will be reported to an Administrator for potential disciplinary action, including but not limited to detention, probation, suspension, expulsion/dismissal, depending on the nature of the offense. In some cases, Florida statutes require law enforcement notification.

DISCLOSURE OF STUDENT INFORMATION

Prior written consent of the parent, guardian or eligible student will be obtained before disclosing personally identifiable student information other than directory information. The written consent will include signature of the parent, guardian or eligible student, date, specification of records or information to be disclosed, purpose of the disclosure and the party or class of parties to whom a disclosure is to be made.

All records requested from outside agencies (doctors, school psychologists, etc.) will be sent directly to the requesting party.

DRESS CODE

Lower School students are required to have a school logo on shirts, dresses, and jumpers. Collectively we will display OCS to honor and identify to the school and local community.

Student dress code requirements are outlined on the following pages:

Point of Purchase	<ul style="list-style-type: none"> • <u>Land’s End</u>: Catalogues available in LS office or online at www.landsend.com/school. Use preferred school code: #9000-6546-7 • <u>JCP</u>: Visit jcp.com and under “kids” click on “school uniforms” • <u>Target</u>: Kid’s school uniform section (If using Target Red charge, designate OCS as school for Target to donate 1% of purchases back to school)
--------------------------	--

	<ul style="list-style-type: none"> Just our little secret: janice.howland@yahoo.com 44 West Illiana Suite 102 Orlando, Fl 32806 407-620-3131
Uniform Exchange	The Parent Teacher Fellowship organizes two uniform exchanges each academic year with regular uniform or OCS logo items.
Labels	Please label all items that come to school with your child's name. For missing items, check the lost and found cabinet located near the LS office. At the end of each quarter, remaining items will be donated to charity.
OCS Logo	For the 2016-2017 school year, the logo will be mandatory on uniform shirts, dresses and jumpers. Available by Land's End upon ordering and locally for an additional \$5.00 fee. Leisa Lovely Designs www.lesialovelydesigns.com 407-467-2411 Just Our Little Secret janice.howland@yahoo.com 407-620-3131
Tops/Girls	<ul style="list-style-type: none"> Polo/golf style or long-sleeved 2-4 button shirt with collar- solid colors only. Students may wear collared Under Armour shirts with OCS logo * All students must have 1 red polo shirt for field trips Turtlenecks, oxfords, and white Peter Pan blouses are permitted Clothing must be free of writing, logos or pictures Shirts are not required to be tucked into shorts, slacks, skirts or skorts
Tops/Boys	<ul style="list-style-type: none"> Polo/golf style or long-sleeved 2-4 button shirt with collar- solid colors only. Students may wear collared Under Armour shirts with OCS logo * All students must have 1 red polo shirt for field trips Turtlenecks and oxfords are permitted Clothing must be free of writing, logos or pictures Shirts are not required to be tucked into shorts or slacks
Bottoms/Girls	<ul style="list-style-type: none"> Khaki, navy or "Land's End plaid" shorts, slacks, skirts/skorts, and jumpers may be worn Cords or cargo shorts may NOT be worn. Bike shorts may NOT be worn alone but are encouraged under skirts or jumpers. Solid-color white, black, and navy leggings/tights may also be worn under skirts or jumpers Shorts, skorts, skirts and polo dresses and jumpers must be longer than 4 inches above MIDDLE of the knee Kindergarten students MUST wear elastic waist pants or shorts unless they can easily manage zippers, buttons and belts with no assistance
Bottoms /Boys	<ul style="list-style-type: none"> Khaki and navy shorts and pants Cords or cargo shorts may NOT be worn Kindergarten students MUST wear elastic waist pants or shorts unless they can easily manage zippers, buttons and belts with no assistance Belts are not required if shirt is untucked
Outerwear	<ul style="list-style-type: none"> Jackets, coats, sweaters and sweatshirts with appropriate writing or pictures from the store of your choice are acceptable A collared shirt must be worn under all solid-color sweater vests and sweaters Any solid-color, polartec fleece jacket, cardigan or pullover style sweater or sweatshirt

Shoes	<ul style="list-style-type: none"> • Closed-toe athletic shoes and dress shoes are permitted. • Only Solid-color socks are permitted • Sandals and flip flops are not permitted
Hair	<ul style="list-style-type: none"> • Hair is to be neatly groomed and clean; God-given colors only • Boys' hair must not obscure vision and cannot be longer than the base of the earlobe or touch the top of the collar
Hats	<ul style="list-style-type: none"> • Hats or hoods may not be worn in the building during the school day at any time <ul style="list-style-type: none"> • Hoods and knit caps may be worn outside on cold days
Jewelry	<ul style="list-style-type: none"> • Girls are to keep jewelry to a minimum • Piercings are not permitted for boys
Accessories	<ul style="list-style-type: none"> • Hair decorations (head band, ribbons) are acceptable as long as they are not large, extreme or distracting • Sunglasses may not be worn in the building during the school day • Socks, tights, belts, shoes, sweaters and coats may be purchased from any store
Game Days	<ul style="list-style-type: none"> • Students may wear a team specific shirt with sleeves with all members of the team wearing the same shirt
Dress Down Days	<ul style="list-style-type: none"> • Casual play-clothes may be worn on dress down days • No tank tops, halter tops, camis or spaghetti strap, shirts, blouses, and dresses must have either collars or sleeves, no midriiffs showing • Athletic or closed shoes only (sandals or backless shoes are not permitted) • Shorts, skorts, skirts and dresses must be longer than 4 inches above the middle of the knee • T-shirts or sweatshirts with appropriate writing or pictures are acceptable • Jeans are permitted (no holes, rips or frays). Skirts, shorts, and pants must be hemmed
Miscellaneous	<ul style="list-style-type: none"> • Swimsuits: At OCS functions where swimming occurs, girls may only wear modest one-piece suits or modest tank-inis in which the top fully covers the torso with no midriff exposed and boys may wear modest swim trunks

EDUCATIONAL SERVICES PROGRAM

At Orangewood Christian School we realize that students have different learning styles. We believe that all students can benefit from a challenging academic program if provided with the proper support. The elementary Educational Services program provides early intervention to assist students who may have difficulty with reading, math, spelling or written expression. A variety of reading and writing intervention programs are utilized. In addition, a study skills program for grades 4th – 6th is designed to advance classroom success by developing and reinforcing organizational, study and test taking skills. Students are scheduled for individual or small group sessions. Enrollment is based on availability for qualifying students at an additional cost.

An enrichment program is offered for students who need a challenge beyond that offered by the regular classroom environment. This resource program is designed to provide a challenge for high-achieving students who are working significantly above grade level and would benefit from enrichment beyond that offered in the regular classroom.

All evaluation forms, etc. are required to be mailed back directly to the evaluator. Forms cannot be returned to parents.

E-MAIL AND INTERNET POLICIES

The e-mail system and computer networks are owned by the school and are intended primarily for academic use. All computers will be monitored. E-mail and other electronic messages are neither private nor anonymous; they are stored in back-up files and are periodically monitored. Students are required to identify themselves (by sign in, login or otherwise) before using student e-mail accounts or computer networks.

Students and parents are prohibited from sending or disseminating messages or information that would violate school policies if they were spoken orally or distributed in hard copy. The same rules of conduct for written or face-to-face communications apply equally to electronic communications. Violations of these policies may subject students to disciplinary action, including, but not limited to, probation, suspension, expulsion or dismissal.

No social media use is permitted at school.

ENROLLMENT PROCEDURES FOR NEW STUDENTS

Enrollment applications are available online at the school website. Registration begins in January for new students whose parents are members of Orangewood Church and siblings of current students. Families who attend other churches may enroll in February.

A student will be considered for admission after completing the following steps:

- Student application is submitted with required application fee
- Entrance testing is completed
- Testing fee paid
- *Church Reference* form submitted
- Previous report cards and achievement test scores received
- *Teacher Reference* forms received
- Personal interviews of parent(s) and child (grades 6-12) with an administrator
- Complete application sent to the admissions committee for review

After acceptance the following must be completed before enrollment

- Registration and new student fee paid
- Arrangements for tuition payments made with the Director of Finance
- All student records submitted, including a copy of the birth certificate
- Immunization records updated
- *Christian Mediation and Arbitration Agreement* received
- Students attending school in Florida for the first time must submit proof of a physical exam within the last year – HRS form 3040
- OCS parent contract signed

EXPECTATIONS OF PARENTS

OCS welcomes and takes seriously the educational and student care responsibilities parents entrust to the school. We believe that partnering with parents and parental involvement are leading priorities in the success of any school and its students.

The following is a list of OCS expectations for parents:

- Active membership and regular attendance at a local Christian church.

- A commitment to Christian education.
- Support of OCS administration, faculty and school offerings
- Prompt payment of all fees and tuition.
- Financial support for the school with gifts in addition to tuition and fees, if possible.
- Attendance at parent meetings and scheduled parent-teacher conferences. (Both parents, if possible.)
- A commitment as a family to volunteer to help the school in some way during the year. Many opportunities will be provided ranging from teacher assistance to helping to care for the building and grounds.
- Scheduling a regular homework time each weekday and on weekends when needed.
- Check RenWeb regularly. Being aware of grades, homework, tests, and project due dates.
- A commitment to ask questions of the appropriate people when something is unclear, or where there seems to be an issue or concern (follow Matthew 18 principle).i.e. If your student is having a problem with a particular subject or teacher, please begin by contacting the teacher for resolution.
- Refrain from any conversation that could be perceived as harmful, gossip, heresay or negative towards the school, its faculty, parents, students or school offerings.
- For parent volunteers - Drug test completed and test results provided to the school

EXTRA-CURRICULAR ACTIVITIES

Activities are offered on occasion for Lower School students. There is a fee for these programs. Activities may include chess club, running club, martial arts and after school sports. Many Lower School students participate in after school enrichment activities through organizations in their local communities. Homework and school assignments should take priority over extra-curricular activities. Teachers are not permitted to excuse a student from a test or homework assignment because of extra-curricular activities. Extra-curricular activities can be located here by using this [link](#).

FIELD TRIPS

Teachers plan regular field trips to enrich the school's academic activities which are included in your students activity fee that is billed on RenWeb at the beginning of the school year.. Students must wear red polo shirts and khaki shorts, skorts or pants on field trips. This helps our teachers and parent chaperones keep track of the students and identify their group. **Our primary transportation will be an OCS school bus or charter bus.** Although our students are well behaved, they will need the chaperones full attention. Siblings may not attend field trips or class parties. The chaperones will be charged for each field trip.

Orangewood Christian School endeavors to create a safe and productive environment in all aspects of the school program. In order to meet such quality standards the following rules have been established.

It is imperative to uphold these stated requirements for any parties pertaining to the Lower School students. Therefore it is mandatory that: 1) all class parties be approved by the Lower School Principal prior to any information being shared with students and their families, 2) if a pool party is held at a home or venue that DOES NOT provide a certified lifeguard, the teacher is responsible to secure a certified lifeguard who provides a copy of his/her certification prior to the party, 3) any time a child is in the pool a hired licensed lifeguard must be actively on duty, 4) swimming will only be permitted where the bottom can clearly be seen, 5) parent chaperones need to be actively responsible and present for every two children under the age of seven, 6) swimmers will be required to pass a swim test, administered by the lifeguard, before being permitted in water over his/her shoulders. Children who

are unable to pass the deep water test must be actively supervised by an adult in the pool area in addition to the lifeguard in the pool area, 7) girls have the option to wear one piece swimsuit or to wear a dark colored t-shirt over a two-piece swimsuit, 8) at no time will students be permitted to be on trampolines.

If your child is taking any medication, please send it to the teacher or the office so that it can be administered at the proper time on the field trip. A signed Medical Authorization Form (not the prescription) from the physician must be on file at the school. If your child is at significant medical risk, we ask that a parent accompany the class on all field trips. Any special needs may be added to the medical form on RenWeb.

FINANCIAL AID

Orangewood Christian School seeks to provide need-based tuition assistance to students in grades K-12 to enable us to serve students who could not otherwise afford to attend. The tuition assistance program is an integral and respected part of our school's philosophy, operating budget and fund-raising objectives. OCS may not be able to meet 100% of the demonstrated need for each applicant, and frequently, the number of qualified applicants may exceed the tuition assistance resources of the school. The tuition assistance application is found on-line however the Finance Office must be contacted for details prior to applying. The deadline to apply for assistance is April 15 (for the following school year). Late applications for extenuating circumstances or for new families may be considered if funds are available.

FINANCIAL OBLIGATIONS

Applications for enrollment will be considered when accompanied by the online application fee of \$125. Registration and new student fees along with any tuition due are required to be paid upon acceptance to OCS. Parents have the option of paying tuition in full with a pre-paid discount OR by paying monthly (June-May) with a one time tuition set-up fee. **If a student is withdrawn after June 1st, parents are responsible to pay the full tuition for the first semester or the upcoming school year. If withdrawal is after November 1st, tuition will be owed for the entire academic year. Application and registration fees are non-refundable/non-transferrable.**

Accounts with a past due balance over 30 days will receive a letter and the family account will be disabled in RenWeb. Payment MUST be brought current in order for access to RenWeb to be reinstated. If an account becomes 60 days delinquent, the school reserves the right to bar the students' attendance at school, including classes, exams, athletic activities and/or other school events. All fees and tuition must be paid in full before any student record will be released. All tuition and fees must be current by the first day of school or an approved payment plan must be in place in order for students to be eligible to start school. Any payments made to OCS will be applied to the oldest outstanding financial obligation.

FIRE AND OTHER EMERGENCY DRILLS – STUDENT PROCEDURES AND RESPONSIBILITIES

Monthly fire drills are required for the health and safety of everyone. Students must take fire drills seriously and promptly follow their teacher's instructions. When the fire alarm sounds students should follow these procedures:

- Students should immediately stop talking and discontinue their activities.
- Students should listen and follow the instructions given by their teacher.
- When the teacher completes instructions, students should promptly line up in single file at the classroom doorway and orderly follow the exit route posted on the wall.
- Students should walk to the designated waiting area and wait quietly until the "all clear" signal indicates they may return to their classroom.

FUNDRAISERS

Annual fundraisers include an auction/gala. The athletic and fine arts departments occasionally schedule other fundraisers. Lower School classes sometimes have bake sales to raise money for missions or other service activities. Upper School students also do a variety of fundraisers to support class projects. We appreciate your support of these activities; however, participation is voluntary.

Please do not feel an obligation to support all school fundraising activities. Choose those that are important or helpful to you.

GENERAL ADMINISTRATIVE POLICIES

No visitor or outsider may speak or perform at any program unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom.

No one may use the name of the school on any radio or television program or in any publication without prior authorization in writing from the school administration.

The school is not responsible for any party or social event that is not officially approved or sponsored by the school administration.

GRADE PLACEMENT

Grade placement of any student enrolled in Orangewood Christian School is at the discretion of the school administrators. This decision may be based on:

- Developmental readiness
- Entrance test evaluation
- Most recent achievement test scores
- Previous report cards
- Previous credits earned
- Attitude toward schoolwork

Placement in any grade is on a semester trial basis. Should it become apparent at any point in the semester that the student is placed above his/her ability to achieve, the parent(s) will be called in for a parent-teacher conference. No student will be placed in a different grade without a parent conference.

HALF DAYS

OCS has several half-days scheduled during the year to allow for parent conferences or teacher in-service training. We feel that it is very important to invest in the professional development of teachers to obtain the best possible education for students. We also want to make sure that teachers have time

to meet with parents. We occasionally have early release days before holidays to allow families to avoid vacation traffic tie-ups.

HEALTH AND SAFETY

All students must have up-to-date Health Forms and notarized emergency information forms on file.

Health Forms, any student entering a Florida school for the first time: Florida State law requires that a Student Health Examination Form (HRS 3040) and a Florida Certificate of Immunization (DH 680, Part A, B, or C, or a Religious Exemption Form DH 681) be completed before a child enters a Florida school for the first time. The forms may be obtained from your physician, the health department or a walk-in clinic. Schedule student's appointments for the health exam before school begins. The results of the health exam plus past and current immunizations or exemptions must be recorded.

Please note that the Certification of Immunization, DH 680 Form, can now be printed on white, blue or any color paper. Schools can accept the DH 680 form if printed on white or colored paper.

All students enrolling/attending a Florida public or private school in Kindergarten through the 12th grades must show documentation for the following vaccines:

- Four or five doses of **Tetanus –diphtheria- pertussis (Tdap)** vaccine (In addition to the K-12 requirement, students must have one dose of Tdap vaccine in grades seven through ten.)
- Two or three doses of **Hepatitis B** vaccine series
- Three, four or five doses of the **polio** vaccine (A fifth dose of poliovirus vaccine is required if the fourth dose was administered prior to the fourth birthday. If the third dose of poliovirus was administered after the fourth birthday, a fourth is not needed. Please note that the Certification of Immunization (DH Form 680) has been updated to provide a space to document a fifth dose of poliovirus vaccine as needed.)
- Two doses of **measles** vaccination (MMR)
- Two doses of the **varicella vaccine** for students in grades kindergarten through four, and one dose for students in grades five through twelve (No doses are required if a healthcare provider shows documented history of the student's previous varicella infection)
- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades 7-12

Students with Special Health Concerns or a Need for a Health Accommodation:

If your child has a special health concern, it is your responsibility to provide OCS with updated emergency information each year. This should include emergency instructions and contact names. If your child has a medical or health impairment and needs a special accommodation, it is the parent's responsibility to contact the administrator to discuss the child's needs. The school may need to obtain and evaluate medical documentation regarding the health concern or request for accommodation. In either event, the parent will need to have a conference with the administrator and/or teacher and appropriate staff to discuss the student's needs and any special procedures or precautions that need to be observed. The School will then make a final determination regarding its ability to implement the accommodation or procedure requested. It is the parents' responsibility to make sure that the school office and the teachers are provided with any medications or emergency equipment required by the student. Depending on your child's medical condition, we may require that a parent accompany the student on all off campus field trips. Parents must always be available for emergency calls.

Remember to update your child's file if anything changes during the year.

School Administered Medication

Students may be given medication at school only if the office has a completed Physician's Authorization of prescription and non-prescription medication for a student at school and school sponsored activities on file. Please contact the school office for the Physician's Authorization form. All school administered medication must be delivered to and retrieved from your student's school office by the student's parent/legal guardian. Prescription medication must be in the original container with an unaltered prescription label attached; the first dose of any prescription medication may not be given at school. Over the counter medication must be delivered to the school in the original unopened container. Medications are locked in the office and a written record is made of each administration. The administrative assistant or another administrator will administer this medicine according to the written instructions. School personnel are not permitted to honor independent requests from a parent/legal guardian to administer medication other than as specified on the Orangewood Christian School Administered Medication Authorization Form. If your child is taking medication, it will be sent with the teacher on field trips, so it can be administered at the proper time when the class is off campus.

Self Carry/ Self-Administration of Epinephrine Auto Injector

Students with severe or life threatening medical needs, will be allowed to carry their EPI-PEN only if the office has a completed Physicians' Authorization of Self-Carry/Administration of Epinephrine Auto-Injector During School and School Sponsored Activities Form AND a completed Physician's Authorization of Prescription and Non-Prescription Medication for a Student at School and School Sponsored Activities on file. This authorization will include all of the information required on the School Administered Authorization form, along with the physician's attestation to the student's ability to self administer, signed parent and student responsibility statement and a pre-determined location for storage of the medication. **A second device must be provided to the school for emergency situations.** In the event that a school administrator has a concern about the validity of a prescription the parent shall be contacted. If the concern persists, the school administrator may contact the dispensing pharmacist or the prescribing physician.

Self Carry/ Self-Administration of Metered-Dose Inhalers

Students with severe or life threatening medical needs, will be allowed to carry their METERED DOSE INHALER only if the office has a completed Physicians' Authorization of Self-Carry/Administration of Metered Dose Inhaler During School and School Sponsored Activities Form AND a completed Physician's Authorization of Prescription and Non-Prescription Medication for a Student at School and School Sponsored Activities on file. This authorization will include all of the information required on the School Administered Authorization form, along with the physician's attestation to the student's ability to self administer, signed parent and student responsibility statement and a predetermined location for storage of the medication. **A second device must be provided to the school for emergency situations.** In the event that a school administrator has a concern about the validity of a prescription the parent shall be contacted. If the concern persists, the school administrator may contact the dispensing pharmacist or the prescribing physician.

All medication authorization forms are valid for the school year in which they were executed. A new form must be completed each school year.

Medication Disposal

The parent/legal guardian will be notified in writing when unused/expired medication is left at school. If not picked up within five days of notification, the medication will be destroyed according to procedure.

During the school day

Students who become ill during the day or who sustain a significant injury should notify a staff member. They will be directed to report to the office so that their parents may be contacted.

Students who are unable to participate in physical education class because of illness must have a note from home or a doctor's excuse.

Health Policies

Students should not come to school if they have had a fever or have vomited within the last 24 hours or if there is any chance that their illness is contagious. Illness spreads from student to student very quickly. Please be considerate of other students' health. If there is any possibility that a student may be sick, **DO NOT** send him/her to school. Contact the office and inform us if you know that your child has contracted a contagious disease or if your child will be absent because of illness. We will inform the teachers.

If a student becomes ill while at school, the office assistant, in consultation with the student, will call the parents to pick up the student. This will be done automatically if the student is running a fever or is in pain because of an injury. If both parents are unavailable during the school day, please have a designated neighbor, friend or relative to care for your child. The name and phone number of this designated person must be provided to the school office. Teachers and office staff cannot take responsibility to care for sick students. If you are going to be out of town, please notify the office.

Students with bacterial or viral pinkeye are not permitted to attend school until the condition is completely gone.

In accordance with local public school policy, if a student is found to have live head lice the parent will be notified immediately to pick up their student. After successful treatment students with no live lice may return to class even if nits are present. Students will be rechecked on the 7th & 14th day if live lice are present, the parent will be notified to pick up their student. After 14 days if live lice remain present, absence of lice and nits is required for student's readmission to school. Students with nits only will be permitted to attend school but rechecked on the 7th & 14th day for the presence of live lice. Except in extreme cases OCS will not conduct full classroom checks. OCS will notify parents if there is an outbreak of lice in their child's class. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Parents are required to contact the school if students have any of the above conditions.

Use of Alcohol-based Hand Sanitizers (liquid, gel or foam hand sanitizers) in the school setting

The use of alcohol-based hand rub products cannot substitute for hand washing in the school setting. Hand washing is required to remove visible soil. Alcohol-based hand rubs are limited to instances in which no sink is available. These products require an alcohol content of 60% or greater to be effective at killing germs.

OCS adheres to the following policies regarding hand sanitizers:

OCS limits use of alcohol-based hand sanitizers to areas of the school that are inaccessible to children, e.g., in a kitchen that is off-limits to children or in the maintenance equipment area. We discourage alcohol-based hand rubs for hand hygiene in student areas. If used, it is limited to situations where there is no visible soil on the hands, where sinks are not available and where the use and control of containers of the chemical sanitizer can ensure that no child can have independent use of the container or dispenser.

Teachers and staff ensure that hand hygiene using alcohol-based hand rubs conforms to the manufacturer's instructions. The procedure for using alcohol-based sanitizers includes applying the required amount of the product to the palm of one hand and rubbing hands together, covering all surfaces of the hands and fingers until the hands are dry.

HOLIDAYS

The faculty emphasizes the Christian traditions in the celebration of holidays. The school staff is also supportive of each family's holiday traditions. We do not celebrate Halloween at OCS.

HOME SCHOOLING

OCS serves Christian parents who desire to raise their children in the nurture and admonition of the Lord. We believe Christian parents are directed by Scripture to educate their children in a school system where Christ reigns, where "every thought is held captive" to Him and where students serve and glorify the Lord. Accordingly, the primary institutions God created for educating His children are Christian families and churches. OCS supports parents who fulfill their Biblical responsibility through home schooling. Homeschooled students may enroll at OCS on a part-time basis and may be eligible for extra-curricular activities. Homeschooled students who attend OCS part-time or participate in OCS athletic or fine arts activities must comply with all OCS academic, behavior, and dress code policies.

OCS admits homeschooled students on an individual basis using the same admissions process used for all other students. Standardized testing is required.

HOMEWORK

Teachers post all assignments on RenWeb. Regular homework is a part of the academic program at OCS. Students should be able to complete their homework with minimal help from parents; however, parents should supervise students as needed to ensure that all homework is completed and assist if necessary. A small amount of homework is required in the primary grades. Additional remedial help in spelling, math and reading, etc. may be necessary for some students. Teachers send home daily homework notices with the younger students, grades kindergarten through second. On occasion, teachers will request parental help with a special project or school activity. Homework over a weekend will be the exception, not the rule.

Late Homework Policy for 6th grade

Late assignments will be penalized according to the following schedule:

- 1 day late: 10% reduction in grade
- 2 days late: 20% reduction in grade
- 3 days late: 30% reduction in grade

After 3 days, the student will receive no higher than a 50% grade on work turned in before the conclusion of the quarter.

INCLEMENT WEATHER

Be on the alert to pick up your child in the event of severe weather. School may be dismissed early if the Weather Service predicts unsafe conditions. You may always check your child out if you have a personal concern about unsafe conditions regardless of Weather Service warnings. Please note, if Seminole or Orange County Public Schools close due to weather concerns we will follow suit.

LATE PICK UP

Students who are not picked up by **3:25 PM** (or 12:25 PM on half-days) will be charged the published aftercare rate for the current school year. If you arrive to pick up your child after the students and teachers have left the car pool area, please park and walk into the school to pick up your child from the after school care supervisor. Any portion of a 15 minute increment will result in a \$15 charge.

LOWER SCHOOL OFFICE

The Lower School administrative assistant is responsible for records and answering the phone. She administers medication to students (with a signed Medical Authorization form) and calls if your child is sick. Please be sure to let the school know if your phone numbers change or if you will be out of town for any length of time.

The Lower School Administrative assistant is not able to deliver a message to your child or your child's teacher during class time without the phone ringing and interrupting the learning time for the whole class. Please do not ask us to deliver messages concerning car pool, after school pick up or play arrangements. **If your child is going home with someone other than a family member or regular car pool, a note or email must be received in the office.**

The Lower School Administrative assistant will be happy to take messages for teachers and students. Messages are sent to the teacher's email mailbox. The teachers usually check their messages, email, and boxes periodically and at the end of the day.

If you wish to speak to your child's teacher, please call the office, and leave a message for the teacher in his or her voicemail box. Messages left after **3:30 PM** may not be returned until the next school day. We encourage you to use e-mail whenever possible, as it is quick and convenient.

Please do not call the teachers at home for routine information that has been communicated previously through newsletters or memos. Instead, you can check with another parent in the class, leave a message on the teacher's school voicemail, send e-mail, or check RenWeb.

LOST AND FOUND

The office maintains a lost and found cabinet, in addition some items are put on the Facebook page. Parents and students should check this cabinet for lost items. Items not claimed in a timely manner will be donated to a local charity at the end of each quarter. **PLEASE MARK YOUR CHILDREN'S JACKETS, SWEATSHIRTS, SWEATERS, BACKPACKS, AND LUNCH BOXES** with their first and last names so we can return them if they are misplaced. The cabinet is cleaned out twice a month, usually the 15th and 30th.

LUNCH

Lunches can be brought from home or purchased from the school's lunch provider. Lunch order forms can be downloaded from RenWeb and will also be sent home on a monthly basis. **We are not able to take late orders or order on a daily basis.** Some of the lunches do include drinks. Students have a short snack break in the middle of the morning. Please send a nutritious, quick, easy-to-eat snack daily. Students should also bring a water bottle during hot weather.

If your child is absent, his or her lunch is usually given away to another student in the classroom. You may come to school at lunchtime and pick it up, but we do not have enough refrigerator space to store lunches until after school. We also do not have anyone available to deliver your child's lunch to a sibling or a student in another classroom. If a child forgets his or her lunch, the school will provide food items. Parents will be charged \$5.00 for lunch (this includes a lunchable, chips and a cookie).

Please do not send soft drinks or drinks in glass containers. On special occasions, such as birthdays, you can bring in a purchased lunch. Occasionally, students ask for a snack. We are able to provide this at a cost of \$2.00 (chips or cookie).

MEDIA CENTER

The Lower School media center serves K4 through 6th grade classes. The purpose of the media center is to provide a variety of current educational resources for students and faculty and provide research instruction and support. The center also has magazines, DVD's, videos, CDs and reference materials for family and staff use.

The media center director assists faculty and staff in the development of reading comprehension, vocabulary and written expression through individual instruction, programs such as Accelerated Reader, and class instruction.

The media center is available for use from 8:00 AM-4:00 PM each school day when staff is present. No food or drink is allowed in the media centers unless expressly permitted by the staff.

The center has approximately 10,000 titles available to check out as well as an electronic library consisting of 5 databases and a video streaming service through Discovery Education. Students and their families have access to the electronic data and services through the internet. PK4 through 5th grade students take media classes in the center weekly and 6th graders visit on an as needed basis.

Books may only be checked out when staff is present. Notes may be left in books to be checked out and the books left on the librarian's desk. They will be ready to be picked up the next morning.

Fines are not charged for late books until they are 30 days past due. A notice will be given to the student and an email will be sent home after 30 days. Books must be returned or paid for before the next report card is sent home or report cards will be held. Hard cover books generally cost \$15. Soft cover books generally cost \$12. Some books are priced individually and will be noted on the overdue notice if applicable. The media center expense includes late fees, shipping and labor to process the requests and replace the books.

MORNING PROCEDURES

Parents are encouraged to follow morning car pool procedures by pulling through the car pool line and dropping children off at the carpool benches. However, parents are welcome to park in a parking space

and walk students using the crosswalk to walk students to the car pool benches. Parents are also welcome to walk children to the entrance of **the gate by carpool**. Saying good-bye to mom or dad at the **gate entrance** allows children to begin the morning routine. Learning to unpack backpacks and follow a morning routine is an important part of a quality educational program and fosters independence and responsibility within children. In addition it permits teachers to begin class in a timely manner.

NATIONAL ELEMENTARY HONOR SOCIETY

A National Elementary Honor Society chapter will begin this 2016-2017 school year at the lower school with induction taking place in the spring. Membership will be open to students in 4th – 6th grades who demonstrate scholastic and leadership ability and a willingness to serve our school and community. In order to be considered for membership students must be at OCS for at least one semester, maintain a 3.5 cumulative weighted grade point average, demonstrate integrity, dependability, respect for authority, peers and property, and inspire others to excellence. A transfer student who is already a NHS member will be accepted as an OCS NEHS member when a letter is sent from the previous school.

PARENT/TEACHER CONFERENCES

Scheduled conference times are available in the fall to meet with your child's teacher. Parents or teachers may initiate additional conferences as the need arises. Please schedule parent requested conferences directly with your child's teacher, giving the teacher at least one day notice.

PARKING

Please do not park in the grass or block the driving lanes, carpool lanes or fire lanes. Please drive slowly and obey all traffic laws and signs to ensure student, parent, and visitor safety. Please refrain from cell phone usage during drop-off and pick-up.

PARTIES

Children enjoy celebrating their birthdays with school friends. We strongly encourage inviting the entire class or all the girls or all the boys to an after school or weekend party. This will help us eliminate school problems that occur when a few children are not invited. Invitations cannot be distributed at school unless the entire class is being invited. Invitations should not be stuffed into backpacks by parents without notifying the teacher. A parent may not pick up a small group of students to go directly to a party from school.

Many children choose to bring a birthday treat to school to share with the whole class. We encourage you to keep these low-cost and easy to serve. Please contact your child's teacher to arrange a time to bring your child's treat. Enough should be provided for your child's "homeroom" class. After lunch or at the end of the day are usually the best times.

PERFORMANCES

Classes participate in musical performances several times each year. This is part of the students' class participation requirement. Students who do not attend or participate will receive lower grades on their report cards. Parents may be required to purchase costumes or performance wear.

PERMANENT RECORDS

A file is kept on RenWeb for each student while in attendance. The file is sent to the student's next school if he or she moves or graduates. Files will not be released to parents or other schools until all accounts are fully paid. The file includes the academic record, standardized testing results, and any other testing. The cumulative file is always open to parents for review. If Orangewood Christian School would ever cease operation, each school principal is responsible to ensure that student files are transferred to another school.

PHOTOS

Students may not photograph or video any school activity or student unless given specific permission by a teacher as part of an academic activity.

A professional photographer takes group and individual pictures during the school year. Parents will have an opportunity to purchase picture packages. If you do not want your child to participate in class or yearbook pictures, please notify the office in writing at least 24 hours before the pictures are scheduled to be taken.

PHYSICAL EDUCATION

Kindergarten through 5th grade students have physical education classes twice each week. Sixth graders are offered a PE elective. Your child's teacher will tell you the schedule. Students wear their regular uniforms on PE days. In extremely cold weather, heavy winter jackets or coats may be necessary. These can be any style and purchased at the store of your choice. Students should not wear any jewelry to school on PE days.

Sixth graders who are taking PE do not change clothes or wear PE uniforms. They participate in their regular school clothing. They should wear athletic shoes to school on PE days.

PLACEMENT

Teacher assignments and class placement decisions are a matter of prayerful consideration for the administration and faculty. We do not assign students to teachers according to ability or maturity, as we believe that all our students will benefit from the enriched, active learning opportunities in our classrooms. We try to achieve a balance of ages, temperaments, and abilities in every classroom.

Kindergarten through second grade teachers plan together and academic activities are identical in both classrooms at each grade level. We ask that parents do not request that their children be assigned to specific teachers. Third through sixth grade teachers team-teach and students have classes with all teachers. Fourth, fifth, and sixth grade students are assigned to math groups according to their grades, test scores, and interest level.

Students may be advanced or retained a grade level, depending on the student's mastery of content, skills and maturity. These decisions are made in consultation with the parent however, OCS reserves the right to retain students if they do not have mastery of the basic skills necessary for the next grade.

PLAGIARISM

Students may incorporate material into any of their work (e.g. – homework assignments, research papers, etc.) only when crediting the source using MLA school format. Sources for information could include (but are not limited to) the internet, multimedia encyclopedias, Bible commentary software and

educational software. Incorporating any portion of published or unpublished work without attribution is strictly prohibited and will be treated as cheating.

PRAYER SUPPORT

All moms are invited to join the group of mothers who meet to pray for OCS every Tuesday at 8:00am in the conference room. Teachers and staff are encouraged to email their prayer requests. We are so grateful for this essential ministry that supports the school, and encourage all who are able to participate.

PROHIBITED ITEMS

Students are NOT permitted to bring the following: Laser pointers, radio, any type of music playing device or other items which cause unnecessary disruptions. (Instruments used in band or music classes are allowed.) Bringing knives, guns, weapons, drugs or explosives to school may result in immediate expulsion. Parents also should not bring weapons on the school campus unless they are sworn law enforcement officers.

Cell phones and smart watches may not be used or be visible on the Trinity Woods campus. Lower School students may only use cell phones in emergency situations with permission from a teacher. Student cell phones must be powered off and put away between 7:00 AM to 3:25 PM. If students are in extended care phones must also be put away.

PROBATION, SUPPORT AND EXPULSION

A student may be placed on academic support or behavioral probation, if warranted. Any suspension will trigger a discipline review. A student who receives two D's, one F, or a GPA below a 2.0 will be placed on academic support. Special scheduling or discipline measures may be prescribed to encourage improvement in academics or conduct. Professional counseling may be required of students who have committed disciplinary offenses if they are to continue at OCS.

Students may be asked to withdraw if improvement is determined to be insufficient.

Orangewood Christian School reserves the right to dismiss a student at any time. Reasons for dismissal include, but are not limited to, the following:

- Parents' failure to cooperate with school policies
- Parents' failure to meet financial obligations
- Parents' failure to fulfill other contractual obligations
- Any significant incident of misconduct
- Continued academic failure, defined as 2 D's or 1 F received in a grading period
- Bullying or harassment
- Violence or threats of violence
- Student's failure to cooperate with school policies
- Unacceptable conduct and/or poor attitude
- Possession of prohibited articles or substances, or the sale or distribution of such substances
- Accumulation of detentions or suspensions
- Habitual negative response and attitude toward OCS which is being communicated to others

PROGRESS REPORTS/REPORT CARDS

Report cards are issued four times a year, at the end of each nine-week quarter. Students are evaluated according to their mastery of the skills and content presented. Second through sixth grade students receive letter grades in the academic subject areas and progress indicators in other areas. The grading scale is as follows:

97-100=A+	93-96=A	90-92=A-
87-89=B+	83-86=B	80-82=B-
77-79=C+	73-76=C	70-72=C-
67-69=D+	63-66=D	60-62=D-
0-59=F		

6th Grade Honor Roll:

- 3.98-4.0=Highest Honors
- 3.75-3.97=High Honors
- 3.5-3.74=Honors

Family accounts must be up to date in order to receive report cards or have access to grades through RenWeb. Records will not be released for students if there is an outstanding account balance.

PROPERTY DAMAGE

If school property or vehicles are damaged or destroyed by students, parents will be asked to pay for repairs or replacement. Vandalism may result in suspension or expulsion.

RAMS ON THE RISE

A program designed to enrich the academic environment of academically talented students at the Lower School of Orangewood Christian School. Your child must be invited to this program and is identified for this program using classroom observation, ability to make up the work that is missed during class time, and ERB Testing beginning in 2nd grade. Space is limited so students are accepted in the order contracts are returned.

The name came from the acronym:

- R**eaching
- A**chieving
- M**otivated
- S**tudents
- R**einforcing
- I**nquiring
- S**olving
- E**ngaging

RE-ENROLLMENT PROCEDURES

STUDENTS WILL BE AUTOMATICALLY RE-ENROLLED FROM ONE SCHOOL YEAR TO THE NEXT. Registration fees will be automatically billed to your RenWeb account and will be due by February 10th.

The financial agreement on file will remain in effect for the student's entire career at OCS. Parents will periodically be required to provide a current Church Reference Form.

Re-enrolling students who have not paid their registration fees by February 10th will not receive preferential treatment over new students.

RENWEB

RenWeb (www.renweb.com) is the web-based school-family communication tool used at OCS. RenWeb is also available as a smart phone app. Teachers post grades, homework and news weekly. Please check your child's account regularly. RenWeb will be disabled when there is any outstanding financial obligation. Please contact the finance department for specific information.

4th-6th Grade Reporting Abbreviations

The following codes are used in grade fields, until a grade is entered.

- **E** (excused): the student is not required to turn in the assignment
- **P** (pending): the assignment has been turned in but is not yet graded
- **M** (missing): the assignment was not turned in, for any reason
- A **blank** field means the assignment has not been collected from the class yet

E and **P** codes do not affect the grade average. An **M** code averages as a zero (until a grade is entered in its place) and triggers an automated zero notification email home. The purpose of the email and temporary zero-weighting of an **M** is not punitive. They are intended to be helpful reminders, so missing work is not forgotten. This is especially important in the confusion that sometimes follows a long absence; students can overlook make-up work until it is too late to turn in for full credit.

RESOLVING STUDENT/PARENT/TEACHER/SCHOOL PROBLEMS

Sometimes misunderstandings can arise between students, parents, and school personnel. The appropriate way to resolve these problems is to work directly with each other. If a parent has a problem with a specific teacher or staff member, the parent should do the following:

- Make contact with the teacher or staff member to resolve the problem.
- If the problem is not resolved, the parent should next consult the Lower School principal.
- After meeting with the Lower School principal, if the problem is still unresolved, the parent may ask for a hearing with the Executive Director and the Lower School principal.

Any ongoing problem with another student should be brought to the attention of the classroom teacher. The teacher may ask you to contact the parents of the other student. Any problems not involving the classroom teacher or other students should be brought to the attention of the Lower School principal.

Open Door Policy: OCS teachers and staff are committed to supporting you and your child; however, they cannot help if they are not aware of an issue. It is always best to address issues with the people directly involved. If there is not a resolution, please involve the Lower School principal. If there is still no resolution, please contact the school's Executive Director.

Problems should not be discussed with students or other parents not involved in the issue. Do not contact other parents to see if their child is having the same problem. If you believe that the OCS Executive Director has not acted in accordance with OCS policies, you can appeal the decision to the OCS school committee. Appeals should be submitted in writing to the OCS School committee chairperson and should specifically address the policy in question. School committee members do not handle day-to-day school problems. The Orangewood Church pastors and staff also do not handle school problems.

Orangewood Christian School believes that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of school's mission. Thus, Orangewood Christian School reserves the right not to continue enrollment and/or not to re-enroll a student if the school reasonably concludes that the actions of a parent (or guardian) make such a relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes.

SAFETY PATROL

Fourth and fifth grade students are assigned specific service-related tasks. These tasks are considered commendable services to the school for which appropriate recognition is given throughout the school year and at the end of the year. Safety patrol morning duty begins at 7:30 AM. Afternoon patrols serve until **3:25 PM**. Assigned safety patrol volunteers are responsible to assist teachers on duty. The fourth and fifth grade teachers post the weekly safety patrol in the weekly newsletter. At the beginning of the year, orientation training is required.

SCHOOL GROUNDS

A large playground that includes areas for field and team games as well as areas for individual play (such as swings, horizontal ladders, climbing equipment and a large play set) is available for our students. A list of playground rules is provided to students and parents at the beginning of the school year.

SCHOOL OFFICE HOURS

Monday - Friday Office Hours: 7:30 AM – 4:00 PM

Half Day Office Hours: 7:30 AM – 12:30 PM

SPECIAL SCHOOL EVENTS

Each year we host many special events including Young Author's Day, Grandparent's Day and more. Parents are strongly encouraged to find childcare for younger, non-OCS students for special school programs. If a younger sibling attends Young Author's Day, then we will have that student read first. We want to be sensitive to our other guests and make this an enjoyable experience.

Additionally, it is school policy that siblings may not attend OCS field trips, including end-of-year parties. This is for the safety of all of our students.

SERVICE PROJECTS

In an effort to equip believers for service, the school sponsors specific projects during the year. Some projects are school wide and other projects are on the class level. In all these activities, the purpose is to help others who have some specific material need as well as to demonstrate the love of Christ through serving. The goal is to glorify God and not gain attention for the school or the individuals involved.

TARDINESS/EARLY CHECKOUT

It is very important for students to arrive on time to begin the school day. Students who are late to school must report to the main office with a parent to sign in. Students who arrive late interrupt the teaching and learning and miss an important part of the daily activities. They often interrupt prayer and devotions. We do understand that traffic delays happen occasionally. Students who are tardy on a regular basis will receive a consequence. **The parents of students who accumulate 5 tardies in increments of 5 will be asked to meet with the Lower School Asst. Principal.** This will be documented in RenWeb. This count restarts each quarter.

Your children can be dropped off in front of the Lower School office building any time between 7:20 and 7:50 AM. Teachers or staff will supervise the students as they wait at the benches. Students begin to leave the benches at 7:50 AM. Classes begin at 7:55 AM. Students are considered tardy after 7:55 AM if they are not in their classrooms at that time. If you arrive after the teachers and students have left the drop off area, please park your car in the car pool lane and walk your child to the office. Do not drop your child off at the breezeway on the side of the building or in front of the office to walk in alone.

If cars are backed up in the drop off area, student tardiness will be excused.

Students checking out before the end of the school day will be recorded as an early release and it will be noted on the report card.

6th Grade Tardiness

It is necessary for students to come to class on time. Tardiness will be noted in all classes. The third unexcused tardy for the same class, within a quarter will result in a demerit in RenWeb. An excused tardy will be granted by the front office or the previous teacher only. Tardies will be restarted at the beginning of each quarter.

TECHNOLOGY AT ORANGEWOOD

Technology provides students with powerful and unique ways to enrich their learning. Orangewood Christian School supports the use of integrated technology and recognizes its potential to support curriculum and enhance student learning. A key component of Orangewood Christian School's technology initiative is the use of laptops in the class and at home. It is imperative that each student at OCS be equipped with the correct supplies for daily instructional opportunities. This includes a working, charged laptop (6th-12th grade), a back-up charger, and earbuds. These digital supplies are just as necessary as pens, pencils, and paper. If you need help selecting a laptop, feel free to use the criteria that has been established by our IT department. (Please see below.)

Home internet service plays a crucial role in supporting OCS students throughout the year. Students will often need to have access to online material while working from home. This requires reliable internet service to be available at home throughout the school year. Our one-to-one initiative necessitates that families confirm this requirement will be met. In the rare event of loss of service, students and teachers will discuss the matter and make a plan of action to get the work done without penalty.

Bring Your Own Device Requirements for Orangewood Christian School (6th-12th Grades)

Minimum Requirements:

- Windows Operating System: Windows 7, 8 or 10; Duo Core Processor or i3 on up
- Apple Macbooks: MacBook Pro or Air; running OS X (10)
- Screen size: between 10" and 14" (Anything larger will be heavier and shorten battery life.)
- Built-in wireless connectivity
- 4 gigabytes of RAM (This is the bare minimum for Windows 7 and the programs students will be running.)
- Battery life: 6 hours (This can be via one or multiple batteries.)
- Laptop charger for school use

The above specifications will allow students to do their work. However, for increased speed, our recommendations are as follows:

- Windows 10
- 8 GB RAM
- i5 or i7 processor. (These are the most current processors in Windows.)

The following are not supported:

- Apple iPads
- Android tablets
- Chromebooks
- Windows RT. (RT runs on the Microsoft Surface tablet. Surface comes in two versions: Pro and RT. Surface Pro is supported; RT is not.)

Classroom Internet Safety

Orangewood uses two monitoring systems to help teachers manage online activities in the classroom: Insight by Faronics and NetRef. Insight is used on the lower school campus and NetRef is used on the upper school campus. Both systems help teachers and students meet their goals of using technology responsibly. This practical monitoring technology allows teachers to utilize the power of the Internet for instruction without the distractions that can come with it.

For further information:

<https://www.net-ref.com/>

<http://www.faronics.com/products/insight/>

TECHNOLOGY USE

School computers, printers and the areas surrounding them should be left in a clean and orderly condition. Students must have a teacher's permission to remove or unplug any component of a school computer or turn ON/OFF any component of a school computer. Students must have a teacher's permission to add or remove software. Screen-savers, software application settings, and other display settings for school computer cannot be modified by students.

Unless directed otherwise by a faculty member, student files may only be stored on their personal devices or drives.

Student files on a school hard drive or server will be removed without notice. Parents and students will be held financially responsible for any damage to school equipment or to another student's equipment.

Students may not photograph or video any school activity or student unless given specific permission by a teacher as part of an academic activity.

Students bringing personal electronic equipment required or otherwise, to school do so at their own risk. The school is not responsible for students' personal devices. In the classroom, all computers, tablets, and other devices must be out of sight unless teachers direct their use for academic purposes. Students using computers and tablets inappropriately during the school day in the building will have their items confiscated. Like cell phones, iPods, smart watches/iWatch, CD/MP3 players, and other devices should be powered off and out of sight during the school day.

After School Program: Students, with parent permission, may bring and use iPods or other music players, handheld games and cell phones to the after school program. The school is not responsible for the safety/condition of these items. They may only be used at the student's risk.

TESTING

The ERB CTP4 is administered yearly to all 2nd through 6th grade students in the fall. This test is used to monitor the students' progress and also to evaluate our academic program.

Parents may be required to obtain a full educational evaluation by a licensed school psychologist if learning disabilities or attention problems are suspected.

TEXTBOOKS

The *Registration/Book/Supply Fee* covers all workbooks for students in all grades. Hardcover books are the property of the school. Paperback textbooks that are not workbooks may also be property of the school.

Lost or Damaged Books

In case of lost textbooks or workbooks, replacements must be ordered from the publisher, which usually takes 2-3 weeks. Parents will be billed for the total cost (book and shipping) of replacing the books.

Fines for Lost or Damaged Books

Damaged Cover/ Lost book	\$50
Torn Pages	\$1.00/page
Writing in Book	\$1.00/page

TRANSPORTATION, FIELD TRIPS

Transportation for field trips and off campus events is provided by school buses and parents (if necessary), or a commercial carrier, depending on the length of the trip and the number of students involved. If there is enough room on the bus the students will be requested to ride the bus. Parents may be asked to send in a fee to cover the cost of transportation. The field trip policies and procedures are as follows:

- Each student must be buckled in his/her own seat belt when riding in a private car
- Small students may not ride in the front seat of cars with passenger side airbags. Some students may be required to ride in car seats
- Parents who provide transportation must provide proof of insurance and a background check. No one may substitute for an approved parent other than another approved driver
- Drivers may not use cell phones when driving
- Teachers will review the rules with students prior to the trip
- Drivers are expected to follow all school rules and maintain a calm, safe environment in the vehicle. If excessive rowdiness occurs, the driver should pull over until acceptable behavior is established. Drivers should notify the classroom teacher of any behavior problems
- Students must remain completely within the vehicle (including hands)
- Parents may not purchase or provide treats for students unless it has been planned in advance with the teacher
- Drivers should go directly to and from the field trip location with no other stops
- Teachers will assign students to cars. Please do not make special requests for students
- Drivers will be provided with a list of students in their vehicle and any relevant additional student information. Drivers must check attendance prior to students entering the vehicle and after students leave the vehicle
- **Siblings are not allowed** to attend field trips or meet you at the location

TRESPASSING

Students are not allowed on school property after hours without staff supervision. Violation of this policy will be treated as a disciplinary action.

UNIFORM EXCHANGE

The PTF organizes a uniform exchange in August, January and May of each school year. Only regular uniform items or OCS logo items are accepted. PE clothing is not part of the exchange.

VISITORS

Parents are always welcome at school! Please make arrangements with the office administrative assistant if you would like to visit or observe. Check at least one day in advance to make sure that your visit will not conflict with a field trip or other class plans.

All visitors (including parents) must check in at the school office and receive a nametag or be escorted by a staff member. Please do not interrupt the teacher during the class period. On occasion, a student who is considering future enrollment may shadow for part of a day or a full day.

VOLUNTEERS

We are grateful for the many parents who volunteer at the Lower School on a regular basis. Volunteers help allow us to offer many enrichment activities and programs. In addition to the above, teachers will occasionally ask for parent volunteers to help in the classroom or in providing transportation and chaperoning field trips. **All regular weekly volunteers must provide proof of passing a background check.**

Recess Supervision: All families are also asked to participate in lunch recess supervision on a rotating basis. You will receive a monthly calendar with an assigned date. Each volunteer will be given a copy of the playground rules for supervision. Thank you so much for your support! If you must change your volunteer date, please switch with another parent and notify the office.

Many volunteer activities are organized through the room parents. Sometimes several parents will share this job. The PTF (Parent-Teacher Fellowship) works with the room parents on school-wide and class activities. Check with your child's teacher or your room parents if you want to get involved in helping at the school. The office will also advertise for volunteers for special projects like Field Day, Young Author's Day or Achievement Testing in the weekly newsletter when the need arises.

WEBSITE

The OCS website is www.OCSRams.org. The website contains information for prospective families or individuals and also our current OCS families. Information for school families is also posted on RenWeb. Photos of current students may be posted on the website or RenWeb without identification. If you do not want your child's photograph posted, please contact the development office.

WITHDRAWAL

Permanent withdrawal must originate with the respective school office, not through the teacher. Parents should obtain the withdrawal form from the respective school administrative assistant. To withdraw a student from Orangewood Christian School, the following steps must be taken:

- All outstanding tuition, fees and other charges must be paid. Tuition for the balance of the semester or year is due and payable before the withdrawal can be processed. Records cannot be released or transferred until all accounts are up to date.
- All school property (locks, books, etc.) must be returned or paid for and a completed book/equipment withdrawal form submitted to the school office.
- All athletic equipment and uniforms must be returned to the athletic department.

- The admissions office must receive a completed, signed withdrawal form from the parents.
- All additional withdrawal paperwork will be completed by OCS Administration and signed by parents and students.

YEARBOOKS

The yearbook *Rampages* is published annually and is partially subsidized by student fundraising activities and the sale of advertisements. Yearbooks are not included in the registration fee. Pre-paid orders will be taken during the fall.



Acknowledgement Form

Student:

My signature indicates that I have read and have access to the OCS Parent-Student Handbook online and that I am familiar with OCS rules, policies, and procedures. My signature indicates that I agree to comply fully with the statements, policies and procedures in the OCS Parent-Student Handbook, and all other school rules, policies, and procedures, on and off campus, during or outside the school day.

Student Signature	Date	Student Name Printed
-------------------	------	----------------------

Parent:

My signature indicates that I have read and have access to the OCS Parent-Student Handbook online and that I am familiar with OCS rules, policies and procedures. My signature also indicates that I agree to comply fully with the statements, policies and procedures in the OCS Parent-Student Handbook, and all other school policies and procedures, on and off campus, during or outside the school day.

Parent Signature	Date	Parent Name Printed
------------------	------	---------------------

Please return to OCS by the First Day of School

B.Y.O.D. Student Agreement (6th Grade)

The use of technology to access educational material is increasingly necessary at Orangewood Christian School. Students must adhere to the following student code of conduct for technology. When this code is followed, students benefit greatly from the digital learning environment. Violation of these policies may result in disciplinary action.

- The student realizes that it is his/her responsibility to have a working, charged laptop and a charger in school every day.
- The student takes full responsibility for his/her laptop and keeps it with himself or herself at all times. The school is not responsible for the security of the laptop.
- The student may not use his/her laptop for non-instructional purposes (e.g., instant messaging, gaming, watching movies, online shopping) during school activities and/or hours.
- The student may not use his/her laptop to record, transmit, or post photographic images or video of a person, or persons, on campus during school activities and/or hours.
- The student will only access files on the computer or Internet sites which are relevant to the classroom curriculum.
- The student will comply with teacher requests to shut down the computer or close the screen.
- The student acknowledges that the school's network filters will be applied to his/her connection to the Internet and will **not** attempt to bypass them.
- The student will not bring on premises or infect the network with a Virus, Trojan, or any program designed to damage, alter, destroy, or provide access to unauthorized data or information.
- The student will not process or access school information in ways related to hacking, altering, or bypassing network security policies.
- The student realizes that the school administration has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal laptops will not be possible during normal classroom time. The Student Center, located at the upper school campus, may be accessed before and after school, during lunch, and during break for printing needs at a cost of 25 cents per copy.

I understand and will abide by the above policies and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action.

Parent/Guardian Signature	Date	Parent/Guardian Printed Name
---------------------------	------	------------------------------

Student Signature	Date	Student Name Printed Name
-------------------	------	---------------------------

Please return to OCS by the First Day of School